

Summary of Changes

Immediate revisions are made to this regulation and are formatted in **red text**; information that is obsolete and will be deleted is formatted in **red text** with ~~strikethrough~~.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 immediate revision effective October 10, 2017

- Para 1-4, e. (2) added applicant off-site lunch SOP to list of MEPS SOPs.
- Para 1-4, e. (12) added IRC templates per INFO-16-12DEC-346.
- Para 2-2, i. and j. incorporated intent of UMI 25-52-1.
- Para 2-9, b. (1), (2), (3) Para 11-3 a. clarified obsolete MOC eye with current SPEAR icon.
- Para 3-6, g. clarified special category non-applicant procedures.
- Para 4-3, a. and e. incorporated intent of UMI 25-52-1.
- Para 4-4, c. (3) clarified applicant packet return policy.
- Para 4-4, e. (1) and (2) incorporated UBIS reports change from INFO-17-04APR-093.
- Para 5-4 a. and c. clarified ARN/SSN policy.
- Para 5-9, b. and 5-10 clarified PAI procedures.
- Para 6-1, c. and 6-6, c. clarified BIR capabilities.
- Para 6-3, c. (5) incorporated INFO-17-05MAY-114 regarding USAF Reserve applicant special agreement checks.
- Para 7-3, k. and l. incorporated intent of INFO-17-03MAR-053.
- Para 7-5 incorporated intent of INFO Msg INFO-17-03MAR-061 regarding visitors.
- Para 7-5, a. clarified visitor identity standards.
- Para 9-5, g. changed compact disk language to SPEAR link IAW T-14-06JUN-035.
- Appendix A, A-3, e. Change to Honolulu deployment EFCS requirement from INFO-17-03MAR-054.
- Appendix A, A-3, f. Clarified TIN usage.
- Glossary added TIN definition.
- Glossary added PEI Front-loading definition.

Incorporating immediate revision effective June 19, 2017

- Para 1-4 e (11) clarified JKO vice ALMS.
- Para 4-4 d. (1) incorporated Update 2 of INFO 15-02FEB-027 regarding checking out applicant records.
- Para 4-4 f. added per Update 2 of INFO 15-02FEB-027 regarding checking out applicant records.
- Para 4-8.b (2) incorporated INFO-17-01JAN-018 regarding mailing applicant packets.
- Para 5-4 clarified first initial of first name, DOB, and ARN.
- Figure 5-2 clarified USCIS form I-551 vice N-551.
- Para 6-3, 6-4, and 6-5 incorporated INFO 16-08AUG-211 regarding 120 wait period for fingerprints.
- Para 9-7 d and 9-8 c clarified conflicting paragraphs.
- Appendix A revised in its entirety.
- Appendix B USAF Recruiting manual updated.

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HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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No. 601-23

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**Personnel Procurement
Enlistment Processing**

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Executive Summary. This regulation encompasses current policy and regulatory guidance for operations of Military Entrance Processing Station (MEPS).

Applicability. This regulation applies to all personnel assigned or attached to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) and MEPS.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from HQ USMEPCOM, ATTN: J-3/MEOP, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-3/MEOP. 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-3/MEOP, 2834 Green Bay Road, North Chicago, Illinois, 60064-3091, or as instructed in [Chapter 11](#) of this regulation.

Internal Control Process. This regulation contains internal control provisions. The internal control evaluation checklist is available on the USMEPCOM Intranet site named Sharing Policy Experience and Resources ([SPEAR](#)): [MEIG page](#); Inspection Checklists; Processing for use in conducting internal controls.

*This regulation supersedes USMEPCOM Regulation 601-23, June 19, 2017

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Chapter 1

General

1-1. Purpose

This regulation provides policies and procedures on applicant processing; matters relating to preparing, maintaining, and distributing enlistment documents (including interviewing and fingerprinting enlistment applicants), processing Special Agreement Check (SAC) requests. It also provides instructions for implementation of Military Entrance Processing Station (MEPS) functions required by the Department of Defense (DoD), and Recruiting Service Liaison/Guidance Counselor (SL/GC) Service(s) directives during peacetime and mobilization.

1-2. References

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

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the Appendix [D](#).

1-4. Responsibilities

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

(1) Exercise primary staff responsibility and develop policies and procedures on applicant operational processing and related matters.

