

# United States Army Recruiting Command



## Guidance Counselor Resource Center (GCRC) User Guide April 2011

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## **INTRODUCTION TO ARISS GUIDANCE COUNSELOR RESOURCE CENTER**

### **This guide will help you**

Grasp the basics of ARISS GCRc and help you use the application to its fullest potential.

Get the most out of ARISS GCRc 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 processing of applicants faster and more efficient.

Publish complete enlistment packets with the easy one time data entry.

Allow your chain of command to track production without interfering with your processing.

### **GCRc Overview**

GCRc 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 Guidance Counselors access to the complete electronic enlistment packet. GCRc 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. GCRc sends e-mail notifications to the Senior Counselor when expected results are not received.

ARISS GCRc includes an application called Electronic Records Management (ERM). ERM will allow 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 and no more searching file cabinets or desks to find an applicant's packet. GCRc will assist you with processing any applicant and provide anyone in the chain of command with the capability to review each packet.

When you review this manual you will notice that some chapters are specific to the Guidance Counselors or Battalion Ops, but most of the information is applicable to anyone that has access to GCRc. Even though the other chapters are general in nature, everyone should be familiar with those functions. Before we start there are a few items in GCRc that need to be defined:

### **GCRc Inbox**

The Inbox is a critical work area for all users of the Guidance Counselor Resource Center. As the name would imply the Inbox is an electronic holding area of work that needs to be completed. GCRc/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 MS Outlook and automates the inbound traffic for enlistment packets being replicated to MEPS for processing but also offers outbound notification from the Guidance Counselor's as well.

These workflows must be processed; there is no a 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 QNE workflow. Ensure you code this workflow correctly. The Station, Company, and Battalion will use this information when they review their TNE Report. Establishing a routine to ensure that all workflows are completed daily will ensure your GCRc Inbox stays caught up.

## Quality Control Workflows

We will discuss these workflows again as we work through the process. The following paragraphs contain the standard naming conventions and detailed descriptions of their uses and workflow routing.

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

A **DEP/Accession QC Workflow (DEP QC)** is initiated by signing the DD Form 2366 for RA and the Selective Reserve Montgomery GI Bill for USAR applicants. This creates another QC summary designed for the Senior Guidance Counselor to review prior to affecting the enlistment.

The **BN Ops/NCO QC Workflow (BN Ops QC)** 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 Senior Guidance Counselor. This QC is for the battalion operations NCO to check and ensure the MEPS is doing business according to current policy.

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

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

The **Ship Ops NCO QC Workflow (BN SO QC)** is initiated by receiving the “End of Day” code of “V” (Shipped) from REQUEST when the applicant has been “Verified” by the Senior Guidance Counselor. This QC is for the battalion operations NCO to check and ensure the MEPS is doing business according to current policy.

## Workflows

The **Exception** Workflow is designed to capture requests for exception to Policy granted to allow an applicant to continue to process when required.

Upon receipt of a USAREC Form 1034-R or 1035-R, the BN Operations or Guidance Counselor can initiate a **Reno Workflow** in GCRc. The RENO utilizes a dropdown box providing the requester with a standard list of RENO reason values.

Upon receipt of a USAREC Form 986-R, the BN Operations or Guidance Counselor can initiate a Cancellation Workflow. The Cancellation Workflow utilizes a dropdown box providing the requester with a standard list of cancellation reason values.

The **Waiver** Workflow is used for Administrative, Moral, and Medical waivers to be approved within USAREC.

The **Qualified and Not Enlisted** Workflow is designed to capture processing results for all applicant 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.

## Access Rights

Whether you are a Guidance Counselor or Operations NCO/OIC or you are moving to these positions, there are some items that you need before you can use ARISS GCRc and its supporting applications. Your battalion S-1 and 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 ID and Password to access your computer, GCRc, and e-mail, You will also be required to get a

REQUEST Login ID and Password that will provide to access to REQUEST. If you are in the GC shop, MEPCOM 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 GCRC.

## 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 the user's particular needs. This database will contain 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, GCRC, and e-mail, while your REQUEST Login ID and Password will provide to access to REQUEST. If you are in the GC shop, MEPCOM will provide a login ID and password to MIRS.

Through out this Guide, unless otherwise stated, the term "Army" includes all components to include Active Duty, Reserves and National Guard.

## Explanation of Entries

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

### **Type this entry**

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 italic, like this:

### *Type this entry*

If you are to click on a tool bar menu item, or icon, or if we are identifying a specific data item it will appear in bold and underline, like this:

Click on **File**, then **Save**

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

**This will identify reminders or additional notes that apply to that section.**

**This will show you error messages that may occur when using the application.**

This Guide does not supersede any DA, USAREC, or MEPCOM regulation and is written with those processing procedures in mind. We know that some things will change in USAREC Regulation 601-96, while other processes will remain the same.

## 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.

## APPLICANT PRE-PROCESSING PHASE

This was written to assist you with processing enlistment packets using GCRc. When we discuss Pre-Processing 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 GCRc User Guide if you need additional information. The most important factor in using GCRc is that Recruiters project their applicants for all processing. Without this, you will have additional tasks to complete.

Upon successful login the GCRc Main screen will appear. From here you will start processing.

Log Out Procedures – Click on Log Out from the Main Menu. 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/windows of GCRc, 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.](#)

### Starting the Initial QC Process

You will need to access the GCRc Inbox to start the QC process. From the GCRc 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.

With GCRc, every applicant projected to enlist or access will have a packet e-validation and GC QC initiated. GCRc 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 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.

There are two parts to the initial QC process. The first is the E-Validation of the packet and second is the actual packet QC. The E-Validation is automatically conducted when a recruiter projects an applicant for DEP-In or Enlist. GCRc will perform 4 levels of validation. They are:

**Level 1** identifies that the projection passed edits and that record is not on you SAP 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.

**Level 2a & 2b** does a complete check of the data required to complete the 2807-2 questions along with the medical and insurance information.

**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.

**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.

If the validation shows failed on Levels 2 - 4, it will list each item that caused the packet to fail validation. The recruiter will only get an email after the record has been through all levels of validation and fails any Level 2 - 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 they are minor changes you can also update the applicant's record using GCRc.

If the applicants 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. This 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 applicant processing.

### **Processing a GC QC**

During your review of the next days 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 applicants GC QC found in your GCRc 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.

GCRc 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 Guidance Counselor to effectively check the packet for completeness and eligibility. The QC Summary Reports stored in the applicant's ERM profile in the Core Admin folder.

To perform a GC QC Workflow, select Inbox under the Links. Scroll down the GCRc Inbox and locate the first GC QC Workflow. Performing a GC QC you should have the source documents to verify the applicants basic information; however, there will be times when those document are not available until the applicant shows 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.

To complete the GC QC, click the hyper-link 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 the "View QC Summary Report" option. 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 GCRc or scanned in ERM. The following list details the order information is presented in the QC Summary Report.

**DD 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.

**Personal Information:** Age, Gender, Date of Birth, Place of Birth, ENTNAC, DMDC, 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.

**Medical:** Physical Date, PULHES, Height, Weight, Body Fat Percentage, and Vision.

**Trainability:** ASVAB, Test Version/ID, Date and Place tested, Line scores, and CAST results.

**Education:** ED Years, Ed Code, and all information from the Education Screen to include the Question and answers.

**Residence:** From the residence screen.

**Employment:** From the Employment screen to include any Military Employment pulled in from the Military History Screen.

**Military History:** Dates, Service, Status, PMOS/AOC, Grade/Rank, Discharge Type, RE Code, Separation Reason, Lost Time and all other information from the Military Assignment History and Military personal screens.

**Investigation:** Will only show questions that were answered yes by the applicant.

**Awards:** Will only show questions that were answered yes by the applicant for prior service applicants.

**Moral:** Will only show questions that were answered yes by the applicant from the Moral Drug screen.

**Finance:** Will only show questions that were answered yes by the applicant from the Background screen.

**Foreign Travel:** Will only show questions that were answered yes by the applicant from the Background screen.

**Family and Associates:** Should display information about all family members.

**References:** Should show 3 references that reside in the US.

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 & 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.

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.

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 what needs to be corrected. It is hard to complete a good QC on the packet without source documents, but your SOP may allow the approval of a QC that has a Validate status of Yes but is pending source documents.

The initial Guidance Counselor 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.

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

### **Completing a GC QC**

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.

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 GCRC Inbox. Below are a few examples:

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.

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.

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

Select “Finish task” to complete the workflow. Notification with your comments is automatically e-mailed to recruiter, station commander, and both members of the CLT. If you disapproved the GC QC, you can add a comment for the recruiter or station 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.

GC QCs that are opened by a GC and not given a disposition is sent back to the GCRC 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.

### **Review the Select A Person Processing List**

Once you have completed your QCs, go to the GCRC Select A Person screen. 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 Record 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.

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 RZ Lite 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.

### **Create or Modify Projections in GCRC**

Each day you verify the next days processing with each company 1SG. During this time review the GCRC Select A Person Processing List with the 1SG to ensure applicants are projected properly. 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 applicants 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 station 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.

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 RSID, and the applicants SPF and PRID. Never select a record to create a new projection that has a Proj Src or "M" or "R". Only use projections with a Proj Src with "L". Verify the recruiters RSID and applicants 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 APPLICANTS 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 680ADPPD 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.

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, 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.](#)

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 GCRC. 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 Record Validation button. It will take a few minutes 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 GCRC Inbox.

To facilitate a Courtesy Enlistment the recruiter will project to their owning MEPS IAW the 72 hour rule. The owning MEPS will QC the packet IAW their established procedures. After the QC has been approved, the owning MEPS will update the projection and send to the MEPS affecting the Courtesy Enlistment. To update the projection, click on the projection links and find the current projection and click on Update. The projection must show an enlistment type of Enlist, Enlist and Ship, or DEP In before the selection box labeled "Courtesy Enlistment" will appear. When this checkbox is selected a new pull down containing the valid MEPS IDs is presented. Select the MEPS you wish to transfer the record to and click on Save/Project. When you click on Save/Project, GCRC and ERM will update the projection and move the record to the courtesy MEPS. Both MEPS will see the applicant on their "Select A Person" screen. At the end of the processing day the GCRC and ERM record is transferred back to the original MEPS. It is important to note that when courtesy MEPS is transferring a record to REQUEST, they must search REQUEST by SSN. Since the record will retain the original MEPS office code, the courtesy MEPS will not have visibility of the record in REQUEST under Process Applicant. Enter the applicants SSN and click on Go. The record will appear on your screen to complete the Courtesy Enlistment.

## APPLICANT PROCESSING PHASE

The applicant is now sitting at your desk qualified to enlist. What needs to be done in GCRc to accomplish this task? Verify the data in GCRc and eNSQ; send the applicant's information to REQUEST to make a reservation; the reservation information returns to GCRc 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 their job properly, this task is actually very simple for the GC to complete. Even if the recruiter did not do their 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 the REQUEST system.

The below should assist with what actions that need to be completed during an applicants processing.

### Verify Select a Person Processing List

After successfully logging into GCRc, If the applicant is scheduled for processing, their name should appear on the Processing List, if not enter the 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 that each applicant has a "Pkt Status" of "GO" and an "E Valid" of "Y".

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 in RZ Lite or FSR2S 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 applicants record that was created by the recruiter.

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

If the record is not a "GO" or the validation is "N" you will need to review these documents. To review the applicants' 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 applicants processing.

### Initiate a GC QC and Packet Validation

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.

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 Record 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 Record Validation Process. This will generate the validation report. You will need to review the results in ERM.

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.

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.

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 1-4). 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 them to make the 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 basic information.](#)

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

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 supposed 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 the "X" in the upper right corner. This will take you back to the GCRc QC Summary screen.

### **Review and Complete the 680-ADP**

Now that the applicant has returned from MEPS processing, you are now ready to continue. Find the applicants record on the "Select A Person" Processing List and click on the link. Now click on Process App and then click on 680-ADP. 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 GCRc that shows a Proj Src of "M". This is a MIRS projection and in most cases the applicant's record will be incomplete.](#)

Notice the top of the screen has links to different areas within the 680-ADP 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 ROC for assistance in getting a proper reservation along with incentive and bonus.

[S/H identifies those applicants that have a Spanish or Hispanic ethnic code.](#)

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 battalion for approval. Once approved the change of credit will be annotated on the 1966 Remarks section (Per applicable regulation). All other information must be validated either through source documents or verification with the applicant.

There will be some items that you cannot change on this screen. Most of this information, if incorrect, can only be changed in other areas of GCRc, eNSQ or by the recruiter in eNSQ. Most of the Personal Data changes can be made in the 680-ADP or Prospect screens.

