

GUIDANCE COUNSELOR SHOP INSPECTION CHECKLIST

(For use of this form see USAREC Reg 601-210)

INSPECTORS:

DATE OF INSPECTION:

BATTALION:

NCOIC:

MEPS:

DATE ASSIGNED:

SECTION I - ASSETS

PERSONNEL	AUTHORIZED	ASSIGNED
RA SENIOR GC		
GC		
GC		
GC		
GC		
USAR GC		
USAR GC		
OPERATIONS NCOIC		
OPERATIONS NCO		
OPERATIONS NCO		
OPERATIONS NCO		
BATTALION OPERATIONS OFFICER		

SECTION II - GUIDANCE COUNSELOR

1. Assignment to operations and guidance counselor (GC)

In compliance Yes No

2. All REQUEST users must be V7

In compliance Yes No

3. S3 will track all qualified not enlisted (QNE)

In compliance Yes No

4. Senior guidance counselor (SGC) duties

In compliance Yes No

5. SGC will conduct sustainment training and AAR on a monthly basis

In compliance Yes No

6. SGC will record and update GC QNE rates monthly

In compliance Yes No

7. Initial Quality Control (QC)

In compliance Yes No

8. DEP-IN and DTP Accession QC (GC)

In compliance Yes No

9. DEP +10 Days QC (BN Ops)

In compliance Yes No

10. Before Ship QC (GC)

In Compliance Yes No

11. Ship QC (SGC)

In compliance Yes No

12. Procedures for enlistment into the DEP/DTP Future Soldier Training Program (FSTP)

In compliance Yes No

13. RA Prior Service (PS) and Glossary Non Prior Service (GNPS) processing procedures

In compliance Yes No

14. Report of additional information

In compliance Yes No

15. Security Interview

In compliance Yes No

16. Change in active duty date and DEP/DTP/FSTP renegotiation

In compliance Yes No

17. DEP-Out procedures

In compliance Yes No

18. Reports and records; GCRc end of day reports and coding, MIRS reports, UCF 727, etc.

In compliance Yes No

19. RA options and incentives

In compliance Yes No

20. Electronic Records Management (ERM)

In compliance Yes No

21. Reference UR 601-210, updates, and USAREC messages

In compliance Yes No

SECTION III - BACKGROUND SCREENING PROCEDURES

1. Background Screening Manager (ABSM)

In compliance Yes No

2. Tech/NACLC submissions

In compliance Yes No

3. Use of UF 601-210.10

In compliance Yes No

4. Processing enlistment records after enlistment

In compliance Yes No

5. Match procedures

In compliance Yes No

6. Request police and/or court checks

In compliance Yes No

7. S3 interviews

In compliance Yes No

8. Results posted

In compliance Yes No

9. Reports, records, and files

In compliance Yes No

10. Reference UR 601-210, updates, and USAREC messages

In compliance Yes No

SECTION IV - OPERATIONS

1. QNE rate and tracking

In compliance Yes No

2. NCOER/Civilian Performance Counseling

In compliance Yes No

3. Security

In compliance Yes No

4. End-of-day reports

In compliance Yes No

5. Reference UR 601-210, updates, and current USAREC messages

In compliance Yes No

SECTION V -DEP/DTP/FTSP SEPARATIONS

1. DEP/DTP/FTSP separations

In compliance Yes No

2. Administrative guidelines

In compliance Yes No

3. Separation suspenses

In compliance Yes No

4. Separation orders

In compliance Yes No

5. Supporting documents

In compliance Yes No

6. Separation codes

In compliance Yes No

7. Final 680-3ADP

In compliance Yes No

8. DAT cancellations

In compliance Yes No

9. Reference UR 601-210, updates, and USAREC messages

In compliance Yes No