(2) Develop requirements, research deficiencies, and recommend upgrades to new software as necessary for automated operational processes, and collaborates with other functional subject matter experts (SMEs) on overall system integration efforts.

(3) Identify “Generating Enhancements Through Innovative Thinking” (GETIT) sites, and coordinate with Sectors 30 days prior to visit.

(4) Maintain liaison with the investigating agency; SAC processing, Electronic Fingerprint Capturing Stations (EFCS), and the electronic communication of fingerprints to the investigating agency.

(5) Provide a single point of contact for all applicant daily processing issues for any MEPS through the J-3/Operations Directorate-Current Operations Division-Operations Center “MOC” (J-3/ MEOP-COO).

b. J-7/Medical Plans and Policy Director (J-7/MEMD) will:

(1) Exercise primary staff responsibility and develop policies and procedures on applicant medical processing and related matters through the United States Military Entrance Processing Command (USMEPCOM) Medical Program.

(2) Develop requirements, research deficiencies, and recommend upgrades to new software as necessary for automated medical processes affecting the USMEPCOM Medical Program and collaborate with J-3/MEOP on system integration.

(3) Provide a single point of contact for all applicant daily medical processing issues for the MEPS submitted through the “MOC” system. **Note:** Execution of the USMEPCOM Medical Program is regulated

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by the [USMEPCOM Regulations \(UMRs\) 40-1, 40-8, Department of Defense \(DoD\) Human Immunodeficiency Virus \(HIV\) Testing Program and Drug and Alcohol Testing \(DAT\) Program](#), and [40-9, Bloodborne Pathogen Program](#), series.

c. Sector Commanders will implement and monitor the policies and procedures of this regulation to include:

(1) Determine MEPS capacities.

(a) Ensure MEPS capacity figures are reasonable and justifiable.

(b) Review MEPS capacities annually at the end of each Fiscal Year (FY) and adjust as necessary.

(2) Direct and monitor MEPS Saturday openings, closings and holidays. Determine, in coordination with the Battalion and/or MEPS Commanders, the notification lead times required to support Saturday processing and inform the appropriate equivalent Recruiting Services of lead times.

(3) Coordinate with J-8/Resource Management Directorate-Program and Policy Division (J-8/MERM-PP) the proposed budget for civilian labor overtime costs of the MEPS for after normal duty hours and Saturday openings as directed by Headquarters (HQ) USMEPCOM. Sectors will report to HQ USMEPCOM any unbudgeted charges that were incurred for extended operations.

(4) Fund Familiarization Training for MEPS Commander, Operations Officer and Senior Enlisted Advisor. A Service recruiter temporary duty (TDY) from the MEPS to the Inter-service Recruitment Committee (IRC) Headquarters will be included as appropriate to accomplish this training.

(5) Advocate the use of the J-3/MEOP-COO when assistance and support is needed regarding applicant processing.

(6) Exercise supervision responsibilities to the MEPS in assisting and monitoring implementation of this regulation and future policies and procedures announced via the Command Message System (CMS).

(7) Ensure MEPS are in compliance with applicable regulations.

d. Battalion Commanders will:

(1) Monitor the policies and procedures of this regulation; and future guidance announced via the CMS.

(2) Determine MEPS capacities.

(3) Maintain coordination with the IRC to ensure voting and non-voting members are aware of policies. **Note:** US Coast Guard is a voting member; only Reserve Components are non-voting members.

e. MEPS Commanders will:

(1) Execute the policies and procedures in this regulation; and future guidance announced via the CMS.

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(2) Ensure Standard Operating Procedures (SOPs) do not contain policies that are more restrictive than what is indicated in this regulation. Each MEPS local SOP will include, at a minimum: no-show procedures, manual processing procedures, control desk hours of operation, Service exception to policy (ETP) request procedures, Walk-in Policy, Applicant Smoking Policy, **Applicant Off-site Lunch SOP**, MEPS Commander's Applicant Electronic Device Policy, and other policies in this regulation; or as stated in other applicable regulations.

(3) Notify the IRC, Sector, and/or Battalion Commanders when projections exceed capacity. Comply with [UMR 40-1](#), concerning reporting requirements when the fee basis provider (FBP) vendor fails to meet contractual requirements for FBP orders. MEPS will notify the FBP vendor in a timely manner in accordance with (IAW) UMR 40-1, paragraph 1-7b (Daily Fee Basis Request).

(4) Ensure a quality pre-accession and accession packet is completed for each applicant when applicable.