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.](#)

Once you have verified the applicant's information you can now go to REQUEST and see what is available. To submit the applicants 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. 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.](#)

Submit to Request and Pull a Reservation

Clicking on the "Submit To Request" button will transmit the applicant's data to REQUEST.

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 GCRc and the hard copy will be given to the applicant. The reservation data is automatically sent back to GCRc and can be viewed on the 680-ADP DEP or Accession section. You are now ready to complete the annex(s).

After you login to REQUEST and cannot find the record, your normal reaction is to send the record again from GCRc. 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 GCRc 680-ADP. 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, Drivers License, or City fields. A list of these special characters is as follows: ! @ # \$ % ^ & \* ( ) \_ - + = / . > , < ' " ; : 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 GCRc or eNSQ and click on Submit Build to REQUEST again.

Another reason the record is not showing in REQUEST is the 680-ADP in GCRc is not showing any test scores. First verify that MIRS is showing the scores on the 680-ADP. If there are no scores you can add them to GCRc and send the record again. There is a workaround where you can quickly add the scores on the GCRc 680-ADP if they are missing. First click on "Administration" and then on "Prospect". Click on Processing 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 change the Processing Option and click on Save. The scores will now show on the 680-ADP and you can submit the record back to REQUEST.

### **Complete the Annex Forms for Enlistment**

Click on “Annex Forms” under “Process App” to continue with the applicant processing.

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

GCRc creates a single individualized enlistment annex that requires only one signature from 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.

**Tattoo’s, Brands or Body Piercings-** Ensure the answer matches the physical. This is read only. The answer can only be changed from the Screening menu’s Physical sub-link. If the answer was “yes”, ensure it meets enlistment standards.

**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 eNSQ sub-link.

**GI Bill Enrollment Information** - Click 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 RWS.

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

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 form.

If you get the below error message you will need to fix the applicants 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.

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 the Prospect screen and check to ensure the PS box is checked. Now check the 680-ADP 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-ADP screen (under 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.

Scroll through the document while the applicant reads the information. Inform the applicant they will receive a copy of this form when their enlistment is completed. As you scroll to the bottom, notice the “Get Signature” button in the signature portion of the form. Click “Get Signature”. This will bring up a

new window. Using the signature pad, have the applicant sign and then click “Accept/Send” to save the signature. Repeat above steps for the GC signature. To save the document, click the “Save” button

[You can click on Sign Again to re-sign the form.](#)

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.

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 and then 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 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. The “EXIT” button will return you to the Main “Select A Person Screen”.](#)

### **Complete Enlistment Forms (Forms Docs Menu)**

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.](#)

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 Document 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.

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 GCRc application is defaulted to have documents selected that would normally be required and that will 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 “Display for Signature” button. A new window will appear with the first tagged document.

One of the critical documents is the DD Form 1966. Review it carefully to ensure the information records 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. Adding statements to the DD Form 1966 is very simple. Open the applicants record and click on Packet Prep and then on Remarks Review. (Chapter 21-3) 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 pre-typed 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.

You may encounter an error message when trying to complete the DD Form 1966. 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 GCRc application expects only to fields completed by the recruiter. The solution is to access “Packet Prep” and “Parental Consent”. Go to the 2<sup>nd</sup> Parent dropdown 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/ Guardian has not been completed. Change the value from the second Parent/Guardian back to “Null” (Empty) and save the screen. Return to the Forms and Documents 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.](#)

Have the applicant sign and 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 IAW MEPS and or BN policy. Select Next Form and continue the above steps until all forms have been signed and printed. When the last form is shown click the Next Form button and a screen will appear stating all forms have been signed processed. Click Close Window and it will return you to the Application Packet Instruction Information screen.

Give the applicant copies of the forms required for their processing, i.e. PAI/PEI and DD Form 1966. While the applicant is completing their processing, you now have time to complete any additional scanning or updating of applicant’s packet.

[Any forms that contain personal data errors must be corrected by going to the proper section within the GCRc application.](#)

## **Scan Source Documents for Transfer to ERM**

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.

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. Refer to the GCRc User Guide if you are not sure of the different form names.](#)

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 ½ “X 11”, but can scan an 8 ½ “X 14”.

[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.](#)

Click on Select Source button to verify the correct scanner is selected. Default should be 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.](#)

Place the document in the scanner. Use the sheet feeder if document is of typical size or there are many pages to this document. Use the flat bed part of the scanner for documents such as DL, Birth Certificate, 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.

The DD Form 369 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 addition 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 Form 369's. 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, and 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 applicants' record. Go to the Screening menu and select Moral Drug to add the charge.

An individual providing a personal reference UF 1118 (Request for Reference) or DD 370 (Request for Reference) must be listed in the reference screen. GCR will only show employer, school, family and references on the scan page.

To add a previously saved scanned document from a location other than ERM, click on 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.

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.

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.

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.

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

## **Perform DEP-In QC**

Upon the applicant returns from their final MEPS processing, the SGC needs to review the applicant's information and sign the DD Form 4 with the applicant. When the processing GC completed the Annex and SGLI documents, GCRc 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 GCRc. The SGC will need to access the GCRc Inbox and locate the applicants DEP-In QC. Click on the QC link to open the Task

Manager. Now click on View QC Summary Report. The Diff Report should show source documents being scanned or created in GCRc, 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 GCRc for this applicant. Verify that the applicant is qualified for the 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 them make the required corrections. If everything is correct, complete the applicants DD Form 4 and send the applicant to their Swear In ceremony.

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

### **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 swear-in ceremony and completion of the DD Form 4 series. Sign the DD Form 4 with the applicant and send them back to conduct their Oath of Enlistment. Although the GCRc system 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 the GCRc system. Once the documents are scanned in, the GC will return the document to the applicant. Remember all documents scanned into the GCRc system are considered original documents.

### **Coding Applicants That Are Qualified But Did Not Enlist**

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 hours daily on every applicant that does not have a result code of E or V. You will need to go to your GCRc Inbox and start coding the QNE workflow.

This completes the enlistment process for the perfect applicant. For those applicants requiring exception, waiver, or other additional requirements see the appropriate chapter within this Users Guide. Should your applicant require exception or anything that is not covered within the GCRc system, but is authorized, a manual entry can be made in remarks section of the DD Form 1966. 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 1966.

## POST ENLISTMENT PROCESSING PHASE

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 battalion operations section.

### Automated Data Checks

GCRc is going to automate a few other functions for you now that you have finished processing for the day. You are probably used to pulling your ZHM reports at the end of the day to monitor Tech Check, DAT and HIV results. You no longer need to do this. GCRc was developed to automatically notify the SGC when results have not been received within a specific time frame. The results of the Tech Check should be returned within one working day. If results are not received then the GCRc system will automatically send an e-mail to the SGC via Outlook E-mail. In case of match, notification is sent to SGC via outlook e-mail. Upon receipt of Rap sheet from MEPCOM, GC will scan it into the applicant's ERM core admin folder. If the ENTNAC Manager discovers a discrepancy they will notify the CLT and the Battalion Security Officer. Depending on the RAP sheet you may need to annotate the 1966 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 three days and HIV results within seven days. At those times respectively, if no results are received, the SGC will receive notification by Outlook E-mail. If no e-mail is received, the results of these processes can be viewed on the 680-ADP screen.

### Day After Enlistment QC (BN Ops QC)

Initiated by receiving the "End of Day" code of "E" (enlisted) or "R" (Reno) from REQUEST when the applicant has been *Verified* by the Senior Guidance Counselor, 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 NAC/Lac 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 Senior Guidance Counselor to allow for corrective action.

To locate the BN Ops QC click on Links from the Main Menu and then click on Inbox. Select the hyperlink for the BN OPS QC. This will open a new window entitled "Task Manager." From the Task Manager screen you will be able to select from the following:

- View QC Summary Report
- Approve
- Disapprove
- Cancel

Click on View QC Summary Report to view the DIFF Report. Check for previous uncompleted QCs. Check for submitted and/or completed Tech-Check and NAC/LAC. 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 Senior Guidance Counselor to allow for corrective action.

## **Before Ship QC Workflow (BS QC)**

Initiated 30 days prior to the applicants' ship date. GCRc selects all applicants whose ship date is with-in 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 GCRc Inbox. Guidance Counselors perform the 7-30 day ship QC and annotates any comments or documents required for the applicant to ship. GC will either approve or disapprove the workflow, and a e-mail notification is sent to the recruiter, station commander, both members of the CLT, as well as the 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.

Click on Links from the Main menu. From the "Expanded Links" menu, click on the "Inbox" option. Select the hyperlink for the Before Ship QC task (labeled BS QC). This will open a new window entitled "Task Manager." From the Task Manager screen you will be able to select from the following:

- View QC Summary Report
- Approve
- Disapprove
- Cancel

Click on View QC Summary Report to view the DIFF Report. Check for completed Tech-Check and NAC/LAC, HIV/DAT results, 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.

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, station commander, both members of the CLT, as well as the 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 SGC via outlook e-mail. Upon receipt of Rap sheet from MEPCOM, GC will scan it into the applicant's ERM Core Admin folder. If the ENTNAC Manager discovers a discrepancy he will notify the CLT and the Battalion Security Officer.](#)

## **Process Shippers**

It's ship day for the applicant and a busy morning for the guidance counselor. 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 applicants. Now as the GC you will have to process the shippers in GCRc. Starting from the GCRc 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.](#)

With the applicant, validate the 680-ADP: promotion, law, dependents, marital status etc. Make any corrections to the packet using eNSQ. Scan ship physical and any new documents into ERM. Confirm shipper in REQUEST. Now complete Ship Annex. From the expanded main menu select Annex forms 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 applicant review annex form. Have the applicant sign the annex form and the GC will also need to sign. Select SAVE. An Adobe window will appear with the signed Annex. Print the annex form 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.

Now complete Ship DD Form 1966. From the expanded main menu select Ship DD1966. A new window will appear with the DD 1966. Use the NEXT Page button to go to DD 1966/3. An Approve It-Audit Trail window will appear displaying the date and time the DD 1966/3 was previously signed. Click on the X in the 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. Click on SAVE. A Save Confirmation window will appear. This is to inform you the Ship DD 1966 was saved to ERM and MIRS. Click on the Print button if you need a hard copy of the DD 1966.

If you try to pull the Ship DD 1966 and get an error message stating the 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-ADP on GCRc, you can now complete the Ship annexes. Another problem may be encountered if a DD 1966 was not completed during DEP-In. If this is the case, complete the DD 1966 from the Forms and Docs screen and enter all of the information.

[The DD 1966 will automatically be coded to include those exceptions in the remarks box](#)

GCRc has been updated to process Courtesy Shippers. To facilitate a Courtesy Ship, GCRc will add the ship projection to the owning MEPS Select A Person screen 30 days prior to the applicant shipping. The owning MEPS will QC the packet IAW their established procedures. After the QC has been approved, the owning MEPS will update the projection and send to the MEPS affecting the Courtesy Ship. To update the projection, click on the projection links and find the current projection and click on Update. The projection must show an enlistment type of Enlist and Ship or Ship Only for the selection box labeled "Courtesy Ship" will appear. When this checkbox is selected a new pull down containing the valid MEPS IDs is presented. Select the MEPS you wish to transfer the record to and click on Save/Project. When you click on Save/Project, GCRc and ERM will update the projection and move the record to the courtesy MEPS. Both MEPS will see the applicant on their "Select A Person" screen. At the end of the processing day the GCRc and ERM record is transferred back to the original MEPS. It is important to note that when a courtesy MEPS is transferring a record to REQUEST, they must search REQUEST by SSN. Since the record will retain the original MEPS office code, the courtesy MEPS will not have visibility of the record in REQUEST under Process Applicant. Enter the applicants SSN and click on Go. The record will appear on your screen to complete the Courtesy Ship.

### **Ship Counselor QC (SO QC)**

The Ship Counselor QC is designed for the senior guidance counselor to review prior to affecting the enlistment. The SGC conducts their portion of the enlistment interview, approves the QC, and reviews and signs the applicants 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 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.

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

### **Day After Ship QC Workflow (BN SO QC)**

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 Senior Guidance Counselor. 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 the MEPS are doing business according to current policy.

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 entitled Task Manager. From the Task Manager screen you will be able to select from the following:

- View QC Summary Report
- Approve
- Disapprove
- Cancel

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/regulation. 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.

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

## WAIVER WORKFLOWS

The Waiver Workflow is used for Administrative, Moral, or pre-accession 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 Battalion GCRC user. All waivers will be processed using GCRC, with the exception of PERSCOM level waivers.

### **Initiate a Waiver Workflow**

Prior to initiating and processing a waiver in GCRC, the recruiter has to project the applicant for some type of processing. This means the recruiter must have the applicant record built in eNSQ and RZ Lite and verify that the applicant's records have 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 Station Commander and request the duplicate record be terminated. The Recruiter will fill out the RZ Lite Waiver screen and replicate IAW USAREC Pam 601-32.

