

Summary of Changes

USMEPCOM Regulation 600-23
Military Personnel
USMEPCOM Military Personnel Program

This priority revision, dated April 29, 2010, specifically—

- Updates USMEPCOM certificates guidance (pars. 6-3b and 6-5).
- Establishes the use of USMEPCOM Form 600-23-7-E (Teamwork Certificate) (par. 6-5d).
- Adds USMEPCOM Form 600-23-7-E to appendix A, section IV.
- Made administrative changes throughout.

This revision makes administrative changes only, specifically—

- Revises “relief for cause” paragraph (par. 2-6).
- Updates Web address for Army worldwide locator (par. 3-2).
- Updates form number for Navy enlisted personnel actions - retirement (tab. 4-1).
- Rewords award citations samples (figs. 6-1 and 6-2).

This revision also includes the changes made in the 27 April 2004 version that completely revised the regulation. The 27 April 2004 revision specifically—

- Removed USMEPCOM Military Member of the Year Program from this regulation.
- Added inprocessing information (chap. 10).
- Added outprocessing information (chap. 11).
- Added retention and reenlistment information (chap. 12).
- Rescinded USMEPCOM Forms 600-23-1 (Teamwork Award) and 600-23-5-R-E (Personnel Assignment Worksheet).
- Changed prescribed file number (app A).
- Superseded USMEPCOM Policy Memorandums 6-1, 6-2, 6-10, and 6-12; and rescinded USMEPCOM Forms 600-23-1 and 600-23-5-R-E.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 600-23

April 29, 2010

Effective: April 29, 2010

**Military Personnel
USMEPCOM MILITARY PERSONNEL PROGRAM**

FOR THE COMMANDER:

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DISTRIBUTION:

A (Electronic distribution only)

Summary. This regulation provides policy and procedures for military personnel issues within the United States Military Entrance Processing Command (USMEPCOM). Establishes the use of USMEPCOM Form 600-23-7-E (Teamwork Certificate).

Applicability. This regulation applies to military personnel assigned to USMEPCOM. This regulation does not apply to applicants or shippers.

Supplementation. Supplementation to this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MHR-MS-PE, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, Human Resources Directorate, Military Personnel Division (J-1/MHR-MS-PE). Users may 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-1/MHR-MS-PE, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated. The management control evaluation checklist is at appendix B.

*This regulation supersedes USMEPCOM Regulation 600-23, June 9, 2004.

Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1-1
References	1-2	1-1
Abbreviations and terms	1-3	1-1
Responsibilities	1-4	1-1
Chapter 2		
Assignment Issues		
Assignment to USMEPCOM	2-1	2-1
Minimum requirements and assignment qualifications	2-2	2-1
Assignment availability codes	2-3	2-2
Service-specific assignment actions	2-4	2-2
Unique assignments	2-5	2-3
Relief for cause	2-6	2-4
Chapter 3		
Sponsorship and Orientation Program		
Overview	3-1	3-1
Process	3-2	3-1
Sponsorship of personnel detaching from USMEPCOM	3-3	3-3
Filing sponsorship documentation	3-4	3-3
Chapter 4		
Personnel Actions		
General	4-1	4-1
Processing personnel actions	4-2	4-1
Chapter 5		
Promotion		
Army promotions	5-1	5-1
Marine Corps promotion/advancement issues	5-2	5-1
Navy promotion/advancement issues	5-3	5-2
Air Force promotions and special promotions	5-4	5-2
Announcement of centralized promotion selection boards	5-5	5-3
Promotion of centrally selected personnel	5-6	5-4
Chapter 6		
Military Personnel Decorations and Special Recognition Program		
Overview	6-1	6-1
Process	6-2	6-1
Authority	6-3	6-1
Recommendations	6-4	6-1
Certificates	6-5	6-2
Processing lead lines	6-6	6-2
Chapter 7		
Joint Personnel System		
The Joint Personnel System (JPS)	7-1	7-1
Coordination	7-2	7-1
JPS access	7-3	7-1

	Paragraph	Page
Chapter 8		
Personnel Tempo		
Background	8-1	8-1
Individual service policies	8-2	8-1
Chapter 9		
Evaluations		
Preparing military evaluations	9-1	9-1
References	9-2	9-1
Submitting evaluations with the USMEPCOM Commander as a rater	9-3	9-1
Chapter 10		
Inprocessing		
Inprocessing in USMEPCOM	10-1	10-1
Inprocessing Army personnel	10-2	10-1
Inprocessing Marine Corps personnel	10-3	10-1
Inprocessing Navy personnel	10-4	10-1
Inprocessing Air Force personnel	10-5	10-1
Inprocessing Coast Guard personnel	10-6	10-1
Chapter 11		
Outprocessing		
Outprocessing in USMEPCOM	11-1	11-1
Outprocessing Army personnel	11-2	11-1
Outprocessing Marine Corps personnel	11-3	11-1
Outprocessing Navy personnel	11-4	11-1
Outprocessing Air Force personnel	11-5	11-1
Outprocessing Coast Guard personnel	11-6	11-1
Chapter 12		
Retention		
Retention incentive program	12-1	12-1
Reenlistment procedures	12-2	12-1
Tables		
4-1. Personnel actions		4-2
9-1. Officer Evaluation/Counseling Guide		9-2
9-2. Enlisted Evaluation/Counseling Guide		9-2
Figures		
5-1. Sample announcement memorandum for a centralized promotion/selection board		5-5
6-1. Sample award citation		6-3
6-2. Sample wording for award citations		6-4
B-1. Sample of a completed DA Form 11-2-R		B-3
Appendixes		
A. References		
B. Management Control Evaluation Checklist-Military Personnel Management and Administration		
C. Instructions for Completing DA Form 638		

Glossary

Chapter 1

General

1-1. Purpose

The purpose of this regulation is to establish policy and procedures for military personnel issues. The regulation provides information concerning assignments, sponsorship and orientation, personnel actions, promotions, decorations and special recognition programs, the United States Military Entrance Processing Command (USMEPCOM) Joint Personnel System (JPS), personnel tempo, evaluations, inprocessing and outprocessing, and reenlistment in USMEPCOM.

1-2. References

References are listed in appendix A.

1-3. Abbreviations and terms

- a. Abbreviations and terms used in this regulation are listed in the glossary.
- b. The term “servicing military personnel center” used throughout this regulation refers to each service’s personnel center (to the personnel support battalion, inspector-instructor (I - I) staff, personnel support detachment, and military personnel flight (MPF)).
- c. The abbreviation HHC will be used throughout this regulation for Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Headquarters and Headquarters Company.

1-4. Responsibilities

- a. **Director, J-1/MHR (Human Resources Directorate), will—**
 - (1) Establish policy for military personnel programs in the USMEPCOM.
 - (2) Exercise staff supervision of the sponsorship program.
 - (3) Update military personnel information in the JPS.
- b. **Director, J-6/MIT (Information Technology Directorate), will—**
 - (1) Provide new users with passwords for JPS.
 - (2) Provide technical support for JPS.
- c. **Sector commanders will—**
 - (1) Ensure the military entrance processing stations (MEPSs) comply with this regulation.
 - (2) Establish procedures to monitor and control the sponsorship program within their sectors.
- d. **Headquarters and Headquarters Company (HHC) Commander and MEPS commanders will—**
 - (1) Comply with this regulation.
 - (2) Establish procedures to monitor and control their sponsorship programs (ch.3).

(3) Establish and maintain liaison with the servicing military personnel centers of all the services (i.e., contact telephone numbers and mailing addresses).

(4) Establish a local retention program.

Chapter 2 Assignment Issues

2-1. Assignments to USMEPCOM

- a. Personnel selected for assignment to USMEPCOM must be mature individuals with sufficient military experience and personal stability to perform independently with minimum supervision.
- b. Enlisted personnel projected on assignment to USMEPCOM should have 36 months obligated service from reporting date before detaching from their command.
- c. Assigned enlisted personnel must meet requirements established in this regulation (see par. 2-2).

2-2. Minimum requirements and assignment qualifications

Selection criteria for assignment to USMEPCOM is in Army Regulation (AR) 601-270/Air Force Regulation (AFR) 33-7/Marine Corps Order (MCO) P1100.75A. Additional service-specific assignment qualifications are in AR 614-200 (Enlisted Assignments and Utilization Management), MCO 1326.6D (Selecting, Screening, and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties), Naval Personnel (NAVPERS) 15909 (Enlisted Transfer Manual), and Air Force Instruction (AFI) 36-2110 (Assignments). USMEPCOM requires the following in addition to any service-specific qualification for an assignment to a MEPS:

- a. **Minimum rank**—at least the rank of E-5. The USMEPCOM Commander must approve any exception to this requirement.
- b. **Education**—a high school diploma or the equivalent.
- c. **Communication skills**—a command of written English and oral skills. USMEPCOM personnel prepare and conduct individual applicant instructions/interviews and group briefings that require good communication skills.
- d. **Financial stability**—no current record of excessive indebtedness or a history of recurring indebtedness. Additional expense of living in a civilian community must be expected. Support facilities and activities normally associated with a major military installation may not be available.
- e. **Personal character**—no record of convictions by courts-martial or civil authority, also no record of nonjudicial punishment under the Uniform Code of Military Justice within the last 36 months. Military personnel with an identified drug or alcohol problem will not be assigned to a MEPS.
- f. **Driver's license**—possess a valid civilian driver's license and not be afflicted with any physical limitation preventing the operation of a government vehicle.
- g. **Appearance**—meet the height, weight, and grooming standards of their respective service.
- h. **Exceptional family members**—assignments for personnel with full-time dependents assigned to the Exceptional Family Members Program must be approved according to each service policy for the location before the member is assigned to USMEPCOM.
- i. **Medical problems**—no physical impairment that will affect duty performance or medical condition that necessitates frequent absence for treatment.

