

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

*USMEPCOM Regulation
No. 55-2

Effective date:
Transportation and Travel
Recruit Travel

FOR THE COMMANDER:

J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:
Unlimited. This Regulation is approved for public release.

Executive Summary. This regulation establishes policies and procedures for the travel of Armed Forces new shippers and inductees. Updates policy on current processes and incorporates new procedures for training, centrally billed accounts (CBAs), partnering, web-based online ticketing management system, Battalion Commander roles, Defense Travel Management Office (DTMO) Quality Assurance Evaluation (QAE), recruit travel order formats, e-Orders, recruit travel routes (RTR), City Pairs Fare Program, and Exceptions to Policy relating to recruit travel.

Applicability. This regulation applies to the recruit travel elements of the United States Military Entrance Processing Command (USMEPCOM).

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-3/MEOP-RTM-B, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested improvements. The proponent agency for this regulation is HQ USMEPCOM, J-3/MEOP-RTM-B. 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 by memorandum, to HQ USMEPCOM, ATTN: J-3/MEOP-RTM-B, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal control process. This regulation contains internal control provisions, which must be evaluated. The checklist for these controls is contained in Appendix B of this regulation.

*This regulation supersedes USMEPCOM Regulation 55-2, October 10, 2017

Summary of Changes

Major revisions have been made to this regulation and are formatted in **red text**; Information that is obsolete and will be deleted is formatted in **red text** with ~~strikethrough~~. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions.

Incorporating changes effective

- Chapter 3: Deletion of paragraph 3-7 (Note) removing U.S. Army National Guard Amendment MOC Request requirements.
- Chapter 5: Change to paragraph 5-3d(2) clarifying disposition of void meal checks to one year.
- Chapter 5: Added paragraph 5-5 to implement the meal check contingency requirements.
- Chapter 5: Change to paragraph 5-6a related to the disposition of used Meal Tickets (652s) to 3 years from issue date.
- Chapter 6: Deletion of paragraph 6-2b(15) eliminating the HTS/DS MEPS monthly statistics report.
- Chapter 7: Revised paragraph 7-4 to clarify the National Guard and Reserves non-availability of forms at shipping time.
- Chapter 7: Changed to paragraph 7-6 reviewing packet mailing per recruiting services policy requirements.
- Chapter 8: Added in paragraph 8-2 the word “monthly” to the timeframe requirement for Centrally Billed Accounts (CBA) Reconciliation.
- Section III: Changed Disposition of CBA Records to 10 years per DoD FMR Volume 1.
- Section III: Added clarification to disposition of meal checks and meal tickets (652s).

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Chapter 1 General

1-1. Purpose

This regulation prescribes policies and procedures for the travel of Armed Forces enlistees and new shippers to initial training installations and other Service members to additional training or other duty assignment.

1-2. References

References are in [Appendix A](#).

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in [Appendix C, Glossary](#).

1-4. Responsibilities

a. Director, J-3/MEOP (Operations Directorate) will:

(1) Manage recruit travel in support of the United States Military Entrance Processing Command (USMEPCOM) mission.

(2) Develop policies and procedures according to the Joint Travel Regulation (JTR), [Department of Defense \(DoD\) 4500.9-R, Defense Transportation Regulation](#), and mission requirements to ensure standardization and compliance throughout the Command.

(3) Review established recruit travel guidance and that GSA City Pair Fares have been utilized by the MEPS as directed by the Defense Travel Management Office (DTMO).

(4) Develop internal management and programs that complement this regulation.

(5) Oversee implementation of the DTMO Quality Assurance Evaluator (QAE) for Recruit Travel program.

b. Director, J-8/MERM (Resource Management Directorate) will:

(1) Establish policy and guidance for the recruit travel centrally billed accounts (CBAs) and the internal controls necessary to effectively manage these accounts in the MEPS.

(2) Appoint a travel CBA program manager.

(3) Monitor and seek resolution for CBA issues such as:

(a) Billing problems and account dispute resolutions.

(b) Systemic problems that affect the MEPS.

(c) Requests for Agency/Organization Point of Contact (A/OPC) user identification (ID).

(d) Monitor timely monthly CBA payments.

(4) Ensure monthly CBA rosters (past due, pre-suspension, suspension, and closed) are provided to the Sectors and J-3/MEOP-RTM-B by the 15th of each month.

(5) Liaise with government charge card company administrators.

(6) Assist MEPS when CBAs are past due to avoid disruption, suspension or cancellation of accounts.

(7) Appoint, in writing, the MEPS Transportation Assistant (TA) and alternates (at least two but no more than four alternates) to issue meal checks upon receipt of a written appointment request from the MEPS Commander.

(8) Provide list of appointed meal check issuers to J-6 to be added to the e-Orders software Meals module active directory.

(9) Conduct annual review of CBA training requirements in support of J-1/MEHR Training Development Division initiatives.

(10) Serve as the proponent for recruit meal allowance initiatives.

c. Recruit Travel Management Branch, J-3/MEOP- RTM-B (Operations Directorate, Current Operations) will:

(1) Provide policy guidance as the subject matter expert for all aspects of recruit travel with the exception to CBAs.

(2) Conduct periodic reviews of the recruit travel processes and policy, and provide updates and changes to J-1/MEHR Training Development Division.

(3) Disseminate recruit travel alert information to the field in response to significant travel events that may result in delays.

(4) Liaison with the Services, Reception Training Centers (RTC), MEPS, DTMO, and others as required.

(5) Maintain recruit travel information on the [J-3/Current Operations Division SPEAR page](#).

(6) Maintain currency of recruit travel order formats and post to the J-3/Current Operations Division SPEAR page under the heading "Orders."

(7) Serve as the functional proponent for electronically generated orders (e-Orders) program development.

d. Sector and Battalion Commanders will implement and monitor the policies and procedures of this regulation.

e. MEPS Commanders will:

(1) Ensure compliance with the provisions of this regulation.

- (2) Appoint a primary and alternate MEPS TA in writing.
 - (3) Request, via email (Osd.North-Chicago.USMEPCOM.List.HQ-J8-MRM-CBA-IBA@mail.mil), the MEPS TA to be appointed as A/OPC by J-8/MERM-PPF to access MEPS CBAs credit card company website.
 - (4) Nominate a primary and an alternate QAE for Recruit Travel, the TA will be nominated as the primary QAE and the Acting Transportation Officer (ATO) will be nominated as the Alternate QAE, per [Chapter 4](#) of this regulation. DTMO will appoint per chapter 4 of this regulation.
 - (5) Ensure MEPS TAs (primary and alternate) are properly trained and comply with J-1/MEHR Training Development Division guidelines.
 - (6) Designate in writing newly assigned primary and alternate MEPS TAs as meal check issuers and forward designation by email to J-8/MERM-PP. Upon departure of the designated meal check issuer, notify J-8/MERM-PP by email. The Point of Contact (POC) for Meal Check Issuance appointment letters is the Director, Resource Management. An email request will include full name, civilian grade or military rank, and whether the appointee is a primary or alternate MEPS TA. A sample can be found on the [J-8 SPEAR homepage](#).
 - (7) Establish procedures to annually verify which local restaurant vendors at the origin airport accept both meal checks and meal tickets. Ensure checks are conducted to maintain accuracy of vendors accepting meal check and meal tickets.
 - (8) Appoint a Commissioned officer, Chief Warrant Officer (CW2 or above), or DoD civilian employee GS-8 or above as the Acting Transportation Officer. Exceptions to this policy will be forwarded to appropriate Sector Commander for approval.
 - (9) Designate, in writing, a person responsible for ensuring packet breakdown is in compliance with the respective Service's requirements and checklist. The designated person shall not be the MEPS primary or alternate TA.
 - (10) Ensure provisions of this regulation that require local procedures are clearly documented in the MEPS Standard Operation Procedures.
 - (11) Ensure compliance with all inspectable items and activities outlined on the USMEPCOM Inspector General (IG) checklist regarding recruit travel.
 - (12) Appoint a disinterested individual to act as a witness during all required travel inventories with the Acting Transportation Officer (ATO).
 - (13) MEPS Commanders are authorized to retain any travel related data electronically.
 - (14) Establish a group email address for individuals performing recruit travel duties and receiving itineraries and tickets from the Travel Management Company (TMC).
- f. Acting Transportation Officer (ATO) will:

(1) Ensure recruit travel arrangements comply with [JTR](#). Ensure all ground transportation, to include transportation from the MEPS to the origin airport, is provided by a DTMO-approved carrier. Recruiting Service concerns over accountability as well as command and control of shippers requires that all shippers from MEPS en route to the originating airport must be transported via the conveyance provided by the MEPS.

(2) Ensure control and accountability for meal checks, Department of Defense (DoD) Form 652, Meal Ticket, and Uniformed Services.

(3) Review and sign Hometown Shipping/Direct Ship (HTS/DS) meal check Proxy Pick Up sheets and ensure unused checks are returned IAW this regulation. (See [paragraph 5-3d\(3\)](#)).

(4) Conduct annual and/or change of ATO/MEPS TA inventory of Department of Defense (DD) Form 652, Uniformed Services Meal Ticket, with a disinterested witness who is appointed by the MEPS Commander as follows:

(a) Change of ATO or MEPS TA inventory can be documented as the annual inventory.

(b) Maintain initial change of ATO or MEPS TA inventory until members are relieved of duties.

(c) Conduct change of TA inventory within 5 business days of TA arrival and prior to departure.

(d) Conduct change of ATO inventory within 5 business days prior to the ATO departing the MEPS.

(5) Remain knowledgeable on all current travel related policy and guidance.

(6) Provide oversight of proper usage and reconciliation of MEPS travel CBAs IAW guidance prescribed in this regulation.

(7) Ensure travel CBAs are reviewed and reconciled monthly.

(8) Ensure recruit travel questions and requests for assistance are sent via MEPCOM Operations Center (MOC) request.

(9) Contact J-8/MERM-PPF via email at OSD.North-Chicago.USMEPCOM.List.HQ-J8-MRM-CBA-IBA@mail.mil for CBA reconciliation and billing issues.

(10) Maintain a [DD Form 577, Appointment/Termination Record-Authorized Signature](#), on file with each Service's Defense Finance and Accounting Service (DFAS) office.

(11) Oversee daily duties and responsibilities of the TA outlined in [paragraph 1-4h](#).

(12) Ensure designated individual completes packet breakdown IAW the respective Service's requirements and checklist located on [Current Operations Division SPEAR page](#) under the heading "Packet Breakdown".

(13) ATO will ensure all recruit travel tickets are purchased IAW [Chapter 2](#) of this regulation.

(14) ATO will be nominated by the MEPS Commander and appointed by DTMO as the Alternate Quality Assurance Evaluator (AQAE).

g. Transportation Assistant (TA) will:

(1) Complete all training requirements for the TA position IAW [J-1/Training Development Division guidance provided on SPEAR](#).

(2) Procure transportation services and authorized accommodations upon receipt of appropriate orders as defined in [JTR](#) Chapter 2. Ensure all ground transportation to include transportation from the MEPS to the origin airport is provided by a DTMO or USMEPCOM/MEPS approved carrier.

(3) Assume day-to-day responsibility for control, stock levels, and security of accountable forms, meal tickets, logs, and receipts of signature for accountable forms.

(4) Transfer or receive forms using [Department of the Army \(DA\) Form 410, Receipt for Accountable Form](#). Completed DA Form 410 will be retained under Record Number 25-30n/400B, "Accountable Form Receipts and Issues" (for disposition instructions see [Appendix A, Section III](#)).

(5) Execute Service-specific requirements when procuring, preparing, and distributing DD Form 652.

(6) Arrange for direct and continuous transportation for shippers from the MEPS to RTCs IAW all applicable federal travel regulations.

(7) TAs will manage/verify shipping projections using the e-Orders Shipping Register, USMIRS, and the designated Travel Management Company (TMC) booking tool.

(8) Present transportation briefings to shippers using the recruit travel video or, if unavailable, the travel brief templates IAW Chapter 2-6a.

(9) File manual travel orders and itineraries daily.

(10) Reconcile recruit travel CBAs within 3 business days after the receipt of the credit card vendor invoice or the TMC reconciliation package, whichever is received last.

(a) In the event that the TMC invoice is late, contact the TMC and annotate the Quarterly QAE Report accordingly.

(b) Print the credit card statement via the contract card company's website within 2 business days of the end of the billing cycle.

(c) Notify appropriate Battalion if CBA is not paid by statement due date.

(d) Notify J-8/MERM-PPF if CBA becomes 60 days delinquent at the following email address: OSD.North-Chicago.USMEPCOM.MBX.hq-j8-mrm-cba-iba@mail.mil.

(11) Assume the duties as A/OPC for the CBA charge cards.

(12) Forward monthly CBA reconciliation to one of the appointed certifying officers for review and signature. The appointed certifying officers are ordinarily the commander and the operations officer. These individuals have a DD form 577 on file and have signature authority to certify miscellaneous payments for the government.

(13) Maintain CBA reports according to DODI 5154.31 volume 4 with the exception of the delinquency report, which must be run weekly.

(14) Maintain current GSA City pair fare information.

(15) Prepare and issue meal checks/tickets to authorized recruit shippers.

(16) Forward any discrepancies noted with ground carrier to the designated DTMO Program Manager with a courtesy copy via email to the Recruit Travel Management Branch at OSD.North-Chicago.USMEPCOM.List.HQ-J3-MEOP-CO-RTMB@mail.mil.

(17) Remain current on all travel policy and regulatory guidance.

(18) Ensure all shipper orders numbers are submitted to the TMC according to Chapter 2-4. **Note:** TAs are encouraged to submit order numbers via the designated TMC booking tool NLT seven processing days prior to shipping date.

(19) Perform daily reconciliation of e-Orders Shipping Register IAW chapter 2-4c(12).

(20) TAs will be nominated and appointed as the MEPS Recruit Travel primary Quality Assurance Evaluator (QAE).

(21) The End of Day Reports and Proxy Pick Up Sheets (HTS/DS only) will be signed by the ATO and will be filed for one year. After one year, End of Day reports and Proxy Pick Up sheets will be disposed by shredding. USMEPCOM has developed these modified guidelines per the provisions of UMR 55-2/55-355PERp/700B ARIMS. TAs are authorized to retain End of Day Reports and Proxy Pick Up Sheets documentation electronically.

h. TA, Processing Technician, and Human Resources Assistant (HRA), or others with order writing listed in their position description, will utilize the e-Orders program and the USMEPCOM-approved "Order Formats" templates when creating MEPS-generated travel orders. Current Order Formats are located on the [J-3 Current Operations Division SPEAR page](#) under the heading "Orders".

1-5. Appointments

a. This paragraph provides a consolidated list of required position appointments (listed throughout the regulation). MEPS Commanders may use the [Automated Meal Check Issuer Appointment Orders](#), as a template for creating other appointment designation letters.

b. Director, J-8/Resource Management (J-8/MERM), will appoint:

(1) Travel Centrally Billed Account program manager (see [paragraph 1-4b\(2\)](#)).

(2) Meal check issuers and alternates at each MEPS (see [paragraph 1-4b\(7\)](#)).

c. MEPS Commanders will appoint/nominate, in writing:

(1) A primary MEPS TA and designated alternates (see [paragraph 1-4e\(2\)](#)).