The Station 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 Station Commander should follow this process with all projection records. After completing the waiver review, the Station Commander will make a recommendation on the LZ Waiver screen and Save. The waiver information will be posted to the LZ, where the Company Commander will make a recommendation. Once this action is completed, the waiver workflow will be transmitted to GCRC and will create a Waiver Workflow in the GCRC workflow inbox at the Recruiting Battalion.

BN Ops, GC or CLT 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.

Documents supporting the waiver will need to be hand carried to the Battalion Waivers Analyst for further processing. The optimal process would have the recruiter initiating the waiver in RZ Lite and obtain the supporting documents. When the documents are passed to the Station Commander, they would access RZ Lite and process the waiver. This process will continue until the Battalion Waivers Analyst receives the supporting documents.

### **Process a Waiver Workflow**

All waivers submitted will be processed through GCRC at the Battalion level. If the waiver was processed correctly by the recruiter, station commander, and CLT, the Waiver Workflow will be found in the GCRC Inbox. If a waiver does not appear in the inbox, return to the 'Select a Person' screen and enter the applicant's social security number, 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 PRID 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 Company to the Recruiting Battalion. 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.

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. GCRc was designed to process waivers based on the policy in USAREC Regulation 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 waiver analyst; the Waiver Approval (BN Ops II) should be an operation NCO while the Waiver Approval (BN Ops III) should be the operations NCOIC. However, you can assign each level as necessary within your organization.

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 selects the wrong disqualification, paragraph, or regulation, you may click on the “Return Without Action” button to correct it. The Return Without Action button can be used to identify waivers that have been erroneously initiated, not warranted, or duplicated. At the battalion level, any time during the workflow process any user can return the waiver without action. The comments entered by the user returning the waiver will be captured in the e-mail notification sent to the recruiter, station commander, and CLT.

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 2807-2, and the moral questions with a “Yes” answer 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 Without Action” button is used by USAREC to end a waiver workflow. If USAREC determines the workflow needs to be ended they will click on the Return for More Action. The comment section will identify the rational and instruct the battalion waivers analyst to end the waiver with “Return Without Action”. This will provide the battalion with a closed loop in knowing where and what the waiver status is.

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, Station Commander, or CLT that submitted the original waiver.

The battalion waiver analyst, operations NCO, or MEPS GC will scan into ERM all documents pertaining to the applicant and the waiver. When Operations is satisfied the waiver is complete and accurate they recommend approval and select the proper waiver approval code from the Waiver Code dropdown 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 Operations Inbox until three operations personnel have reviewed the waiver (i.e. waiver analyst, Ops NCO, Ops NCOIC) IAW UR 601-56. After completing the Waiver Approval (Bn Ops III), the waiver will automatically be sent to the command group for recommendation or approval/disapproval.

The Battalion Commander can either approve/disapprove, or, recommends approval/disapproval and forwards the waiver to USAREC Waivers Division. The commander or designated representative will need to login to GCRc and select Links, then Inbox from the Main Menu. Locate the waiver approval hyperlink for the applicant. Click on the Waiver Approval (BN CDR) hyperlink.

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

Battalion Commander can review the staffs' recommendations and recommended waiver codes. The Battalion Commander will click on the appropriate Waiver Code, enter any comments, and then click Finish Task. Recommendations and Approval/Disapproval will be replicated back to the Recruiter during each level of approval. When the commander completes the workflow, GCRc will initiate an e-mail notifying the battalion operations and senior guidance counselor of the final determination. Additionally, the approval information is replicated back to the recruiter's RWS.

If the battalion commander is not the approval authority, they 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, GCRc will initiate an e-mail to notify the battalion operations and senior guidance counselor. 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.](#)

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

[In-DEP waivers are initiated as stated above.](#)

### **Medical Waiver Workflow**

The battalion waiver analyst will initiate the Medical Waiver Workflow. To initiate the workflow, access the applicant's record by entering the SSN on the GCRc "Select A Person" screen and click the "Find Now button". Click on the applicants 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 the "Save" button. This will generate the Medical Waiver Workflow in the GCRc Inbox. To continue processing the workflow, click on Links and then click on Inbox. Scroll through the Inbox and locate the Med Waiver Workflow.

Prior to waiver analyst forwarding the record to USAREC, they must ensure all physical information (DD Form 2807-2, DD Form 2808, DD Form 2807-1, any consultation sheets, or doctor's letters) are scanned into the applicants ERM Medical Folder. This will allow the Command Surgeon access to the documents used by the CMO (Chief Medical Officer) to qualify or disqualify the applicant. When the waiver analyst is satisfied the waiver is complete and accurate they recommend approval and click Finish Task. GCRc will automatically forward the waiver to USAREC Waiver Analyst. The USAREC Waiver Analyst will access GCRc and check their Inbox to process submitted medical waivers. The USAREC Waiver 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.](#)

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 battalion operations and senior guidance counselor. Battalion operations will notify the CLT of the approved/disapproved waiver. When the applicant completes their processing, the approved waiver is automatically annotated in the remark section and waiver codes are populated as needed in the DEP/Accession portions of the DD Form 1966.

## Process a PERSCOM Waiver

Waivers requiring PERSCOM approval will continue to be processed in paper as outlined in the appropriate regulations. However, you will need to complete a few actions in GCRc to ensure the correct waiver codes are populated to the applicant's record. Upon receipt of a waiver requiring PERSCOM 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.

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 check mark in all the documents that must be sent forward for the type 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 PERSCOM level waivers require the DD 1966 and SF86 to be scanned in since the data is located in GCR. Do not scan these documents for USAREC level waivers.**

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 social security number). 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 email. Enter any necessary details in the body of the email, remembering to include the applicant name, waiver information, and the PRID of the record affiliated to the waiver being submitted.

Upon receipt of the approved/disapproved waiver from PERSCOM, open GCRc and select the applicant's record. Scan the determination into ERM. Now return to the GCRc 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, PERSCOM for \_\_\_\_\_." The waiver analyst will now click on Finish Task. As with normal waivers, that will bump the waiver to Ops II. The waiver analyst will act as all three levels and process the waiver to the commander. The commander or their 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 of the DD 1966.

## PROCESSING WORKFLOWS

How many times have you had a RENO and the applicant was on the floor but you were missing the approval document? With GCRc, that will all change. When a RENO, 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 1966. This will be automatically done for you.

### Reno Workflows

To initiate a workflow on applicant you must select the applicant's record from the [SELECT A PERSON SCREEN](#).

The Reno Workflow allows either member of the CLT, BN Operations section or a Guidance Counselor to initiate the Renegotiation Workflow from GCRc. The RENO workflow has a dropdown box providing the requester with a standard list of RENO reason values. The requester selects from the dropdown menu and enters additional comments as desired in the comment box provided. The workflow is routed to the Battalion Operations section for review and forwarded to the BN Commander if approval authority resides at the BN level, or, if the approval authority is Brigade or Higher the Operations section will forward the workflow to the Brigade Operations section. Brigade Ops will add additional recommendations and forward the request either to the BDE Commander or HQ USAREC P&P for final approval. When the workflow is approved, the final approval is sent back to GCRc, Battalion Operations, and the Guidance Shop. The applicant would then be projected by the recruiter and taken to MEPS to renegotiate their contract. The approval of the RENO workflow is annotated in the Remarks section of the DD Form 1966.

The recruiter initiates the RENO process by submitting a UF 1035 through the CLT to BN OPS. BN OPS will insure all required supporting documents are submitted, after which they will scan all forms and documents submitted into the DEP ADMIN FOLDER of ERM.

To initiate the RENO Workflow, GC, CLT or BN OPS will click on Workflows from the expanded main menu, and then click on the RENO sub-link. At this time the RENO screen will appear. Choose from the drop down menu the RENO Code most applicable for the requested RENO. Ensure the reason matches the approval level of the request per UR 601-95. Click on Initiate Reno Workflow Process button.

RENO Workflows initiated by MEPS are automatically routed to the BN Operations. RENO Workflows initiated by BN Ops are routed to the BN Operations GCRc Inbox. This will allow the BN Ops to forward the workflow to the next level. RENO Workflows initiated by the CLT are routed to the BN Ops.

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 Finish Task button the workflow is forwarded to the next level and you will be returned to your GCR Inbox.

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 IAW UR 601-95 Table 3-1. After the workflow is approved or disapproved the final disposition is sent back via e-mail to everyone in the command chain. The approval authority can add comments, but is not required. Click on Finish Task to send the workflow back to the battalion operations and MEPS. Upon receipt of the approved RENO by the recruiter, the applicant will then be projected to MEPS for processing.

The GC will cancel the old reservation using the proper cancellation code as appears in the REQUEST program. The GC will change the applicant 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 “Return Without Action” button can be used to identify waivers that have been erroneously initiated, not warranted, or duplicated. At the battalion level, any time during the workflow process any user can return the workflow without action. The comments entered by the user returning the workflow will be captured in the e-mail notification sent to the recruiter, station commander, and CLT. The Return Without Action button will not be used by USAREC to end a workflow. If USAREC determines the workflow needs to be ended they will click on the Return for More Action. The comment section will identify the rationale and instruct the battalion to end the workflow with “Return Without Action”. This will provide the battalion with a closed loop in knowing where and what the workflow status is.

[The new annex is version #2, and the old annex is version#1. GC does not have to “Z” out the old annex.](#)

### **Exception Workflow**

The Exception Workflow is designed to capture requests for the “Exception To” policy which is granted to allow an applicant to continue to process. Either the GC or the BN Operations Section can initiate the exception to policy workflow by selecting the link Exception located in the Workflow folder of the main menu of GCRc. 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 Drivers license. Use the exception workflow for moral reviews. However, line score point exceptions do not require an Exception Workflow. When the ROC 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.](#)

Select Exception from the expanded Main Menu. The requester (GC) enters the reason for the request and any comments they would like to add and click on the Initiate Exception Work Flow Process button to forward the request to the next level. BN requestor will have to go the Inbox to forward the workflow from there.

[Exception Workflows are routed and approved the same as the Reno workflow.](#)

The workflow provides the receiving agency a direct link to the applicant’s documents in ERM. The exception is routed to the BN Operations where they review the request, “Approve/Disapprove” the exception, or, if the request approval authority is Brigade or higher they select the forward to Brigade Operations selection and select OK. Battalion Users have the ability to add comments in all cases, whether they approve, disapprove, or forward the request to BDE.

When final approval is received, the results of the workflow are sent via MS Outlook to the Battalion Operations and Guidance Counselor. 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 1966.

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 Sections. 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/disapproval) the Operations section will complete the workflow entering the Name, Rank, and title of the Approving Authority.

## **Cancellation Workflow**

The Cancellation Workflow allows either a member of BN Operations or a Guidance Counselor to initiate the cancellation workflow from GCRc 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 UF 986-R only. Automatic cancellations \(DAT, HIV, medically disqualified by MEPS physician\) do not require a workflow.](#)

BN OPS or the GC will insure 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 dropdown of Cancellation Codes and enters any comment needed to support their request. The workflow is routed to Battalion Operations for review if initiated by GC and forwarded to the BN Commander if approval authority resides at the BN level, or if the approval authority is Brigade or Higher, BN Operations will forward the workflow to Brigade Operations. Brigade Ops will add additional recommendations and forward the request either to the BDE Commander or HQ USAREC P&P for final approval.

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 Battalion Operations, and the Guidance Counselor. The Guidance Counselor will cancel the applicant’s REQUEST reservation and BN Operations will receive 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 BN Ops 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 Senior Counselor would then print a copy of the orders from ERM and give the order to MEPCOM for proper coding in MIRS.

## **Qualified Not Enlisted Workflow**

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 automatically is coded with an “E” or a “V” when the Senior Guidance Counselor verifies each applicant in REQUEST. Any applicant that did not enlist for that day, the GC or SGC should code their End of Day processing results on the Confirm Processing screen.

[Currently a QNE workflow will be generated for each applicant that does not have an “E” or “V” result code at 1600 hours daily.](#)

From the GCRc 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 GCRc Inbox to continue processing.

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 their projection to eliminate the QNE Workflow. You should add a statement in the projection Comment field as to why you canceled this projection.