2-3. Assignment availability codes

a. Army. Soldiers assigned to USMEPCOM will have assignment eligibility and availability electronic Military Personnel Office (eMILPO) code transaction of “W” submitted to stabilize them to the command for 36 months. J-1/MHR-MS-PE will perform all S-1 level eMILPO updates (see AR 614-200 for further guidance). Before being assigned to USMEPCOM, enlisted soldiers must extend or reenlist to have enough time remaining in service to meet the prescribed USMEPCOM tour requirement of 36 months.

b. Marine Corps. Marines assigned to USMEPCOM will be assigned a present tour control factor code (36) in their master record by Headquarters Marine Corps (HQMC).

c. Navy. Not applicable to Navy personnel.

d. Air Force. Air Force enlisted personnel are assigned to a 36-month maximum tour (assignment availability code (50)). This code expires 36 months from the date arrived at station. Servicing MPF must update F code (50) during inprocessing.

e. Coast Guard. Does not apply to Coast Guard personnel.

2-4. Service-specific assignment actions

a. Requisition process.

(1) Army. J-1/MHR-MS-PE requisitions replacements for out-bound soldiers through the Enlisted Distribution Assignment System (EDAS). Requisitions are submitted 12 months before the soldier’s normal rotation or departure date. Requisition submissions are for contact replacements; contact replacement is an Army policy only when feasible (see Note). The sector must notify J-1/MHR-MS-PE of unprogrammed losses (i.e., separations, retirements, reclassifications, chapter cases, etc.) within the sector and subordinate MEPSs.

Note: Contact replacement allows USMEPCOM to request a departing soldier’s tour be extended at USMEPCOM until a replacement is identified, has physically arrived on station, and has received cross-training prior to the incumbent’s departure. Soldiers requesting extension of their stabilized tour will submit requests no earlier than 15 months before and not later than 12 months before their departure date or normal rotation date. The USMEPCOM Commander will approve/disapprove a request for extension on a case-by-case basis if a requisition is requested and a known replacement has been identified, or if a request is submitted later than 12 months before the soldier’s departure date or normal rotation date.

(2) Marine Corps. The Marine Corps does not submit requisitions for replacements. HQMC, Assignments Branch, looks for replacements 6 to 8 months before the departure date of a marine assigned to USMEPCOM. Transfer of Marine Corps personnel may depend on the arrival date of inbound personnel. HQMC allows for a 30-day overlap for replacements whenever possible. Requests for extensions should reach HQMC 9 to 12 months before their rotation date.

(3) Navy. Navy personnel request extensions from the Bureau of Naval Personnel (BUPERS). The Navy normally generates requisitions 9 months before the projected rotation date of the outbound member. Every effort is made to ensure a contact replacement (see Note in par. 2-2a(1)). Requests for extensions should reach BUPERS 9 to 12 months before their rotation date.

(4) Air Force. Air Force personnel may request an extension of their maximum 36-month tour between 12 and 15 months of tour completion. The extension will not exceed 12 months at a time. Air Force personnel will request the extension by memorandum through the MEPS and sector commanders, before submitting to J-1/MHR-MS-PE.

(5) Coast Guard. The Military Personnel Command automatically requisitions replacements 9 months before the loss date of the outbound member. Every effort is made to ensure a contact relief. Transfer orders will normally direct permanent change of station (PCS) during the summer months.

b. Eligibility screening.

(1) Army. Soldiers must meet the requirements for assignment consideration in this regulation (requirements in par. 2-1) in addition to those of AR 614-200, par. 8-9, and AR 601-270 for assignment to USMEPCOM. After the Department of the Army (DA) selects and places a soldier on assignment instructions to USMEPCOM, J-1/MHR-MS-PE conducts an initial screening of the soldier's EDAS record. When the soldier qualifies through the initial screening, J-1/MHR-MS-PE prepares an assignment notification (memorandum) and an EDAS record sheet for the HHC Commander or the sector and MEPS commanders to prepare for the sponsorship duties. If the soldier does not have enough time remaining in service to complete the 36-month tour, the soldier must extend or reenlist to meet the 36-month tour requirement. Reassignment orders will not be prepared for any soldier who has not extended or reenlisted to meet the prescribed tour requirements.

Note: Although J-1/MHR-MS-PE conducts an initial screening of soldiers' records, the losing command ensures soldiers selected for USMEPCOM assignments are qualified for an assignment to USMEPCOM.

(2) Marine Corps. The screening process begins when the marine is selected for assignment to USMEPCOM. The losing commander ensures the marine selected is qualified per the checklist in MCO 1326.6. The checklist covers all items mentioned in this regulation, paragraph 2-1. The losing commander ensures HQMC is notified when a marine is determined as unqualified for duty with USMEPCOM.

(3) Navy. The sailor's losing command completes and verifies the screening process according to NAVPERS 15909 (Enlisted Transfer Manual) before the sailor receives assignment orders to USMEPCOM.

(4) Air Force. Air Force enlisted assignments to USMEPCOM include a PCS Personnel Processing Code (PPC) 9AG that alerts the servicing military personnel center to obtain a statement from the airman's immediate commander certifying that the airman has demonstrated bearing and behavior making him or her a suitable representative of the United States Air Force to the civilian community and prospective Air Force enlistees. The commander's certification will state that the commander counseled the member that a USMEPCOM assignment may be in a high-cost living area where commissary, base exchange, Government housing, and medical facilities may not be available. The commander ensures the member understands the unusual demands of being assigned to a high-cost living area. High-cost or nonavailability of adequate childcare may exist. The commander will certify that he or she has considered the potential for difficulties and has found the member qualified for USMEPCOM assignment. This interview is documented and forwarded to J-1/MHR-MS-PE.

(5) Coast Guard. The screening process is completed and verified by the coast guardsman's losing commander according to the Commandant Instruction (COMDTINST) M1000.6.

2-5. Unique assignments

a. Army. Upon arrival, HHC or sector commanders will remind soldiers that USMEPCOM is a 36-month stabilized tour. Soldiers will not be reassigned before their normal rotation or departure date solely on the basis of promotion (except on a case-by-case review for sergeant first class/master sergeant promotable and as directed by DA), marital status, schooling, or an assignment that requires the soldier to depart the command early. The soldier must request assignment/reassignment by memorandum through HHC or sector to J-1/MHR-MS-PE. Requests to break a stabilized tour must be forwarded through sector and HQ USMEPCOM to DA. The USMEPCOM Commander has disapproval authority on all Army personnel actions.

(1) Attached. Fort McCoy will not attach a soldier to the MEPS without coordinating with J-1/MHR-MS-PE. MEPS will not approve an attachment without coordinating with J-1/MHR-MS-PE through the sectors. HHC and sectors have approving authority to attach soldiers (except for compassionate reasons) with guidance from J-1/MHR-MS-PE.

(2) Compassionate assignment/reassignment. Guidelines for compassionate attachment/assignment/reassignment are in AR 614-200. MEPS will not assign a compassionate soldier without coordinating with J-1/MHR-MS-PE through sector. DA is the approval authority on compassionate requests. The USMEPCOM Commander has disapproval authority.

(3) Exchange assignment. USMEPCOM soldiers may initiate exchange assignments using DA Form 4187 through HHC or sector to J-1/MHR-MS-PE for coordination and approval. (See AR 614-200 for detailed information.)

(4) Schooling. USMEPCOM soldier's forward requests for schooling (e.g., drill sergeant, recruiting) that require the soldier to depart USMEPCOM before his or her normal rotation or departure date through HHC or sector to J-1/MHR-MS-PE.

b. Marine Corps. The Marine Corps normally does not send humanitarian transfers to USMEPCOM.

c. Navy. Humanitarian assignments are assigned by BUPERS.

d. Air Force. Humanitarian reassignment requests must meet the requirements of AFI 36-2110. For humanitarian case files, MEPS coordinate with the servicing military personnel centers in processing the request. Sector or HQ USMEPCOM endorsement is not required. MEPS must keep sector and J-1/MHR-MS-PE informed of status on such actions.

e. Coast Guard. The Coast Guard does not send hardship transfers to USMEPCOM.

2-6. Relief for cause

Relief for cause is the early removal of a service member from a specific duty assignment because of a failure to perform duties satisfactorily or because of misconduct.

a. Formal written counseling should precede a relief for cause due to poor duty performance. Normally, service members should be given 30 days to correct their duty performance. A second counseling statement should then be issued indicating either improvement or failure to improve. For acts of misconduct, commanders or supervisors may initiate a relief for cause without counseling.

b. The USMEPCOM Commander must personally approve the relief of officers and senior noncommissioned officers (NCOs) in the rank of E-8 and above. In addition, the Deputy Under Secretary of Defense (Military Personnel Policy), as the first flag officer in our chain of command, must personally approve relief of officers who are in command positions.

c. This regulation does not preclude a temporary suspension from assigned duties pending approval of recommended relief where the service member's continued presence in the duty position may be detrimental to the organization.

d. If relief for cause is based on an informal investigation under AR 15-6 or other service regulation, order, or directive, the referral and comment procedures of the service regulation must be followed before initiating or directing relief. This does not preclude a temporary suspension pending the outcome of an investigation.

e. Any action purporting to initiate or direct a relief for cause based on an informal investigation taken before completion of the procedural safeguards of AR 15-6 or other service regulation, order, or directive will be deemed only a temporary suspension from assigned duties.