(5) Designate, in writing, MEPS personnel authorized access to the MEPS enlistment and examination files room. Ensure the memorandum is posted next to each files room entrance.

(6) Designate, in writing, a list of SL/GCs authorized access to applicant file documents. Ensure the memorandum is posted next to each files room entrance. Additionally, original medical documents used for enlistment processing (not owned by the applicant) will remain under the control of USMEPCOM personnel until Delayed Entry/Enlistment Program (DEP)/Access; copies may be forwarded for review by the Services.

(7) Plan and coordinate support for all directed Saturday openings. Plan required testing schedules to support Saturday processing days. Ensure scheduled closings and openings for the current operating year are reflected in the MEPS Schedule table (Screen OU06) in USMEPCOM Integrated Resource System (USMIRS).

(8) Ensure MEPS staff completes familiarization training with a Service recruiter. The intent of this training is to provide MEPS Service members with a basic working knowledge of the mission of the Recruiting Service partners. MEPS Service members will only observe and not get involved with the selling process or provide anecdotal comments to the recruiter or applicant.

(a) All newly assigned MEPS Service members will spend 1 to 2 days of familiarization training with a Service recruiter. This must occur within the first 90 days of assignment to the MEPS. With the MEPS Commander's approval, civilian employees are encouraged (but not required) to participate.

(b) The MEPS Commander will coordinate with the local IRC to determine which Recruiting Service office location each MEPS personnel will visit, with the understanding that it must be within commuting distance of the MEPS or the Service member's residence (whichever is closer).

(c) Except for the MEPS Commander, Operations Officer and Senior Enlisted Advisor, MEPS Service members shall accomplish their familiarization training with a recruiter from the same Service. The MEPS Commander, Operations Officer and Senior Enlisted Advisor shall accomplish the familiarization training with a counterpart of another Service. Additionally, the MEPS Commander, Operations Officer and Senior Enlisted Advisor shall visit the IRC Headquarters of their counterparts that are within 300 miles of the MEPS. They will review their marketing mission and advertising strategies to support the Student Testing Program.

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(d) A MEPS Service member with prior recruiting experience is exempt from this familiarization training requirement. Recruiting experience is defined as duty with a recruiting district, battalion, or a subordinate command, and not as a member of one of the major Recruiting Service headquarters staff.

(9) Ensure only qualified applicants ship either by being fully qualified in aptitude, medical (with emphasis on height and weight requirements as well as HIV/DAT results received) and conduct; and, in cases of disqualification or exception to policy, ensure proper documented Recruiting Service waiver(s) have been approved and received.

(10) Coordinate new recruiter orientation with the IRC and provide training to new Service Liaison/Guidance Counselors IAW Chapter [7](#) of this regulation.

(11) Ensure all OPSOs, Assistant OPSOs, Supervisory HRAs, Lead HRAs, HRAs, Processing Technicians, and all MEPS military/civilian personnel that use e-Security complete the e-Security User Course every two years. Once the course has been completed, the JKO Instructor Manager will be informed in order for course completions to be added to the USMEPCOM e-Security User Course roster.

(12) Conduct IRC meetings IAW AR 601-270. Supporting IRC slide templates are available on the [MOC's SPEAR page](#) in the Miscellaneous section (insert link here).

f. MEPS Operations Officers will:

(1) Manage applicant processing activities in coordination with the Recruiting Services.

(2) Supervise preparation of orders, and ensure use of [USMEPCOM Form \(UMF\) 55-2-3-E, Order Consolidation Sheet/Control Log](#), and e-Orders are maintained in IAW [UMR 55-2, Recruit Travel](#).

(3) Report the Hometown/Direct Ship monthly data in accordance with UMR 55-2.

(4) Ensure medical processing is complete and an applicant is medically qualified to “ship” per the MEPS Chief Medical Officer (CMO) (or CMO-designated medical lead) during Quality Review Program (QRP).

(5) Ensure a quality pre-accession and accession shipper packet is completed on each applicant, forms are in proper sequence, and regular quality checks of the packet breakdown process are scheduled IAW UMR 55-2.

(6) Ensure training Social Security Numbers (SSNs) are requested from the MOC either the day prior or the morning of MEPS scheduled training sessions. No MEPS will enter training SSNs into either USMIRS or Computerized Adaptive Testing—Armed Services Vocational Aptitude Battery (CAT—ASVAB) systems that have not been provided in advance from the MOC.