These codes are saved and used by management to determine QNE rates for the MEPS and Battalion. GCRc has been designed to find the number of applicants that are QNE. The QNE report is the last sub link 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.**

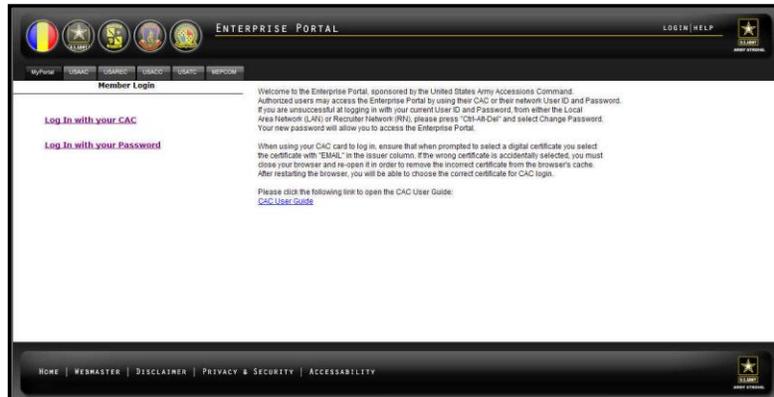
The QNE report is limited to query units not smaller than Battalion size elements with security allowing units to only see what resides within their RSID structure. Brigade can see all Battalions within their Brigade or can select individual Battalions or multiple Battalions within their Brigade. When multiple Battalions are selected the Battalions are counted individually and a roll-up report is also provided with the totals of the selected Battalions. 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.

**Automatic E-mail Notifications**

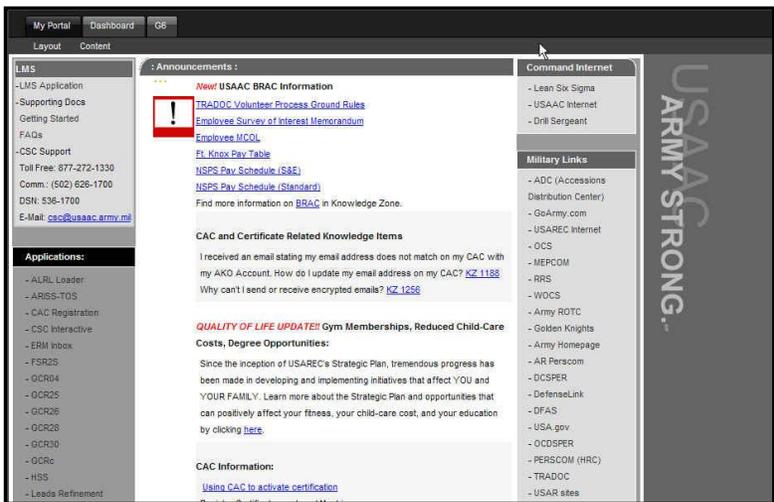
Automated E-mails are MS Outlook e-mails that GCRc sends to the SGC. These include no Tech Check received, match on tech check, positive HIV or no results, positive DAT or no results etc. There is only one e-mail sent to alert the Senior Counselor of the situation. At the end of the processing day an e-mail will be sent to the BN PSNCO with the names, address of all those applicants who have enlisted. This e-mail is to facilitate the BN Welcome letter.

# HOW TO LOGON

The ONLY way to gain access to the application is through the command Portal. Since you are located at the MEPS using a LAN, you will not have to 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.



Battalion Ops or Guidance Counselors 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. The will grant you access via IMS.





**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.

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

**Rule Number 4:** Never exit your browser without Logging Out first.

## SELECT A PERSON

Applicant processing begins with the GCRc “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.

### MEPS User View (Guidance Counselor)

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 “guidance counselor view” is used across all user levels. The guidance counselor view of the Select a Person screen

CP	OR	NO	FC	IR	SM	M	A	A	RC	NAME	PS	E	SSN	EL	A	RSID	MEPS	S	S	P	A	HO	M	MC	ST	P
OR	R	O	R	S	I	NO	A	A	EO		KT			L	F		ID	ID	E	P	R	UR	E	FO	T	P
FC	I	J	S	O	V	NO	A	A	UE		V			U	Q			X	F	D	A	AL	D	ON	S	O
IR	S	I	N	E	D	NO	A	A	ED		A			C	E					A	Y	IC	TS	ES	H	CT
SM	C	D	Y	V		NO	A	A	LT		L			L						D	A	AL	CU	AL	T	Y
G	T	C	Y	V					<a href="#">Enlisttoday_Shipnextweek&gt;Please</a>		Y		E11040801	12L	70	3H5K	B28	M	DAV	N	14	0900				P
L	T	D	Y	V					<a href="#">Securityclear_Aplicant_Snce</a>		Y		E11041401	12L	69	3H5K	B28	M	DAR	N	14	0945	F			E

allows users to query GCRc for selected records. A guidance counselor 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. The default view of this window for MEPS guidance Counselor’s is all projected applicants who are processing for that day for their MEPS. Projections are sorted in the following by 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 applicant’s will have all DAR shippers, DAV shippers, DAR DEP-IN, DAV Enlist Only, DAR Other Processors, DAV Other Processors, and then any DAZ (Non-Applicants)). 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 applicant. 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 process applicants for more than one Battalion you will have access to those records as long as the projection is made to your MEPS.

### Battalion User View

The Battalion Users Select a Person screen is different than the MEPS screen as the RSID and MEPS ID dropdowns are active to allow the user to select by company, station, or MEPS if they want to limit their search. The default for this screen is the Battalion RSID and all MEPS they process applicants at retrieving all processors for the current day. The query is run against the RSID retrieving all records processing for their RSID regardless of where they are processing.

## Brigade, USAREC HQ and Training Base Liason User View

Brigade Users Select a Person screen has the same functionality as the Battalion Select a Person screen with the RSID and MEPS ID dropdowns active to allow the user to select by Battalion, Company, or MEPS. It is highly recommended that Brigade and higher users limit their search criteria to Battalion or smaller size elements, as large queries will slow system response times. It is considered the normal use of Brigade 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 Brigade. Brigade 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.

## USAREC HQ User View

USAREC HQ's users have the same functionality as the Brigade Select a Person screen. HQ users have no boundaries to the information they can see within their SPF. Users will see all Battalions and Brigades. 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.

C	P	R	I	C	A	R	C	N	O	S	I	R	M	NAME	PS	SSN	EL	RSID	MEPS	S	P	A	HOUR	M	MC	T	ST	P	R	O	J	T	Y	P	

## Hyperlinks in Processing List

NAME: Calls the “680-ADP” screen to submit a “Build” to REQUEST

PACKET STATUS: Calls last QC summary. This provides the Guidance Counselors a quick look to determine what information is needed.

E VALID : Allows the user to look at the e-validation report if the value is “N”.

## The MEPS Users can change the following fields on Select a Person:

**From Date**: Defaults to current day to display all processors scheduled for current day, this can be changed by the user to query projected applicant for a past, or future date, or, can be used in conjunction with the TO field to search for all projections within a date range. (Note: The search is limited to a 45 day window.)

**To Date**: Used when searching for applicant within a specific time period (From-TO) Defaults to blank.

**UIC**: Searches for all shippers for a specific UIC (USAR/NG only)

**MOS**: Returns all records enlisted for the specific MOS

**Ship Date**: Returns all records scheduled to ship on the specific date

**Name**: Returns records that have been previously projected by Name

**SSN**: Returns all records for the specific SSN

**Status**: Returns all records for status selected

**Find Now Button**: Activates the search criteria and returns list of records

**Refresh Button**: Resends query to database for any additional records not at the TOS when initial query was completed.

## PROCESS APPLICANT

The Main Menu item named Process App contains much of the functions needed to process your applicant. There are Fourteen (14) submenu items subordinate to Process App in this chapter we will learn how to process the applicant through the enlistment process.



### Recruiter Zone Link

Review the RZ Users Guide, Chapter 5, located on your Recruiting Functions Tab.

### 680-ADP

The first sub link is the 680-ADP. The 680-ADP is the main document used by GC's to verify test/physical information, address and home of record, recruiter of credit and a host of other information provided on the 680-ADP produced from MIRS. Since ARADS was around long before MIRS, there was information used by the GC that ARADS did not display to the user. GCRc leverages the look of the 680-ADP to assist you in performing some of your principle duties. GCRc 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/Accession information needed for the DD Form 1966.

The 680-ADP screen is divided into nine areas. The below screen shots will allow you to familiarize with each area of the 680-ADP screen. Across the top of the screen there are hyperlinks that will allow you to go directly to the area of the 680-ADP screen you need.



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

### Personal Data

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.

Section I - Personal Data											
SSN 180-84-0041		SPF DAV		ENLISTMENT TYPE				DOA: 20110413			
NAME (Last, First, Middle, Suffix) Hoffs, Jimmy Deod		Mission Box Category: <input type="checkbox"/> CAS/PCAS <input type="checkbox"/> Blue to Green <input type="checkbox"/> ICP <input type="checkbox"/> ANCP		Days DMDC Received: N		Applicant Type: [Enlisted]					
ADDRESS TYPE: (Street, City, Country, State, Country, ZIP Code) C 1 Military Way FT Knox Bracken KY USA 40121 H 1 Hoffs Way Ekron Meade KY USA 40117											
CTZN	SEX	RACIAL	ETHNIC	5H	MARITAL	#DEP	DOB	REL	EDUC		
CA	M	D	Y	N	M	2	19910401	JH	12L		
Original Country Of Citizenship: [USA]											
AGGREGATE RACE American Indian/Alaskan Native: N Asian: N Black or African American: N Native Hawaiian or other Pacific Islander: N White: Y											
COLLEGE SH 0				FOREIGN LANGUAGE 1 - None 2 -							
DRV LIC	ST	EXP DATE	NUMBER	POB (City, State, Country)							
	KY	20140430	h9876764z	Elizabethown KY USA							
Office Code 0859				Waiver Codes							
Available Recruiting Test Program(s) DC - Direct Commission FL - Foreign Language Recruiting Initiative PGR - Point Of Gate RRR - Army Reserve Recruiting Assistance Program											
Add											
Selected Recruiting Test Program(s)											

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 a MOS with a PaYS reservation or enrolls in the SF 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 DA the advanced grade reasons have been aligned so that both systems are using the same values. Selecting these values now will save you time as the application enters the required data in the remarks section of the DD

Form 1966 as well as transfers the information to REQUEST so there is no double entry. Prior service information entered in 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 need to be completed 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.

### Aptitude Data

Section II contains Aptitude data passed to GCRc from MIRS. To review the aptitude data on an applicant, click [Aptitude Data](#), or use the scroll bar to continue. Aptitude information displays ASVAB and special tests taken by the applicant.

### Medical Data

Section III contains Medical Data passed to GCRc from MIRS. To review the aptitude data on an applicant, click [Medical Data](#), or use the scroll bar to continue. The medical section contains PULHES, audio, visual results, consultations received and results from DAT/HIV tests.

**DEP Data**

Section IV contains DEP Data passed to GCR from REQUEST. To review the DEP data on an applicant, click 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. This information will only appear after you make a reservation and the record is sent back to GCRc from REQUEST. Waiver codes are completed systematically upon approval of the Waiver workflow.

**DEP Discharge Data**

Section V contains previous DEP Discharge information sent from MIRS. To review the DEP Discharge data on an applicant, click DEP Discharge, or use the scroll bar to continue. This will help the GC to 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.

Section IV - DEP Data					
DEP DOE	PADD	ES	RECRUITER INFO	PEF	T-E MOS/AFS
WAIVER CODES					
Pay Grade					
Advance Rank		Pay Grade Authority			
Reason					
Section V - DEP Discharge					
DATE					
REASON					
SPF					
DATE					
REASON					
SPF					
DATE					
REASON					
SPF					

**Accession Data**

Section VI contains Accession Data completed on ship day for the RA 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 Accession Data, or use the scroll bar to continue.

**MISC/Support Information Data**

Section VII contains MISC/Support Information regarding ENTNAC and JPAS submissions as well as identifies applicant that had previous investigations. To review the MISC/Support Information on an applicant, click MISC/Support Information, or use the scroll bar to continue. Information is gathered and reported on the DD Form 1966 and alerts are triggered if more time has elapsed without a response. To clarify this, systems have been programmed into GCRc 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 Senior Counselor will receive e-mail notification alerting them

Section VI - Accession Data						
ACC DOE	ADSD	PEBD	TOE			
20110406	<input type="text"/>	<input type="text"/>	0 yrs 0 wks			
Waiver Codes						
Pay Grade						
Advance Rank		Pay Grade Authority				
Reason						
DOG	ES	EDUC	RECRUITER INFO	PEF	T-E MOS/AFS	
<input type="text"/>	0	12L	360-66-7674 / 3H5	PPN		
PMOS/AFS	TRANSFER TO (UIC)		Advance Rank Reason			
			<input type="text"/>			
Training Pay	Gain Transaction					
<input type="text"/>	H1					
Section VII - MISC/Support Information						
ENTNAC						
PATH:	DATE SUB:	CASE #:	RSLT:	AGY:	DATE CLOSED:	
JPAS						
CLEARANCE REQUESTED:	CLEARANCE SUBMIT DATE:		JPAS PROCESSED DATE:	JPAS INVESTIGATION TYPE:		
DMDC						
PMS INFO:			PSPF:	DATE RCVD:		
PEI/PAI						
DCL:	SVC:	IR:	REMARKS:			

of the situation. The same principle applies to the Case numbers at 72 hours and final results in seven days. Keep in mind that this is only tracking the automated portion or Tech-Check piece of the ENTNAC process. The DAT and HIV results are tracked in a similar fashion. Results should be posted within 72 hours (3 days) for HIV results and seven (7) days for DAT. If no results are obtained or if results that are other than favorable, e-mail is sent to the Senior Counselor.