Chapter 3

Sponsorship and Orientation Program

3-1. Overview

a. Sponsors will provide incoming military personnel with sufficient information to prepare them for the assignment, make them feel welcome upon arrival, assist with the transition of living and working in a new community, and provide them with an orientation of their new unit and location.

b. MEPS commanders will delegate responsibility for ensuring required actions are accomplished by the supporting personnel offices.

3-2. Process

a. Notification procedures.

(1) **Army.** J-1/MHR-MS-PE will notify HHC and sector of assignments by memorandum and by the EDAS personnel data sheet (personnel query) for enlisted soldiers and by officer record briefs for officers. This information provides the sector with the inbound soldier's name, social security number (SSN), job title or primary military occupational specialty, grade, sex, promotion status, date of birth, date of rank (DOR), marital status, number of dependents, basic active service date, expiration service date, reporting date, mailing address, and losing unit of assignment. Updates to this information will be in the JPS. In addition, the inbound soldier's full mailing address is available on the World Wide Locator Web site <http://www.erec.army.mil/wwl/ssn.asp>.

(2) **Marine Corps.** HQMC sends a notification of inbound personnel to J-1/MHR-MS-PE; the USMEPCOM Marine Corps Liaison will update the JPS. J-1/MHR-MS-PE will send copies of assignment correspondence to the sector and receiving MEPS/HHC commander. Correspondence will include the unit's mailing address and telephone number.

(3) **Navy.** BUPERS sends a nomination message to the losing commander and the gaining MEPS commander. The losing commander has 2 weeks to respond by message with a completed screening on the member. BUPERS will release orders with receipt of a successfully completed command screening message. J-1/MHR-MS-PE will update the JPS with the prospective member's information with notification of official written orders.

(4) **Air Force.** J-1/MHR-MS-PE will notify HHC and sector of assignments by a Headquarters, Air Force personnel query. For short notice assignment actions, a message may be received from Headquarters, Air Force Personnel Center (HQ AFPC). The initial query will contain personnel information such as current duty location, duty history, total active service, and DOR. Updates to this information will be in the JPS. The AFPC will include the MPF address and telephone extension on query or message to assist in initiating required sponsorship actions.

(5) **Coast Guard.** J-1/MHR-MS-PE will notify HHC and sector of assignments by a Coast Guard Human Resources Management System query. J-1/MHR-MS-PE will send a copy of the notification to the sector commander, as appropriate, and will update the JPS.

Note: There are no sector assignments for Coast Guard personnel.

b. Command welcome letters. The gaining commander will—

(1) Establish procedures to send inbound personnel a personal welcome letter within 10 days after receipt of telephonic or written notification of assignment.

(2) Notify losing commander of service member's selection for USMEPCOM assignment. The commander will initiate contact with the losing commander within 5 days of receipt of assignment notification to ensure the losing commander is familiar with the unique environment of USMEPCOM and has adequate information to properly assess the service member's ability to be successful in the projected geographic location.

c. Sponsorship welcome packets. Gaining commanders are responsible for developing and providing welcome packets appropriate for their geographic location. Packets may be obtained from local Army Community Service offices, Air Force Family Services Center, Navy/Marine Corps Family Service Centers, and through the local Chamber of Commerce.

d. Appointment of sponsors. The gaining commander—

(1) Is responsible for appointing, in writing, a sponsor for incoming personnel within 5 days after receipt of telephonic or written notification.

(2) Will provide the assigned sponsor with specific responsibilities and establish control procedures to monitor these responsibilities. The sponsor should have the same marital status, similar grade, and same branch of service to the incoming service member, if possible. The sponsor will not be the individual being replaced to ensure a thorough inprocessing.

e. Responsibilities of sponsors.

(1) The sponsor will send a welcome letter and packet to the incoming service member within 10 days of being appointed as the sponsor. This letter must include, but is not limited to, the following information:

(a) Sponsor's duty and home telephone numbers.

(b) A general description of the duty assignment.

(c) The name of an office to assist in obtaining temporary housing. The sponsor will not commit the member financially without his or her consent.

(d) A military mailing address for the member.

(e) Information about services available at nearby military installations, if applicable.

(f) General information about the area (e.g., time zones, weather).

(g) Information on available medical facilities.

(h) Temporary accommodations, their location and prices. Include information on hotel, motel, and available military facilities.

(i) Information about the local community (i.e., schools, daycare, recreational facilities, and churches).

(j) Government and economy housing availability. Include average cost of rent, utilities, security deposits, and advance rent, if applicable.

(k) A contact in the event of an emergency while en route.

(2) The sponsor will provide necessary assistance and information to the incoming service member on arrival. The assistance may include locating acceptable temporary housing and providing names of local realtors and other facilities such as kennels for pets.

f. Orientation program.

(1) **Phase One (Prearrival – Sponsorship).** This process begins when a service member is chosen for an assignment to a position in USMEPCOM. The gaining commander contacts the service member and his/her losing commander to provide specific details of the area and details of the duty position. The sponsor will maintain contact with the incoming person to ensure the service member and family members have the information needed to enjoy a smooth transition to USMEPCOM.

(2) **Phase Two (Community Orientation).** Community orientation training will begin within 30 days of arrival. The commander will develop and tailor the community orientation based on geographic location. The newcomer will be given a USMEPCOM nameplate/tag to be worn by military personnel in USMEPCOM.

(3) **Phase Three (Command Orientation).** Phase three must occur between 30 and 45 days of arrival. The newcomer will be shown the most current USMEPCOM Command overview presentation. Each MEPS has its own version of this presentation, which includes information on the USMEPCOM mission, vision, and guiding principles.

(4) **Phase Four (MEPS Orientation).** Phase four is an orientation on each of the functional areas in the MEPS. HQ USMEPCOM and sector personnel will receive MEPS orientation within 90 days of arrival by coordinating with the nearest MEPS.

3-3. Sponsorship of personnel detaching from USMEPCOM

a. With receipt of PCS orders for the departing assigned service member, the commander will ensure the departing service member receives counseling on the advantages and benefits of requesting a sponsor. Procedures for departing personnel sponsorship are in the specific service publications. (See service-specific publications: AR 600-8-8; NAVPERS 15560D, AFI 36-2103, and MCO 1320.11E.)

b. Service members detaching from USMEPCOM will answer correspondence from their sponsor at the new location in a timely manner and—

(1) Inform the sponsor of times, dates, and points of arrival at the new duty location (including flight numbers), as soon as known.

(2) Provide the sponsor with the current mailing address and telephone number for the gaining command (commercial and Defense System Network).

(3) Inform the sponsor of an expected departure date from USMEPCOM.

(4) If desired, provide the sponsor with a leave address and telephone number.

3-4. Filing sponsorship documentation

File documents pertaining to sponsorship of the service member in his or her personnel information file. File under record number 600-8-104a; disposition: KE6. Event is after transfer or separation of the individual. Keep in current files area (CFA) until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Chapter 4 Personnel Actions

4-1. General

J-1/MHR-MS-PE processes personnel and assignment actions for USMEPCOM.

4-2. Processing personnel actions

a. Service members must use their service-specific regulations and forms as their primary reference when requesting personnel actions. Table 4-1 shows personnel processing actions, required documentation, personnel centers, approvals/disapproval authorities, and routing sequence.

b. HQ USMEPCOM, J-1/MHR, processes personnel or assignment actions according to established staffing and coordination processes. USMEPCOM personnel, ISGs, commanders, directors and special staff officers will not contact any service headquarters to affect assignments or personnel actions on behalf of HQ USMEPCOM, J-1/MHR. Personnel actions affecting strength posture must be forwarded through the chain of command.

c. HQ USMEPCOM, J-1/MHR-PE, will staff actions for endorsement that require the signature of the USMEPCOM Commander and will send the endorsement to the respective service for approval/disapproval.

d. Actions not requiring the signature of the USMEPCOM Commander will be coordinated through HQ USMEPCOM, J-1/MHR, before sending to the specific service for approval/disapproval.

e. U.S. Army requests for curtailments and tour extensions/stabilizations may be disapproved at any command level.