(2) Nominate a Recruit Travel QAE and alternate QAE to provide oversight of TMC (for air travel) performance via quarterly reports to the DTMO COR (see [paragraph 1-4e\(4\)](#) and [Chapter 4](#)). The Primary QAE will be the Transportation Assistant and the Alternate will be the ATO.

(3) Designate in writing a Commissioned officer, Chief Warrant officer (CW2 or above), or DoD civilian employee GS-8 or above as ATO (see [paragraph 1-4e\(8\)](#)).

(4) Designate in writing a Disinterested Witness to conduct all inventories with the ATO (see [paragraph 1-4e\(12\)](#)).

(5) Nominate in writing MEPS TA and alternates (at least two and no more than four) as meal check issuers to J-8/Resources Management (see [paragraph 1-4b\(7\)](#)).

Chapter 2 General Travel Provisions

2-1. GSA City Pair Requirements

a. General Services Administration (GSA) contracted and non-contracted City Pair Airfare Program flights are required for all shippers departing from the originating MEPS. GSA City Pair Fares are not mandated for shippers shipping via the HTS/DS program, however, GSA City Pairs are required to be used if already established at the HTS/DS originating airport(s). MEPS availability time is defined as “the earliest time a recruit can realistically be ready to board an airplane at the MEPS originating airport” after completion of MEPS processing, travel time to airport, and airport arrival time.

EX: Shipper has completed all processing: swear-in, travel brief, completed shipper packet in hand, and ready to leave MEPS (1200) add travel time to airport (+1 hour) add airport arrival time per TSA recommendations (+2 hours). In this example, the availability time to board an airplane is 1500.

b. Normally, a shipper is not required to travel between the hours of 2400 and 0600 if it is not necessary for the mission IAW [JTR](#) Chapter 020202. See JTR Chapter 2, paragraph 020202 for information regarding rest stops.

c. The MEPS TA will ensure arrival at the destination airport by the established no later than (NLT) arrival time for onward transportation to the RTC. NLT arrival times are established by DTMO and RTCs and are posted on the [J-3/Current Operations Division SPEAR page](#) under the heading “Travel Aids,” Onward Ground Transportation Report Summary.

d. MEPS TAs are required to enter designated GSA City Pair Fares utilized by the TMC into e-Orders. This is critical to ensure the accuracy of the shipper information provided to USMEPCOM stakeholders via the Onward Transportation and Web Expect Reports. As such, MEPS TAs will:

(1) Enter all active GSA City Pair Fares used by the MEPS/TMC to the nine RTCs into the e-Orders software program. When entering these routes, ensure that "Y" is entered if onward transportation is required from the destination airport hub to the RTC. Any alternate flights and Hometown/Direct (HTS/DS) Shippers GSA City Pair fares used are also required to be entered.

(2) The last leg of each designated routes (including Ground Shippers) destined for one of the nine RTCs will be annotated in the e-Orders program. The following fields are mandatory for the nine RTCs.

- a. Default GSA City Pair Route
- b. Arrival Hub, if applicable
- c. Arrival Time, including ground routes directly to RTC
- d. Onward Transportation
- e. Meal Check Quantities for each meal check type

2-2. Modes of Travel

a. Shippers and prior service members are mandatory users of the GSA contracted City Pair Airfare Program. MEPS will procure air travel through the contracted Travel Management Company (TMC). The

airlines will automatically cancel all non-ticketed reservations 48 hours (2 days) prior to the designated travel day.

b. If one of the following exceptions to the GSA City Pair Airfare Program applies, an alternate air carrier, fare, or mode of transportation can be used:

(1) No seats available on a City Pair flight.

(2) The City Pair flight schedule is inconsistent with established MEPS availability time or NLT arrival times for onward ground transportation carriers. Refer to [paragraph 2-1](#) of this regulation as well as the Onward Ground Transportation Summary sheet posted on the [J-3/Current Operations Division SPEAR page](#) under the heading “Travel Aids.”

(3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. The lower fare must be an unrestricted, refundable fare. **Note:** This exception does not apply if:

(a) The City Pair contract carrier offers a comparable fare and has seats available at that fare.

(b) The lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a government charge card.

c. To identify GSA contracted City Pair carriers and fares, go to <https://cpsearch.fas.gsa.gov/>. At the Airline City Pairs screen, select “Enter Site.” Next, enter the appropriate departure and destination information and click on “Search FYXX.” The site displays GSA contracted carriers and fares when available. A GSA contracted City Pair fare is designated when the last two letters of the fare end in “CA.” A “CA” fare is a discounted fare offered to the government. A “YCA” fare is a coach fare offered to the government when a discounted fare is not available.

d. In markets without a GSA contracted City Pair Airfare Program participant or other alternate government fare, the MEPS contracted TMC will provide the lowest available air carrier reservation that meets travel requirements. If additional assistance is needed, the MEPS can contact DTMO at (571) 372-1300. See [paragraph 2-3](#) of this regulation for exception to policy (ETP) request. MEPS will coordinate with the TMC to identify flight availability and/or fare to alternate airports for those RTCs where there are two airports: Fort Jackson utilizes airports in Atlanta, GA and Columbia, SC; Fort Sill utilizes airports in Oklahoma City, OK and Lawton, OK.

e. At the destination airport, onward transportation to the RTC is provided by the commercial or military bus carrier designated by DTMO. A list of the onward transportation carriers is available on the [J-3/Current Operations Division SPEAR page](#) under the heading “Travel Aids”.

f. Shippers must use economy or coach accommodations on an airplane, train, or ship IAW [JTR](#) Chapter 2, paragraph 020206, sub-paragraph I, J, and K. See JTR paragraph 020206, paragraph J for exceptions.

g. As part of the travel briefing, the MEPS TA will inform shippers that they are not allowed to voluntarily give up their seats in the event a flight is overbooked. If a recruit is involuntarily re-assigned to a later flight by an airline, the recruit may be offered compensation from the airline. Since the recruit is

traveling on official business for the United States, the recruit will ensure that any compensation provided by the airline is made payable to the Treasurer of the United States. Shippers will surrender any received compensation upon arrival at the RTC. If a recruit is involuntarily re-assigned to a later flight, the recruit will contact DTMO Recruit Assistance Center. If a member of a group is involuntarily re-assigned to a later flight, the group leader will continue to travel with the group and notify the RTC of the situation upon arrival, including the Recruit's name, new flight number, and new flight departure and arrival time. The group leader will make every attempt to not be involuntarily re-assigned to a later flight.

h. When shippers state they have a fear of flying, the MEPS will refer the shippers to the Service Liaison.

(1) The Service Liaison will coordinate with their respective Service to determine the recruit's suitability to continue the shipping process.

(2) If the Service agrees to proceed with shipping the recruit, alternate ground transportation can be arranged via coordination with J-3/MEOP-RTM-B.

(3) The J-3/MEOP-RTM-B will request alternate transportation from DTMO. Since most bus/rail routes require extensive travel time, special care will be taken to ensure meals and lodging (M&L) are provided as needed.

i. Travel by Bus.

(1) MEPS TA will ensure transportation from the MEPS to the origin airport is provided by a DTMO mandated or USMEPCOM/MEPS approved carrier.

(2) DTMO will provide the MEPS with the name of the authorized contracted bus carrier when busing is the primary mode of transportation from the MEPS to the RTC. The bus route will include the name of the DTMO designated carrier.

(3) Bus routes for recruit travel are arranged by the DTMO annually using DoD-approved bus carriers.

(4) The MEPS may contact the DTMO via phone at 571-372-1300 or email (milbus@dtmo.pentagon.mil) to request additional bus routes, to request changes to existing bus routes, or to report issues regarding service or carrier-related failures. When contacting the DTMO, the MEPS TA will:

(a) Ensure the designated travel route allows shippers to arrive at their RTCs as early as possible within established RTCs' cut-off times.

(b) Notify DTMO as outlined in local SOP of changes to carrier schedules that affect recruit travel routes for ground transportation.

(c) Include the following information:

1. City of origin
2. Destination city/Military installation

3. Average number of persons to be transported daily (or other designated interval)
4. MEPS Availability Time (see [paragraph 2-4](#))
5. Reason for change

j. The MEPS will provide travel projections as outlined in local SOP to all ground transportation carriers 24 hrs prior to MEPS pick up and will update the projections as often as necessary to ensure accurate recruit travel numbers. The travel projections will contain, at a minimum:

- (1) Name of MEPS.
- (2) Ship date.
- (3) The number of individuals requiring transportation.

k. Other Travel Modes. Use of Privately-Owned Vehicle (POV) may only be authorized if the enlistee is a prior Service member executing Permanent Change of Station (PCS) orders or by the Service's Request for Orders (RFO).

2-3. Shipping Exceptions to Policy (ETP)

a. Shipping ETPs generally fall into two categories: time or money. Examples of situations that warrant an ETP include shipping outside of the standard ship days, shippers arriving at the destination after published NLT arrival time windows, or to procure airfares that exceed established GSA City Pair Fare.

b. If the TMC or DTMO cannot identify a City Pair fare flight, alternate air carriers, or feasible ground transportation within the established amounts by GSA City Pairs, MEPS Commanders may authorize ETPs for alternate government fares or alternate flight carriers up to the Service designated maximum cost as follows:

- (1) Army (Active, Reserve, and National Guard): \$1000.00 - Maximum cost (including city pair fare cost)
- (2) Marine Corps:
 - (a) \$400.00 - Above city pair fare cost (October thru Mid-May)
 - (b) \$500.00 - Above city pair fare cost (Summer Surge Schedule)
- (3) Navy - \$1,500.00 - Above city pair fare cost
- (4) Air Force - \$500.00 - Above city pair fare cost
- (5) Coast Guard – \$500.00 - Above city pair fare cost

Note: Ground transportation may be used instead of air transportation when City Pair Fares are not available and is cost effective.

c. City Pair and alternate government fares exceeding the designated monetary thresholds, as well as shipping outside the normal timeframes for the respective services, require a MOC request to USMEPCOM Headquarters. Approval by the J-3 Operations Recruit Travel Management Branch (J-3/MEOP-RTM-B) prior to purchasing the airfare is required. MEPS will coordinate with the TMC to identify flight availability and/or fare to alternate airports for those RTCs where there are two airports: Fort Jackson utilizes airports in Atlanta, GA and Columbia, SC; and Fort Sill utilizes airports in Oklahoma City, OK and Lawton, OK.

d. Further [Shipping ETP Guidance](#) can be found in the [J-3/Current Operations Division SPEAR page under Recruit Travel Management Branch "Travel Aids"](#).

e. J-3/MEOP-RTM-B will coordinate and publish the Service's normal ship days schedule at various times throughout the year (e.g. Summer Surge, Holiday Schedule, etc.).

f. Upon notification of seat unavailability, the MEPS TA will coordinate with DTMO at (571) 372-1300 to identify possible alternatives. If the proposed alternate route or carrier is a GSA City Pair fare participant, then a shipping ETP is not required.

g. For shipping outside of standard ship days, Service Liaisons will coordinate an ETP with their respective Service's Recruiting and Training Commands. MEPS TAs will submit an ETP via MOC request to J-3/MEOP-RTM-B for approval by the respective Recruiting Service.

2-4. Travel Reservations

a. Travel reservations are made for individual shippers, on a by-name basis IAW Department of Homeland Security and Transportation Security Administration regulations.

b. The Service Liaison, IAW AR 601-270, Military Entrance Processing Station (MEPS), paragraph 6-8, will:

(1) Project all scheduled shippers at a minimum of 30 calendar days prior to ship date when practical. However, projections may be entered up to 72 hours prior to shipping.

(2) Ensure projections are reflected in USMEPCOM Integrated Resource System (USMIRS).

(3) The USMIRS projection will contain all required shipping information to include:

(a) Full name (First, Middle, Last).

(b) Date of birth.

(c) Gender.

(d) Shipping date.

(e) City of Origin/Origin Airport (For HTS/DS participants).

(f) Destination.

(4) If a recruit has a Projected Active Duty Date (PADD) or an Active Duty Service Date (ADSD)

that is less than 30 calendar days from ship date, immediately notify the MEPS TA. All requests for reservations received within 30 calendar days of ship date will be approved by the Service's Recruiting Command. Actual travel reservations are contingent upon seat availability.

Note: To provide red carpet treatment and to support the Service's mission, if manpower and/or TMC constraints are not affected, walk on shippers should be approved by the local MEPS Commander's discretion or as directed by the MEPS SOP.

(5) Alert the MEPS TA daily of any shipper updates or cancellations and update shipper projections in USMIRS. Examples include changes to name, shipping date, destination, etc. Timely notification is paramount to ensure the highest likelihood of obtaining transportation at the desired time.

(6) Provide RFO IAW local SOP to the MEPS orders processing POC by 1400 local MEPS time, NLT 7 business days prior to shipping for active duty shippers and NLT 7 business days prior to accession but NLT 30 days prior to shipping for Guard and Reserve components. See [Chapter 6](#) of this regulation for HTS/DS Program NLT time periods. Service specific order worksheets (i.e. RFOs) may be obtained from MEPS personnel and are located on the [J-3/Current Operations Division SPEAR page](#) under the heading Recruit Travel Management Branch "Orders".

(7) Verify projected shippers NLT 4 processing days prior to ship day with the MEPS TA. The airlines will automatically cancel all non-ticketed reservations 48 hours (2 days) prior to the designated travel day.

(8) Advise the MEPS TA of any unanticipated changes affecting the shippers.

Note: Cancellations or changes made after ticketing will result in transaction fees from the TMC.

(9) Ensure the local recruiting unit arranges or provides travel to shippers for enlistment, rejected shippers, and rejected Selected Service registrants.

c. MEPS TA will:

(1) Manage all shipping projections using the TMC designated automated tool in conjunction with the e-Orders Shipping Register, and if required, USMIRS. Monitor the schedule daily and update changes to names, dates, and shipper destinations, as needed. MEPS are encouraged to accommodate last minute requests as much as practicable while still meeting established mission requirements.

(2) Ensure all shippers identified to ship on the TMC automated tool have received reservations within 48 hours of submission. If there are shippers not showing reservations after 48 hours of submission, then contact the TMC immediately.

Note: For all West Coast MEPS using the two-day shipping program, MEPS TAs will ensure shipping projected days are verified on the TMC automated tool, and if required, contact the TMC directly to ensure reservations are made for the actual travel date.

(3) Changes to reservations (not ticketed) can be modified using the TMC automated tool when changes, cancellations, or revisions are required by the services.

(4) Immediately, notify the TMC of any ticketed shipper cancellations or changes (i.e. names, travel dates, destination, etc.) and IAW HTS/DS program guidance as referenced in [Chapter 6](#) of this regulation.

(5) If the recruiting services project a shipper via USMIRS within 72 hours of shipping, then the MEPS TA will contact the TMC representative to make reservations and tickets. MEPS TAs will not utilize the TMC automated tool for any reservations or ticket requirements for shippers projected to ship within 72 hours. MEPS TAs will contact the TMC representative via telephone; however, if Personally Identifiable Information (PII) is required to be exchanged electronically between the TMC and the MEPS, then the Safe Access File Exchange (SAFE) website program (<https://safe.amrdec.army.mil/safe/>) will be utilized. Instructions on how to use the SAFE program are and posted on the [J-3/Current Operations Division SPEAR page](#) under the heading “Travel Aids.”

(6) Ensure orders are prepared IAW local SOP RFO formats and this regulation. Reserve and National Guard orders will be prepared after accession and receipt of Human Immunodeficiency Virus/Drug and Alcohol Testing (HIV/DAT) results but NLT 30 calendar days prior to ship date when practicable.