There is only one e-mail sent to alert the Senior Counselor of the situation.

### Insurance Data

Section VIII lists the applicant's current Medical provider and Insurance provider if entered by the recruiter.

### Discrepancies Work History Data

Section IX contains any MIRS Discrepancies Work History. Along the bottom there are four buttons.

### Submit to REQUEST

Submit to REQUEST will send the applicant's file to REQUEST into the correct Office Code. Save allows a GC to complete the information needed to submit a build to be sent later. Exit will exit the screen and all changes will be lost if you do not save. Cancel refreshes the screen to the last save.

Section VIII - Insurance Data					
CURRENT MEDICAL INSURER NAME: None					
CURRENT INSURER ADDRESS: (Street, City, State, Country, Zip Code)					
CURRENT MEDICAL PROVIDER NAME: None					
MEDICAL PROVIDER ADDRESS: (Street, City, State, Country, Zip Code)					
Section IX - Discrepancy/Work History					
Discrepancy					
OTHER MEPS PROCESSOR:					
PMS (DMDC HIT):					
DEP DISCHARGE:					
PELPAI:					
MEPS "N" STATUS REASON:					
TESTING DISCREPANCY:					
MEDICAL DISCREPANCY:					
Work History					
DOA/TIME:	MEPS:	SPF:	DOA/TIME:	MEPS:	SPF:
20110406/040000	B28	DAV	20110408/060000	B28	DAV
20110412/060000	B28	DAV	20110413/060000	B28	DAV
Submit to Request		Save		Exit	
		Cancel			

### Annex Forms

Now that we have reviewed the 680-ADP, let's review the link involving Annex Forms. Enlistment of applicants is undoubtedly the most enjoyable aspect of being a Guidance Counselor; however, completing all of the DA 3286 series and the numerous additional USAREC forms is time consuming and allows mistakes to happen as you are rushed for time. GCRC has added the enlistment annex's DD Form 2366 and for the USAR a replacement for the DA Form 3540 series and automated the Incentive Addendum's. Working together with the data supplied by the recruiter, MIRS, and REQUEST, GCRC creates a single individualized enlistment

NAME: eNSQ, First Middle	SSN: 096-07-3221
<p>STATEMENT FOR ENLISTMENT            UNITED STATES ARMY ENLISTMENT PROGRAM            U.S. ARMY DELAYED ENLISTMENT PROGRAM            For use of this form, see AR 601-210; the proponent agency is ODCSPER            (For instructions using this form see USAREC Reg 601-96)</p> <p>DATA REQUIRED BY THE PRIVACY ACT OF 1974</p> <p>AUTHORITY: Title 10, United States Code, Section 275 Executive Order 9397.</p> <p>PRINCIPAL PURPOSE: Basic form used to record contractual obligations to enlistees. Guarantees and annexes enlistment contract.</p> <p>ROUTINE USES: This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of this form are internal to the United States Army.</p> <p>DISCLOSURE: Disclosure of the Social Security Number: (SSN) and other personal information is voluntary. However failure to provide the required information may result in denial of enlistment or reenlistment.</p> <p>I. ACKNOWLEDGMENT: In connection with my enlistment in the Regular Army, I hereby acknowledge that:</p> <p>a. My enlistment in the U. S. Army Reserve obligates me to a total of 8 years service in the U. S. Armed Forces, including service in the Reserve Components, unless sooner discharged by proper authority. Fulfillment of this obligation begins on the date of enlistment into the Delayed Entry Program.</p>	

annex that provides you and the applicant an enlistment annex requiring only one signature.

GCRc receives reservation data from REQUEST and stores the data to the database. Guidance Counselors will select the Annex Forms from under Process App and are presented with a screen containing questions concerning Tattoos and brands, and law violations. Let's take a few minutes to discuss these questions. 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 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 concerning law violations. If they have law violations, the answer to this question should be "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 reserve 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. 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 their 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 their signature on the screen. After you have witnessed the applicant's signature you 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 file format. Once the save is successful a copy will open onto your workstation to allow you to print and give to the applicant.

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 they are finished signing the form they have 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/verifier for each form.

## Forms and Documents

The Forms and Documents screen is partially completed by the recruiter and completed by the Guidance Counselor 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 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.

Forms and Documents			
<b>Source Documents</b>			
Name:	Birth Certificate	Requested Date	20110404
SSN:	Social Security Card	Requested Date	20110404
Age:	Birth Certificate	Requested Date	20110404
Education:	College Transcript	Requested Date	20110404
Citizenship:	Birth Certificate	Requested Date	20110404
Received Date			
20110404			
Enter one document per line for additional documents			
<b>Additional Documents</b>			
Record 1 of 1			
Delete			
Add			
<b>Application Packet</b>			
Tag	Form	Tag	Form
<input type="checkbox"/>	DD 2807-2	<input checked="" type="checkbox"/>	Security Clearance Application - SF 86
<input checked="" type="checkbox"/>	Certification of Applicant - Security Clearance Application	<input checked="" type="checkbox"/>	Signature Medical Release - Security Clearance Application
<input checked="" type="checkbox"/>	Signature Release of Information - Security Clearance Application	<input checked="" type="checkbox"/>	Signature Release of Credit Check
<input type="checkbox"/>	USAREC FM 1292	<input type="checkbox"/>	DA 61
<input type="checkbox"/>	DA 4187	<input checked="" type="checkbox"/>	DD 4
<input type="checkbox"/>	DD 368	<input type="checkbox"/>	DD 369
<input type="checkbox"/>	DD 370	<input type="checkbox"/>	DD 372

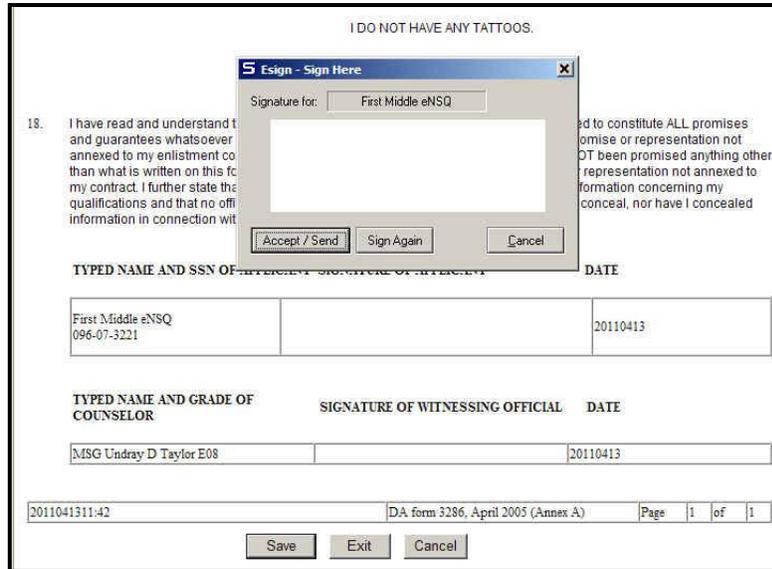
If more than one additional item needs to be entered you must add each one individually. This will assist you when you are scanning the documents into ERM.

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 the Guidance Counselor. The guidance counselor 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 their enlistment. At a minimum the applicant should complete the PAI/PEI along with the associated release documents, the DD 1966, and USAREC 1104. Complete the forms in GCR no matter what the recruiter provides.

The USAREC Form 1118 contains additional check boxes that allow users to select where they want the headings for the form to be populated from. When selected a form is created for each entry in the selected box. When you are ready to sign the documents, select the Display for Signature button and the forms will open in a new browser to allow the applicant to sign the document and store it in ERM.

Splash screen seen by the user indicating a new screen will appear containing the requested form(s).

This is an example of a form that has been displayed and is ready for applicant/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/verifier for each form.



Each form displayed contains a minimum of two buttons, Save and Print. If the form is a multi-page 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 contains 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 multi page form.

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

## 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 1966 during their DEP or accession. The Ship DD 1966 is required prior to the applicant shipping. GCRc 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 1966 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 1966.

### 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 their ship date. Additionally, this is a good way to review the applicant's packet to determine if all required forms have been generated by GCRc or scanned in. Click on the forms that you want to print and then click on the Generate Packet button. GCRc will now prepare the packet for print. To print the packet, select "Links" and then "Print Packet".

Tag	Form	Tag	Form
<input type="checkbox"/>	DD 2807-2	<input checked="" type="checkbox"/>	Security Clearance Application - SF 86
<input checked="" type="checkbox"/>	Certification of Applicant - Security Clearance Application	<input checked="" type="checkbox"/>	Signature Medical Release - Security Clearance Application
<input checked="" type="checkbox"/>	Signature Release of Information - Security Clearance Application	<input checked="" type="checkbox"/>	Signature Release of Credit Check
<input type="checkbox"/>	USAREC FM 1292	<input type="checkbox"/>	DA 61
<input type="checkbox"/>	DA 4187	<input checked="" type="checkbox"/>	DD 4
<input type="checkbox"/>	DD 368	<input type="checkbox"/>	DD 369
<input type="checkbox"/>	DD 370	<input type="checkbox"/>	DD 372
<input checked="" type="checkbox"/>	DD 1966	<input checked="" type="checkbox"/>	DD 1966 Page 5 Only
<input type="checkbox"/>	USAREC FM 541	<input type="checkbox"/>	USAREC FL41
<input type="checkbox"/>	USMEPCOM 680-3A-E	<input checked="" type="checkbox"/>	DD 93
<input checked="" type="checkbox"/>	SGLV 8286	<input type="checkbox"/>	USAREC FM 1037-R-E
<input type="checkbox"/>	SF 1199-A		

DD 370 Reference Selections

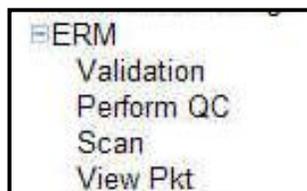
Waiver
  Education
  Employment
  General/Other

### DD Form 4, 4-3, and Swear In Officer

These links are not being used at this time. Once MEPCOM comes online with GCRc, this functionality will be added to GCR.

## ELECTRONIC RECORDS MANAGEMENT (ERM)

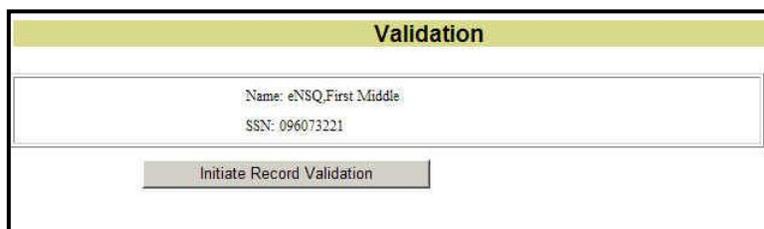
The ERM link provides direct access to the applicant's packet to perform certain tasks. The sub links are Validation, QC Summary, Scanning, View Packet, and Search ERM.



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 their RWS and projecting the record that does not have a completed enlistment packet.

### Validation of Enlistment Packet

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.

A screenshot of a web application form titled 'Validation'. The form has a light green header bar with the word 'Validation' in bold. Below the header, there are two input fields: 'Name: eNSQ,First Middle' and 'SSN: 096073221'. At the bottom of the form, there is a button labeled 'Initiate Record Validation'.

**Level 1** identifies that the projection passed edits and that record is not on you SAP 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.

**Level 2a & 2b** does a complete check of the data required to complete the 2807-2 questions along with the medical and insurance information.

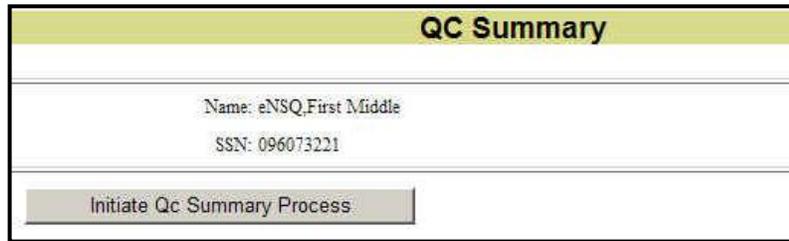
**Level 3** does a basic check of the applicant's enlistment packet. This is nothing more than doing an EPSQ validation. Remember this checks to ensure the required fields are completed. The validation cannot verify the information that has been added. Only you can do this with the applicant and using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

**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.

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 email after the record has been through all levels of validation and fails any Level 2-4. 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 they are minor changes you can also update the applicant's record using GRC. The completed validation report will be stored in ERM Core Admin folder and is accessible from the view packet link or the Select a Person screen E-validation "N" link.