Table 4-1 Personnel Actions						
Action	Required Documentation	Servicing Military Personnel Center	MEPS	Sectors	Headquarters USMEPCOM	Service Headquarters
Army Enlisted Personnel Actions						
Retirement	DA Form 4187, ERB, DA Form 31, DA Form 2-1, DA Form 2339	Approval authority	Initiate	Copy	Copy	N/A
Reassignment	DA Form 4187, ERB, DA Form 2-1	N/A	Initiate/ forward to approval authority	Copy	Copy	Approval authority
Stabilization	DA Form 4187, ERB, DA Form 2-1	N/A	Initiate	Endorsement	Disapproval authority	Approval authority
Service school attendance (i.e., drill sergeant, recruiting, etc.)	DA Form 4187, ERB, DA Form 2-1	N/A	Initiate	Endorsement	Endorsement	Approval authority
Deletion or deferment of assignment	DA Form 4187, ERB, DA Form 2-1	Verify request, forward to approval authority	Initiate	Endorsement	Endorsement	Approval authority
Separation	DA Form 4187, ERB, DA Form 2-1	Approval authority	Initiate	Endorsement	Endorsement	N/A
Exchange assignment	DA Form 4187, ERB, DA Form 2-1	Coordination Required	Initiate	Endorsement	Endorsement	Approval authority
Reclassification	DA Form 4187, ERB, DA Form 2-1	N/A	Initiate	Endorsement	Endorsement	Approval authority
Tour extensions	DA Form 4187, ERB, DA Form 2-1	N/A	Initiate	Endorsement	Endorsement	Approval authority
Stabilization (high school seniors)	DA Form 4187, ERB, DA Form 2-1	Verify request, forward to approval authority	Initiate	Copy	Copy	Approval authority
Compassionate actions	Per AR 614-200, section III	Endorsement, forward to approval authority	Initiate	Endorsement	J-1/MHR-MS-PE endorsement	Approval authority
Army Officer Personnel Actions						
Deletion or deferment of Assignment	Memorandum	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Voluntary release from active duty	Memorandum	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Unqualified resignation	Memorandum	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Marine Corps Enlisted Personnel Actions						
Retirement	Request, unit diary	Action	Copy	Copy	Copy	Approval authority
Tour extension/curtailment	AA Form, NAVMC 10274	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Reassignment	AA Form, NAVMC 10274	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Extension/reenlistment	Request	Career Planner	Copy	Copy	Copy	Approval authority
Drill instructor/recruiter duty	AA Form, NAVMC 10274	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Note: (Use service-appropriate correspondence style)						

Table 4-1 (continued) Personnel Actions						
Action	Required Documentation	Servicing Military Personnel Center	MEPS	Sectors	Headquarters USMEPCOM	Service Headquarters
Marine Corps Enlisted Personnel Actions (continued)						
Request for PME schools	Allocation/action	Action	N/A	N/A	N/A	Approval authority
Request for voluntary separation	AA Form, NAVMC 10274	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Marine Corps Officer Personnel Actions						
Retirement	Request, Unit Diary	Action	Copy	Copy	Copy	Approval authority
Tour extension/curtailment	AA Form, NAVMC 10274	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Request for resignation	Personal letter, Unit Diary	Action	1st endorsement	2d endorsement	3d endorsement	Approval authority
Augmentation	Personal letter	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Request for PME schools	Allocation/action	Copy	N/A	N/A	N/A	Approval authority
Request for voluntary separation	AA Form, NAVMC 10274	Copy	1st endorsement	2d endorsement	3d endorsement	Approval authority
Navy Enlisted Personnel Actions						
Retirement	NAVPERs 1336/3	Action	Endorsement	Copy	Copy	Approval authority
Tour extension/curtailment	NAVPERs 1306/7	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Request for early separation	NAVPERs 1306/7	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Navy Officer Personnel Actions						
Retirement	Personal letter	N/A	1st endorsement	2d endorsement	3d endorsement	Approval authority
Tour extension/curtailment	Personal letter	N/A	1st endorsement	2d endorsement	3d endorsement	Approval authority
Request for early separation	Personal letter	N/A	1st endorsement	2d endorsement	3d endorsement	Approval authority
Air Force Enlisted Personnel Actions						
Retirement	AF Form 1160	Initiate	1st endorsement	Copy	Copy	Approval authority
Reassignment	Memorandum	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Request for voluntary separation	AF Form 780	N/A	Initiate	Copy	Copy	Approval authority
Air Force Officer Personnel Actions						
Retirement	AF Form 1160	Initiate	1st endorsement	Copy	Copy	Approval authority
Reassignment	Memorandum	N/A	Initiate	1st endorsement	2d endorsement	Approval authority
Request for voluntary separation	AF Form 780	Initiate	1st endorsement	Coordination	2d endorsement	Approval authority
Note: (Use service-appropriate correspondence style)						

Chapter 5 Promotion

5-1. Army promotions

a. Enlisted personnel.

(1) **Governing directive.** AR 600-8-19.

(2) **Eligibility requirements.** Refer to AR 600-8-19 for minimum eligibility requirement for promotion to sergeant and staff sergeant, sergeant first class, master sergeant, and sergeant major. Senior NCOs (sergeant first class, master sergeant, and sergeant majors) will be considered for promotion through the DA centralized selection board that convenes annually for each senior grade. Military personnel (MILPER) messages stating the zones for consideration are released on the HRC Web site approximately 3 months before the convening date of the board.

b. Army officers.

(1) **Governing directive.** AR 600-8-29.

(2) **Eligibility requirements.** A DA centralized selection board meets annually to consider eligible officers for promotion. The annual board schedule is announced and lists the convening date, grade, primary and secondary zones of consideration. A memorandum listing the criteria for each promotion zone is announced approximately 6 months before the board convening date.

5-2. Marine Corps promotion/advancement issues

a. Enlisted personnel.

(1) **Governing directive.** MCO P1400.32.

(2) **Eligibility.** Promotion boards for enlisted marines will convene annually at HQMC. The promotion zones and cutoff dates for eligibility will be announced 60 days before the convening date of each board.

(3) **Selection.** Enlisted promotion boards will convene for the determined period announced in the eligibility message released by Marine Administrative Message (MARADMIN). Once the selections are made, the list is normally published by MARADMIN within 1 week.

(4) **Frocking.** Frocking in the Marine Corps is not authorized for enlisted personnel assigned to USMEPCOM.

b. Marine Corps Officers.

(1) **Governing directive.** MCO P1400.31.

(2) **Eligibility.** The selection boards for officers will convene annually at HQMC. The promotion zones and cutoff dates for eligibility will be announced 1 to 2 months before the convening date of each board.

(3) **Selection.** The promotion boards will convene for the determined period announced in the eligibility message. Once the board completes the selection process, the selection announcements take from 1 to 3 months. Officer selection results are released by All Navy (ALNAV) message.

(4) Frocking. The Marine Corps frocks only to the grade of major (O-4) for Marine Corps officers filling commander billets. Submit an official request for frocking through J-1/MHR-MS-PE to the Commandant of the Marine Corps. The Commandant of the Marine Corps has final approval.

5-3. Navy promotion/advancement issue

a. Enlisted personnel.

(1) Eligibility. Refer to Bureau of Naval Personnel Instruction (BUPERSINST) 1430.16 for eligibility criteria.

(2) Selection.

(a) E-4 through E-6. Personnel are tested in March and September. The results and profile sheets are normally released in May and November to the servicing military personnel centers. HQ USMEPCOM normally receives advance notification of selection.

(b) E-7. Personnel are tested in January. The profile sheets and board eligibility results are normally released in March to the servicing military personnel centers. The selection board convenes in July and results are normally released in August.

(c) E-8 and E-9. The selection board convenes in March and results are normally released in April.

b. Navy officers.

(1) Eligibility. Officer eligibility is released each December by an ALNAV message in December for the following year's selection boards. This ALNAV list indicates the name, lineal number, and date of rank of the senior in-zone, junior in-zone, and junior officers eligible for consideration for promotion in each competitive category. This message also lists the convening dates of the boards.

(2) Selection. Officer selections are released approximately 3 months after the board meets.

5-4. Air Force promotions and special promotions

a. Enlisted personnel.

(1) Governing directive. AFI 36-2502.

(2) Eligibility requirements. Refer to AFI 36-2502 for minimum eligibility requirement for promotion (E-2 through E-9).

(3) Selection. Personnel are selected for promotion based on an established cutoff score based on a point system, promotion test results, and board score (board score applies to E-8 and E-9 promotions only). AFI 36-2502 lists the formula for calculating points and factors for promotion score.

b. Air Force officers.

(1) Governing directive. AFI 36-2501.

(2) Eligibility. Refer to AFI 36-2501 for promotion eligibility criteria for Air Force officers.

(3) Selection. A central selection board convenes at HQ AFPC annually to consider eligible officers for promotion. The annual board schedule is published and lists the convening dates for the promotion board. A memorandum listing the criteria for promotion consideration is published approximately 6 months before the board convening date.

c. Air Force Stripes for Exceptional Performers (STEP). HQ AFPC annually announces the number of STEP quotas for each command. USMEPCOM has been authorized one nomination quota to promote one staff sergeant (E-5) to technical sergeant (E-6) and one nomination quota to promote one technical sergeant to master sergeant (E-7). Air Force NCOs submitted for STEP promotion consideration must meet basic eligibility requirements. Additionally, staff sergeants nominated for promotion to technical sergeant must have completed 5 years in service; technical sergeants nominated for promotion to master sergeant must have completed 8 years in service and the in-resident NCO Academy. The USMEPCOM nominees are sent to compete at the Central Selection Board where they compete against airmen from other Air Force Elements.

Note: An airman may not receive more than one promotion in any 12-month period.

(1) Applicability. The STEP program applies only to active-duty Air Force enlisted personnel.

(2) STEP in USMEPCOM.

(a) STEP program is governed by AFI 36-2502.

(b) USMEPCOM is allocated STEP nomination quotas each fiscal year from HQ AFPC. J-1/MHR-MS-PE provides specific instructions for submitting STEP nominations on Air Force personnel assigned to USMEPCOM when the annual quotas are announced.

(c) The STEP program provides a means to promote airmen for compelling, although perhaps nonquantifiable, reasons. Consideration must emphasize the airman's potential qualifications for service in the next higher grade. The airman must essentially be performing above his or her present grade level. Isolated acts of heroism or specific achievements will not be the sole basis for promotion under this program. Specific achievements must be recognized by previous awards and decorations.

(d) The date of rank and effective date of promotion will be the date the USMEPCOM Commander announces the selection.

5-5. Announcement of centralized promotion selection boards

a. Announcement of centralized board convening information.

(1) J-1/MHR-MS-PE will notify sectors and HHC by memorandum (see sample memorandum in fig. 5-1). J-1/MHR-MS-PE will maintain a copy of the memorandum according to individual service promotion directives.

(2) Memorandum will include pertinent board information.