(7) Utilizing the TMC automated tool, the shipper order number may be entered as soon as the order is created but must be submitted NLT 7 processing days prior to shipping date to ensure ticketing is completed at least 3 days prior to the departure date. The airlines will automatically cancel all non-ticketed reservations 48 hours (2 days) prior to the designated travel day. After receiving the order numbers, the TMC will provide an itinerary with the airline ticket and invoice numbers, which is confirmation of a purchased airline ticket. MEPS TAs will reconcile the reservation using the TMC automated tool and the e-Orders shipping register. This will be completed prior to the recruit departing the MEPS for the airport. For HTS/DS, the reconciliation will occur NLT the day prior to the scheduled ship date. Regardless, if it is a HTS/DS or a MEPS shipper, verification that the ticket has been purchased/paid for must be completed prior to the shipper’s departure to the airport.

(8) If the TMC automated tool is inoperative, the MEPS TA will contact the TMC directly for any required projections, changes, etc.

(9) Review departure/arrival times to determine the number and amounts of meal checks to be issued IAW [Defense Travel Regulations](#) Part I, Appendix M, Meal Ticket/Check. Issue meal checks appropriately for MEPS or HTS/DS Shippers.

(10) Confirm all shippers are checked into MEPS on the day of shipping (excludes HTS/DS (non-MEPS shippers)).

(11) Ensure compliance with GSA City pair fare requirements of no more than nine shippers per group orders.

(12) Shipper Daily Reconciliation. MEPS TAs will reconcile, on ship days, the e-Orders Shipping Register shipper status block to reflect “*Shipped*,” “*No Show*,” or “*Scratch*” as required. Ensure that any shipper identified as “Confirmed” in the Shipping Register status column is also updated as “*Shipped*,” “*No Show*,” or “*Scratch*,” as applicable. Daily reconciliation will be conducted not later than 1300 local MEPS time to ensure accuracy of the Onward Transportation and Web Expect Report provided to the RTCs and ground transportation carriers. **Note:** The MEPS TA will contact the ground transportation carriers in the event e-Orders is unavailable. The following information will be provided to the ground carriers:

- (a) MEPS name
- (b) Date shippers will require onward ground transportation
- (c) The number of shippers requiring onward ground transportation

(13) Ensure that all shippers projected to use ground transportation directly to their RTC are not submitted to the TMC for reservations.

d. The TMC, IAW DTMO designated contract, will:

(1) Book shippers by-name and provide confirmed reservation itineraries to the MEPS TA IAW the following guidance:

(a) For reservation requests received via the website tool, the TMC will return the by-name reservation within 48 hours of receipt.

(b) For reservation requests received (telephonically or by email) 3 days or less prior to travel, the TMC will coordinate with the MEPS TA to expedite the request. All reservation requests made within three business days of travel are required to be ticketed at the time of the reservations. See [Chapter 6](#) of this regulation for exceptions to Hometown Ship and Direct Ship programs.

(2) Notify the MEPS TA immediately of flight non-availability through the most expedient method. The TMC will provide alternate routes, times, and fares IAW contract specifications for reservations and ticketing.

(3) Notify the MEPS TA of all refund actions on cancelled tickets IAW contract specifications.

(4) Provide itineraries and invoices to the MEPS TA for each shipper after orders numbers are received and ticketing has been completed.

2-5. Standardized Recruit Travel Tools

a. Travel Brief. The MEPS TA will conduct a travel brief to provide travel instructions to shippers. MEPS are mandated to provide the travel brief using the standardized recruit travel video (Air Shippers). Following the showing of the recruit air travel video, TAs will brief shippers using the Supplemental Air Travel Brief, which provides critical information not presented on the video. MEPS will modify the appropriate briefing slides to include MEPS-specific information but will include all information provided on the briefing slides.

b. The recruit air travel brief power point slides will only be used as a contingency if the recruit air travel video cannot be shown.

c. The recruit ground travel brief will be provided to all shippers traveling by ground directly to their respective Reception Training Centers (RTC).

d. All briefing slides are posted on the [J-3/Current Operations Division SPEAR page](#) under the heading "Recruit Travel Briefs".

e. RTC Information Sheets are provided for the 9 Reception/Training Centers via the e-Orders program. In a situation that e-Orders cannot be accessed, additional information sheets may be printed from the [J-3/Current Operations Division SPEAR page](#) under the heading “Recruit Travel Briefs.” The MEPS TA will:

(1) Distribute the applicable RTC information sheets along with the shipper orders to each recruit during the travel brief. Shippers will verify they have the correct information sheet for their destination.

(2) Explain that the RTC information sheet has details about traveling from the originating airport to the destination airport, meal usage, and instructions for obtaining onward transportation to the RTC. TAs are required to provide the location of the meal vendors available at the originating airport (outside or inside the security checkpoint), if applicable.

(3) Ensure shippers understand the procedures for traveling from the destination airport to their designated RTCs.

(4) Explain and point out the DTMO Recruit Assistance Hotline number (877-5-MEPS-GO/877-563-7746).

(5) Ensure shippers have a picture ID card, regardless of the mode of travel. If the shippers are traveling by air, they must have a government-issued (state or federal), TSA approved ID. (TSA acceptable IDs can be found at the following site: <http://www.tsa.gov/traveler-information/acceptable-ids>). The name on the ID card must match the name on the ticket.

(6) Ensure shippers write in any changes to the RTC information sheet as needed.

2-6. Group Travel

a. Group Travel. Shippers en route to the same destination and on the same transportation will normally travel in groups formed at the MEPS with a recruit group leader designated by the TA. A travel group will not exceed 9 individuals, including the group leader. While individuals may travel as a group, each shipper will carry their own individual packet and orders.

b. Group Leader Selection.

(1) A responsible member of the group is designated as the group leader. The group leader serves as the group’s intermediary with air and ground carrier representatives and is responsible for reporting any changes or problems to DTMO.

(2) The e-Orders program automatically selects the oldest group member to be the group leader by default. However, the MEPS TA can change the group leader at their discretion with due regard for pay grade, maturity, and/or travel experience.

(3) The MEPS TA may assign an alternate group leader to assist the group leader.

c. Group Leader Responsibilities.

(1) The group leader will serve as the primary spokesperson and the alternate group leader (if applicable) will assist the group leader with accountability of the group members. Prior to departing the MEPS, the group leader(s) and their alternate(s) will be briefed on the following responsibilities:

- (a) Acting as the group's spokesperson when dealing with the transportation provider.
- (b) Maintaining accountability for all members while in transit.
- (c) Ensuring no member surrenders personal belongings until arrival at the RTC.

(2) The group leader will be instructed to call DTMO immediately if a group member is missing or Absent Without Leave (AWOL). The group leader will proceed to the destination with the rest of the group and will immediately notify the affected Recruiting Service Liaison/Guidance Counselor (SL/GC).

2-7. Prior-Service Enlistees

The MEPS TA will arrange for transportation of prior-Service enlistees as requested by the Service.

a. Prior-Service members ordered to an RTC will receive the same transportation arrangements as shippers (i.e. at no cost to the member). However, except for those prior-Service members who are attending Basic Training, the prior-Service members are responsible for their own meals and will submit a travel voucher upon arrival at their destination.

b. Prior-Service members ordered to a military installation other than an RTC, will have transportation coordinated by the MEPS TA and Service Liaison. The MEPS TA and Service Liaison will provide shipper with information about obtaining follow-on transportation and local points of contact at the destination. If onward ground transportation is not provided by the receiving installation, the enlistee will procure ground transportation at personal expense and submit a travel voucher upon reaching their destination. Travel information for the most frequently used alternate military installations is located on the [J-3/Current Operations Division SPEAR page](#) under the heading "Orders". MEPS may submit a MOC request to obtain information about shipping to any other military installation.

(1) Service Liaisons will ensure prior-Service enlistees arrive at the MEPS with sufficient funds to defray any travel expenses. If a prior-Service enlistee does not have adequate funds, the MEPS TA will refer the member back to the Service Liaison.

(2) Shippers authorized shipment of household goods or unaccompanied baggage will be directed to their Service Liaison for guidance.

2-8. MEPS Shipper Ownership Transfer

Occasionally, the SL/GC will request to ship a recruit from a MEPS other than the MEPS the recruit processed through. This process was known as courtesy shipping. If a MEPS shipper ownership transfer is necessary, specific steps are required by the losing and gaining MEPS:

- a. The losing MEPS will perform the following:

(1) The SL/GC will contact their recruiting Service counterpart at the gaining MEPS for coordination to ensure that a request for permanent ownership is initiated. This must be accomplished in order for the gaining MEPS to receive the shipper's packet.

(2) Send the shipper's packet to the gaining MEPS after the gaining MEPS has taken permanent ownership of the shipper's packet IAW [USMEPCOM Regulation 25-50, Information Management - Official Mail and Distribution Management Program](#). **Note:** Packet must be shipped within 24 hours after receipt of DA Form 200 and must arrive at the gaining MEPS NLT 7 processing days before the ship date (see [figure 2-1](#)).

(3) The losing MEPS SL/GC will immediately inform the TA to cancel any projections and orders on the shipper no longer shipping from their MEPS.

(4) The losing MEPS TA will rescind or revoke any orders completed for the shipper as required. The TA will also cancel the recruit's travel reservations or ticketed flights, if any. **Note:** Orders and travel arrangements for shippers will be completed by the gaining MEPS only, no exceptions.

b. The Gaining MEPS will perform the following:

(1) Per UMR 601-23 Chapter 4-8 the SL/GC will request ownership of the respective shipper as soon as the shipper has been identified.

(2) The SL/GC will provide the gaining MEPS TA the shipper's RFO and project the shipper in USMIRS at least seven processing days prior to ship day. **Note:** Ensure that the shipper's complete shipping packet has arrived at the gaining MEPS.

(3) The gaining MEPS TA will make travel arrangements, prepare orders and meal checks as appropriate, and conduct CBA reconciliation requirements.

(4) Complete the shipper's packet Quality Review Program (QRP) IAW [UMR 680-3](#), paragraph 6-6.

2-9. Onward Ground Transportation

a. J-3/MEOP-RTM-B maintains information regarding the approved onward ground transportation carriers on the [J-3/Current Operations Division SPEAR page](#) under the heading "Travel Aids". This information will include ground carrier contact information, and NLT arrival times for each destination airport servicing the RTC.

b. TAs will manage onward ground transportation in the e-Orders software program by annotating (Y)es or (N)o on the last leg of each route destined to the nine RTCs.

2-10. Recruit Assistance Program

a. The MEPS TAs will:

(1) Monitor inclement weather, flight delays, or cancellations utilizing best practices such as calling the airlines or using websites to check flight statuses. **Note:** Recruit Travel Management Branch uses www.weather.com and www.fly.faa.gov.

(2) Periodically visit the local transportation terminals to determine where shippers can place and receive phone calls (e.g. United Service Organizations (USO), military assistance desks, or Personnel Assistance Points), and include this information in the transportation brief. **Note:** Pay telephones at local airports may not accept incoming calls, which will prevent DTMO from contacting a stranded recruit.

b. After departing the MEPS:

(1) DTMO assists shippers once they have departed from the MEPS until they have transferred to military control at the RTC. The DTMO maintains the toll-free Recruit Assistance Hotline for shippers encountering transportation problems en route to their training sites. The telephone number for the Recruit Assistance Program is 877-563-7746 (877-5-MEPS-GO) and is staffed 24 hours a day.

(2) The MEPS TA will provide the Recruit Assistance Hotline number to shippers during the travel brief. The MEPS TA will emphasize the DTMO number should only be used if the recruit encounters travel-related problems, such as being stranded, needing ground transportation to or from the airport, hotel, or reception training center (taxi/shuttle), illness or injury, overnight delays, or lost tickets.

2-11. Travel Contingency Guidelines

When travel disruptions (e.g. hurricanes, snowstorms, tornadoes, etc.) or other circumstances affect shipper travel nationwide, J-3-MEOP/Current Operations Recruit Travel Management Branch will provide timely guidance to the MEPS.

a. Shippers will not be sworn in if they are not going to make the Reception Training Center cut-off time IAW the onward ground transportation bus schedule, or flight arrival times, with the exception of shippers utilizing the 2-day shipping program (Western Sector only). The MEPS will need an ETP from the MOC for shippers accessing and not shipping the same day. Please refer to [UMR 601-23](#) paragraph 5-16b.

b. If projected shippers are sworn in and cannot depart the MEPS due to cancellations of flights, severe weather, etc., they will be considered as holdover shippers and will be under the responsibility of their respective Recruiting Service for their behavior and daily accountability. MEPS Commanders will provide the holdover shippers logistic requirements IAW UMR 601-23 paragraph 5-16c. The MEPS, not DTMO, is responsible for providing a recruit’s travel, lodging, and/or meal accommodations support if they have not departed the originating MEPS.

c. The MEPS will notify the SL/GC when inclement/urgent weather is forecasted that may affect recruit travel to include HTS/DS shipper travel.

Figure 2-1. MEPS Shipper Ownership Transfer Enlistment Packet Schedule

If Ship Day is:	Packet Must Arrive to the Gaining MEPS:
Monday	NLT Monday prior to ship day
	*If Monday is a holiday then the Friday prior to the Monday holiday
Tuesday	NLT Tuesday prior to ship day
	*If Tuesday is a holiday then the Monday prior to ship day
Wednesday	NLT Wednesday prior to ship day
	*If Wednesday is a holiday then the Tuesday prior to ship day
Thursday	NLT Thursday prior to ship day
	*If Thursday is a holiday then the Wednesday prior to ship day
Friday	NLT Friday prior to ship day
	*If Friday is a holiday then the Thursday prior to ship day

Chapter 3

Recruit Travel Orders

3-1. General

Military travel orders are the instrument through which travel expenses are tracked and paid. MEPS issue orders for assignment of regular component new shippers to training or initial active duty stations and direct entry on active duty of Reserve and National Guard enlistees. The MEPS are the centralized orders issuing activities for the Recruiting SL/GCs.

3-2. Personally Identifiable Information (PII)

a. The protection of PII is critical to mission success and requires proper administrative, technical, and physical safeguards to ensure security and confidentiality of the information. MEPS are reminded of the requirement to reasonably safeguard PII to prevent inadvertent, unauthorized, or malicious disclosure of record content during processing, storage, transmission, and disposal. MEPS are further reminded of their responsibility to ensure that record content containing PII is only disclosed for official reasons to persons with a valid need-to-know, and the disclosure is necessary to perform assigned duties of the sender and recipient. Any PII not required for reservations, confirmations, etc. will be redacted. Documentation forwarded to the TMC which includes PII information must be sent utilizing the SAFE Website Program per chapter 2-4c(5).

b. IAW the USMEPCOM annual training plan, MEPS Commanders will instruct their personnel on their roles and responsibilities for collecting, maintaining, and disseminating PII; on agency rules and procedures for implementing the PII safeguards; and on penalties for failing to comply with these requirements. Disclosure whether inadvertent, unauthorized, or malicious may be punishable under the Uniform Code of Military Justice (UCMJ), Competent Civil Authority, or through administrative process.

