

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Regulation
No. 1-5

Effective date: March 19, 2019

Management
White House, Congressional, And Special Inquiry Program

FOR THE COMMANDER:

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J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Executive Summary. This regulation prescribes policies and procedures for management of the United States Military Entrance Processing Command (USMEPCOM) White House, Congressional, and Special Inquiry Program. It provides guidance to USMEPCOM personnel assigned duties or responsibilities involving White House, Congressional, or special applicant inquiries. ~~USMEPCOM Form 1-5-1-R-E (Congressional Inquiry Worksheet) replaces USMEPCOM Form 5-5-R-E (Congressional Inquiry Worksheet).~~

Applicability. This regulation applies to all organizational elements of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters (HQ) USMEPCOM, ATTN: J-1/MEHR-PR, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-1/Human Resources Directorate, Programs Division (J-1/MEHR-PR). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, or memorandum to HQ USMEPCOM, ATTN: J-1/MEHR-PR, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal Control Process. This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Management Control).

*This regulation supersedes USMEPCOM Regulation 1-5, May 2006.

This regulation contains an immediate revision, changes are shown in red text.

Summary of Changes

Minor revisions have been made to this USMEPCOM Regulation (UMR), changes are in **red text**. Information that is obsolete and will be deleted is in **red text** with **strikethrough**.

Incorporating changes effective March 19, 2019

- Throughout: Rescinds the use of USMEPCOM Form 1-5-1-R-E.
- Throughout: Adds Recordkeeping guidance and guidance on using encrypted email
- Paragraph 2-2: Various changes to Procedures
- Paragraph 2-3: Gives the FOIA officer as point of contact for information regarding disclosure under the Privacy Act or the FOIA

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Chapter 1 General

1-1. Purpose

This regulation prescribes policies and procedures for the management of the USMEPCOM White House, Congressional, and Special Inquiry Program.

1-2. References

References are listed in [Appendix A](#).

1-3. Abbreviations

Explanation of abbreviations used in this regulation are explained in the [Appendix B, glossary](#).

1-4. Responsibilities

a. The Commander has the sole directive authority for USMEPCOM Congressional affairs, to include formulating, coordinating, and supervising of policies and programs on USMEPCOM relations with the White House and Members of Congress.

b. Deputy Commander/Chief of Staff will review and sign all final replies to the President, Vice President, Members of Congress, and special inquiries from applicants or their family members.

c. Director, J-1(Human Resources) (J-1/MEHR), will review and sign all interim replies to the President, Vice President, Members of Congress, and applicants.

d. Congressional Investigative Specialist, will—

(1) Receive and coordinate all inquiries from Military Department Congressional Affairs offices.

~~(2) Complete a USMEPCOM Form 1-5-1-R-E (Congressional Inquiry Worksheet) for each new inquiry received. Ensure form is filed under record number 1-20e (see disposition instructions in app. A, sec. VI).~~

(2) Compose interim replies to the President, Vice President, Members of Congress, and applicants in cases when the expected resolution will exceed five business days.

(3) Obtain and research all information pertinent to the subject of the inquiry from the appropriate USMEPCOM Directorate/Special Staff Office, Sector, or Military Entrance Processing Station (MEPS).

(4) Prepare written responses to inquiries.

(5) Coordinate documents through affected Directorates/Special Staff offices.

(6) Forward the signed response to the appropriate officials and close out the associated case file.

e. Coordinating Directorates/Special Staff offices, Sectors and MEPS will—

(1) Expedite coordination of all White House, Congressional, and special inquiries.

(2) In cases requiring an investigation, prepare a proposed reply (together with the basic

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communication, enclosures, and all additional information to include a copy of the final results and outcome of the investigation) will be forwarded to J-1/MEHR-PR within 10 business days. This information can be **scanned and** sent by **encrypted** e-mail or fax to the numbers located on the USMEPCOM Phone Directory.

Chapter 2 White House, Congressional, and Special Inquiry Program

2-1. Policy

a. The White House, Congressional, and special inquiry processes are available to all citizens (military, civilian, applicant, etc.) as an avenue to resolve issues or ask for assistance.

b. No citizen should be restricted from communicating directly with the President or Members of Congress. This right is established for all U.S. citizens in Article I of the U.S. Constitution and Title 10, United States Code, Section 1034 (10 USC 1034) for military personnel.