## Perform Quality Control 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 Summary's are stored in the applicants Core Admin folder in ERM and are versioned. Example: the Core Admin folder will show all QC Summary's separately by name so the visual representation one might see 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 ERM Core Admin folder and is accessible from the view packet link.



QC Summary

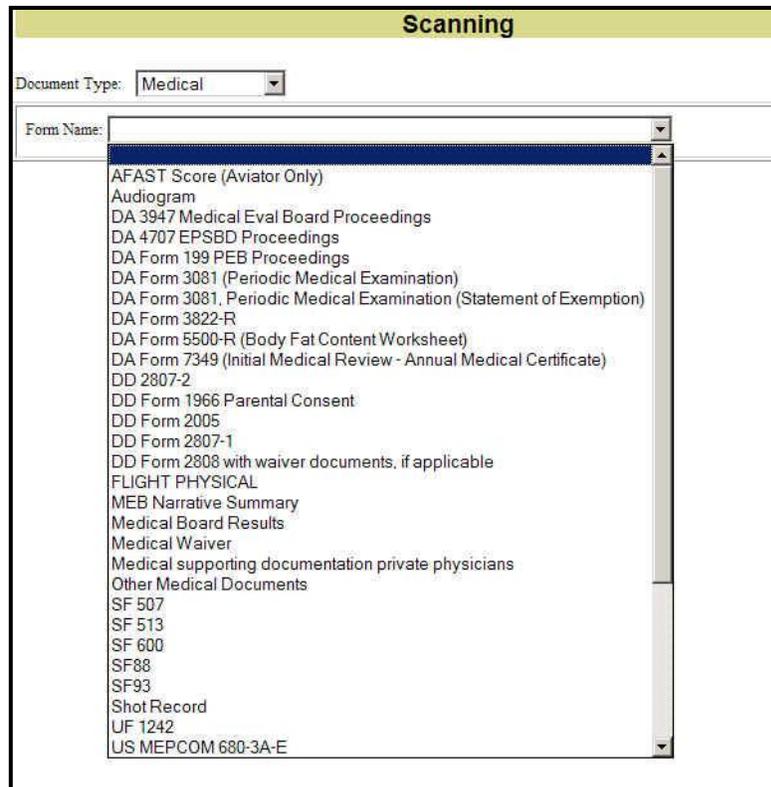
Name: eNSQ,First Middle

SSN: 096073221

Initiate Qc Summary Process

## Scan in Source Documents

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 the 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. An examples of this is the DD Form 369, Police Records



Scanning

Document Type: Medical

Form Name:

- AFAST Score (Aviator Only)
- Audiogram
- DA 3947 Medical Eval Board Proceedings
- DA 4707 EPSBD Proceedings
- DA Form 199 PEB Proceedings
- DA Form 3081 (Periodic Medical Examination)
- DA Form 3081, Periodic Medical Examination (Statement of Exemption)
- DA Form 3822-R
- DA Form 5500-R (Body Fat Content Worksheet)
- DA Form 7349 (Initial Medical Review - Annual Medical Certificate)
- DD 2807-2
- DD Form 1966 Parental Consent
- DD Form 2005
- DD Form 2807-1
- DD Form 2808 with waiver documents, if applicable
- FLIGHT PHYSICAL
- MEB Narrative Summary
- Medical Board Results
- Medical Waiver
- Medical supporting documentation private physicians
- Other Medical Documents
- SF 507
- SF 513
- SF 600
- SF88
- SF93
- Shot Record
- UF 1242
- US MEPCOM 680-3A-E

Check, ran from many agencies, or if an applicant has more than one 1 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, Medical, DEP/DTP, DEP/DTP Admin, and Waiver. A table detailing the relationship of forms and folders is listed in Appendix C.

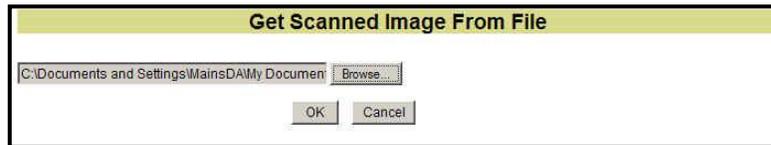
To scan any document into the packet we must first be in the applicant's record and select the Scan screen from the ERM link. This will bring the scanning screen into focus

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

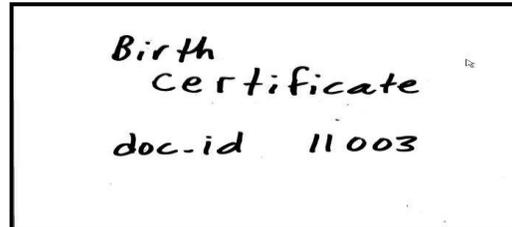
Once the folder has been selected you will receive additional dropdown boxes where you will select the document name; the initial list is a short list filtered on the most common documents used for the folder.



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 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 scan button or select get from file 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 applicants problems when they arrive at the training base without their documents.



The scan button will take you to the scan splash screen. You will see a drop down selection box and five buttons. The dropdown 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 flat bed option of the scanner will manage. Remember to update your SOP and provide information in the New Recruiter program that the framed life sized 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 default even for single page documents and Next Page if you have a multiple page document that 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 screen.



[Large college diplomas and awards are next to impossible to scan. Have recruiters use transcripts or other authorized means of verification.](#)

Selecting the Scan Page 1 begins the scanning process. You will see a bar building in the lower left corner of your screen as the scanning occurs. When the scanner 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.

To view the image from ERM we would select the View Packet link from the ERM submenu, this will bring us to the virtual folder in ERM where we can view or print the documents. Before we look at the packet in ERM let's 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 we know all applicants must have local DD Form 369 Police Record Checks ran to enlist. This means that at a minimum we will always have one DD Form 369 in ERM and most often three. We 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 is selected, these values contain the City, County, and State where the applicant currently resides. You may select one or multiples

Nelson, Ricky, 575190006, DAR		PRID:	30977972
Core Admin	Validation Report	Last Name:	Nelson
	Signature Release of Information - Se	First Name:	Ricky
	Signature Release of Information - Se	SSN:	575190006
	Signature Release of Credit Check	MEPS ID:	B28
	Signature Medical Release - Security	SPF:	DAR
	Signature Medical Release - Security	DOB:	3/4/86 12:00 AM
	Security Clearance Application - SF-8	Status:	Pending Enlistment
	Guidance Counselor QC Summary Rep	Enlistment Date:	4/20/11 12:00 AM
	DEP/ACCESSION QC Summary Report	Ship Date:	4/20/11 12:00 AM
	DD 93	Ship Location:	BENN
	DD 1966	RSID:	3H5K
	Certification of Applicant - Security	Recruiter ID:	30845130
	Certification of Applicant - Security	End of Day Code:	
Core Documents	Social Security Card	GC ID:	30856839
	Birth Certificate	Disposition Code:	WF
DEP	SGLV 8286	Owner Name:	dmdadmin
	REQUEST printout	Modified:	4/13/11 11:36 AM
	Dep-IN	Created:	4/6/11 11:40 AM
	DD Form 2366		
	DD 4		
DEP Admin			
Medical			
Waiver			
	Live Scan Results		
	DD 369 FAYETTE AL TUSCALOOSA		

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 Form 369's. In these instances the GC would select the "Show More" button and GCRc 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.

## Scan Documents Using Other than A GCWS Scanner

To scan in source documents using “Get From File” 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 applicants 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:

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 multi-page 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 multi-page documents will be located in that one specific file. Users are cautioned to not stack different document 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 multi-page level 4 tif.

**Note:** 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.

If all documents are exported to a multi-page level 4 tif, the user may then open the GCRc application. Once the user is logged in the GCRc application open the applicant’s record and go to the scan screen. Select the correct folder and file name. Click “Get From File” and browse to locate the file. (in the “File Types” select all or .tif). Now click “Open” and then “OK”.

The file is now stored in ERM and the user is then returned to the scan screen for processing the next document. Viewing these TIFF file extensions within GCRc 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 un-zoom or maneuver within the document. To effectively eliminate this problem, contact your battalion IMS to install “Toggleqt.cmd.” After running this file, the user should be able to view the TIF images in the ERM without encountering any problems.

## View Packet

Once the record passes validation, GCRc 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, and SPF. The following table further explains the make-up of the applicant ERM Profile:

Nelson, Ricky, 575190006, DAR		PRID:	30977972
Core Admin		Last Name:	Nelson
Validation Report		First Name:	Ricky
Signature Release of Information - Se		SSN:	575190006
Signature Release of Information - Se		MEPS ID:	828
Signature Release of Credit Check		SPF:	DAR
Signature Medical Release - Security		DOB:	3/4/86 12:00 AM
Signature Medical Release - Security			
Security Clearance Application - SF 8			
Guidance Counselor OC Summary Rep			

TABLE 11-1 – MAKE UP OF THE ERM PROFILE

Title	Description	Title	Description
Last Name	Last Name of the applicant	Ship Date:	Date that the applicant is scheduled to be shipped or was shipped.
First Name	First Name of the applicant	MEPS ID	A code that describes which MEPS was processing the applicant
SPF	Service Processing For	RSID	Recruiting Station Identifier
DOB	Date of birth of the applicant	Recruiter ID	The ID of the recruiter doing the processing
SSN	Social Security Number of the applicant (may change and there may be duplicates)	End of Day Code	The status code applied to applicant at the end of the processing day.
Status	Determines the current status for the applicant	Ship Location	The code that identifies the location where the applicant will be shipped.
Enlistment Date:	Date that enlistment was completed. This is based on the date that the "E" code is sent back from REQUEST.	GC ID	The ID of the guidance counselor doing the processing.

		Disposition Code	Code used to identify the archive disposition for a given applicant.
--	--	------------------	--

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 at 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.

### Profile Folders

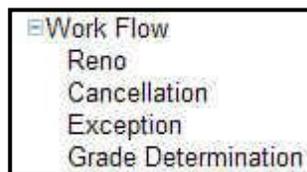
Now that there is a profile created, ERM creates additional folders where the enlistment documents are stored. The additional folders are subordinate to the profile. The top item is the profile, directly below the profile are the Core Documents, Core Admin, Waiver, Medical, DEP/DTP, and DEP Admin. Notice the two documents shown in the Core Admin folder, the Validation Report and Guidance counselor QC Summary Report.

Notice the Core Admin folder with a QC Summary and a validation report, Core Document 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 name will open the form in the window.

Nelson, Ricky, 575190006, DAR		PRID:	30977972
Core Admin		Last Name:	Nelson
Validation Report		First Name:	Ricky
Signature Release of Information - Se		SSN:	575190006
Signature Release of Information - Se		MEPS ID:	B28
Signature Release of Credit Check		SPF:	DAR
Signature Medical Release - Security		DOB:	3/4/86 12:00 AM
Signature Medical Release - Security		Status:	Pending Enlistment
Security Clearance Application - SF 8		Enlistment Date:	4/20/11 12:00 AM
Guidance Counselor QC Summary Rep		Ship Date:	4/20/11 12:00 AM
DEP/ACCESSION QC Summary Report		Ship Location:	BENN
DD 93		RSID:	3H5K
DD 1966		Recruiter ID:	30845130
Certification of Applicant - Security		End of Day Code:	
Certification of Applicant - Security		GC ID:	30856839
Core Documents		Disposition Code:	WF
Social Security Card		Owner Name:	dmadmin
Birth Certificate		Modified:	4/13/11 11:36 AM
DEP		Created:	4/6/11 11:40 AM
SGLV 8286			
REQUEST printout			
Dep-IN			
DD Form 2366			
DD 4			
DEP Admin			
Medical			
Waiver			
Live Scan Results			
DD 369 FAYETTE AL TUSCALOOSA			

## WORKFLOWS

The Workflow folder provides the guidance counselor access to initiate workflow processes established in GCR. The sub links contained in this folder Reno, Cancellation, Exception, and QNE Report. Instead of a manual paper process, we have automated GCRc 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, follow-up 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.



Workflows have predetermined routings with the first stop being the Battalion Operations shop (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 GCRc Inbox, under the Links menu, waiting for action.

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

### Initiate a Reno Workflow

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 applicants record from Select a Person screen. Click on "Workflow" and then "Reno". A screen will appear asking for the Reno Codes.