3-3. Order Preparation

a. The Recruiting Service Liaisons or Guidance Counselors will provide the appropriate data necessary for the creation of proper recruit travel orders via an RFO or locally generated worksheet. The minimum information necessary to create an order is outlined in each Service's order worksheet posted on the [J-3/Current Operation Division SPEAR page](#) under the heading "Orders". The RFO or locally generated worksheet will serve as the source document for preparing orders and will include information concerning unit of assignment, movement of dependents, shipment of household goods, authorized leave, etc. IAW AR 601-270, paragraph 6-8. Completed RFOs (either service-specific form, or locally generated worksheet) if required, will be retained under Record Number 600-8-105a2/600A, "Personnel Orders – Request For Orders Documents" (for disposition instructions see [Appendix A, Section III](#)). RFOs or locally generated worksheet for split shippers will be annotated to indicate if the shipper has a mandatory return date.

(1) If the RFO indicates a mandatory return date, the Service will provide the mandatory return date on the RFO and the mandatory return date will be listed on the travel order. When an RFO indicates yes for a mandatory return date but the mandatory return date is not provided, the MEPS TA will contact the Service Liaison for the date.

(2) A return date must be provided on the RFO. If there is no mandatory return date, the Service must indicate "none" on the RFO for the orders to be created without a mandatory return date.

(3) If the Service Liaison does not indicate yes or no on the RFO regarding the mandatory return date, the MEPS TA will contact the Service Liaison for the requirement.

b. Orders preparation timeline:

(1) The projected ship date constitutes the effective date of recruit travel orders.

(2) The MEPS will prepare and publish orders for all active duty regular shippers NLT 7 processing days prior to travel.

(3) The MEPS will prepare and publish orders for Reserve and National Guard enlistees after accession and receipt of HIV/DAT results but **not later than 30 calendar days prior to ship date** when practicable.

(a) Per National Guard Bureau direction, MEPS will not prepare orders for Direct Shippers to their respective Recruit Sustainment Program (RSP) sites prior to the projected ship date. The RSP reporting date must match the reporting date to the RTC.

(b) The respective State National Guard will issue orders as needed to accommodate early reporting to the local RSP site.

(c) MEPS issued orders will not be amended to reflect changes to pay grade after shipper accession.

(d) Orders created for National Guard Phase II shippers will reflect the pay grade entered in the shipper's accession data in USMIRS. It is the member's and Service's responsibility to provide proof of promotion to the RTCs personnel staff.

c. The MEPS will prepare recruit travel orders using only the USMEPCOM e-Orders program and the USMEPCOM-approved "Travel Orders Formats Reference" templates, posted on the [J-3/Current Operation Division SPEAR page](#) under the heading "Orders. No other orders-producing program or system is authorized. Access to the e-Orders program is granted via a System Authorization Access Report (SAAR) 2875 signed by the respective MEPS supervisor and forwarded to J-6 Information Technology Directorate via a MEIT Service Desk Ticket.

(1) The e-Orders program is the primary mechanism for creating recruit travel orders. MEPS can access the e-Orders program at <https://eorders.rsn.mepcom.army.mil/EOrdersMainV2/login.jsp>. A user guide, can be found on the J-3/Current Operation Division SPEAR page under the heading "Orders". **Note:** The Order Formats found in SPEAR provides additional notes, which can assist in the preparation of orders.

(2) Manual orders will only be prepared using the "Travel Orders Formats Reference" templates (posted on the J-3/Current Operation Division SPEAR page under the heading "Orders") when:

(a) The e-Orders program is unavailable or not functioning and a system delay negatively impedes the recruit travel.

(b) During the interim period when new orders templates or orders changes are awaiting incorporation into the e-Orders program.

(c) Preparing amendments, revocations, and rescissions to orders that were not created within the e-Orders program.

(d) As directed by USMEPCOM J-3/Current Operations Division Recruit Travel Management Branch.

3-4. Order Numbering

a. e-Orders Orders calculates the order numbers for recruit travel orders are numbered using a specific seven-digit format comprised of the last digit of the calendar year (CY) in which the order is issued, the Julian date, and a sequence number that begins daily with 001. Examples:

(1) The first order for July 6, 2017 is 7187001.

(2) The 12th order for January 5, 2017 is 7005012.

b. Manually created orders begin each day with sequence number 501 to distinguish them from program-generated orders. The Julian date in the Orders Number will reflect the creation date of the manual orders. (e.g., the first set of manually created orders on January 31, 2016 would be 6031501 and reflect a creation date of January 31, 2016).

3-5. Order Consolidation

a. An Order Consolidation Sheet/Control Log is not required for orders created in the e-Orders program.

b. The TA, Processing Technician, and Human Resources Assistant (HRA), or other designated employees will complete and maintain a daily travel order control log for all manually created orders. The prescribed form for the daily control log is [UMF 55-2-3-E, Order Consolidation Sheet/Control Log](#).

c. The MEPS commander may assign the TA, Processing Technician, and Human Resources Assistant (HRA), or other employees (civilian or military) to complete and maintain this control log.

d. UMF 55-2-3-E usage:

(1) Part I: Enter the date of the Orders Consolidation Sheet/Control Log, the order numbers published, and any unused order numbers in Part I of UMF 55-2-3-E.

(2) Part II: Record the enlistee's last name under Part II of the Control Log. If group orders, list the group leader's last name and the number of other enlistees shipped under the orders (e.g. "Smith + 5"). **Note:** Part II of UMF 55-2-3-E may be modified to accommodate local procedures for controlling issuance of orders.

(3) Attach one copy of each manual order to the completed Consolidation Sheet/Control Log.

(4) Post amendments, revocations, or rescissions on the original manual travel orders (e.g., "Rescinded by Orders 9002001 of 2 Jan 09"; "Amended by Orders 0002002 of 2 Jan 10"). MEPS will attach the new order to the current daily consolidation set indicating whether it is an amendment, revocation or rescission (e.g. "Smith +5, (Amended)").

e. Completed [UMF 55-2-3-E](#) (including attachments as stated in this paragraph) will be retained under Record Number 600-8-105a1/600A, “Personnel Orders (Applicant Manual Orders Only) – Recruit Travel Orders” (for disposition instructions see [Appendix A, Section III](#)).

3-6. Order Authentication

- a. The authentication contains the authority line and signature block.
- b. The MEPS Commander or Operations Officer will normally authenticate orders. The MEPS Commander may delegate this authority, in writing, to other MEPS personnel (civilian or military).
- c. When the order will not be signed by the MEPS Commander, use the authority line “FOR THE COMMANDER:” Omit the authority line when the order is signed by the MEPS Commander.
- d. MEPS will authenticate orders by:
 - (1) Creating orders in the e-Orders program. (e-Orders utilizes Common Access Card (CAC) logon for system authentication) or,
 - (2) Mechanically “drawing” an official seal on the order or,
 - (3) Manually signing above the signature block.

3-7. Order Amendment

- a. The MEPS, as the originator of orders, will amend orders when required by the Services. Only the organization that published the original order may amend, rescind, or revoke the order. The minimum information necessary to amend, rescind or revoke an order is outlined on each Service’s RFO worksheet posted on the [J-3/Current Operations Division SPEAR page](#) under the heading “Orders”. The RFO will serve as the source document when amending, rescinding, revoking an order.
- b. MEPS are authorized to amend orders as long as the whole order has not been executed (e.g. the member has not completed travel to the final destination and/or returned home). An RFO is required to amend an order.
- c. Distribution of the amended order will be the same as the original order.
- d. Orders will not be amended more than once. If more than one amendment is required, MEPS will rescind the original order and publish a new order.
- e. The use of whiteout, correction tape/fluid, etc., is not authorized on orders.
- f. The prescribed format used to amend, rescind, or revoke an order is located in e-Orders or on the [J-3/Current Operations Division SPEAR page](#) under the heading “Orders.”
- g. MEPS issued orders will not be amended to reflect name changes when the order numbers have been submitted to the TMC and the reservation has been ticketed. When a name change occurs after the order number has been submitted to the TMC, the shipper will travel with a Government Issued photo ID,

and legal documentation reflecting the name change (i.e. marriage license) to present these items during check-in with the airline representative. If a name change occurs before the orders number has been sent to the TMC, order amendments for name changes will occur after USMIRS is updated.

h. Recruiting Services are required to provide disposition for shippers that do not execute or complete travel after the Oath of Enlistment has been administered.

(1) If the shippers are at the MEPS, they will be returned to the Recruiting SL/GC for disposition (revocation, amendment, discharge, etc.) IAW Recruiting Service policy. All amendments and revocation requests require an RFO per [paragraph 3-3](#) of this regulation.

(2) If the recruit has departed the MEPS, then the MEPS will contact the Recruiting SL/GC for disposition information.

~~**Note:** The National Guard Bureau (NGB) has requested USMEPCOM to forward any amendment requests from the MEPS National Guard liaison/guidance counselor affecting shipper residence addresses and Advanced Individual Training (AIT) changes only when the shipper has already shipped. These amendment requests require NGB approval and must be routed through J-3/MEOP-RTM-B via a MOC request. All other services amendment requests do not require a MOC request and are to be completed as prescribed by DoD/USMEPCOM regulations. All amendments requests, regardless of service, require an RFO.~~

3-8. Order Types

There are two types of orders: basic and special.

a. Basic orders refer to orders for shippers entering the Regular Armed Forces for Initial Entry Training. Shippers with a basic order type may be placed on group orders.

b. Special orders refer to orders for shippers with prior Service experience, entering the Guard or Reserves, attending Officer Training School, and any orders for separation processing and amendments. Shippers with a special order type will not be placed on a group order.

3-9. Group Orders

a. A group order can be used when more than one shipper is being shipped to the same location(s) with identical reporting instructions. Group orders are limited to no more than nine shippers. Group orders cannot contain full Social Security Numbers or home of record addresses as it violates the Privacy Act of 1974. Group orders are not authorized for Army National Guard or Reserve component shippers. Creating group orders is optional and is based on MEPS preference.

b. When an individual on a group order does not ship after ticketing has occurred, the orders will be revoked and another order issued listing the shippers that will travel. On the TMC automated tool, MEPS TAs will annotate the new order number to reflect the amendment for all shippers listed on the group order.

Note: All revocations will be used for reconciliation of the Centrally Billed Accounts (CBA).

3-10. Absent Without Leave (AWOL) Enlistees

a. The next duty day after receiving notification of an AWOL enlistee, the MEPS TA will forward a letter to the missing or AWOL enlistee's training center stating:

(1) Subject: Failed to Ship.

(2) Purpose: For Your Information.

(3) [Name-last, first, middle initial; SSN; rank; branch of Service] failed to report for transportation to [name of training center].

(4) [Name of MEPS] was notified by group leader [name, SSN, rank], who arrived at your location on [date].

b. The AWOL enlistee's orders will be amended IAW the published "Travel Orders Formats Reference" templates and the desires of the Service.

c. Recruiting Services are required to provide disposition for shippers that do not execute or complete travel after the Oath of Enlistment has been administered IAW [paragraph 3-7\(h\)](#) of this regulation.

3-11. Disposition of Orders

a. e-Orders. Archiving coordination will be made by J-1/MEHR-SD-MSS, via J-6, for electronic submission to the Federal Records Center (FRC).

b. Manual Orders.

(1) Manual recruit travel orders will be retained in the ARIMS Army Electronic Archive (AEA) under Record Number 600-8-105a1/600A, "Personnel Orders – Recruit Travel Orders" (for disposition instructions see [Appendix A, Section III](#)).

(2) MEPS records manager will scan manual orders with the corresponding [UMF 55-2-3-E, Order Consolidation Sheet/Control Log](#), by date, and upload into the AEA via ARIMS.

Chapter 4 Military Entrance Processing Station Quality Assurance Evaluator (QAE) for Recruit Travel

4-1. General

a. The DTMO COR is the primary party responsible for managing TMC performance issues. Each MEPS is required to nominate a QAE and Alternate QAE (DTMO appoints) to report on their respective TMC's performance. MEPS QAEs conduct quarterly reviews of the TMC's contract performance and communicate issues with the assigned DTMO COR, Program Manager (PM), and their respective contract support staff.

b. MEPS TAs and ATOs will be nominated as QAE and Alternate QAE, respectively and will provide TMC performance feedback to the DTMO COR PM per DTMO guidelines. The MEPS QAEs will contact and forward issues to the designated DTMO COR, PM, and their respective contract support staff for resolution. The designated MEPS QAEs will also document issues in the QAE quarterly report and forward the report to the DTMO designated COR, PM, and their respective contract support staff and copy USMEPCOM Current Operations Recruit Travel Management Branch.

4-2. Procedures

a. MEPS Commanders will:

(1) Nominate a primary and an alternate QAE by completing and signing the QAE Nomination/Termination Letter. The QAE Nomination and Termination Form and instructions are located in e-Orders or on the [J-3/Current Operations Division SPEAR page](#) under the heading "Recruit Travel QAE."

(2) Assign the identified QAE (TA) and AQAE (ATO) to complete the DTMO online Defense Acquisition University (DAU) Continuous learning Module (ARMY)-CLC 106 – Contracting Representative (COR) with a Mission Focus.

b. Nominated QAEs will:

(1) Complete the DTMO online MEPS TMC Implementation Training. **Note:** Training can take up to 2 hours. After enrolling in the training, there is a 30-day time limit to complete the module.

(2) Submit the signed QAE Designation Letter and a copy of the DAU CLC 106 Training certificate via e-mail to the designated DTMO COR, PM, and their contract support staff responsible for the MEPS' travel area.

(3) Notify their respective DTMO COR, PM, and their contract support staff when they are transferring or are no longer the designated QAE.

c. The DTMO COR or PM will issue an appointment letter to the QAE detailing the specific duties and responsibilities of the MEPS QAE. In addition, the DTMO COR or PM will also provide a copy of the TMC contract and its amendments to the MEPS when the QAE is appointed.

d. The following documents can be found on the [J-3/Current Operations Division SPEAR page](#) under the heading "Recruit Travel QAE":

- (1) QAE Nomination/Termination Letter.
- (2) Instructions for completion of the QAE Nomination/Termination Letter.
- (3) Instructions for enrolling in the DAU CLC 106 training.
- (4) MEPS by COR, Program Managers, and contract support staff.

4-3. Responsibilities

a. DTMO COR and PM responsibilities:

(1) Be the primary party responsible for handling all TMC contractor performance issues presented by MEPS QAEs.

(2) Issue appointment letters and a copy of TMC contracts to MEPS nominated QAEs.

(3) Coordinate with MEPS QAEs and J-3/MEOP-RTM-B regarding any TMC issues involving recruit travel.

b. J-3/MEOP-RTM-B will:

(1) Coordinate with DTMO COR, PMs, and the MEPS QAEs to resolve TMC contractor issues involving recruit travel.

(2) Coordinate with DTMO COR, PMs, and Sectors to ensure all MEPS have QAEs appointed and that all QAEs are adhering to quarterly TMC Performance reporting requirements.

c. Sectors will:

(1) Provide an updated roster listing the designated MEPS Recruit Travel QAE to J-3/MEOP-RTM-B semi-annually on the last processing day of June and December. The list will include the MEPS Name, the designated person's name, telephone number, email address, QAE designation (Primary or Alternate), and the date the last report was submitted to DTMO.

(2) Ensure new QAEs are identified and have completed required training within 30 calendar days after the departure of the previously designated QAE.

d. MEPS will provide oversight of TMC performance and will provide a quarterly report to the DTMO COR, PM, and Sectors. **Note:** DTMO will provide notification of non-compliance to J-3/MEOP-RTM-B as stated in [paragraph 4-3a\(3\)](#).