(7) Ensure a J-6/Information Technology Directorate (J-6/MEIT) Service Desk ticket is submitted each time the local USMIRS and/or e-Security application is not functioning properly or is unavailable for enlistment processing.

(8) Ensure Station Advisory Reporting Network (STARNET) reports are submitted IAW [UMR 380-1, USMEPCOM Security Program](#) and IAW Paragraph [2-4](#) of this regulation (MEPS closures, applicant injury, or other unusual circumstances).

Chapter 2 MEPS Operations Schedules

2-1. Overview

This chapter prescribes schedule policies for the operations of MEPS. The times associated within this regulation are the base from which MEPS will operate. MEPS are encouraged to expand the windows and times whenever possible in support of the recruiting mission. If a MEPS policy is more restrictive toward recruiting than what is in this regulation, then it does not meet the USMEPCOM Commander's intent. MEPS will not establish any times or windows that are more restrictive than what is indicated in this regulation. The MEPS will input/update USMIRS local tables after the annual USMEPCOM Fiscal Year Operating Schedule is published.

2-2. Processing Schedule, Projections

The MEPS will operate on a 5-day work week, excluding federal holidays, 3-day holiday weekends and HQ, Sector, and Battalion pre-approved closures. The MEPS will also not normally open for applicant processing on Sundays or the Friday following Thanksgiving. MEPS will avoid initiating the processing day prior to 0600 local time unless mission essential requirements dictate the need to open earlier. Opening times will be reviewed when negotiating new meals and lodging contracts. USMEPCOM's Operating Schedule is located on the [SPEAR homepage](#) under Internal Resources. MEPS will update their processing schedule in USMIRS to coincide with local and HQ USMEPCOM, Sector, and Battalion approved non-processing days. All applicants and non-applicants must be projected in USMIRS for aptitude testing, medical examinations, DEP, and accessions. **Note:** All times listed reflect local MEPS time.

a. "48-Hour" Projections. A mandated "48-hour" projection policy must be applied by all MEPS for the following applicant processing types:

- (1) Full medical examinations
- (2) Medical inspects for other than shipping. **Note:** Shipping inspects will be projected IAW [UMR 55-2](#).
- (3) Delayed Entry Program (DEP) and Guard/Reserve accession contracting
- (4) Consults

Note 1: Shipper-only projections will be provided IAW current policy in UMR 55-2.

Note 2: ASVAB and Special Test projections will be provided 24 hours prior to test session start time.

Note 3: Projections for the processing types above will be submitted Not Later Than (NLT) 1300 per Table [2-1](#). For example, "48-hour" QRP and projections for Tuesday will be conducted on the Friday prior with submissions NLT 1300 local MEPS time.

Table 2-1. “48-Hour” Projection Timetable

| If applicant is projected to process on: | Then projections are submitted NLT 1300 on the preceding: |
|---|--|
| Monday | Thursday |
| Tuesday | Friday |
| Wednesday | Monday |
| Thursday | Tuesday |
| Friday | Wednesday |

Table 2-1. “48 Hour” Projection Timetable

Note 4: Table 2-1 does not apply when impacted by a holiday. Those projections will be submitted the previous processing day.

b. MEPS will perform QRP IAW [UMR 680-3, United States Military Entrance Processing Command Integrated Resource System \(USMIRS\)](#). At QRP if the MEPS identify any errors with an applicant's “48-Hour” projection, the Service will have until 1100 the next business day to correct the deficiencies. If the deficiencies or errors are not rectified by 1100 the day before scheduled processing, the projection will be deleted. Each discrepancy identified during review of the applicant's packet and the applicant’s electronic data will have an associated "N" status created using USMIRS Screen OQ03 - N Status. To support the requirement, a list of commonly identified ["N" Status discrepancies](#) is available on SPEAR.

c. SL/GCs will notify the MEPS control desk of any applicants that will not be present for processing as soon as identified.

d. An applicant must be projected in USMIRS in order to be biometrically enrolled IAW Chapter 9 of this regulation.

e. A Service Processing For (SPF) projection change should be provided for QRP and submitted NLT 1300 for processing in two days IAW SPF change policy contained in UMR 680-3. When an SPF change is performed on the processing date while the applicant is on the processing floor, MEPS personnel will annotate the [UMF 727-E, Processing List \(PL\)](#) remarks section with the new SPF then no change is required to the applicant’s projection and the applicant may continue to process as needed. An Electronic Service Processing For (e-SPF) change may be identified during MEPS Check-in and annotated/processed IAW Paragraph [10-3](#) of this regulation.

f. MEPS Commanders will advocate within their IRC that robust medical prescreening positively impacts efficient medical processing, especially for obtaining applicant’s personal medical treatment records, determining if a consult is required, etc. MEPS Commander will advise their IRC that projection time may be extended when additional medical documentation is requested.