(3) Memorandum will provide a list of eligible USMEPCOM personnel.

(4) Sectors and HHC will verify information and will provide needed changes within 10 working days of date of memorandum.

b. Notification of results.

(1) Army, Air Force, Navy board results are prereleased to the USMEPCOM Commander, who

will release promotion information according to instructions in the specific-service release message.

(2) Marines, and Coast Guard board results are released by ALNAV/MARADMIN/ALCGENL messages.

(3) J-1/MHR-MS-PE will screen promotion release messages to determine selection status for USMEPCOM personnel and prepare statistical information comparing USMEPCOM results to the service results.

(4) J-1/MHR-MS-PE will prepare congratulatory notes for the USMEPCOM Commander's signature.

5-6. Promotion of centrally selected personnel

- a. J-1/MHR-MS-PE will notify sectors and HHC of sequence number and promotion information.
- b. Sectors will forward information to the appropriate MEPS commanders.
- c. MEPS commanders will secure appropriate promotion documents from the servicing military personnel center as applicable.



DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD
NORTH CHICAGO, ILLINOIS 60064-3094

J-1/MHR-MS-PE

Month Day, Year

MEMORANDUM FOR Commander, HHC, USMEPCOM
Commander, Eastern Sector, USMEPCOM
Commander, Western Sector, USMEPCOM

SUBJECT: Announcement of FYXX [Service] [Rank] Promotion Board Convening Information

References: (a) Board Announcement Message
(b) Applicable Service Regulations

The [service] will convene a selection board on [date] to consider [current rank] for promotion to [next higher rank]. Please see the promotion message at attachment. Personnel eligible for consideration have the following dates of rank:

Above the Zone (AZ)	Promotion Zone (PZ)	Below the Zone (BZ)
Applicable Dates	Applicable Dates	Applicable Dates

Personnel Evaluations. See paragraph ___ of attached message for specific information pertaining to personnel evaluations eligible for consideration by the board. Please note that mandatory, or optional, evaluations must be received at (Service headquarters) not later than (date). Evaluations requiring HQ USMEPCOM Command Group signatures/input must be received in draft format, not later than [establish date 30 days before published “through” date].

According to the USMEPCOM JPS database, the following personnel are eligible for consideration by this selection board:

Name	Date of Rank	Zone
Name	Date of Rank	Zone

Request commanders verify the eligibility of the personnel listed in paragraph 4 and submit additions, deletions, and changes with 10 working days. Commanders must also provide a list of personnel eligible for a board related evaluation.

Point of contact is [J-1/MHR-MS-PE Service representative] at [telephone number].

FOR THE COMMANDER:

John N. Doe
Lieutenant Colonel, USAF
Director, Human Resources

Attachments:
As stated

Figure 5-1. Sample announcement memorandum for a centralized promotion/selection board

Chapter 6

Military Personnel Decorations and Special Recognition Program

6-1. Overview

USMEPCOM recognizes the contributions of our military personnel with joint military decorations and other forms of recognition. Levels of awards must be commensurate with the contribution for both impact awards (for specific event or achievement) and sustained superior performance awards (tour awards). Award recommendations must also be commensurate with the member's degree of responsibility. As USMEPCOM is a jointly staffed command, joint awards will be considered before service-specific awards. This does not preclude a recommendation for a service-specific award (e.g., Meritorious Service Medal). As an exception, service-specific awards may be considered for retirement awards.

Note: USMEPCOM Military Member of the Year is a separate USMEPCOM program.

6-2. Process

a. Recommendations for military decorations will follow Department of Defense (DOD) 1348.33-M. To ensure award eligibility and standardization commandwide, use DA Form 638 (Recommendation for Award) (see app. C for form instructions). Anyone can recommend an award, however, the minimum level of authority for further processing the award request is a commander, director, or special staff officer.

Note: Sectors will board awards or develop a different methodology for managing their awards and recommendations. HQ USMEPCOM will board awards.

b. Nominations for special recognition programs (e.g., Navy Shore Sailor of the Year, Air Force Twelve Outstanding Airmen) will be submitted by memorandum, or as directed, and endorsed through all levels of command. File copies of award recommendations under record number 600-8-22b3; disposition: KE6. Event is no longer needed for conducting business (business process requires a minimum 2-year retention). Keep in CFA until event occurs, then destroy.

6-3. Authority

a. **Military awards.** The USMEPCOM Commander has the authority to award the Joint Service Commendation Medal (JSCM) and the Joint Service Achievement Medal (JSAM). The USMEPCOM Commander has delegated the authority to award the JSAM to the sector commanders. Sector commanders may downgrade JSCM recommendations and award the JSAM. Further delegation is prohibited. Higher level awards will be processed through the USMEPCOM Commander. J-1/MHR will forward service-specific awards to the appropriate approval authority.

b. **USMEPCOM certificates.** All levels of command have the authority to award USMEPCOM forms 600-23-4 (Letter of Commendation), 600-23-2 (Certificate of Appreciation), 600-23-3 (Certificate of Achievement), and 600-23-7 (Teamwork Certificate).

6-4. Recommendations

a. **Military decorations.** Submit award recommendations on DA Form 638 (see par. 6-2a for who may make recommendations). A complete award recommendation will include a completed DA Form 638 (see app. C for form instructions) and a proposed narrative citation.

b. **Citations.** Citations are prepared on plain bond paper. The citation will not exceed 16-single space lines and the font will be 14-point Times New Roman. (See formatted sample in fig. 6-1.)

(1) The first sentence of the citation must identify the awardee by grade, name, duty assignment, location and inclusive dates. Limit the closing to one sentence and personalize the summation by using the awardee’s name and his or her attributes.

(2) For “retirement awards,” use the word “long” in the closing sentence only for over 30 years of service.

(3) Award certificates will be used without reference to number of oak leaf clusters.

(4) Sample wording for citations are given in figure 6-2.

c. Special recognition programs. Commanders are encouraged to develop local recognition programs to reward top performers. Programs may include participation in local programs (i.e., Federal Employee of the Year, Navy League of the United States, or community awards). J-1/MHR-MS-PE will issue guidance, procedures, and other logistical information for supporting these prestigious programs by tasker message.

6-5. Certificates

a. Certificates may be awarded when performances do not warrant a higher award. Certificates should be awarded at the lowest level possible. Commanders, directors, and special staff officers at all levels may award the following certificates:

(1) USMEPCOM Form 600-23-2 (Certificate of Appreciation)

(2) USMEPCOM Form 600-23-3 (Certificate of Achievement)

(3) USMEPCOM Form 600-23-4 (Letter of Commendation)

(4) USMEPCOM Form 600-23-7 (Teamwork Certificate).

Note: This form will be used to award teamwork performance performed by USMEPCOM military members, civilians, and/or non-USMEPCOM personnel.

b. When submitting a certificate to HQ USMEPCOM, include a proposed citation (5-10 lines). The certificates are only available electronically at the MEPNET’s (<https://mepnet.mepcom.army.mil>) and public Web site’s forms home page (<http://www.mepcom.army.mil>). Users will print certificates on 8 ½ by 11-inch astroparche natural vellum finish paper. Units will be responsible for the ordering paper through normal supply channels.

c. A MEPS commander in an O-5 position (regardless of rank) or the sector-level command sergeant major may award certificates of achievement to Army personnel for promotion points. The certificate must include the statement “Certificate of Achievement” to qualify for promotion points.

6-6. Processing lead times

Awards must arrive at J-1/MHR-MS-PE for processing with specific lead times. Late award recommendations will include a letter justifying late submission, signed by the MEPS commander. The lead times are as follows:

Defense Superior Service Medal (DSSM).....	150 days
Defense Meritorious Service Medal (DMSM)	120 days
Joint Service Commendation Medal (JSCM)	60 days
Joint Service Achievement Medal (JSAM)	30 days
Service specific awards.....	120 days
Certificates.....	30 days

CITATION TO ACCOMPANY THE AWARD OF
THE DEFENSE MERITORIOUS SERVICE MEDAL
TO
ANTHONY J. JONES

Lieutenant Colonel Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious service as Commander, Los Angeles Military Entrance Processing Station, from 1 July 1996 to 30 June 1999. Among his numerous accomplishments, Colonel Jones played a key role in the development of _____. Colonel Jones' distinctive accomplishments reflect great credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

Figure 6-1. Sample award citation

Defense Superior Service Medal (DSSM) DD Form 2411
Opening sentence
Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment) from (month year) to (month year).
Closing sentence for PCS
Colonel Jones' distinctive accomplishments reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.
Closing sentence for retirement
Colonel Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.
Defense Meritorious Service Medal (DMSM) DD Form 2412
Opening sentence
Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).
Closing sentence for PCS
Major Jones' distinctive accomplishments reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.
Closing sentence for retirement
Major Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.
Joint Service Commendation Medal (JSCM) DD Form 2413
Opening sentence
Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).
Closing sentence for PCS
Lieutenant Commander Jones' distinctive accomplishments reflect credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.
Closing sentence for retirement
Lieutenant Commander Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of her country and reflect credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.
Closing sentence for separation
Lieutenant Commander Jones' distinctive accomplishments while serving her country reflect credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.
Joint Service Achievement Medal (JSAM) DD Form 2414
Opening sentence
Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) from (month year) to (month year).
Closing sentence
Sergeant Jones' distinctive accomplishments reflect credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

Figure 6-2. Sample wording for award citations

Chapter 7 Joint Personnel System

7-1. The Joint Personnel System (JPS)

USMEPCOM uses the JPS to track assigned personnel and authorized personnel actions for both military and civilians assigned to this command. JPS is the primary means by which USMEPCOM manages replacements, tracks evaluations, screens for promotion boards, and verifies personnel security information. JPS is a USMEPCOM database; it does not interface with any other agency or service database.