Chapter 5 Automated Meal Check

5-1. General

MEPS will provide traveling shippers with applicable meal allowances prescribed in [JTR, Defense Transportation Regulation \(DTR\)](#) 4500.9-R, Part 1 Appendix M, DTMO website: [Other Rates and Allowances](#), and the DFAS website: [Meal Tickets and Checks](#).

5-2. Responsibilities

a. J-8/MERM-PP will issue appointment orders (requirements can be found in [paragraph 1-4e\(6\)](#)) to the MEPS TA and designated alternates as meal check issuers for the MEPS. The funds certifying officer, J-8/MERM-PP will be notified to terminate the appointment orders when there is a change of TAs and/or alternates.

b. The MEPS TA and/or Alternate Meal Check Issuers will:

(1) Prepare and issue the appropriate automated meal check(s) to all authorized. Meal checks will be treated as controlled disbursement checks to be cleared through the banking system like a paper check.

(2) Issue meal checks to authorized active, reserve, and guard component shippers in the appropriate amounts based on the travel time of the individual's travel orders and travel arrangements.

(3) Report any loss of printed meal checks to the ATO.

(4) Meal check transactions (creation, printing, and voiding) will be accomplished via the e-Orders program Meals Module. Completed, associated documentation (End of Day Reports and Proxy Pick Up Sheets (HTS/DS only)) (hardcopy or electronic), will be retained for 1 year. (For disposition instructions, see [Appendix A, Section III](#)).

Note: The revised e-Orders user guide with the Meal Check functions is located on [J-3/Current Operations Division SPEAR page](#) under the heading "Meals."

(a) The MEPS TA will have shippers initial the End of Day Report printout for each meal check received on the corresponding line with the shipper's name and meal check number.

(b) In the event a Recruiter or Service Liaison signs for the meal check on behalf of a HTS/DS Program participant, or by proxy, the Recruiter or Service Liaison will sign their full payroll signature on the Proxy Pickup Sheet.

Note: TAs will issue a lunch and dinner meal check to all (HTS/DS). HTS/DS returning to a MEPS on ship day to use ground transportation, if receiving a lunch at the MEPS, will only be entitled to receive one meal check (dinner).

(5) MEPS TAs will identify restaurant vendors that accept Meal Checks at their primary and secondary originating airports. On an annual basis, Sectors will collect and consolidate the lists for submission to USMEPCOM, RTM-B. Vendor lists will include the vendor's name, airport, and terminal location/number.

5-3. Procedures

a. MEPS TAs create meal checks via the e-Orders software program using the Meals module. MEPS TAs, and designated meal check issuers are the only authorized personnel to issue meal checks. The revised e-Orders user guide is posted on the [J-3/Current Operations Division SPEAR page](#) under the heading “Meals.”

b. Meal checks will only be printed on authorized check stock using a magnetic ink character recognition (MICR) toner cartridge and laser printer dedicated for use as a check printer only. An authorized source of supply for check stock is: Nelco, P.O. Box 1157, Grand Rapids, MI 49501, (800) 266-4669, form code: LSR501-14, Green Laser Multi-purpose Green Check. **Note:** MEPS Information Technology Specialists should have the most current equipment life-cycle information and software allowed on the meal-check computer.

c. Printed meal checks contain the traveler’s name, check number, check issuance date, appropriation data, not to exceed amount, and authorizing electronic signature.

d. The MEPS TA will:

(1) Maintain a copy of the End of Day Report and Proxy Pick Up listing the meal checks issued each day and retain under RN 55-355PERp/700B Meal Check and Meal Ticket Files, (for disposition instructions see [Appendix A, Section III](#)).

(2) Verify the accuracy of meal check. Alterations or erasures are not permitted. If errors are found, then a new meal check must be issued. The erroneous meal check will be voided by voiding the check in the e-Orders Meals module. If the check was printed, MEPS will void the check in the e-Orders Meals module, write “VOID” on the meal check, and maintain on file for ~~not more than~~ one year, then destroy hard copies by shredding; and electronic files by deleting from computer files.

(3) Meal checks issued for HTS/DS reported as no-shows are to be returned to the MEPS TA within five processing days from scheduled ship date. Upon return of unused meal checks, the TA will write “VOID” across the check and place it with the original End of Day Report. In addition, the checks will be voided using the e-Orders Meals module. The Meals Module replicates daily data with DFAS and the respective financial institution for meal check accounting purposes. If the whereabouts of an unused meal check is unknown, the MEPS TA will obtain an MFR from the Service Liaison explaining the circumstances of the lost meal check.

(4) Brief shippers during the Recruit Travel Brief the authorized use of a meal check, vendors who accept meal checks, and contacting the DTMO Recruit Assistance Hotline in the event the identified vendor will not accept the meal check. The MEPS TA will also explain how to use the meal check to purchase a meal and how to properly dispose of unused meal checks ([paragraph 5-6](#)).

e. Shipper’s responsibility:

(1) Ask the restaurant vendor in advance if they accept meal checks.

(2) Be prepared to present identification to the restaurant vendor, if requested.

(3) Print (in ink) the name of the restaurant and the numeric value of the actual meal cost in the space provided after “PAY TO THE ORDER OF:” The numeric value will not be more than the “MEAL CHECK NOT TO EXCEED” amount. Tips will not be provided using the meal checks. If the shipper desires to provide a tip, the shipper will tip the vendors with their own personal funds.

(4) Print (in ink) the dollar amount, in words, and the appropriate cents (xx/100) in the space provided to the left of “DOLLARS.”

(5) Initial the meal check near the written numerical dollar amount. The amount written on the meal check by the recruit shipper will reflect the actual price of the meal; no change will be given.

(6) Use the meal check only during official travel to RTC or initial duty station.

f. The MEPS Commander will counsel the MEPS TA and designated alternates on their liability to the United States for all public funds under their control, and provide written and oral instructions on the MEPS TA responsibilities and duties. The appointed MEPS TA or alternates are the only officials authorized to issue meal checks.

5-4. e-Orders software Program Meals Module Program Problems

MEPS should submit a MIT help desk request to J-6 for assistance with any problems of the e-Orders software program Meals Module, computer, or printer that prevents printing of meal checks.

5-5. Meal Check Contingencies

The following are the three meal check contingencies that MEPS will follow, in order of precedence, when the e-Orders (Meal Check Module) is not available.

a. First contingency – MEPS e-Orders (Meal Check Module) unavailable, official email available, and e-Orders available at MEPCOM. Providing the disruption of e-Orders (Meal Check Module) is not affecting HQ USMEPCOM, nor official email between the MEPS and HQ USMEPCOM RTMB, MEPS will contact RTMB for support in the preparation of recruit’s meal checks. RTMB will create the meal checks via e-Orders (Meal Check Module) and forward the checks to the MEPS via official email for subsequent printing by the MEPS in the respective local meal check printer (magnetic ink).

b. Second Contingency – e-Orders (Meal Check Module) unavailable USMEPCOM wide and no official email available. The use of the Meal Check PDF File is authorized when the e-Orders (Meal Check Module) and official email are unavailable MEPCOM wide. Procedures for utilizing, creating, printing and managing meal checks using the Meal Check PDF File contingency are found on SPEAR, Headquarters, J-3, Current Operations, Recruit Travel Management Branch, under Meals.

(1) To account for the meal checks disbursed on any ship day using the Meal Check PDF File, a Meal Check End of Day (EOD) Report will be completed for all meal checks created manually utilizing the Contingency Meal Check PDF File End of the Day Report (EOD) found on SPEAR, Headquarters, J-3, Current Operations, Recruit Travel Management Branch, under Meals. The report will contain the check number, amount, meal, last four of SSN, recruits name, destination, and recruit’s initial or Service Liaison/Guidance Counselor’s full signature (when the shippers is a Hometown/Direct Shipper (HTS/DS)). No Proxy Pick up for HTS/DS is required when the contingency meal check PDF file is used. The EOD Report (Contingency Meal Checks PDF) will be maintained per UMR 55-2, Chapter 5-3d, EOD Reports disposition. All EODs completed using the PDF file must be forwarded at the end of the day to RTMB, via email at: osd.north-chicago.usmepcom.list.hq-j3-meop-co-rtmb@mail.mil.

(2) Contingency Meal Check PDFs will not be pre-printed. Due to the rigid accountability and inventory requirements, meal checks utilizing the PDF file will not be pre-printed.

c. Third Contingency – e-Orders (Meal Check Module) and official email unavailable MEPCOM wide, Meal Check PDF File computer desktop inaccessible, and/or no electrical power at the MEPS. The MEPS will use DD Form 652, Uniformed Services Meal Tickets when the first and second contingencies cannot be utilized.

5-6. DD Form 652, Uniformed Services Meal Ticket

a. In the event that meal checks cannot be printed, and shipper's travel to the respective RTC may be delayed due to the inoperative e-Orders Meal Module **per paragraph 5-5 above**, the MEPS will prepare and issue a DD Form 652, Uniformed Services Meal Ticket to avoid delaying the shipper's travel, **as the third and final contingency**. DD Form 652 will only be issued in the event of unresolved meal check problems. Procedures and instructions for use and preparation of DD Form 652 are found in [DTR—Part 1: Passenger Movement, Appendix M: Meal Ticket/Checks](#). **Meal tickets DD Form 652s will be maintained for three years from the date of issue and will be disposed by shredding.**

Note: DD Form 652 is not in electronic form and must be ordered by the MEPS Forms Management Officer.

b. The following information is added as clarification to DTR Appendix M in preparing DD Form 652.

(1) Block 6. Appropriation Charge. Enter the line of accounting.

(2) Block 7. Issuing Station or Ship and Date of Issue. Enter MEPS name/title, signature and date. The TA or ATO signature is required in this block for DD Form 652 to be negotiable.

c. Brief shippers during the Recruit Travel Briefing on: the authorized use of the meal ticket (no alcohol or tips) (IAW [DTR—Part 1: Passenger Movement, Appendix M: Meal Ticket/Checks](#) and the DFAS website: [Meal Tickets and Checks](#)) vendors who accept meal tickets, and contacting the DTMO Recruit Assistance Hotline in the event the identified vendor will not accept the meal ticket.

d. The MEPS will maintain, for each Service, a stock of blank DD Forms 652 (Uniformed Services Meal Ticket) not to exceed a 90-day projected usage requirement. An exception to this policy is made when the minimum quantity purchase of the form is greater than the on-hand authorization requirement. (e.g. if authorization is 50 each and unit of issue is 100, the larger quantity may be on-hand).

5-7. Unused Meal Checks

a. Upon arrival at the RTC, shippers will surrender unused meal checks to RTC staff members only, no exceptions. RTC staff members will forward the unused checks to their accounting department for destruction using authorized methods. J-8/Resource Management Directorate is the functional POC for meal checks.

b. Any unused meal checks from HTS/DS no-shows will be returned to the MEPS for disposal IAW the procedures in [paragraph 5-3d\(3\)](#) of this regulation.

5-8. Accountability of Meal Checks, Meal Tickets, and Other Accountable Recruit Travel Related Documents

a. An [SF 702, Security Container Check Sheet](#), will be affixed to the outside of the GSA approved file cabinet or safe with a changeable combination lock and/or a security bar used to store accountable recruit travel related documents. The SF 702 will be completed upon opening and closing the container by completing blocks OPENED BY and CLOSED BY, and on a daily basis by completing the “CHECKED BY” block, respectively.

b. An SF 700, Security Container Information, will be maintained in a secure space with a lock. SF 700 will not be stored in the file cabinet containing the accountable recruit travel documents.

Note: SF 700 is not in electronic form and must be ordered by the MEPS Forms Management Officer. This form is available via the Army Publishing directorate. This form may be also ordered by calling Federal Supply Service customer assistance, 800-525-8027. The stock number is: 7540-01-214-5372.

c. If required to be maintained on file, completed SF 700 and SF 702 may be retained under Record Number 1v3/800D, “Access Controls – Forms Used to Record Entry into Vaults or Containers” (for disposition instructions see [Appendix A, Section III](#)). This policy provides guidelines and prescribes procedures when Military Entrance Processing Stations (MEPS) personnel cannot access the MEPS e-Orders (Meal Check Module) Program to create meal checks due to loss of internet connectivity, malfunctions in the e-Orders program, loss of electrical power, etc.

Chapter 6

Hometown Ship and Direct Ship Programs (HTS/DS)

6-1. General

- a. The Recruiting Services may elect to allow shippers to ship to an RTC or other duty station/gaining command without returning to the MEPS to access, inspect, and obtain orders.
- b. MEPS processing procedures for HTS and DS programs are identical; HTS is for regular and reserve shippers and DS is for National Guard shippers.
- c. Recruiting Services may specify an origination airport other than the primary MEPS departure airport to arrange transportation to the HTS/DS shippers' destinations, as required.

6-2. Recruiting Service and MEPS Responsibilities

- a. The Recruiting Service will:
 - (1) Any shipper anticipated to be a HTS/DS will be identified with "HTS" or "Direct Ship" in the remarks section of [UMF 727-E, Processing List](#) when projected by the Services for enlistment or accession. Subsequently, Services will identify HTS/DS shippers by using the Processing Type "S" which will be reflected on the UMF 727-E, Processing List shipping projections. Project HTS/DS shippers to ship, by name, NLT 30 calendar days prior to ship date.
 - (2) Provide to the MEPS RFOs, NLT 7 processing days prior to shipping for active duty shippers and NLT 30 days prior to shipping for Guard and Reserve components. RFOs will contain all required information for preparation of orders, tickets, meal checks, departure location (city/state), mode of travel, name of the airport, bus terminal or rail station/depot, and any other required enlistment documents.
 - (3) Obtain all MEPS-generated enlistment documents, completed RTC information sheets, meal checks, travel itinerary, and shipper orders, along with Packet Breakdown Checklist required documents from the MEPS NLT 5 processing days prior to ship date (excluding Saturday openings).
 - (4) Prior to shipping, the SL/GC must review the USMEPCOM PCN 680-3 ADP (Request for Examination) to ensure the shipper is qualified to ship.
 - (5) Conduct Introductory Pre-Accession Interview of DEP shipper to determine if shipper medical or moral eligibility has changed since original enlistment. (National Guard and Reserve HTS/DS shippers do not require a Pre-Accession Interview). If there is a change in status, then process the HTS/DS shipper IAW respective Recruiting Service directives. If any disqualifying information is disclosed that was not previously recorded, then continued processing under the HTS/DS program is not authorized. Update USMIRS record with an "N" status and provide the MEPS with disposition (discharge or assignment) instructions as required.
 - (6) Conduct a medical inspect within 2 processing days prior to ship date and/or complete necessary administrative requirements to determine if there are any changes to medical eligibility. Reschedule and project the shipper if medical eligibility has changed or the HIV/DAT results are positive or have not posted. Ensure fingerprint results are received. Complete the [DD Form 4 series](#) as required.

(7) Conduct travel brief prior to shipping. Ensure the HTS/DS shippers review and understand the materials and instructions provided. The brief will include the requirements established in [paragraph 2-5](#) of this regulation, Standardized Recruit Travel Tools, as well as any additional relevant travel and contact information as needed including the DTMO recruit assistance hotline phone number in case of recruit travel issues. Recruiters, SL/GC can find HTS/DS documents and resources required to execute the HTS/DS Program in the USMEPCOM Public website link: <http://www.mepcom.army.mil/Home/Recruiters/>, under the “Hometown Shipping Information” category.