2-2. Procedures

The Congressional Investigative Specialist, Programs Division (J-1/MEHR-PR) manages the White House, Congressional, and Special Action Inquiry Program for USMEPCOM. This includes:

a. Acknowledging receipt of all inquiries received by any employee of USMEPCOM within 24 hours of receipt. ~~The acknowledgement will be recorded on USMEPCOM Form 1 5-1 R-E file under record number 1-20e (see disposition instructions in app. A, sec. VI).~~

b. Request and assembles all necessary documents pertaining to the inquiry for submission to the appropriate Directorate for responses, (i.e. J-7 for all medical inquires, J-3 for all processing/testing inquires).

c. Directorates receiving an inquiry from the Congressional Investigative Specialist will either provide a draft response within 5 business days or notify that additional time is needed. Additional time will be considered/granted on a case by case basis.

(1) If a MEPS, Sector, or Headquarters Directorate receives an inquiry directly from the White House, a Member of Congress, or a private citizen, it must *immediately* notify the Congressional Investigative Specialist, J-1/MEHR-PR, via email or telephone. ~~for preparation of an acknowledgment of receipt (see sample letter of acknowledgment at fig. 2-1). Congressional Investigative Specialist will file the acknowledgment of receipt under record number 1-20e; disposition instructions in appendix A, section VI.~~ The Congressional Investigative Specialist will coordinate the transfer of all of the information and documentation needed to complete the reply.

(2) In the case of a telephonic inquiry, a MEPS or Sector Commander may resolve the inquiry immediately, if able. If the inquiry is a White House or Congressional inquiry, the commander will immediately forward a written summary of the inquiry and its resolution, including the name and contact information of the person making the inquiry to the Congressional Investigative Specialist. ~~The Special Programs Division (J-1/MEHR-PR) will file the summary of the inquiry and its resolution under file number 1-20e; disposition in appendix A, section VI.~~ All who *verbally* respond to a telephonic inquiry are cautioned to ensure that the response given is based on verifiable information and not assumptions or personal opinion. Additionally, any person disclosing information is cautioned to adhere to the provisions of the *Privacy Act, Freedom of Information Act (FOIA), and Command PII Breach policy* which govern the disclosure of information. Refer to paragraph 2-3 below for additional disclosure information.

d. Requesting and coordinating case research with a MEPS, Sector, or staff functional area.

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(1) Information relevant to the case (i.e., copies of an applicant's file, including without limit, Department of Defense (DD) Forms 2807-1 (Report of Medical History), 2807-2 (Medical Prescreen of Report of Medical History), 2808 (Report of Medical Examination) and a copy of civilian medical history may be requested by Congressional Investigative Specialist for preparation of a reply.

(2) MEPS, Sector, and staff functional area responses must be transmitted to the Congressional Investigative Specialist i.e. **encrypted** e-mailed within **four hours** of receiving the request for information.

e. Preparing and sending interim replies to the President, Vice President, Members of Congress, or a private citizen on behalf of the Commander, USMEPCOM, when a case is expected to take more than five business days to complete.

f. Preparing and sending final replies to the President, Vice President, Members of Congress, or a private citizen on behalf of the Commander, USMEPCOM within five business days.

g. In cases involving an investigation, the investigator will prepare a draft reply for Congressional Investigative Specialist and subsequently forward the results of the investigation to within 10 business days. This information must be sent by **encrypted** e-mail.

h. Retaining records. The Congressional Investigative Specialist will maintain all case files under **record number 1-20e/800D "Congressional Correspondence"**; see disposition in [appendix A, section III](#).

i. Determining the appropriate reply. Replies will not normally contain authorization to conduct additional processing of an applicant. Direction for medical related activities and consultations come from the J-7(Medical Plans and Policy) (J-7/MEMD), Office of the Command Surgeon. Service enlistment waivers are submitted and processed through recruiting channels, not USMEPCOM. However, if a reply to the White House, Member of Congress or applicant, authorizes additional processing of an applicant, the applicant will be instructed to contact his or her recruiter to coordinate with the MEPS for the additional processing. It is not the MEPS' responsibility to locate the applicant to arrange for further processing in response to a White House, Congressional, or special inquiry. The applicant's recruiter will be instructed to coordinate with the MEPS to arrange for the additional testing or for continued processing, if approved by the Military Department.