7-2. Coordination

Direct coordination between J-1/MHR-MS-PE and a MEPS is authorized to update JPS information. To ensure service member information is current in JPS, the MEPS will send an e-mail or fax to J-1/MHR-MS-PE when the service member arrives and when he/she departs.

7-3. JPS access

Only authorized USMEPCOM personnel will have access to the JPS system. HQ USMEPCOM (J-1/MIT) will provide JPS access and password to authorized users through e-mail profiles.

Chapter 8 Personnel Tempo

8-1. Background

Section 586, Fiscal Year 2000 National Defense Authorization Act (NDAA), mandated that military services must implement a system to track and manage, on an individual basis, the personnel tempo (PERSTEMPO) of every member of the Armed Forces. Each service has designated this reporting by various names (Navy – Individual PersTempo (ITEMPO); Marine Corps, Army, and Air Force – Personnel Tempo (PERSTEMPO)). As each service has specific guidance on reporting PERSTEMPO, USMEPCOM will adhere to each service-specific policy. HQ USMEPCOM points of contact (POCs) for PERSTEMPO are the respective service liaisons in J-1/MHR-MS-PE.

8-2. Individual service policies

a. Army. PERSTEMPO reporting is accomplished over the Internet at each MEPS. The MEPS commander will designate a POC for PERSTEMPO reporting and submit the POC's name to the HQ USMEPCOM Army Liaison for access to the PERSTEMPO Web page. With access, PERSTEMPO POCs have capability to view and submit reports on the PERSTEMPO Web page (<https://www.perscom.army.mil/pertempo/>). PERSTEMPO training information is available only on the PERSTEMPO management Web page.

b. Marine Corps. PERSTEMPO reporting is accomplished at the local I - I. Each marine must report any temporary additional duty (TAD) to the I - I. Event descriptions are outlined in MARADMIN 455/00, available online (<http://www.usmc.mil/maradmins>).

c. Navy. ITEMPO reporting is accomplished over the Internet at each MEPS. The MEPS commander will designate a POC for ITEMPO reporting and submit the POC's name to the HQ USMEPCOM Navy Liaison for access to BUPERS ON LINE (<http://www.bupers.navy.mil>). With access, the ITEMPO POC can view and submit reports. ITEMPO manuals are also available online (<http://www.bupers.navy.mil>).

d. Air Force. PERSTEMPO reporting is accomplished at the local MPF. Each airmen must report temporary duty (TDY) to the MPF.

Note: Air Force personnel assigned to Building 3400 (HQ USMEPCOM and Eastern Sector) report TDY orders to HQ USMEPCOM, Air Force Liaison.

Chapter 9 Evaluations

9-1. Preparing military evaluations

Each service has different requirements concerning evaluations. USMEPCOM supervisors will review the service-specific regulation before completing an evaluation. Tables 9-1 and 9-2 provide quick references. POCs for evaluations and counseling are the respective service liaisons at HQ USMEPCOM, J-1/MHR.

9-2. References

Applicable service regulations and programs are available electronically as follows:

- a. **Army** - <http://www.apd.army.mil>.
- b. **Marine Corps** – <http://www.mmsb.usmc.mil>.
- c. **Navy** – <http://www.bupers.navy.mil>.
- d. **Air Force** – <http://www.e-publishing.af.mil/>.
- e. **Coast Guard** – <http://www.uscg.mil/hq/hrsic/index.htm>.

9-3. Submitting evaluations with the USMEPCOM Commander as a rater

a. Supervisors preparing officer and NCO reports rated by the USMEPCOM Commander will process the evaluation through J-1/MHR-MS-PE at least 10 days before the “thru or closeout date.” MEPS, sectors, and Headquarters directorates will adjust their suspense systems to ensure compliance with this timeline. If not meeting the timeline, supervisors must send a memorandum justifying the missed suspense to the USMEPCOM Commander through their chain of command (e.g., the MEPS commander and sector commander).

b. Supervisors will submit proposed comments for USMEPCOM Commander on bond paper, double-spaced.

Table 9-1 Officer Evaluation/Counseling Guide				
Eval Form	Due Date	Reference	Required Counseling	Evaluations
Army				
DA 67-9-1a (O1/O2) DA 67-9-1 DA 67-9	Completed eval due to DA 90 days from ending date	AR 623-105	-Initial counseling within 30 days of the rating period, quarterly thereafter. -Officer maintains working copy	Generated by events (e.g., change of rater, annual)
Marine Corps				
NAVMC 10835	Completed eval due to HQMC 30 days after ending date	MCO P1610.7 NAVMC 2795	-Within 15 days of establishing reporting relationship between MRO and RS -Follow on: 90 days after; min. 6 months thereafter -Min. every 6 months after	Generated by events (e.g., annual, promotion, transfer, change of rating senior).
Navy				
NAVPERS 1610/2	Completed eval due to BUPERS 15 days from ending date	BUPERSINST 1610.10	-Midterm counseling at 6- month point -Counseling dates by rank: O2: May/November O3: July	Transfer/annual/ change of reporting senior
Air Force				
AF 707B (O1 - O3) AF 707A (O4 - O6)	Completed eval due to MPF 60 days from ending date	AFI 36-2406	-Within 60 days into the rating period -Progress check 6 months thereafter	Annual/change of reporting official
Coast Guard				
CG 5310	Completed eval due to US Coast Guard Personnel Center 45 days from ending date	M1000.6A, chap. 10	O1: March and September O2: July and January O3: May	

Table 9-2 Enlisted Evaluation/Counseling Guide				
Eval Form	Due Date	Reference	Required Counseling	Evaluations
Army				
DA Form 2166-8-1 DA Form 2166-8	Completed eval due to PSB 30 days from ending date	AR 623-205	Initial counseling within 30 days of each rating period, at least quarterly thereafter	Generated by events (e.g., change of rater, annual)
Marine Corps				
NAVMC 10835	Completed eval due to HQMC 30 days after ending date	MCO P1610.7 NAVMC 2795	-Within 15 days of establishing reporting relationship between MRO and RS -Follow-on 90 days after and progress checks each 6 months thereafter	Generated by events (e.g., annual, promotion, transfer, change of rating senior).
Navy				
NAVPERS 1610/2	Completed eval due to BUPERS 15 days from ending date	BUPERSINST 1610.10	-Midterm counseling at 6-month point -Counseling dates by rank: E5: September E6: May E7: March	Transfer/annual (for E-7 and above only), change of reporting senior
Air Force				
AF Form 910/931 (E1-E6) AF Form 911/932 (E7-E9)	Completed eval due to MPF 60 days from ending date	AFI 36-2406	-Within 60 days of supervision -Midterm -Follow-up (E-6) and below and progress checks each 6 months thereafter	Annual/change of reporting official
Coast Guard				
CG 3788	Completed eval due to PSC 45 days from ending date	M1000.6A, chap. 10		E5: April/October E6: May/November E7: September

Chapter 10 Inprocessing

10-1. Inprocessing at USMEPCOM

Inprocessing military personnel is a first priority. Inprocessing is service-specific in personnel and finance areas.

10-2. Inprocessing Army personnel

a. Finance. The MEPS prepares arrival paperwork and sends (by FEDEX) the required documentation within 48-72 hours according to the Fort McCoy Finance Standing Operating Procedures (SOP), page 18 (provided to MEPSs and sectors by Fort McCoy).

b. Personnel. The MEPS prepares arrival paperwork and sends the required documentation (by FEDEX) within 48-72 hours according to the Fort McCoy Personnel SOP, chapter 1(3) (provided to MEPSs and sectors by Fort McCoy).

10-3. Inprocessing Marine Corps personnel

Marines must report to the servicing I - I with PCS document, record book, and travel receipts for financial and personnel inprocessing. If the commander deems the I - I is too far, inprocessing may be by telephone/fax/mail, as instructed by the I - I.

10-4. Inprocessing Navy personnel

Navy personnel must report to the servicing personnel support detachment/Navy recruiting detachment (PSD/NRD) with PCS document, record book, and travel receipts for financial and personnel inprocessing. If the commander deems the PSD/NRD is too far, inprocessing may be by telephone/fax/mail, or as instructed by the PSD/NRD.

10-5. Inprocessing Air Force personnel

a. Finance. The MEPS prepares arrival paperwork according to the servicing Air Force Base (AFB) "Comptroller Financial Services Office" template/guidance (provided to each MEPS by the MPF). Required documentation, as identified in the template, is faxed to the AFB finance officer within 24 hours.

b. Personnel. The MEPS prepares arrival paperwork according to the servicing MPF inprocessing worksheet/template (provided to each MEPS by the MPF). Required documents, as identified in the template, are faxed to the MPF within 24 hours.

10-6. Inprocessing Coast Guard personnel

a. Finance. The MEPS processes travel claims through the US Coast Guard Personnel Service Center.

b. Personnel. Coast Guardsmen must report to the Personnel Reporting Unit (PERSRU) with PCS documents. If the MEPS commander deems the PERSRU is too far, inprocessing may be by telephone/fax/mail, or as instructed by the PERSRU.

Chapter 11 Outprocessing

11-1. Outprocessing at USMEPCOM

Military personnel will be allowed time to outprocess from USMEPCOM. If applicable, service members who retire or expiration term of service (ETS) should be allowed additional time to outprocess before beginning terminal leave. When terminal leave starts, the service member should not be expected to return. Outprocessing is service-specific for permanent change of station orders (PCSO).