The Reno Workflow allows either a member of the BN Operations section or a Guidance Counselor to initiate the Reno workflow from GCRc. 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

**Reno**

---

Name: Nelson,Ricky Dean  
 SSN: 575-19-0006

Reno Codes:

Comment:

---

DEP-IN Date: 20110420	Scheduled Ship Date: 20110420	Component: Active
Applicant Type: Enlisted	SSN: 575-19-0006	Prior Service: N
Education Code: 12L	Tot # Dependents: 0	Sex: M, Age: 25
Marital Status: Never Married		

---

**Test Info**

AFQT: 48	Test Date: 20110408
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---

**Physical Info**

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

---

**Reno History**

**Workflow History**

dropdown menu and enter additional comments and or recommendations in the Comment box. The workflow is routed to the Battalion Operations section for review and forwarded to the BN Commander if approval authority resides at the BN level. Or, if the approval authority is Brigade or Higher the Operations section will forward the workflow to the Brigade Operations section. Brigade Ops will add additional recommendations and forward the request either to the BDE Commander or HQ USAREC P&P for final approval. When the workflow is approved or disapproved the final disposition is sent back through GCRc to Battalion Operations and the Guidance Shop.

The approved Reno will be found in the ERM Inbox for further action by Battalion Operations. The Battalion Operations will contact the recruiter and inform them to project the applicant to complete their renegotiations. The applicant would then be projected by the recruiter and taken to MEPS to renegotiate their contract. The approval of the Reno workflow is annotated in the remark section of the DD Form 1966.

### Initiate a Cancellation Workflow

The Cancellation workflow allows either a member of the Operations section or a Guidance Counselor to initiate the Cancellation workflow from GCRc. 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 dropdown. These are the REQUEST cancellation codes. Enter any comments or recommendations needed to support their request. The workflow is routed to the operations section through GCRc for review and forwarded

to the next level or approval authority if that is the next level. Each level will make recommendations for approval/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 GCRc, Battalion Operations, and the Guidance Shop through GCRc 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 Senior Counselor can then view and print the order from their workstation. They would then take the order to MEPCOM for proper coding in MIRS.

### Initiate an Exception Workflow

The Exception workflow is designed to capture requests for exception to policy 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 GCRc. 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 GCRc.

The workflow provides the receiving agency a direct link to the applicant's documents in ERM. The Exception is routed to the Operation's shop where they review the request Approve/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 GCRc to the Battalion Operations Section and Guidance Counselor 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

Exception			
Name: Nelson,Ricky Dean			
SSN: 575-19-0006			
Exception Reason: <input type="text"/>			
Comment: <input type="text"/>			
Regulation	Chapter	Paragraph	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
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			
<b>Test Info</b>			
AFQT: 48		Test Date: 20110408	
<b>Physical Info</b>			
HT: 71.00	WT: 160.00	MAX WT: 203.00	BF%:
PULHES: 111211	Physical Date: 20110412		
<b>Exception History</b>			
<b>Workflow History</b>			
Initiate Exception Work Flow Process			

### Initiate a Grade Determination Workflow

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

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="text"/>	
<b>Personal Info</b>			
RSID: 3H5K	Processing Request For: Active	Sex: M	Date of Birth: 19860304
Education Code: 12L	Marital Status: Never Married	Tot # Dependents: 0	
<b>Physical Info</b>			
Waived PULHES	Waived PULHES Date	Medical PULHES: 111211	Medical PULHES Date: 20110412
Military History PULHES:	Military History PULHES Date:	Color Vision: NOR	
<b>Test Info</b>			
AFQT: 48	Test Date: 20110408	GT Score: 114	

been completed. E-mails are sent to Battalion/BDE Operations NCOIC, Battalion Waivers Analyst, who has 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.

### Waiver workflow

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 from Recruiter and Leader Zone.

To submit a Waiver workflow, complete the required screen information. The Waiver workflow screen

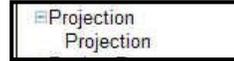
Waiver Information					
Component	Applicant Type	SSN	Prior Service		
Active	Enlisted	575-19-0006	N		
Sex	Age	Ed. Code	# of Dependents	Marital Status	
Male	25	12L	0	Never Married	
<b>Test Info</b>					
AFQT		Test Date			
48		20110408			
<b>Physical Info</b>					
HT	WT	MAX WT	BF%	PULHES	Physical Date
71.00	160.00	203.00		111211	20110412
<b>Waiver Info</b>					
Waiver Type		Level			
Waiver Reason					
Recommendation					
<input type="text"/>					
Status	Completion Date	Forward To			
C Y C N		<input type="text"/>			

requires a reason selected from a dropdown and justification for the waiver.

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.

## PROJECTION

You will notice that there is only one function under the Projection category which is Projection.



### Project an Applicant for Processing

If you need to submit a projection on an applicant, ensure that the Prospect screen and 680-ADP 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 the SPF and Mode of Transportation. You can type in the Processing and Arrival Date or click on the calendar and select the appropriate dates. Answer the question about Lodging 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.

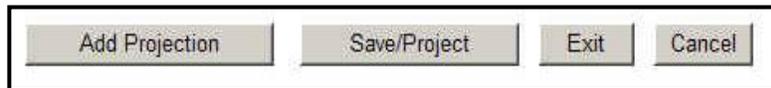
Complete the information under Aptitude. If the applicant does not require any tests, click on “No” radial for “ASVAB Required to Enlist”, “Enlisting Under Student Scores”, and “SASVAB Test Scores Pulled” and leave the remaining fields blank. If you are submitting a projection for a test, select the Test Type from the drop down. 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.

Only check Yes for ASVAB Required to Enlist if you are projecting the applicant for the ASVAB test.

Complete the information under Medical. If the applicant does not require any exam, click on the No 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. If you selected “Consult Required” in the “Exam Type”, you would need to select the required consult in the next field. If you selected “Special Medical Indicator”, click on the “Special Medical Type” drop down and select a response. Answer the remaining questions with the appropriate response.

Complete the remaining information on the projection screen. Select from the drop down the actions the applicant is going to do. When selecting the Enlistment Type ensure you select the appropriate action based on SPF. Select Other Processing if the applicant is not scheduled to enlist. Select your MEPS id from Processing MEPS dropdown along with the appropriate Projection Type. If you have any comments you can add them if necessary. Usually, this field will display the comments from recruiters to you.

If you need to add another projection, click on that button 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-ADP” screens are complete.

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.

GCRc now has a simple process for those applicants who have been scheduled to process at your MEPS, but now want to enlist or ship from different MEPS. GCRc has been updated to process “Courtesy Enlistments and Shippers”.

To facilitate a Courtesy Enlistment the recruiter will project to their owning MEPS IAW the 72 hour rule. The owning MEPS will QC the packet IAW their established procedures. After the QC has been approved, the owning MEPS will update the projection and send to the MEPS affecting the Courtesy Enlistment. To update the projection, click on the projection links and find the current projection and click on Update. The projection must show an enlistment type of Enlist, Enlist and Ship, or DEP In before the selection box labeled “Courtesy Enlistment” will appear. When this checkbox is selected a new pull down containing the valid MEPS IDs is presented. Select the MEPS you wish to transfer the record to and click on Save/Project. When you click on Save/Project, GCRc and ERM will update the projection and move the record to the courtesy MEPS. Both MEPS will see the applicant on their “Select A Person” screen. At the end of the processing day the GCRc and ERM record is transferred back to the original MEPS. It is important to note that when a courtesy MEPS is transferring a record to REQUEST, they must search REQUEST by SSN. Since the record will retain the original MEPS office code, the courtesy MEPS will not have visibility of the record in REQUEST under Process Applicant. Enter the applicants SSN and click on Go. The record will appear on your screen to complete the Courtesy Enlistment.

GCRc has been updated to process Courtesy Shippers. To facilitate a Courtesy Ship, GCRc will add the ship projection to the owning MEPS “Select A Person” screen, 30 days prior to the applicant shipping.

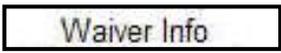
The owning MEPS will QC the packet IAW their established procedures. After the QC has been approved, the owning MEPS will update the projection and send to the MEPS affecting the Courtesy Ship. To update the projection, click on the projection links and find the current

projection and click on Update. The projection must show an enlistment type of Enlist and Ship or Ship Only for the selection box labeled “Courtesy Ship” will appear. When this checkbox is selected a new pull down containing the valid MEPS IDs is presented. Select the MEPS you wish to transfer the record to and click on Save/Project. When you click on Save/Project, GCRc and ERM will update the projection and move the record to the courtesy MEPS. Both MEPS will see the applicant on their “Select A Person”

screen. At the end of the processing day the GCRC and ERM record is transferred back to the original MEPS. It is important to note that when the courtesy MEPS is transferring a record to REQUEST, they must search REQUEST by SSN. Since the record will retain the original MEPS office code, the courtesy MEPS will not have visibility of the record in REQUEST under Process Applicant. Enter the applicants SSN and click on Go. The record will appear on your screen to complete the Courtesy Ship.

## WAIVER DATA

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 processes; however, something may come up during their physical or your interview that may not require a waiver.



### Waiver Information

To check the status of a waiver submitted on an applicant, click on Waiver and the Waiver Info. Once the record is open you can see any waiver submitted on the applicant. You will see that the screen is basically 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 you need on the waiver. The trick will be if you have to submit a waiver based on the applicants 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.

**Waiver Information**

Component	Applicant Type	SSN	Prior Service
Active	Enlisted	096-07-3221	N
Sex	Age	Ed. Code	# of Dependents
Male	31	16K	0
			Marital Status
			Never Married

**Test Info**

AFQT	Test Date
85	20110401

**Physical Info**

HT	WT	MAX WT	BF%	PULHES	Physical Date
71.00	160.00	201.00		111111	20110404

**Waiver Info**

Waiver Type	Level	
6 - Administrative	A - CDR, RCTGBN	
Waiver Reason		
Drug Marijuana 1ST Offense (Positive Test)		
Recommendation		
Status	Completion Date	Forward To
<input checked="" type="radio"/> Y <input type="radio"/> C <input type="radio"/> N		Battalion - Ops OIC (S3)

### Submitting a New Waiver

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.

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

Now click the Level window 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.

- AGE
  - AWOL 1-5 DAYS
  - AWOL 6 OR MORE DAYS
  - BAR TO REENLISTMENT
  - BAT/DAT
  - CIVIL CONVICTION/MORAL
  - CONSCIENTIOUS OBJECTOR
  - DEPENDENCY
  - DISCHARGED FROM MILITARY FOR MEDICAL REASONS
  - EXPEDITIOUS DISCHARGE PROGRAM
  - FELONY CONVICTION OR OAD
  - GRADE DETERMINATION
  - HARDSHIP
  - HTAWT
  - INVOLUNTARY SEPARATION
  - MEDICAL
  - MINOR NONTRAFFIC
  - MINOR TRAFFIC
  - MISDEMEANOR

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 and then click Add to submit another one.

You will need to type your recommendation and make a selection for the Approved section. From the Forward To dropdown 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 GCRc. To process the waiver you will need to access your GCR Inbox. If you were the Battalion Waivers Analyst, you would forward the waiver 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.

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 to ERM under the waiver folder.

### Processing a Waiver

The next level will find the Waiver request in their GCRc Inbox for action. The recruiter and station commander will see the Waiver status after they replicate and access the RZ Lite. To access the Waiver from GCRc Inbox, click on the Task Name.

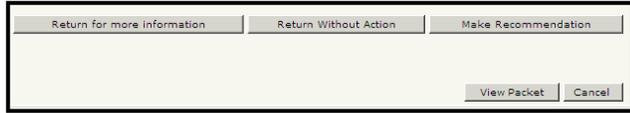
	Waiver	Alleyne, Christopher,503884602	1G6T	arhqerm1	July 14, 2002
<b>Task Name:</b> <a href="#">Waiver Approval (Bn Ops I)</a> <b>Priority:</b> Low <b>State:</b> dormant <b>Message:</b> Select "Make Recommendation" or "Return for more information" to finish task.					

You will notice that there are several items of information available. Since waivers require three reviews at the battalion level before being recommended for 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

<b>Workflow Name:</b>	Waiver
<b>Task:</b>	Waiver Approval (Bn Ops I)
<b>From:</b>	arhqerm1
<b>Date Sent:</b>	July 14, 2002 10:12:07 AM EDT
<b>Due Date:</b>	--
<b>Priority:</b>	Low
<b>Comments:</b>	Select "Make Recommendation" or "Return for more information" to finish task.
<hr/>	
<b>Level of Waiver:</b>	B
<b>Disqualification:</b>	AA
<b>Regulation:</b>	AR 601-210
<b>Chapter:</b>	4
<b>Paragraph:</b>	34
<b>Height:</b>	70.00
<b>Weight:</b>	150.00
<b>Max Weight:</b>	0
<b>Comments:</b>	

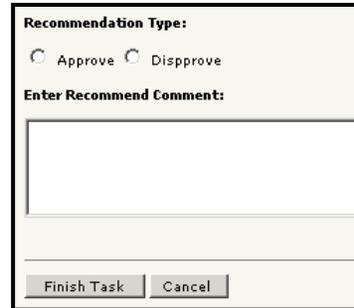
waiver were being returned for further action, that information would be listed here. The next section identifies the waiver information.