(1) The Recruiting Services must submit a [Department of Defense \(DD\) Form 2807-2, Medical Pre-screen of Medical History Report](#), in order for an applicant to be considered for a medical examination at the MEPS IAW [UMR 40-1](#). The pre-screen may be submitted with or without the projection; however, the [UMF 680-3A-E, Request for Examination](#), must accompany the prescreen submission to support USMIRS data entry. The UMF 680-3A-E may be a legible copy. If any UMF 680-3A-E is either illegible, unreadable, incomplete, or contains errors; the applicant will be returned to the Service Liaison/Guidance

Counselor to resolve the discrepancy. The [DD Form 1966/5, Record of Military Processing—Armed Forces of the United States](#), must accompany the pre-screen for all minor applicants, IAW Paragraph [3-6i](#) of this regulation.

(2) Except for walk-ins, prescreens on applicants with no medical history documentation as defined IAW [UMR 40-1](#), will be submitted NLT 1300 for processing two days later. MEPS personnel must review a pre-screen with no medical history the same day it is received. See Paragraph [3-6b\(3\)](#) for guidance regarding walk-in prescreens.

(3) For prescreens on applicants with medical history documentation, of 5 or less single-sided pages as defined IAW UMR 40-1; MEPS are required to notify the Recruiting Service of the applicant's status within two processing days (workdays) of receipt of prescreen. The CMO, ACMO, or FBP may require additional documentation, which could extend projection time. **Example:** Recruiter submits medical documentation to the MEPS of up to 5 pages with the [DD Form 2807-2](#) pre-screen NLT noon Monday for an applicant projected to process NET (not earlier than) Thursday. MEPS will provide the status of the applicant (cleared to process or additional information required which will cause the projection to need to be deleted) NLT 1100 Wednesday; i.e., Monday to Tuesday is day one, and Tuesday to Wednesday is day two. Also, QRP in this example should occur on Tuesday at 1300.

(4) For prescreens on applicants with medical history documentation of more than 5 single-sided pages as defined IAW UMR 40-1; MEPS are required to notify the Recruiting Service of the applicant's status within three processing days (workdays) of receipt of prescreen. The CMO, ACMO, or FBP may require additional documentation, which could extend projection time. **Example:** Recruiter submits medical documentation of 11 pages with the [DD Form 2807-2](#) pre-screen NLT noon Monday for an applicant projected to process NET Friday. MEPS will provide the status of the applicant NLT 1100 Thursday (cleared to process or additional information required which will cause the projection to need to be deleted); i.e., Monday to Tuesday is day one, Tuesday to Wednesday is day two, and Wednesday to Thursday is day three. Also, QRP in this example should occur on Wednesday at 1300.

(5) A prescreen is valid for periods as defined IAW [UMR 40-1](#). After the validity period has passed, a new prescreen will be required.

(6) If a prescreen disqualification is determined, MEPS will enter the data into USMIRS and send the package back to the SL/GC. The Recruiting Services may obtain waiver authority for consideration to physical.

(7) IAW UMR 40-1 reviewed completed and signed prescreen form 2807-2s will be returned to the files room with the applicant's packet and the MEPS medical department will notify the Service Liaison of the applicant's prescreen status.

g. The Recruiting Services will project Prior Service (PS) applicants with a current physical to reenlist IAW their service retention standards. Normally, these individuals will not require aptitude and/or medical data for enlistment, and oftentimes are only MEPS-processing to ship. It is not the MEPS' responsibility to determine whether a PS applicant has met a particular service condition or requirement. MEPS will process PS applicants as projected by the sponsoring service. MEPS personnel will project and process non-service sponsored applicants as directed. USMIRS projection processing guidelines are addressed in [UMR 680-3](#).

h. MEPS personnel or SL/GC will not delete or modify projection records on the day of processing.