11-2. Outprocessing Army personnel

a. Finance. The MEPS prepares departure paperwork and sends (by FEDEX) the required documentation within 48-72 hours according to the Fort McCoy Finance SOP, page 19.

b. Personnel. The MEPS prepares departure paperwork and sends (by FEDEX) the required documentation within 24 hours according to the Fort McCoy Personnel SOP, chapter 1(4).

11-3. Outprocessing Marine Corps personnel

Marine Corps personnel must contact their local I - I when notified of PCSO and must maintain coordination with the MEPS and the I - I.

11-4. Outprocessing Navy personnel

Navy personnel must contact the PSD/NRD when notified of PCSO and must maintain coordination with the MEPS and the PSD/NRD.

11-5. Outprocessing Air Force personnel

After receipt of PCSO from the MPF, Air Force personnel must maintain coordination with the MEPS and the MPF.

11-6. Outprocessing Coast Guard personnel

After receipt of PCSO from the servicing PERSRU, Coast Guard personnel must maintain coordination with the MEPS and the PERSRU.

Chapter 12 Retention

12-1. Retention incentive program

Each military service prescribes certain incentives to help retain high quality personnel. Commander and supervisor involvement helps ensure quality service members remain on active duty. While the retention incentive program recognizes military personnel reenlisting in the Armed Forces, commanders will establish a local retention incentive program. USMEPCOM incentives for reenlistment are:

a. A 4-day pass, including 2 full duty days in conjunction with a weekend. This 4-day pass must be taken within 60 days after reenlistment. This pass is in addition to any pass authorized by any HHC, sector, or individual MEPS incentive program.

b. Coordination of a ceremony allowing the service member to select the uniform, time, place, and reenlistment officer. Only officers are authorized to perform the reenlistment ceremony. After the reenlistment ceremony, the service member will be in a non-duty status for the remainder of the day to take care of personal business (e.g., identification card, finance appointment).

c. Exemption from roster-type duties and details not pertaining to normal duty. Exemptions will begin on the date of reenlistment, for a period not to exceed 30 days. Any duty scheduled before the reenlistment must be canceled if the scheduled duty would require the member to perform duty during the exempted period.

12-2. Reenlistment procedures

a. **Army.** Soldiers must contact the Fort McCoy Command Retention NCO within 12 months of their ETS date and maintain coordination with their senior enlisted advisor and Fort McCoy.

b. **Marine Corps.** Marines must contact their I - I Career Planner no earlier than 12 months before their end of active service date and must maintain coordination with their senior enlisted advisor and their I - I.

c. **Navy.** Sailors must contact their servicing PSD Career Counselor within 12 months of the end of their active obligated service date and must maintain coordination with their senior enlisted advisor and the PSD/NRD.

d. **Air Force.** Airmen must contact their servicing MPF Special Actions Branch within 13 to 15 months of the ETS date and must maintain coordination with their senior enlisted advisor and the MPF.

e. **Coast Guard.** Coast Guardsmen must contact their servicing PERSRU within 12 months of their ETS date and must maintain coordination with their senior enlisted advisor and the PERSRU.

Appendix A References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://web1.whs.osd.mil/icdhome/forms.htm>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://www.neds.nebt.daps.mil>)

Air Force (<http://afpubs.hq.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms

http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=116369&contentType=1004

Section I (The publication(s) needed to comply with this publication.)

Required Publication(s)

AFI 36-2103

Individualized Newcomer Treatment and Orientation (INTRO) Program. Cited in paragraph 3-3a.

AFI 36-2110

Assignments. Cited in paragraph 2-2.

AFI 36-2406

Officer and Enlisted Evaluation Systems. Cited in tables 9-1 and 9-2.

AFI 36-2501

Officer Promotions and Selective Continuation. Cited in paragraphs 5-4b(1) and (2).

AFI 36-2502

Airman Promotion Program. Cited in paragraph 5-4a.

AFI 36-2907

Unfavorable Information File (UIF) Program. Cited in paragraph B-4.

AFI 36-3003

Military Leave Program. Cited in paragraph B-4.

AFI 36-3208

Administrative Separation of Airmen. Cited in paragraph B-4.

AR 600-8-8

The Total Army Sponsorship Program. Cited in paragraph 3-3a.

AR 600-8-10

Leaves and Passes. Cited in paragraph B-4.

AR 600-8-11

Reassignment. Cited in paragraph B-4.

AR 600-8-19

Enlisted Promotions and Reductions. Cited in paragraph 5-1a.

AR 600-8-29

Officer Promotions. Cited in paragraph 5-1b.

AR 600-20

Army Command Policy. Cited in paragraph B-4.

AR 601-270/AFR 33-7/MCO P1100.75A

Military Entrance Processing Station (MEPS). Cited in paragraph 2-2 and 2-4b(1).

AR 614-200

Enlisted Assignments and Utilization Management. Cited in paragraph 2-2.

AR 623-105

Officer Evaluation Reporting System. Cited in table 9-1.

AR 623-205

Noncommissioned Officer Evaluation Reporting System. Cited in table 9-2.

BUPERSINST 1430.16

Advancement Manual for the Advancement of Enlisted Personnel of U.S. Navy and U.S. Naval Reserve. Cited in paragraph 5-3a(1).

BUPERSINST 1610

Navy Performance Evaluation and Counseling System. Cited in tables 9-1 and 9-2.

COMDTINST M1000.6 (Series)

United States Coast Guard Personnel Manual. Cited in paragraph 2-4b(5).

Comptroller Financial Services Office

Cited in paragraph 10-5a. (Guidance and template sent directly from the servicing MPF to the Headquarters, sectors, and each MEPS.)

DOD 1348.33-M

Manual of Military Decorations and Awards. Cited in paragraph 6-2a.

Fort McCoy Financial SOP

Cited in paragraphs 10-2a and 11-2a. (SOP sent directly from Fort McCoy to the Headquarters, sectors, and each MEPS.)

Fort McCoy Personnel SOP

Cited in paragraphs 10-2b and 11-2b. (SOP sent directly from Fort McCoy to the Headquarters, sectors, and each MEPS.)

MCO 1320.11E

Personnel Sponsorship Program. Cited in paragraph 3-3a.

MCO P1000.6

Assignment, Classification, and Travel System Manual. Cited in paragraph B-4.

MCO P1050.3

Regulation for Leave, Liberty, and Administrative Absence. Cited in paragraph B-4.

MCO P1326.6D

Selecting, Screening, and Preparing Enlisted Marines for Special Duty Assignments and Independent Duties. Cited in paragraphs 2-2 and 2-4b(2).

MCO P1400.31B

Marine Corps Promotion Manual, Volume 1, Officer Promotions. Cited in paragraph 5-2b(1).

MCO P1400.32C

Marine Corps Promotion Manual, Volume 2, Enlisted Promotions. Cited in paragraph 5-2a(1).

MCO P1610.7E

Performance Evaluation System. Cited in tables 9-1 and 9-2.

NAVMC 2795

USMC User's Guide to Counseling. Cited in tables 9-1 and 9-2.

NAVPERS 15560D

Naval Military Personnel Manual. Cited in paragraph 3-3a.

NAVPERS 15909G

Enlisted Transfer Manual. Cited in paragraphs 2-2 and 2-4b(3).

SECNAVINST 7220.81 (MILPERS MAN 1050-010)

Leave Authorization. Cited in paragraph B-4.

Section II

Related Publication(s)
publication.)

(The publication(s) are merely a source of additional information. Users may read them to better understand the subject, but does not have to read them to comply with this publication.)

AR 600-8-2

Suspension of Favorable Personnel Actions (FLAGS)

Section III

Required Form(s)

(Form(s) needed to comply with this publication.)

DA Form 11-2-R

Management Control Evaluation Certification Statement. Cited in paragraph 1-5.

DA Form 638

Recommended for Award. Cited in paragraph 6-2a.

DA Form 4187

Personnel Action. Cited in paragraph 2-3a(3).

Section IV

Prescribed Form(s)

(The form(s) prescribed by this publication. Users must use to comply with this regulation.)

USMEPCOM Form 600-23-2

Certificate of Appreciation. Cited in paragraph 6-5a(1).

USMEPCOM Form 600-23-3

Certificate of Achievement. Cited in paragraph 6-5a(2).

USMEPCOM Form 600-23-4

Letter of Commendation. Cited in paragraph 6-5a(3).

USMEPCOM Form 600-23-7-E

Teamwork Certificate. Cited in paragraph 6-5a(4).

Section V (The file number(s) this regulation prescribes the user to file specific documents under.)

Prescribed File Number(s)

600-8-104a

Informational Personnel Files. Cited in paragraph 3-4.

600-8-22b3

Military Award Cases. Cited in paragraph 6-2b.

**Appendix B
Management Control Evaluation Checklist-Military Personnel Management and Administration**

B-1. Function

The function covered by this checklist is military personnel management and administration.

B-2. Purpose

The purpose of this checklist is to assist commanders and first sergeants in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, others). Answers indicating deficiencies must be explained and corrective action specified in supporting documentation. These management controls must be evaluated at least every 5 years. Record certification of completion of this evaluation on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

- a. Does the MEPS/sector have access to the following service directives?

