

Purpose: To provide training in those skills and knowledge required to perform in the position of Guidance Counselor, Operations, USAREC Liaison and Directorate staff positions for the United States Army Recruiting Command. Graduates receive the ASI V7

Scope: The curriculum is designed to provide Regular Army and Army Reserve enlistment procedures based on actual Military Entrance Processing Command data. Students learn using the "hands-on" approach. Students learn the latest computer hardware and software resources, advanced leadership and interviewing techniques, interpretation of Army regulations, selection and completion of enlistment forms, suitability procedures, enlistment options and programs, various reporting procedures, G-2 CAR & RMZ, OCS/WOFT procedures, missioning procedures, recruiting market analysis, and waiver processing.

Prerequisites: Active Army and Army Reserve NCOs in MOS 79R, Staff Sergeant through Master Sergeant, and selected civilian personnel who are selected by HQ USAREC. Students must complete Phase I before attending the resident phase. Meet requirements of UR 601-96 (Page 1, #5a,b,c,d,e), UR 350-1 (Page 11 3-10),

Special Information:

Recruiting battalions are responsible for implementation and completion of [Phase I](#). The Guidance Counselor Operations Course is four weeks in length.

Required Publications.

1. [AR 601-210](#)
2. [AR 135-7](#)
3. [USAREC REG 140-3](#)
4. [USAREC REG 600-22](#)
5. [USAREC REG 600-25](#)
6. [GCRc Users Manual](#)
7. [USAREC REG 601-45](#)
8. [USAREC REG 601-56](#)
9. [USAREC REG 601-73](#)
10. [USAREC REG 601-87](#)
11. [USAREC REG 601-91](#)
12. [USAREC REG 601-94](#)
13. [USAREC REG 601-95](#)
14. [USAREC REG 601-96](#)
15. [USAREC REG 601-101](#)
16. [USAREC REG 601-107](#)
17. [USAREC REG 672-10](#)
18. [USAREC MAN 3.0](#)
19. [USAREC MAN 3.01](#)
20. [USAREC MAN 3.02](#)

Additional regulations can be found at <http://www.usarec.army.mil/im/formpub/>

You are required to bring the above regulations with you to the course. Students are strongly recommended to bring their own regulations and manuals to the course. Access to electronic Regs and manuals are provided during the course. STUDENTS MUST BRING AR 601-210, AND UR 601-96 WITH ALL CHANGES TO CLASS!

Subjects

Delayed Entry / Delayed Training Program Enlistment Procedures

- A. Advanced Enlistment Eligibility
- B. Quality Control Procedures
- C. RA / AR Enlistment Options and Programs
- D. REQUEST procedures
- E. Select and complete appropriate enlistment forms
- F. Override procedures
- G. DEP-In/DTP-In exercises
- H. Blueprinting

Guidance Counselor Administrative Functions

- A. Maintain a Processing List
- B. Establish and maintain an Suitability program
- C. Request an exception to policy
- D. Conduct a security interview
- E. Verify Enlistment Packet through ERM
- F. Discharge DEP/DTP/DS Status personnel
- G. Renegotiate a member of the DEP
- H. Conduct a before ship QC
- I. Required reports
- J. Administrative duties/functions exercise

DEP/DTP/Delayed Status Procedures

- A. Delayed Status procedures
- B. Select and complete appropriate enlistment forms
- C. Ship/Accession exercises

Battalion Operations Functions

- A. Introduction to BOARDS
- B. Process OCS/WOFT applications
- C. Establish and maintain an incentive awards program

- D. Conduct a Recruiting Market Analysis
- E. Perform data analysis

Lab Assignment

Reinforce classroom instructions GCRC, Web REQUEST and Waiver Procedures.

TESTS

1. APFT
2. QC/Eligibility Exam
3. Suitability Procedures Exam
4. RA Options/Programs Exam
5. GCRC/Request Operations
6. AR Options and Programs Exam
7. Operations Exam
8. Guidance Counselor Exercise (CONEX)

For more information call, (803)-751-8174, 8795 or DSN 734-8174, 8795.