(8) Use the Packet Breakdown Checklist to ensure shipper packets contain all required documents for shipping. Packet Breakdown Checklists are located on the [J-3/Current Operations Division SPEAR](#) page under the heading “Packet Breakdown.”

(9) Ensure each shipper has a valid and current government-issued photo ID on ship day IAW TSA guidelines ([HTTP://www.tsa.gov/traveler-information/acceptable-ids](http://www.tsa.gov/traveler-information/acceptable-ids)).

(10) Present the shipper with orders, travel itinerary, RTC Information Sheets, meal check(s), and shipper packets on ship day. Brief the as follows: “Do not surrender any personal belongings until you arrive at your reception center. Only surrender personal belongings as directed by the reception center staff.”

(11) Provide all ground transportation from the shipper’s home location to the designated departure terminal. Ensure the shipper arrives at the departure terminal within 2 hours of the departure time. For those shippers traveling by bus or train, the Recruiting Service will coordinate and/or provide onward transportation from the arrival station to the RTC.

(12) Ensure Meals & Lodging requirements for HTS/DS shippers are projected as needed through normal established USMIRS procedures. Unless the MEPS contracted hotel is informed of a late arrival, the reservation will cancel automatically at 2000 MEPS local time.

(13) Government-owned vehicle (GOV) use in support of HTS/DS programs may be authorized. When authorized by the Service, GOVs can be used to transport shippers to the reception-training center when deemed most advantageous to the Government.

(14) On ship day, the Guidance Counselor/Service Liaison is required to email or provide written notification to the MEPS designee, e.g.; Operations Officer (OPSO), Operations Supervisor or TA of all HTS/DS status (shipped or no-show) NLT 1200 local MEPS time. (This can be done using the [UMF 727-E](#) as long as it is initialed by the Service.) By executing this procedure, the MEPS processing section will ensure the USMIRS record is updated with the correct shipping information (B000C or B004B) or return the travel documents, as required.

(15) If any HTS/DS is a no-show, the travel documents will be returned to the MEPS TA within five processing days following the no-show date. The shipper’s enlistment packet will be retained by the Service for future shipping projections and/or final disposition as required.

(16) Support HTS/DS Holdovers by:

(a) Ensuring meals and lodging are available, as needed.

(b) Ensuring ground transportation is available to and from the departure terminal until the shipper departs for the designated destination.

(c) Projecting HTS/DS shippers to lodge in the MEPS-contracted hotel through established USMIRS procedures as needed.

(d) Contacting the DTMO Recruit Assistance Hotline for any travel related issues including meal checks, re-ticketing, ground transportation, etc. (877-5-MEPS-GO/877-563-7746)

(e) In addition to the requirements stated above for all HTS/DS shippers, the following are Service/component specific requirements:

1. U.S. Army (Regular, Reserve, and National Guard) will not return HTS/DS packets to the MEPS for the shipper's QRP; instead, MEPS will perform a quality check to determine if the projected shipper is qualified to ship using USMIRS QRP screen (QR01) and print a current USMEPCOM PCN 680-3ADP (Request for Examination (USMIRS-generated report)) NLT 5 processing days prior to shipping for the SL/GC quality review.

2. U.S. Navy (Regular and Reserve) and U.S. Air Force Regular: NET ten and NLT five processing days prior to shipping, the SL/GC will provide the MEPS all required copies of the HTS/DS shipper's enlistment packets assembled IAW the Recruiting Services respective Packet Breakdown Checklist located on the [J-3/Current Operations Division SPEAR page](#) under the heading "Packet Breakdown" for the MEPS to conduct a QRP.

3. U.S. Army Regular, U.S. Navy (Regular and Reserve), and U.S. Air Force Regular: An encrypted digital copy of [DD Form 1966/1 \(Record of Military Processing – Armed Forces of the United States\)](#) with the completed accession data must be forwarded by the SL/GC to the HTS/DS supporting MEPS processing section NLT 1200 local MEPS time on the day of shipping. USMEPCOM is responsible for the timely and accurate reporting of accession data to Defense Management Data Center (DMDC) on ship day.

b. The MEPS will:

(1) After enlistment or accession of an anticipated HTS/DS (refer to [paragraph 6-2a\(1\)](#) of this regulation), the shipper's packet will be retained by the MEPS until the Human Immunodeficiency Virus and Drug and Alcohol Test (HIV/DAT) results are posted on [DD Form 2808 \(Report of Medical Examination\)](#) block #49, and USMIRS. Within seven processing days of receipt of HIV/DAT results, the shipper's enlistment packet will be quality reviewed (QRP) and returned to the Services.

(2) Obtain monthly HTS/DS projections from the Recruiting Services via USMIRS IAW [paragraph 2-4c](#) of this regulation.

(3) When available, utilize GSA Contracted City Pair Fares for air travel IAW GSA City Pair Program operational guidance in [paragraph 2-1](#) and [2-2](#) of this regulation. If a GSA contracted City Pair Fare is not available for a given departure airport, the TMC may utilize the GSA City Pair Fare Program for one or more of the route's legs. Provide the Recruiting Service with available travel options and support the Recruiting Service's travel decision, submitting ETP requests as required by [paragraph 2-3](#) of this regulation.

(a) When bus is the selected mode of transportation, tickets will be charged to the Service's contract card company CBA ground transportation credit card.

(b) When air or rail is the selected mode of transportation, the ticket will be charged to the Service's contract card company CBA air transportation credit card.

(4) Prepare Orders IAW order preparation guidance contained in [Chapter 3](#) of this regulation and the current USMEPCOM Order Formats reference as posted on the [J-3/Current Operations Division SPEAR page](#) under the heading "Orders. Ensure the phrase "report to your local recruiter" or "report to your local RSP site" replaces "report to this station" as required. The effective date on HTS/DS orders is the projected ship date.

(5) The MEPS will conduct a thorough quality check of the USMIRS (QRP Screen QR01) NLT five processing days prior to shipping HTS/DS shippers. This action will trigger the authorization to release the HTS/DS applicant's shipper's current USMEPCOM PCN 680-ADP and travel documents by the TA (meal checks, itineraries, RTC Information Sheets, and/or any other required documentation) to the respective SL/GC for their quality review. MEPS medical section will ensure physical examination is complete and data is entered into USMIRS; including HIV/DAT. The HTS/DS shipper's current USMEPCOM PCN 680-3ADP will be provided to the TA as acknowledgement of the shipper's qualification to ship.

Note: MEPS will NOT provide the Services HTS/DS traveling documents prior to the verification of qualification status in all areas of the USMIRS QRP screen, particularly the HIV/DAT results. In addition, MEPS will provide a current copy of the Services Packet Breakdown Checklist, along with all travel documents to the SL/GC.

(6) Arrange for onward transportation from the destination airport terminal to the RTC IAW guidance set forth in [paragraph 2-5c\(12\)](#) of this regulation.

(7) Ensure timely notification to SL/GC of any problems associated with their HTS/DS participants and assist in clearing "N" status as required.

(8) If "N" statuses cannot be cleared 5 processing days prior to ship date and/or HIV/DAT results have not posted, HTS/DS shipping will not be possible for the projected day. The applicant must be rescheduled or returned to the MEPS for final processing and shipping.

(9) Use the Packet Breakdown Checklist located on the [J-3/Current Operations Division SPEAR page](#) under the heading "Packet Breakdown" to perform a quality check of all MEPS generated enlistment documents as explained in [Chapter 7](#) of this regulation. Ensure a blank [UMF 601-23-5-R-E, Introductory Pre-Accession Interview](#), is in the packet for the Recruiting Service to complete.

(10) Provide the Recruiting Service with orders, itineraries, meal checks(s), applicable RTC information sheet(s), and shipper packets NLT five processing days prior to ship date (excluding Saturday openings). MEPS TA will not release orders, travel itineraries, and meal checks until QRP is completed, "N" status is cleared, and HIV/DAT results are posted. Use the USMIRS packet tracking system to charge-out the packet to the Service Liaison representative IAW local MEPS policy.

(11) If no written notification of the HTS/DS status (shipped or no show) is received from the Services on ship day, the MEPS designee will contact the Service Liaison for final disposition of the

applicant. **Note:** Notification can be via the [UMF 727-E](#), Processing List as long as it is initialed by the Service.

(12) The MEPS designee will update the USMIRS record with the correct shipping information (B000C or B004B) and have the Service Liaison return the travel documents for no-show shippers within 5 days of the no-show date, as required.

(13) IAW [paragraph 6-2a\(14\)](#) of this regulation, update shippers USMIRS Record on ship day with:

(a) For National Guard and Reserves - B000C (shipped, previously enlisted).

(b) For Active Duty- B004B (non-MEPS accession, enlisted, and shipped).

(14) Process HTS/DS holdovers: If the airline customer service representative is unable to rebook the recruit flight reservation, the shipper will be directed to contact DTMO through the recruit Assistance Hotline (877-563-7746). DTMO will assist the shipper with the following:

(a) Issue additional meals, as needed.

(b) Notify the onward ground transportation carrier via email or phone call at the arrival terminal of the number of shippers expected for transportation to the RTC.

(c) Provide hotel/lodging and transportation requirements.

~~(15) HTS/DS statistics will be reported monthly to the Recruit Travel Management Branch as follows:~~

~~(a) MEPS will enter monthly information onto the designated month's spreadsheet on their mapped drive for HTS/DS. Data will be entered directly for the month being reported on. Example: October's data would be entered on the spreadsheet labeled 2017_10. Tabs at the bottom of the spreadsheet provide additional information such as a legend for completing the report. Information regarding mapping a drive is found on the [J-3/Current Operations Division SPEAR page](#) under the heading "Travel Aids".~~

~~(b) Spreadsheets are to be updated NLT the fifth business day following the end of the month. Example: Report for October 2017 is due NLT close of business on November 7, 2017; November 2014 report is due NLT close of business December 5, 2014.~~

~~(c) Negative reports are required. To submit a negative report on the spreadsheet for the designated month, enter the first date of the month "1 Nov 2014" under the DATE column, and under TOTAL PAX column enter "0"; on the next line under the DATE column, enter "30 Nov 2014" and enter "0" under the TOTAL PAX column.~~

Chapter 7 Assembly and Distribution of Enlistment Documents

7-1. General

This chapter prescribes the procedures for preparing and distributing shipper accession packets. The shippers will bring their packets from the SL/GC to MEPS personnel with all needed copies of their enlistment documents. MEPS personnel will separate the enlistment documents into Service-directed sub-packets. Sub-packets consist of enlistment documents (copies and originals) that are distributed either by mail or hand-carried to Service-designated addressees. MEPS personnel will perform a quality check of all enlistment documents using the USMEPCOM Service Accession Verification Packet Breakdown Checklists.

7-2. Procedures

a. The MEPS will distribute enlistment documents according to personnel procurement directives issued by the sponsoring Recruiting SL/GC. The USMEPCOM Service Accession Verification Packet Breakdown Checklists are located on the [J-3/Current Operations Division SPEAR page](#) under the heading “Packet Breakdown”. These checklists also provide a uniform document sequence for distribution purposes and serve as an official quality-control form. J-3/MEOP-RTM-B, will announce updates to the checklists via the Command Message System (CMS). **Note:** No changes to these checklists will occur unless approved by J-3/MEOP-RTM-B.

b. MEPS personnel will use the USMEPCOM Service Accession Verification Packet Breakdown Checklists for the appropriate Recruiting SL/GC to perform a quality review of every accession packet that leaves the MEPS. MEPS personnel will print the checklist and check/initial the blocks provided, verifying each form in the packet. The MEPS must ensure required forms are in the packet before the ships. Command designated personnel will sign the bottom of the checklist as verification that the required forms are included.

c. MEPS personnel will provide the Recruiting Service Guidance Counselor the USMEPCOM Service Accession Verification Packet Breakdown Checklist from the [J-3/Current Operations Division SPEAR page](#) under the heading “Packet Breakdown”.

d. Recruiting SL/GC offices will provide the correct number of copies of each form, in sequence, as directed by the USMEPCOM Service Accession Verification Packet Breakdown Checklist. The Recruiting Service Guidance Counselor will sign the checklist after verifying the contents of the enlistment packet. Until the requirement is coordinated between the Service’s HQ Recruiting Operations and J-3/MEOP-RTM-B, the Recruiting Service Guidance Counselor may include other documents required according to personnel procurement directives at the end of the Service documentation portion of the accession packet.

e. MEPS personnel will break down the prepared packets provided by the Recruiting Service Guidance Counselors, combine the Service documentation with the DoD/USMEPCOM documentation, and finalize the sub-packets for each IAW the checklists. MEPS and/or Service Guidance Counselors will ensure full SSNs that appear on any document placed in the shipper packet (except for their own SSN) will be redacted before being distributed. Each accession sub-packet will be placed in its own addressed envelope (provided by USMEPCOM) after 3 business days of completing the breakdown process. The basic training packet will include the USMEPCOM Service Accession Verification Packet Breakdown Checklist.

Note: Do not staple, clip, clamshell, tape, or otherwise fasten the packet or any portion of the packet(s). Place documents loosely on top of each other in the sequence listed on the checklists.

f. Recruiting Service/Guidance Counselors have different requirements regarding packet quality checks. MEPS will present completed packets to the Recruiting SL/GC office to allow time for a Service check and signature of the shipper's packet before shipping, IAW local SOPs.

g. Neither the quality control check nor the non-receipt of Service-unique forms or documents will delay MEPS packet breakdown or shipment of shippers.

7-3. Notification of Enlistment—Active Reserve, Regular Component

Recruiting Services will provide notification of enlistment to the enlistee's Reserve or National Guard unit of assignment or other Reserve component activity prescribed in the respective Service directives upon enlistment. This includes completion of [DD Form 368, Request for Conditional Release](#), Section III, Notice of Enlistment, and/or forwarding copies of the [DD Form 4](#) series and orders to Reserve activities for discharge action. A DD Form 368 is provided by the Recruiting SL/GC for inclusion in the accession packet Service documents. A DD Form 368 is not required when a member changes Service component.

7-4. Non-Availability of Forms at Shipping Time

a. If there is any doubt concerning authenticity or legibility of medical documents, the MEPS will conduct a new physical exam. Only original medical documents (DD Form 2808, Report of Medical Examination and 2807-1, Report of Medical History), are to be used for shipper packet distribution. Copies of medical documents even if marked as "certified" or designated as "true copies" are not to be used for distribution. Copies of medical documents or any medical form marked as "working copy" are also not acceptable for inclusion into the shipper's enlistment packets. For National Guard and Reserve: when originals are not available from the Recruiting SL/GC, legible copies of MEPS documents from the residual files, ~~with the exception of~~ including medical documents ([DD Forms 2808, Report of Medical Examination](#), and [DD 2807-1, Report of Medical History](#)), may be used for distribution. The copies need not be "certified" or designated "true copies" for this purpose. **However, "working copies" cannot be utilized.**

b. If a USMIRS Form 680-3 Automated Data Processing/Automated Data Product (ADP) with accession data is not available for distribution due to USMIRS failure, the MEPS will distribute the most recent 680-3ADP reflecting Armed Services Vocational Aptitude Battery (ASVAB) scores used for the enlistment. When the 680-3ADP is subsequently produced, the MEPS will send it with a [DA Form 200, Transmittal Record](#), to the appropriate receiving station with the next shippers or by mail immediately.

c. If a 680-3ADP with Special Agreement Check (SAC) data is not available for distribution due to USMIRS failure, the MEPS will distribute 680-3ADP reflecting SAC submitted. When the 680-3ADP is subsequently produced, the MEPS will send it with a DA Form 200 to the appropriate receiving station with the next shippers or by mail immediately.

d. When Service-unique forms or documents are not available at ship time, MEPS personnel will ensure the documents are sent (using [DA Form 200](#)) to the appropriate receiving station/locations when they become available. The MEPS may send the documents with the next shippers or by mail immediately.