The MEPS will submit a MOC request when a problem is encountered with projection deletions or modifications.

i. MEPS will monitor and verify with the SL/GC the validity of Projections containing “GHOST” in the “Remarks” section of [UMF 727-E](#). If projection is invalid, SL/GC or MEPS will delete the Projection during QRP.

j. MEPS Control Desk personnel will ensure information on the UMF 727-E does not contain PII / PHI, or “other unnecessary” remarks which do not pertain to actual applicant processing requirements. When found (usually during QRP) MEPS will redact the data and inform the appropriate SL/GC; and if necessary, the appropriate IRC member.

2-3. Saturday Openings

There will be only one Saturday opening per month. This does not mean to only schedule an opening if 10 full medical examinations are projected. MEPS Commanders have the latitude to make the decision to schedule an opening on HQ authorized Saturdays based on anticipated workload; e.g., if a MEPS has 5 full medical examinations projected, and other projections justify opening, the MEPS Commander can open on the HQ authorized Saturday opening day without having 10 full medical examinations projected.

a. The MEPS will conduct applicant processing only on Saturdays as approved by the Commander, USMEPCOM.

b. MEPS will provide night testing on Fridays prior to Saturday openings.

c. During Saturday openings, at least one walk-in per Service is allowed. Additional walk-ins are permitted, but workload will not exceed medical processing capacity as defined in Paragraph [3-4d](#). The MEPS Commander will determine processing capacity for Same Day Processing/Processors (SDP). Officer applicants may be processed with the understanding that no special category or head-of-line privileges will be afforded.

2-4. MEPS Closures

In rare instances, the MEPS Commander may have to make the decision to close the MEPS. Such instances would include: power outage; Heating, Ventilation, and Air Conditioning (HVAC), water/sanitation; airport/airlines; road conditions; IRC actions; structural damage; and special or unusual events. The MEPS Commander can best determine a course of action by the following steps:

a. Make an immediate assessment.

b. Consider safety and other areas of concern.

c. Propose a solution and immediately inform the appropriate agencies (Sector, Battalion Commander, IRC, MOC, etc.). Considerations for Emergency Management Plan (EMP) and manual processing procedures are outlined in Paragraph [3-6h\(3\)](#) of this regulation.

d. Know the impacts of that decision on the MEPS and other agencies. If closure is the determined course of action, a STARNET must be submitted to J-1/Human Resource Directorate-Programs Division (J-1/MEHR-PR) IAW [UMR 380-1](#). If a computer is not available, at a minimum, the MEPS will contact their Battalion Headquarters, Sector representative, the J-3/MEOP-COO, J-7/MEMD FBP Contracting Officer Representative (COR)/Alternate COR, and FBP vendor (to cancel the FBP order) by telephone. **Note:** A MEPS Closure Decision Matrix is located on [SPEAR: J-3/Current Operations Division page](#).

2-5. Local Holidays and Special Events

The MEPS Commander is to consider local holidays and festivals when making a determination for weekend processing.

2-6. Training Days

Training days will be conducted quarterly, as scheduled by HQ USMEPCOM. **Note:** MEPS will update their local operating schedule in USMIRS to reflect the non-processing day.

2-7. Organization Day Planning Procedures

One organization day per fiscal year is authorized for each MEPS. The MEPS Commander will ensure their organization day is coordinated with the local IRC and that agreement is documented in the official IRC minutes. The MEPS Commander will send the approved date to J-3/Operations-Current Operations Division (J-3/MEOP-CO), Battalion Commander and their Sector. **Note:** MEPS will update their local operating schedule in USMIRS to reflect the non-processing day.

2-8. J-6/Information Technology Directorate-Enterprise Customer Service Branch

J-6/Information Technology Directorate-Enterprise Customer Service Branch, Service Desk (J-6/MEIT-CSD-CSB) operational hours and procedures are based on established and documented USMEPCOM priorities and resources. Duty hours of operation are from 0330–1800 (Central Time) Monday through Friday and from 0430–1530 on processing Saturdays, excluding Federal holidays. Requirements for additional support will be addressed for coordination to J-6/MEIT-CSD-CSB at least 1 week in advance.

2-9. J-3/Operations Directorate-Current Operations Center “MOC”

a. J-3/MEOP-COO will support MEPS operations as set forth by the fiscal year USMEPCOM Operating Schedule located on the [SPEAR homepage](#) under Internal Resources:

(1) Daily processing: Normal hours of operations are Monday–Friday, 0500–1800 Central Time (CT).