- AR 623-105 (Officer Evaluation Reporting System)
- AR 623-205 (Noncommissioned Officer Evaluation Reporting System)
- AR 600-20 (Army Command Policy)
- AR 600-37 (Unfavorable Information)
- AR 600-8-10 (Leaves and Passes)
- AR 600-8-11 (Reassignment)
- MCO P1610.7 (Performance Evaluation System)
- NAVMC 2795 (USMC User's Guide to Counseling)
- MCO P1050.3 (Regulations for Leave, Liberty, and Administrative Absence)
- MCO P1000.6 (Assignment, Classification, and Travel System Manual)
- MCO 1320.11E (Personnel Sponsorship Program)
- BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)
- SECNAVINST 7220.81 (Leave Authorization) (MILPERS MAN 1050-010)
- NAVPERS 15560D (Navy Military Personnel Manual)
- AFI 36-2406 (Officer and Enlisted Evaluation Systems)
- AFI 36-2907 (Unfavorable Information File (UIF) Program)
- AFI 36-3003 (Military Leave Program)
- AFI 36-2110 (Assignments)
- AFI 36-3208 (Administrative Separation of Airmen)
- COMDTINST M1000.6 (United States Coast Guard Personnel Manual)

YES NO REMARKS:

- b. Does the MEPS have procedures in place to make liaison with the servicing military personnel centers for all branches of services (i.e., contact telephone numbers and mailing addresses)?

YES NO REMARKS:

c. Is the MEPS/sector coordinating with the J-1/MHR-MS-PE and appropriate servicing personnel center to update the Joint Personnel System in a timely manner?

YES NO REMARKS:

d. Does the MEPS/sector submit pay and leave related transactions on transmittal documents through the servicing personnel center to the servicing finance and accounting office?

YES NO REMARKS:

e. Does the MEPS/sectors have a system in place to ensure performance evaluation reports are submitted on time and when required? (AR 623-105/AR 623-205/BUPERSINST 1610.10/AFI 36-2406/MCO P1610.7 and COMDTINST M1000.6)

YES NO REMARKS:

f. Does the MEPS/sector have an active sponsorship program?

YES NO REMARKS:

g. Does the MEPS/sector have a program in place to ensure timely submissions of awards?

YES NO REMARKS:

B-5. Supersession

This checklist replaces the checklist in USMEPCOM Regulation 600-23 released 29 December 1999.

B-6. Comments

Submit comments on this evaluation checklist to HQ USMEPCOM, ATTN: J-1/MHR-MS-PE, 2834 Green Bay Road, North Chicago, IL 60064-3094.

B-7. Use of DA Form 11-2-R

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation. MEPS must use this form to document evaluations (see sample, fig. B-1). The assessment unit is the MEPS section or topic reviewed (e.g., sponsorship, processing, medical, preenlistment interview, drug and alcohol testing, human immunodeficiency virus, temporary duty.). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) or whatever method used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self-explanatory. The certification is made by the person in charge of the area evaluated.

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER USMEPCOM Reg 600-23
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		2. DATE OF REGULATION ddmmyy
3. ASSESSABLE UNIT Area being reviewed or evaluated		
4. FUNCTION The specific item(s) being reviewed or evaluated		
5. METHOD OF EVALUATION (<i>Check one</i>)		
<input checked="" type="checkbox"/>	a. CHECKLIST	b. ALTERNATIVE METHOD (<i>Indicate method</i>)
APPENDIX (<i>Enter appropriate letter</i>) J		
6. EVALUATION CONDUCTED BY		
a. NAME (<i>Last, First, MI</i>) Doe, Cooper D.		b. DATE OF EVALUATION ddmmyy
7. REMARKS (<i>Continue on reverse or use additional sheets of plain paper</i>)		
<p>a. All evaluations must be supported by specific documentation. At a minimum, supporting documentation must clearly indicate:</p> <ul style="list-style-type: none"> - Who conducted the evaluation. - The date of the evaluation. - The methods used to test key management controls (management evaluation control checklists, spot checks, paperwork reviews, etc.). - What management control material weakness, if any, were detected (discrepancies). - What corrective actions were taken. <p>b. Reporting organizations (MEPS, sector, directorate) must maintain copies of their annual statements, along with complete supporting documentation.</p> <p>c. Organizations tracking material weaknesses must maintain documentation on:</p> <ul style="list-style-type: none"> - Status. - Effectiveness of corrective actions. - Validation of corrective actions. <p>d. Retention of documentation must be in accordance with the modern army recordskeeping system:</p> <ul style="list-style-type: none"> - Assessable units (MEPS, sector, directorate) retain most recent management control evaluation. - Reporting organizations (MEPS, sector, directorate) retain annual statements and supporting documents for 2 years. - Reporting organizations (MEPS, sector, directorate) retain material weaknesses for 2 years. 		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (<i>if any</i>) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) Typed Name and Title John A. Doe, Commander		b. DATE CERTIFIED ddmmyy
(2) Signature John A. Doe		

Figure B-1. Sample of a completed DA Form 11-2-R

Appendix C
Instructions for Completing DA Form 638

This appendix provides number-by-number instructions for completing DA Form 638. DA Form 638 is used for all military personnel assigned to USMEPCOM.

1. TO - Enter "Award Approval Authority"
2. FROM - Enter "Commander, (specific) MEPS, city, state, ZIP code"
3. DATE - Self-explanatory

PART I – SOLDIER DATA

4. NAME – Enter name of nominee spelled exactly as required on certificate or order
5. RANK – Enter rank of nominee
6. SSN – Enter the Social Security Number of the nominee
7. ORGANIZATION - Enter "US Military Entrance Processing Command"
8. PREVIOUS AWARDS - Self-explanatory
9. BRANCH OF SERVICE - Self-explanatory
10. RECOMMENDED AWARD - Enter the type of award (i.e., DMSM, JSCM, or JSAM) and the number of oak leaf clusters if applicable
11. PERIOD OF AWARD - Self-explanatory
12. REASON FOR AWARD
 - 12a. INDICATE ACH, SVC, PCS, ETS, OR RET - Self-explanatory
 - 12b. INTERIM AWARD - Check "NO" (There are no interim awards for joint awards.)
13. POSTHUMOUS. Self-explanatory

PART II – RECOMMENDER DATA

- 14 through 19. RECOMMENDER DATA - Self-explanatory.

PART III – JUSTIFICATION AND CITATION DATA

20. ACHIEVEMENTS - Self-explanatory
21. PROPOSED CITATION – Enter "See Attached"

TOP OF PAGE 2 - Enter the same information as in blocks 4, 5 and 6.

PART IV – RECOMMENDATIONS/APPROVAL/DISAPPROVAL

22a. SIGNATURE – MEPS commander/division chief

22b. DATE – Self-explanatory

23. INTERMEDIATE AUTHORITY

23a. TO – Next in chain of command

23b. FROM – Same as block 22a.

23c. DATE – Self-explanatory

23d. RECOMMENDATION: - Check box as appropriate. Enter an award upgrade or downgrade if appropriate.

23e. NAME – Enter name of MEPS commander/division chief

23f. RANK – Self-explanatory

23g. TITLE/POSITION – Self-explanatory

23h. SIGNATURE – MEPS commander/division chief

23i. COMMENTS –Personal remarks should be handwritten

24. INTERMEDIATE AUTHORITY. For JSCM and above level, the sector commander or the HQ USMEPCOM director signs.

24a through 24i – Enter the information for the signer in 24h.

25. INTERMEDIATE AUTHORITY

Note: For a DMSM, the intermediate authority will be the USMEPCOM Commander. Leave blank for other awards.

25a through 25i – For a DMSM, enter the information for the USMEPCOM Commander otherwise leave blank.

26. APPROVAL AUTHORITY

Note: For a JSAM, the sector commander signs; for a JSCM, the USMEPCOM Commander signs; for a DMSM, the Commanding General, USA TRADOC signs.

26a through 26i - Enter the information for the approval authority signing in 26h.

PART V – ORDERS DATA

Not used for USMEPCOM orders.

Glossary

Section I
Abbreviations

AFB

Air Force Base

AFI

Air Force Instruction

ALNAV

All Navy

AR

Army regulation

BUPERS

Bureau of Naval Personnel

BUPERSINST

Bureau of Naval Personnel Instruction

CFA

current files area

COMDTINST

Commandant Instruction (Coast Guard)

DA

Department of the Army

DMSM

Defense Meritorious Service Medal

DSSM

Defense Superior Service Medal

DOD

Department of Defense

DOR

date of rank

EDAS

Enlisted Distribution Assignment System

eMILPO

electronic Military Personnel Office

ERB

enlisted record brief

ETS

expiration term of service

HQ AFPC

Headquarters, Air Force Personnel Center

HQMC

Headquarters Marine Corps

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

HRC

[U.S. Army] Human Resources Command

I – I (Marine Corps)

inspector-instructor

JPS

Joint Personnel System

JSAM

Joint Service Achievement Medal

JSCM

Joint Service Commendation Medal

MARADMIN

Marine Administrative Message

MCO

Marine Corps Order

MEPS

Military Entrance Processing Station

MILPER

military personnel

MPF

military personnel flight

NAVPERS

Naval personnel

NCO

noncommissioned officer

PCSO

permanent change of station orders

PERSRU (Coast Guard)

Personnel Reporting Unit

POC

point of contact

SOP

standing operating procedures

STEP

stripes for exceptional performers

TAD (Navy and Marine Corps)

temporary additional duty

TDY (Army and Air Force)

temporary duty

USMEPCOM

United States Military Entrance Processing Command

USN

United States Navy

Section II

Terms

relief for cause

The early removal of a service member from a specific duty assignment because of a failure to perform duties satisfactorily or because of misconduct.

servicing military personnel center

Within USMEPCOM, a general term representing each service's personnel center: personnel support battalion, inspector-instructor staff, personnel support detachment, and military personnel flight.