7-5. Distribution of Hand-Carried Enlistment Documents

- a. MEPS will place enlistment sub-packets for distribution to initial training centers or RTCs in a sealed envelope, addressed to the appropriate reception station, as if mailing. The MEPS will give each recruit their own individual packet to carry to the reception centers.
- b. MEPS will provide MEPS generated documents to the Service Liaison for distribution to the responsible Recruiting Station when is projected as a HTS/DS Shipper.
- c. Addresses for all RTCs are located on the [J-3/Current Operations Division SPEAR page](#) under the heading “Packet Breakdown”.

7-6. Distribution of Enlistment Documents by Mail

MEPS will send enlistment sub-packets by the most cost-effective method available ~~as prescribed by the pertinent recruiting service. (e.g. Federal Express, United Parcel Service, US First Class/Priority Mail) ensuring delivery within 3 working days of shipping. The MEPS may distribute sub-packets by other means (e.g. base routing, hand delivery) provided the three workday timeline is not exceeded.~~ Sub-packets will be shipped together as a bulk shipment whenever possible ~~provided the three workday timeline is not exceeded.~~ MEPS personnel will complete a [DA Form 200](#), in triplicate, for each bulk shipment of sub-packets. Two copies of the completed DA Form 200 and a return self-addressed, envelope will be included with each shipment. The third copy will be retained at the MEPS pending receipt of the signed DA Form 200. The MEPS may use additional envelopes or cardboard boxes for larger shipments. Pressure sensitive tape should be used over the envelope seal. The following Service-specific exception is provided for bulk sub-packet shipments: For Marine Corps Selected Reserve enlistees, mail sub-packet(s) NLT 5 workdays following enlistment or entry on active duty for training.

7-7. Consideration of Drug and Alcohol Testing Results When Distributing Documents by Mail

- a. When considering maximum wait time allowed for return of a batch of DAT results, MEPS may delay mailing the shipper sub-packet an additional 3 days.
- b. When considering maximum wait time allowed for return of an individual DAT result, MEPS may delay mailing the shipper sub-packet an additional 7 days.

Chapter 8 Centrally Billed Accounts

8-1. Centrally Billed Accounts Guidance

The CBA is the primary financial means for procuring recruit transportation. Per the Anti-Deficiency Act, 31 U.S.C. § 1341(a)(1)(A), MEPS personnel will not make or authorize obligation or expenditure that exceeds an amount available in an appropriation or fund. J-8/MERM-PP-PF will assist MEPS with avoiding/resolving suspension or cancellation of CBAs. Additional information regarding CBA payment procedures is provided on the USMEPCOM [SPEAR page under J-8 Financial Systems and Travel Policy Branch](#).

8-2. Reconciliation

Payment is due **monthly** to the contract card company by the payment due date as listed on the contract card company statement. MEPS must follow-up to ensure the statement is paid to the contract card company. This is accomplished by using the contract card company Electronic Access System (EAS). After the bill is submitted to DFAS, MEPS TAs will check on their packet status every three days using Electronic Document Manager/Electronic Document File Room (EDM/EFR), MYINVOICE, and their DFAS points of contact. Access to EDM/EFR and MYINVOICE is controlled using the Wide Area Workflow (WAWF) applications Electronic Document Access (EDA) and IRAPT. MEPS TAs will register for WAWF, EDA, EDM/EFR, IRAPT (MYINVOICE), and the contract card company EAS. MEPS will log into EDM/EFR and WAWF once every 30 days or access will be lost. MEPS TAs will document all payment issues.

Note: Mailing, uploading, or faxing your payment information to the DFAS does not constitute payment of the bill. Follow up must be performed every three days until payment is posted in the EAS. In the event EDM/EFR is not available MEPS TAs should contact their DFAS point of contact to obtain fax numbers and fax their bills to the DFAS.

a. The MEPS TA bears primary responsibility for reconciling all Service CBAs and is required to act as an A/OPC for the MEPS.

b. The MEPS TA (A/OPC) will:

(1) Attach recruit travel orders to their respective itineraries daily and file IAW local MEPS procedures.

(2) Access the contract card company website and click on the EAS to print the current month's statement within 2 business days after the end of the billing cycle.

(3) Ensure receipt of reconciliation (recon) file email(s) and invoices from the TMC. If any of these items are not provided to the MEPS, the MEPS TA (A/OPC) will immediately contact the servicing TMC and request the missing items. The MEPS TA (A/OPC) will notify the QAE for recruit travel to report the incident on the quarterly QAE report. **Note:** Contract card company forwards an electronic invoice to the TMC. The TMC forwards the TMC invoice to the MEPS TA within 5 business days from receipt of the contract card company statement. MEPS TAs should document all interaction with the TMC and QAE.

(4) Date stamp the Service's charge card bill with the date it is printed from the contract card company website, and date stamp the Service's TMC invoice when received (The TMC invoice usually does not arrive the same day you print your contract card company invoice from the contract card company

website). **Note:** The contract card company invoice and the TMC invoice MUST both have 2 date stamps. For example:

(a) Step 1: Receive statement from contract card company website on January 1, 2014. Stamp contract card company statement with January 1, 2014 date and annotate name of the contract card company below the date stamp.

(b) Step 2: Receive TMC invoice on January 5, 2014. Stamp TMC invoice with January 5, 2014 and annotate TMC name below the date stamp.

(c) Step 3: Stamp the TMC invoice with date contract card company statement was received (January 1, 2014) and annotate name of the contract card company below the date stamp.

(d) Step 4: Stamp contract card company statement with date TMC invoice was received (January 5, 2014) and annotate TMC name below the date stamp.

(e) Step 5: Reconcile bill and complete SF 1034 according to chapter 8-4. Submit the payment package to DFAS within three business days from the second received stamp that is outlined in item (a-d). **Note1:** You can begin reconciliation before receipt of TMC files (however, you cannot submit it to DFAS without the TMC files). If you perform reconciliation on a weekly basis, by the time the TMC files arrive, all that remains to be done is reference the files to your records and submit.

Note2: Each document should have two date stamps identifying the arrival of the TMC invoice and the printed contract card company statement.

(5) Prepare [Standard Form \(SF\) 1034, Public Voucher for Purchases and Services Other than Personal](#) (see example at [Figure 8-1](#)).

(6) Abide by the Prompt Payment Act (PPA), which mandates a vendor must be paid interest if a statement is not paid within 30 calendar days from the date the statement is received. The PPA clock does not start until both the charge card statement and TMC invoice are received (this is why the date stamps on the charge card statement and TMC invoice are important). **Note:** This does not change the payment due date.

(7) MEPS A/OPC must physically scan and compare TMC submitted invoice with contract card company statement. Annotate any discrepancies that stand out.

(8) Load the data disk or email received from the TMC into the DTMO CBA Reconciliation Tool (<https://www.defensetravel.dod.mil/cba>). The information contained on the disk should match the other documentation received from the TMC. If the information does not match, the MEPS TA (A/OPC) will take the necessary steps to identify and resolve the discrepancies.

8-3. Identifying Discrepancies

a. Identifying discrepancies is an important part of the reconciliation process. The MEPS TA (A/OPC) must appropriately identify discrepancies and take appropriate actions to ensure the correct transactions are posted. Discrepancies are identified as either disputes or transfers.

(1) Disputes are any charge and/or credit that the MEPS did not make or earn.

(2) Transfers are any charge and/or credit that belong to an alternate Service charge card or MEPS.

b. The MEPS TA (A/OPC) will:

(1) Dispute charges, credits, and transfers using the DTMO CBA Reconciliation Tool (<https://www.defensetravel.dod.mil/cba>). **Note:** Disputing transactions in the recon tool does not generate a dispute with the contract card company. Only generate dispute charges with the contract card company when the charge does not belong to your MEPS or any other MEPS in the command. Transfers are transactions that belong to other MEPS, or other services within your MEPS. These should be completed using the transfer transaction form with the contract card company.

(2) Complete the required dispute or transfer documentation and/or call the contract card company immediately.

(a) The contract card company will remove disputes from the statement immediately.

(b) The contract card company will recharge the card after 60 days if the TMC does not reverse erroneous charges.

(3) Follow-up on disputes or transfers every three days by contacting the TMC and/or contract card company. Document all actions taken until the issue is resolved and retain in a file.

(4) Notify QAE of discrepancies for quarterly report.

(5) Notify Battalions and Sector of all disputes not resolved within 30 days.

8-4. Complete Centrally Billed Accounts Package

a. Complete CBA package contents, by Service, can be found on [SPEAR at the J-3 Current Operations page](#) under the heading “Travel Aids.”

b. The TA will prepare an [SF 1034](#) when reconciling transportation bills. The amount on the SF 1034 should be equal to all reconciled transactions on your current bill. If you have transactions that are not valid, as identified in chapter 8-3, the TA must subtract those transactions from the total activity amount on page 2 of the contract card company statement. If the TA is not going to pay the transaction(s) on a bill, they must annotate them directly on the contract card company invoice (the one being submitted with your payment packet), the transaction(s) they are not going to pay. TAs should circle the transaction(s) and then calculate the correct amount to be paid at the top of the contract card company invoice being submitted with the packet. TAs should also initial next to this calculation. In addition to annotating this information on the invoice, TAs should also submit a Memorandum, signed by their certifying officer, explaining why they are not paying the transaction(s). If a Memorandum is being included in the payment packet, a “see attached memo” note must be included in the “Articles” box on the SF 1034. When the credits finally post on the next bill, it is important that the TA remove these credits from the invoice, and do not take them twice (as you already took the advanced credit on the previous statement). Removing the credits after they post will increase the dollar amount of your bill.

Note: If the previous steps are skipped, TA’s risk of having their packets rejected at DFAS increases. If TAs are disputing or transferring transactions, and not paying that amount on the SF 1034, the entire contract card company invoice must be submitted with their payment packet instead of only including the first two pages.

c. Copies of completed and closed CBA packages will be retained by fiscal year (FY) electronically, in a secure manner, under Record Number 37z/1100B, “Centrally Billed Account Files” (for disposition instructions see [Appendix A, Section III](#)).

8-5. Delinquencies

a. At 30 days past due, the contract card company statement is considered delinquent. The timer for delinquency starts on the statement closing date and not the due date.

For Example:

(1) If the contract card company closing billing date cycle is the 15th of the month. On the 15th of the month, the contract card company will generate the statement for that month. In this example the 15th is considered the closing date for the month (this date is printed on your bill).

(2) On the 15th (closing date) the timer for delinquency starts. If the bill is released on September 15th and the bill is not paid by October 15 the bill will be considered 30 days delinquent.

(3) The closing date is printed on page one of your contract card company bill under the account summary section. It is labeled “Closing Date”.

b. AOPCs at the MEPS are responsible for pulling the following reports from the contract card company EAS every Tuesday (MEPS will not depend on J8 Financial Systems and Travel Policy branch for these reports):

(1) Delinquency Report – Report that shows all cards that are 30+ days delinquent

(2) Pre Suspension Report – Report that shows all cards that are 45-60 days past due

(3) Suspension Report – Report that shows all cards that are 61-125 days past due

c. Every Tuesday the J8 Financial Systems Branch (J-8/MERM-PPF) branch will send out the amber and red reports. The amber and red reports are built of the delinquency, Pre-suspension, and Suspension reports. **Note:** Responsibility for pulling the reports remains at the MEPS. J-8/MERM-PPF sends the reports as a courtesy.

d. Definitions of each report can be found below:

(1) Amber Report – This report shows any card that is between 30-45 days past the closing date on page one of the contract card company statement.

(2) Red Report – This report shows any card that is 45+ days past the closing date on page one of the contract card company statement. If a MEPS card is on the red report and payment will not post before the card suspends, the MEPS will engage the J-8/MERM-PPF branch and request an exception to keep the card active.

Note: Any cards that are already suspended due to delinquency will also be placed on the red report. Cards in pre-suspension on Red Report result in 5 points lost on the MEPS of Excellence (MOE) Award program (CBA Reconciliation). Suspended cards, or cards granted an exception, will result in a 10 points lost on the MOE.

8-6. Disruption of Service

If an account is in danger of suspension and all actions have been taken to resolve billing discrepancies, the MEPS TA A/OPC will contact DFAS for a TRACER number and date for pending payment. The MEPS TA A/OPC will forward all dispute documentation, to include actions taken, DFAS TRACER number, and date for pending payment, IAW established procedures.

a. MEPS will:

- (1) Notify Battalion if CBA is 30 days delinquent.
- (2) Notify Battalion and Sector if CBA is 60 days delinquent.
- (3) Notify Battalion, Sector, and J-3/J-8 if CBA is 90 days delinquent.
- (4) Compile the following information if on the verge of suspension:
 - (a) CBA Account numbers, last 6 numbers of the corporate number, transaction number.
 - (b) Date of the last payment.
 - (c) Current number of days past due.
 - (d) Reason for delinquency.
 - (e) Expected full reconciliation date.
 - (f) Expected payment date.
 - (g) Send information to MEPS representative in J-8/MERM.

b. MEPS that are Battalions will:

- (1) Notify Sector if CBA is 30 days delinquent.
- (2) Notify Sector and J-3/J-8 if CBA is 60 days delinquent.

8-7. Partnering

a. In the unlikelyhood a MEPS CBA is suspended or revoked, transportation can be arranged by partnering with another MEPS to accomplish recruit shipping.

b. MEPS partnering procedures:

- (1) MEPS personnel will request assistance from MEPS within their respective Sector.
- (2) Both MEPS partners must be assigned to the same DTMO travel area/TMC (e.g. Boise and San Jose MEPS—Western Sector in travel area 105).

[TOC](#)

(3) Both MEPS partners will agree, in writing, on a process for providing orders and returning itineraries to facilitate timely bill reconciliation.

(4) The assisting MEPS will provide the TMC with written authorization to use their designated Service's charge card account for a specific timeframe. MEPS will not exchange charge card numbers.

(5) The MEPS receiving assistance is responsible for ensuring the assisting MEPS receives all documentation needed for bill reconciliation [paragraph 8-4](#).