“Return Without Action” can be used to identify waivers that have been erroneously initiated, not warranted, or duplicated. At the battalion level, any time during the workflow process any user can return the waiver without action. The comments entered by the user returning the waiver will be captured in the e-mail



notification sent to the recruiter, station commander, and CLT. You may also select, “Return For More Information”. If you make this selection, another screen will appear where you would enter you 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 Battalion Waivers Analyst selects “Return For More Information”, the waiver would be returned to the Guidance Counselors Inbox. At the battalion level you will not want to use this function. “Return Without Action” will terminate the workflow you are working. “Return Without Action” can be used to identify waivers that have been erroneously initiated, not warranted, or duplicated.

At the battalion level, any time during the workflow process any user can return the waiver without action. The comments entered by the user returning the waiver will be captured in the e-mail notification sent to the recruiter, station commander, and CLT. Selecting “View Packet” will take you to the applicant’s ERM folder, where you can review all documents pertaining to this waiver. If you select “Cancel”, this will take you back the GCRc 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.



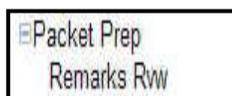
This will record your recommendation and or comments and forward the waiver to the next level for review.

[A waiver requires three levels of review at the battalion level. Once the third person reviews the waiver, it will be sent to the command group for further approval.](#)

Once the waiver is approved, the waiver request will be sent to the Battalion Operations and Senior Guidance Counselor MS Outlook Inbox showing that the waiver was approved. You are now ready to complete the applicants processing.

## PACKET PREPARATION

Now let's take a look at Packet Preparation. This section is not for printing the applicant's enlistment packet that is another section. As you can see, this section has a item that you may need to review or complete on the applicant that you are processing.



### Remarks Review

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 remarks on the 1966. 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 EIS and Airborne statement along with the 50 miles 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 1966.

However, this section can be used to record specific remarks not yet covered in GCRc 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 1966 Remarks section. Once you find the required Remark, click on Select. This will remove the remark from the "Available" to "Selected". 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 1966.

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 1966 from RZ Lite using the same steps as above. For example, this is where the recruiter would recommend that the applicant return under the HRAP program.

## Main Menu Definitions Quick Reference

Main Link (Twisty)	Sub Link (DOT)	Purpose
Select a Person		Takes you to the default “Select a Person” Processing List for a specific date. Provides the GC with a quick way to locate and access an applicants record
Links	<a href="#">Messages</a>	Displays Current USAREC Message Page
	<a href="#">Inbox</a>	Will contain workflows on processing applicants that will need to be completed daily.
	<a href="#">Print Packet</a>	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
The below links will appear after clicking on the applicants name		
Process Applicant	<a href="#">680-ADP</a>	680-ADP screen provides functionality to submit build to REQUEST and complete DD Form 1966.
	<a href="#">Annex Forms</a>	Used to produce personalized dynamic annexes for each enlistee.
	<a href="#">Forms Docs</a>	Recruiters use a similar screen to select the documents used to verify eligibility. Guidance Counselors will use their version to complete enlistment documents and obtain electronic signatures.
	<a href="#">DD Form 4</a>	Not Currently Used-Displays the DD Form 4/1 and 4/2 to capture e-signature from applicant and service representative.
	<a href="#">Ship DD 1966</a>	Displays the DD Form 1966/3 with DEP-In signatures. Displays all changed information and allows the Guidance counselor and applicant to add the shipping signatures.
	<a href="#">Pkt Selection</a>	Allows the user to select the forms and documents desired to print from ERM.
	<a href="#">DD Form 4-3</a>	Not Currently Used-Displays the DD Form 4/3 to capture e-signature from applicant and service representative
	<a href="#">Swear-In Officer Signatures</a>	Not Currently Used-Displays the DD Form 4/2 or 4/3 to capture e-signature from applicant and Swear-In officer.
ERM	<a href="#">Validation</a>	Initiates a packet validation process, producing a validation report.
	<a href="#">Perform QC</a>	Initiates background process of producing QC Summary Report and QC Workflow

	<a href="#">Scan</a>	Assists the user in scanning and indexing packet documents and forms.
	<a href="#">View Packet</a>	Displays the applicants ERM folders and scanned documents

Main Link (Twisty)	Sub Link (DOT)	Purpose
Work Flows	<a href="#">Reno</a>	Initiates a request for Renegotiation Workflow
	<a href="#">Cancellation</a>	Initiates a request for a Cancellation Workflow
	<a href="#">Exception</a>	Initiates a request for an Exception Workflow
	<a href="#">Grade Determination</a>	Allows GCRc users to initiate PS Grade Determination Workflows
	<a href="#">Projection</a>	Provides the GC with the ability to modify, create, or cancel a projection from GCR
Process Applicant	<a href="#">680-ADP</a>	Allows the GC to update 680-ADP-E
	<a href="#">Test</a>	Add/Update/Delete
	<a href="#">Recruiter Zone</a>	Add/Update/Delete Applicants Record
	<a href="#">Beneficiary</a>	Add/Update/Delete
MILITARY INFORMATION	<a href="#">Military Personnel Information</a>	Add/Update/Delete
WAIVERS	<a href="#">Waiver Information</a>	Add/Update/Delete
PACKET PREP	<a href="#">Remarks</a>	Add/Update/Delete

## Select A Person Processing List Description Quick Reference

CP OR NO FC I R M	P R O J S I N C D	M I C R O S I N D	A R R I V E D	R C I O S D U E	NAME	P S E K T A T I D	E V A L I D	SSN	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 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 E P E S T	P R O J T Y P
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Column Title

Value Codes Are

### CONFIRM PROC

(Confirm Processing)

A = CLT verified Projection

### PROJ SRC –

(Projection Source)

G = GCRc

L = Leads

M = MIRS

R = REQUEST

### MIRS SRC –

(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)

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 (Reno Completed)  
 T = TMR (Temporary Medical Disqualified)  
 U = ADMIN (Could not enlist for an administrative reason)  
 V = Verified Ship

Column Title	Value Codes Are
RSLT CODE – (con't) available DEP (End of Day Result code)	W = WINDOW (Wants to leave outside of Constraints) X = ELOPE (Left MEPS prior to finishing processing) Y = FROZEN (Desired MOS currently on Frozen List)
NAME – (Last, First, MI, Suffix)	Z = NO OPT (Qualified for Enlistment No Jobs Available)  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) missing information	Y = Packet Passed level 4 validation  N = Packet failed validation and is a link to review the
SSN –	Self-explanatory
ED LVL – (Education Years/Level)	Self-explanatory
AFQT – (ASVAB AFQT Score)	Self-explanatory
RSID –	Self-explanatory
MEPS –	Self-explanatory

SEX –	Self-explanatory
SPF – (Service Processing For)	DAR = Regular Army DAV = Army Reserve DAZ = Army Non-Applicant
PS – (Prior Service Indicator)	Y = Applicant has Prior Service N = Applicant has No Prior Service
DAY – (Arrival Day)	Self-explanatory
HOUR – (Arrival Hour)	Self-explanatory
MED – (Medical Test Required)	F = Full Physical R = Re-physical I = Inspect C = Consult Required
Column Title	Value Codes Are
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 (SDP)  
N = Night Tester  
T = Night Tester, Next Day Projection  
H = Holdover  
K = Same Day Processor, (Walk-in)  
W = Walk-in

M = MET Site Tester

## Electronic Records Management Folder 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	DEP Admin

	Statement	
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
VA 21-8951		Core Admin
VA 29-8286		Medical

## ARISS GCRc User Roles

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 GCRc and then we will briefly describe the functions performed by each user role.

**MEPS Role: Guidance Counselor:** The Guidance Counselor 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 their MOS and other incentives offered via an Army enlistment. Although there are many other users of the GCRc system the Guidance Counselor processes is the focal point of the application will be the Senior Guidance Counselor: Has the same functionality as the guidance counselor with additional functionality as they are the recipients of many notifications by the system for results that are not returned in a timely manner or if the results are not a favorable result.

**Battalion Operations Role:** Members of the BN Operations role are BN OPS NCOIC, BN Ops NCOs, BN CSM, Battalion Waivers Analyst, Awards Clerk, and the BN APA Specialist. These user roles will have full capability to GCRc however only some of them will be provided access to Electronic Records Management (ERM) (OPS NCOIC, Ops NCO, and Waivers Analyst). Functionality provided to these users mirror the functionality afforded to the Guidance Counselor however there areas of responsibility are to perform functions in support of waiver processing, exceptions, providing information to the Command Group, and to ensure operations at the MEPS are being conducted IAW regulatory Guidance.

**Battalion CDR/OPS Role:** Members of the BN CDR/OPS Group are the BN Commander, BN Executive Officer, and the BN Operations OIC; their functionality mirrors the BN Operations Group with approval authority for Workflows. Battalion Users will see applicants projected by RSID regardless of where they are projected. An example of this would be a Battalion that process at multiple MEPS. The Battalion user will see all applicants projected even though they are processing at different MEPS. The default view for Senior Guidance Counselors, Guidance Counselors, and the Battalion Users are the records projected to process on the current day.

**Brigade OPS Role:** Members of this role are the BDE CSM, BDE OPS S-3 SGM, BDE Ops NCOIC, BDE NCOs Marketing and APA. They have like capabilities as the BN Ops 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 Battalions in processing exceptions and renegotiation requests and ensuring regulatory guidance is adhered to.

**BDE CDR/OPS Role:** Members of the BDE CDR/OPS Group are the BDE Commander, Deputy BDE Commander, and the BDE S-3; their functionality mirrors the BNCDR/OPS Group with approval authority for Workflows those regulations deem them as the approving authority. Brigade Users have the ability to select by RSID or by MEPS ID to observe the BN or MEPS workload; however it is suggested when needed to review an enlistment record to select by SSN. The Brigade user has the ability to review enlistment applications that belong to their subordinate RSIDs.

**HQ RO Role:** Members of this group include HQ USAREC P&P, ROC, Tech Support, ESD, and IG, and the USAREC Training Base Liaison's HQ USAREC Plans and Policy will determine exact numbers of users that will receive access to the GCRc system at all levels. The principle purpose of this user group is to support the command utilizing workflows that will streamline the exception to policy processes moving the exception through pre-determined offices for their recommendations.

**Other USAREC HQ User Roles:** Commanding General USAREC, Deputy Commanding General, Director Recruiting Operations, Deputy Director Recruiting Operations, HQ-RO Waivers section with supporting functionality, USAREC Command Surgeon. These roles have full access to all aspects of the

application to any MEPS. HQ Users have the ability to select by RSID or by MEPS ID to observe the BN or MEPS workload; however it is suggested when needed to review an enlistment record to select by SSN.

The HQ user has the ability to review enlistment applications anywhere throughout the command. Training Base Liaison's 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.

Station Commanders, and Recruiters do not have access to the GCRc system, however, they will be kept informed via e-mail messages when an applicant has been projected to process, a packet has been QC'd, 7-30 day prior to ship QC, and the day before ship QC. The recruiter plays a critical part in GCRc. They supply all of the applicant's information to the guidance counselor by replicating and projecting the applicant data for enlistment.

## GCRc Report

**Work Flow Locator Report** provides two separate reports; A Workflow Location and a Workflow History report. The request can be generated by SSN or PRID. If SSN is used, all incomplete workflows for a particular SSN will be displayed.

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

The report will display workflow status by date in ascending order. The Comment column will display all comments for that workflow. See Table F3 for Workflow codes. The Status column will identify whether the QC was approved (A), cancelled (C), disapproved (D), or in progress (I).

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

### Workflow Codes/Name

BNOP	BN OPS/NCO QC (Regular Army/Reserves)
BS	Before Ship QC (Regular Army/Reserves)
CANCL	Cancellation
DEP	DEP/ACCESSION QC (Regular Army/Reserves only)
GC	Guidance Counselor QC (Regular Army/Reserves)
QNE	QNE

RENO	Reno
SC	Ship Counselor (Regular Army/Reserves)
SO	Ship Ops NCO QC (Regular Army/Reserves)
ARPWV	AR/PERSCOM Waiver
BNAWV	BN Admin Waiver
BNMWV	BN Medical Waiver
BNRWV	BN Moral Waiver
EXCP	Exception
FELWV	Serious Criminal Conduct Waiver
HQAWV	HQ Admin Waiver
HQM WV	HQ Medical Waiver