j. When the Inspector General (IG) is conducting an IG investigation, which subsequently involves the interest of the President, Vice President, Member of Congress, or a special inquiry from an applicant, the IG will continue to work the case. However, the IG will send a memorandum to the citizen informing him or her that the case will be replied to through the White House, Congressional, or special inquiry management process.

2-3. Disclosure of information

a. Information pertaining to an individual that is considered personal in nature will be released only under the following conditions:

(1) To the individual for whom the information pertains: the individual must request the information in writing or in person.

(2) To a parent or legal guardian for a person when the individual concerned is under the age of 18; the parent or legal guardian must request the information in writing or in person. This is acceptable unless modified by State law, or unless the minor is emancipated by being enlisted into the military, by

marriage, or by court order.

(3) To others: only when a written consent of the individual, or parent or legal guardian of a non-emancipated minor is provided.

(4) To others: pursuant to a subpoena signed by a judge of a court with appropriate jurisdiction (MEPS or sector will contact the Staff Judge Advocate, HQ USMEPCOM, prior to releasing the requested information to confirm proper jurisdiction).

b. Any inquiry response to be released containing information about or which may affect an individual's psychological or psychiatric status or contains information or terminology that may be challenging for an applicant to understand will be coordinated with the J-7/MEMD, and only released to the individual's physician (not guardian) for which the subject has provided a name and contact information.

c. For further information regarding general disclosure of information contact the Staff Judge Advocate or for information regarding disclosure under the Privacy Act or the FOIA contact the HQ USMEPCOM, FOIA Officer. ~~Command Executive Administration, Chief, Support Services Division (MCEA-SS)~~

Figure 2-1. Sample letter of acknowledgment

(Letterhead)

Month Day, Year

Office of the Commander

The Honorable Jane Doe
United States Senator
1122 East Hampton Avenue, Suite 455
Burlington, NH 00111-0455

Dear Senator Doe:

This is to acknowledge receipt of your inquiry on behalf of Mr. John Q. Public.

Your inquiry has been forwarded to Headquarters, United States Military Entrance Processing Command, ATTN: J-1/MEHR-PR, 2834 Green Bay Road, North Chicago, Illinois 60064-3091 for processing. Please direct further inquiries to them at the address above or call (847) 688-3680, extension 7189.

Your interest in this matter is appreciated.

Sincerely,

John P. Jones
Major, U.S. Marine Corps
Commanding

cc:
HQ USMEPCOM, ATTN: J-1/MEHR-PR

Figure 2-1. Sample letter of acknowledgment

**Appendix A
References**

Section I

Publications referenced in or related to this publication

AR 11-2

Management Control. Cited in summary paragraph.

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 27-1

Judge Advocate Legal Services

10 USC 1034

Protected communications; prohibition of retaliatory personnel actions.

USMEPCOM Regulation 25-52

Management and Disclosure of Command Information

USMEPCOM Regulation 27-1

Military Justice and Legal Services

USMEPCOM Regulation 40-1

Medical Qualification Program

USMEPCOM Regulation 611-1

Enlistment Qualification Tests

Section II

Forms referenced in or related to this publication

DA Form 2028

Recommended Changes to Publications and Blank Forms.

Section III

Recordkeeping Requirements

Record Number 1-20e/800D “Congressional Correspondence”

PA: A0001-20SALL

Congressional correspondence. Cited in paragraph 2-2a (1).

Disposition: K2. Keep in CFA until record is 2 years old, then destroy.

Reference: [paragraph 2-2g](#)

Appendix B
Glossary

AR
Army Regulation

DA
Department of the Army

DoD
Department of Defense

FOIA
Freedom of Information Act

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

IG
Inspector General

MEPS
Military Entrance Processing Station

USMEPCOM
United States Military Entrance Processing Command

Section II Terms

None