Figure 8-1. Sample [SF 1034](#), Public Voucher for Purchases and Services Other than Personal

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Unit's Name Xxx Anywhere St Somewhere, II XXXXX POC: name, phone#, and email(if possible)			DATE VOUCHER PREPARED 05/17/2012		SCHEDULE NO.	
PAYEE'S NAME AND ADDRESS Citibank Government Card Services PO Box 183173 Columbus, Oh 43216-3173 Cage Code 541Y2			CONTRACT NUMBER AND DATE		PAID BY	
			REQUISITION NUMBER AND DATE			
			DATE INVOICE RECEIVED Date Stamp			
			DISCOUNT TERMS			
SHIPPED FROM TO WEIGHT			PAYEE'S ACCOUNT NUMBER Corporate account number		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
Invoice #	Statement closing date	Transaction account number				\$\$\$ Amount
Statement Closing Date		Corporate account number				
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						TOTAL
						\$\$\$ Amount
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR = \$	EXCHANGE RATE = \$1.00	DIFFERENCES		
		BY 2				
		TITLE		Amount verified; correct for payment		\$\$\$ Amount
				(Signature or initials)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
MM/DD/YYYY		Authorized certifying officer		Title of authorized certifying officer		
(Date)		(Authorized Certifying Officer) 2		(Title)		
ACCOUNTING CLASSIFICATION						
LINES OF ACCOUNTING (ACTIVE, NATIONAL GUARD, RESERVE ALL ON SEPARATE LINES) INDICATE DOLLAR AMOUNT APPLICABLE TO CORRESPONDING (LOA)						
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)	
	CASH	DATE		PAYEE 3		
	\$					
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.					PER	
					TITLE	

Previous edition usable

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Appendix A
References

Section I
Publications referenced in, or related to this regulation

AR 25-30
The Army Publishing Program

AR 380-5
Department of the Army Information Security Program

DoD 4500.9-R
Defense Transportation Regulation

DoD 7000.14-R
Financial Management Regulation

JTR
Joint Travel Regulation

UMR 40-1
Medical Processing and Examination

UMR 601-23
United States Military Entrance Processing Command, Personnel Procurement, Enlistment Processing

UMR 680-3
United States Military Entrance Processing Command Integrated Resource System (USMIRS)

USMEPCOM Video Production (PIN 505590)
Recruit Travel

Section II
Forms referenced in or related to this regulation

DA Form 410
Receipt for Accountable Form

DD Form 577
Appointment/Termination Record - Authorized Signature

DD Form 652
Meal Ticket, Uniformed Services

DD Form 730
Request for Unused Transportation Requests and/or Tickets - Including Unused Meal Tickets

SF 700

Security Container Information

SF 702

Security Container Check Sheet

SF 1034

Public Voucher for Purchases and Services Other than Personal

SF 1170

Redemption of Unused Tickets - Original

UMF 55-2-1-R-E

Meal Ticket Register

UMF 55-2-3-E

Orders Consolidation Sheet/control Log

UMF 601-23-5-R-E

Introductory Pre-accession Interview

UMF 727-E

Processing List (PL)

Section III***Recordkeeping Requirements***

RN 1v3/800D: "Access Controls – Forms Used to Record Entry into Vaults or Containers"

PA: N/A

Keep in office file until no longer needed for conducting business, not more than 6 years, then destroy. Forms involved in an investigation will be kept until the investigation is completed.

(Referenced in [paragraph 5-7c](#))

RN 25-30n/400B: "Accountable Form Receipts and Issues"

PA: N/A

Keep in office file until no longer needed for conducting business, at least 3 years, then destroy.

(Referenced in [paragraph 1-4g\(4\)](#))

RN 600-8-105a2/600A: "Personnel Orders – Request for Orders Documents (RFO)"

PA: A0600-8-104bAHRC; A0600-8-104bNGB

Destroy when no longer needed for conducting business. If required, keep in office file for 2 years but not longer than 6 years, then destroy. (Referenced in [paragraph 3-3a](#))

RN 600-8-105a1/600A: "Personnel Orders (**Manual Orders Only**) – Recruit Travel Orders"

PA: A0600-8-104bAHRC; A0600-8-104bNGB

MEPS Records Manager will scan manual orders (and UMF 55-2-3-E), by date, into pdf format and upload into the Army Electronic Archive (AEA) through ARIMS; the AEA will destroy the records after 56 years.

(Referenced in paragraphs [3-5e](#) and [3-11b](#))

RN 600-8-105a1/600A: “Personnel Orders (**e-Orders only**) – Recruit Travel Orders”

PA: A0600-8-104bAHRC; A0600-8-104bNGB

Records are maintained in USMIRS. Archiving coordination will be made by J-1/MEHR-SD-MSS, via J-6, for transfer to the FRC; the FRC will destroy the records after 56 years.

(Referenced in [paragraph 3-11a](#))

RN 55-355PERp/700B: “Meal Checks and Meal Ticket Files”

PA: N/A

Used forms, End of Day Reports, Proxy Pick Up sheets and voided **Meal Checks** (hard copy or electronic) are to be maintained on file for ~~not more than~~ 1 year, then destroy hard copies by shredding and electronic files by deleting ~~from computer files~~. (Referenced in paragraphs [5-2b\(4\)](#), [5-3d\(1\)](#), and [5-3d\(2\)](#)). **Meal Tickets (DD Form 652)** will be maintained for three years from the date of issue, then destroyed by shredding.

RN 37z/1100B: “Centrally Billed Account Files”

PA: N/A

IAW ~~NARA GRS Schedule 6 April 2010 and~~ DoD FMR Volume 1 chapter 9, MEPS will keep all CBA payment packets electronically (pdf format), by fiscal year, for ~~6~~ 10 years, then delete. Secured external storage on physical media such as CD/DVD is authorized. The MEPS Records Manager is responsible to ensure the records are maintained in a sustainable format throughout the record life cycle as information systems evolve. ~~and 3 months. After 6 years and 3 months, MEPS should destroy records.~~ (Referenced in [paragraph 8-4c](#))

**Appendix B
Management Control Evaluation Checklist**

B-1. Function. The function covered by this checklist is the provision for transportation of shippers from the MEPS to the initial training facilities and accounting for applicable forms, registers, and travel documents, as appropriate.

B-2. Purpose. The purpose of the checklist is to assist commanders, operations officers, and other MEPS personnel (as appropriately designated) to evaluate the key management controls listed below.

B-3. Instructions. Answers will be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies will be explained and corrective action indicated in supporting documentation. These management controls will be evaluated at least every two years. J-3/MEOP-RTM-B will certify completion of this evaluation using [DA Form 11-2](#) (Management Control Evaluation Certification Statement).

B-4. Management Control Checklist (Recruit Travel Management)

a. Automated Meal Checks and Uniform Service Meal Tickets (DD Form 652's) Management.

(1) Did the MEPS maintain a copy of the End of Day Report and/or Proxy Pick Up Sheet listing the meal checks issued each day and retain the list for 1 year? (UMR 55-2, [para 5-3d\(1\)](#))

REMARKS: _____

(2) Are Meal Checks/Tickets issued for HTS/DS retrieved and voided for “No-Shows” within five processing days from scheduled ship date? Upon return of unused meal check/s did the TA void the checks via the e-Orders Meal Module and write VOID across the check and place it with the original Proxy Pick Up List? (UMR 55-2, [para 5-3d\(3\)](#))

REMARKS: _____

(3) Does the MEPS conduct an inventory of meal tickets annually and when there is a change of ATO or TA? (UMR 55-2, [para 1-4f\(4\)](#))

REMARKS: _____

(4) Did HQ USMEPCOM, J-8/Resource Management Directorate, appoint the TA and designated alternates on orders as meal check issuers for each MEPS to be accountable for/and issue the meal checks? (UMR 55-2, [para 1-4e\(6\)](#))

REMARKS: _____

(5) In the event a Recruiter or Service Liaison signs for the meal check on behalf of a HTS/DS Program participant did the Recruiter or Service Liaison sign the Proxy Pick up sheet with their full payroll signature? (UMR 55-2, [para 5-2b\(4\)\(b\)](#))

REMARKS: _____

b. Shipper Orders.

(1) Did the MEPS prepare recruit travel orders using only the USMEPCOM e-Orders program and the USMEPCOM-approved “Travel Orders Formats Reference” templates, posted on the [J-3/Current Operations Division SPEAR page](#) according to the Recruiting Service Liaison or Guidance Counselor RFO? (UMR 55-2, [para 3-3c](#))

REMARKS: _____

(2) Are manual travel orders in the consolidation set annotated “rescinded,” “amended,” or “revoked” when applicable? (UMR 55-2, [para 3-5d\(4\)](#))

REMARKS: _____

(3) Are ARNG and USAR orders issued NLT 30 days prior to shipping? (UMR 55-2 [para 3-3b\(3\)](#))

REMARKS: _____

(4) Is the MEPS maintaining an orders consolidation log for all manually created orders? (UMR 55-2, [para 3-5b](#))

REMARKS: _____

c. Shipper Briefs.

(1) Is the transportation briefing provided using the standardized recruit travel video (Air Shippers), and following the showing of the recruit air travel video, are TAs briefing shippers using the Supplemental Air Travel Brief, which provides critical information not presented on the video? (UMR 55-2, [para 2-5](#))

REMARKS: _____

(2) Is the RTC information sheet provided to each recruit, prior to departing the MEPS? (UMR 55-2, [para 2-5e](#))

REMARKS: _____

(3) Did the MEPS TA inform shippers that they are not allowed to voluntarily give up their seats in the event a flight is overbooked? (UMR 55-2, [para 2-2g](#))

REMARKS: _____

d. Recruit Travel Management Designations and Appointments

(1) Have the Acting Transportation Officer (ATO), Transportation Assistant (TA), designated TA Alternates, and Disinterested Witness appointed in writing by the MEPS Commander? (UMR 55-2, [para 1-5c](#))

REMARKS: _____

(2) Has the MEPS Commander nominated the Transportation Assistant as the Recruit Travel Quality Assurance Evaluator (QAE) and the ATO as the alternate (AQAE) by completing and signing the QAE Nomination/Termination Letter and submitting the nomination to the DTMO COR for final appointment? ([para 4-2a\(1\)](#))

REMARKS: _____

(3) Have the Quality Assurance Evaluator and his Alternate completed the required DTMO online Defense Acquisition University (DAU) Continuous Learning Module (Army)-CLC 106 Contracting Representative (COR) web training? (UMR 55-2, [para 4-2a\(2\)](#))

REMARKS: _____

(4) Is the DTMO final QAE appointment letter detailing the specific duties and responsibilities of the MEPS QAE on file? (UMR 55-2, [para 4-2c](#))

REMARKS: _____

(5) Did HQ USMEPCOM, J-8/Resource Management Directorate, appoint the TA and designated alternates on orders as meal check issuers for each MEPS to be accountable for/and issue the meal checks? (UMR 55-2, [para 1-4e\(6\)](#))

REMARKS: _____

e. Recruit Travel Accountability Requirements

(1) Is an [SF 702](#) (Security Container Check Sheet) posted on each security container? Is the [SF 702](#) annotated each time a security container is opened and closed? ([para 5-7](#))

REMARKS: _____

(2) Did the MEPS TA have the recruit initial on the line that contains his/her name on the End of day Report? (UMR 55-2, [para 5-2b\(4\)\(a\)](#))

REMARKS: _____

(3) In the event a Recruiter or Service Liaison signs for the meal check on behalf of a HTS/DS Program participant, did the Recruiter or Service Liaison sign the Proxy Pick Up Sheet with their full payroll signature? (UMR 55-2, [para 5-2b\(4\)\(b\)](#))

REMARKS: _____

(4) Did the MEPS TA explain and point out the DTMO Recruit Assistance Hotline number to shippers during the Travel Brief? (UMR 55-2, [para 2-5e4](#))

REMARKS: _____

(5) Did the MEPS TA provide all required documents for all HTS/DS shippers to Service liaisons NLT five workdays prior to ship date? (UMR 55-2, [para 6-2b\(10\)](#))

REMARKS: _____

(6) Did the MEPS TA coordinated all Exceptions to Policy regarding GSA city pair/cost with DTMO prior to submitting a MOC Request? (UMR 55-2, [para 2-3](#))

REMARKS: _____

(7) When an individual on a group order does not ship after ticketing has occurred, does the TA revoke the order, create another order listing the shippers that will travel and annotate the new order number on the TMC Website Tool? (UMR 55-2, [para 3-9b](#))

REMARKS: _____

(8) Did the MEPS TA utilize the GSA City Pair Fares mandated by DTMO? If the MEPS GSA City Pair Fares mandated by DTMO have not been utilized, was DTMO informed of the new routes established by the TMC? (UMR 55-2, [para 2-1](#) and [para 2-2](#))

REMARKS: _____

(9) Are shippers transported to the airport from the MEPS in a transportation conveyance provided by the MEPS (DTMO or USMEPCOM/MEPS approved carrier)? (UMR 55, [para 1-4f\(1\)](#), [para 1-4g\(2\)](#))

REMARKS: _____

(10) Did MEPS TAs perform the daily shippers reconciliation by 1300, on ship days, in the e-Orders Shipping Register shipper status block to reflect “Shipped”, “No Show”, or “Scratch” as required? (UMR 55-2, [para 2-4c\(12\)](#))

REMARKS: _____

Appendix C
Glossary

Section I
Abbreviations

ADP
Automated Data Processing/Automated Data Product

A/OPC
Agency/Organization Point of Contact

AIT
Advanced Individual Training

AR
Army Regulation

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ASVAB
Armed Services Vocational Aptitude Battery

ATO
Acting Transportation Officer

AWOL
Absence Without Leave

CAC
Common Access Card

CBA
Centrally Billed Account

CMS
Command Message System

COR
Contracting Officer Representative

CY
Calendar Year

DA

Department of the Army

DAT

Drug and Alcohol Testing

DAU

Defense Acquisition University

DD/DoD

Department of Defense

DEP

Delayed Entry Program

DFAS

Defense Finance and Accounting Service

DHS

Department of Homeland Security

DMDC

Defense Management Data Center

DTMO

Defense Travel Management Office

DTR

Defense Travel Regulation

e-Orders

Electronically Generated Orders

EAS

Electronic Access System

ETP

Exception to Policy

GOV

Government-Owned Vehicle

GSA

General Services Administration

HIV/DAT

Human Immunodeficiency Virus/Drug and Alcohol Testing

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

HRA

Human Resources Assistant

HTS/DS

Hometown or Direct Ship

ID

Identification

IG

Inspector General

JTR

Joint Travel Regulation

MEPS

Military Entrance Processing Station

MFR

Memorandum for Record

MICR

Magnetic Ink Character Recognition

M&L

Meals and Lodging

MOC

MEPCOM Operations Center

NET

No Earlier Than

NLT

No Later Than

NRC

National Records Center

OPSO

Operations Officer

PADD

Projected Active Duty Date

PCS
Permanent Change of Station

PL
Processing List

PAP
Personnel Assistance Point

PII
Personally Identifiable Information

PPA
Prompt Payment Act

POC
Point of Contact

POV
Privately-Owned Vehicle

QAE
Quality Assurance Evaluator

QRP
Quality Review Program

REMO
Remove from Orders

RFO
Request for Orders

RSP
Recruit Sustainment Program

RTC
Reception Training Center

SAC
Special Agreement Check

SF
Standard Form

SME
Subject Matter Expert

SOP
Standard Operating Procedure

SSN
Social Security Number

TA
Transportation Assistant

TMC
Travel Management Company

PM
Program Manager

TOC
Table of Contents

TSA
Transportation Security Administration

UCMJ
Uniform Code of Military Justice

UMF
USMEPCOM Form

UMR
USMEPCOM Regulation

USMEPCOM
United States Military Entrance Processing Command

USMIRS
United States Military Entrance Processing Command Integrated Resource System

USO
United Service Organization

Section II
Terms

Fully Executed Order

An order when a member has travelled to the final destination, or has travelled to the final destination and returned home, constitutes a fully executed order as seen in the case of Army National Guard and Reserve orders.

Recruit Travel

Travel by an enlistee on active duty, reserve, National Guard, or a member of the military processing through a MEPS and traveling to a reception-training center or another military destination.

TMC Automated Tool

Computer software, website, or other automated program utilized for booking reservations and ticketing of shippers to RTCs, AITs, and duty stations.