(2) Saturday processing: 0630–1500 CT.

(3) After normal hours support: J-3/MEOP-COO Team Leads are available on their duty cell phones. These phone numbers are located on [SPEAR: J-3/Current Operations Division page](#)

b. J-3/MEOP-COO will respond to requests for assistance on all aspects of applicant processing:

(1) Submit a MOC Request by clicking the **Service Desk/MOC icon on the SPEAR main page** ~~MOC Eye on the Outlook toolbar (available only on MEPS personal computers)~~. The Service Desk/MOC icon will direct users to the CA Service Desk Manager.

(2) For self-service, MEPS can use the **Top Solutions section of the CA Service Desk Manager. MOC Eye Search tab on the SPEAR homepage** to find answers to frequently asked questions.

(3) Contact the J-3/MEOP-COO via telephone when the **Service Desk/MOC icon on the SPEAR main page-MOC Eye** is not available or via group email address: OSD.North-Chicago.USMEPCOM.List.HQ-J3-MEOP-Current-Operations@mail.mil.

Chapter 3

Applicant Processing

3-1. Overview

This chapter prescribes the applicant processing cycle and processing options authorized.

3-2. The 6-Hour Applicant Processing Window

During normal MEPS operations and Saturday openings, the goal is to allot the Recruiting Services a 6-hour applicant processing window to work new contracts. This 6-hour window begins when the first scheduled full-physical applicant, per Service, completes their physical and is released from the MEPS Medical section to the appropriate Recruiting Services Liaison/Guidance Counselor Service(s) office. Therefore, the first group of applicants through the Medical Section will be a mix of all services.

a. Applicants selected to establish the 6-hour processing window are to have no issues on their medical prescreen that causes them not to meet accession medical standards. The goal is for the MEPS to return the “first full-physical, medically qualified” applicant to each SL/GC Service(s) office with enough time to establish a 6-hour processing window that does not extend beyond the MEPS last operations processing time (at least 45 minutes prior to the MEPS established closing time). If the service does not have anyone that initially appears to meet accession medical standards upon check-in and/or was selected to establish the 6 hour window and is subsequently found not medically qualified, then the quality of the medical exam will not be compromised in order to process this applicant through with the first group off the floor. Overall, the quality of the medical examination/inspection will not be sacrificed to meet compliance with the 6-hour window goal.

b. A steady flow of full-physical medical examinations is required to align MEPS capabilities with the needs of the Recruiting SL/GC Service(s) office. Conversely, the Services are to provide the MEPS with a steady flow of applicants for operations processing throughout the processing day (e.g. enlistment data entry and the Oath of Enlistment).

c. The MEPS Commander is authorized to grant or deny any request for a modification to the 6-hour window due to unusual circumstances. When modifications occur, the MEPS Commander will identify root causes and implement corrective action, when applicable, and anticipate issues that can negatively impact the 6-hour window (e.g. unusually large projected workloads, leave schedules).

3-3. Mission Days

Services will continue to have Mission Days. During Service Mission Days MEPS will continue to utilize MDCA calculations and will not provide preferential treatment outside the guidelines of MDCA.

3-4. MEPS Maximum Daily Capacity/Allocation

MDCA determines both the MEPS' maximum daily capacity for contracts (excluding shippers) and full medical exams (excluding inspectors) based on MEPS Human Resources Assistant (HRA) and medical staffing (excluding CMO, Assistant Chief Medical Officer (ACMO), and FBP). MDCA provides each Service a guaranteed minimum level of daily contract/full medical exams. Service allocation is determined by the MEPS workload percentage each Service executed the previous fiscal year. Allocation numbers are rounded up to the next full number. Service allocation will only be used to limit processing when the overall MEPS capacity for contracts or full medical exams is exceeded. MDCA numbers established annually are available on [SPEAR: J-3/Current Operations Division page](#).

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a. Sector Commanders are the approval authority for MEPS to reduce the daily annual minimum allocation for each Service below that published by HQ USMEPCOM. MEPS Commanders may increase daily annual maximum capacity and Service allocation numbers while still meeting the intent of MDCA. Sectors and Battalion Commanders will ensure MEPS are in compliance with this guidance.

b. MEPS will ensure, during QRP two days prior to scheduled processing, that Recruiting Service projections do not exceed MEPS overall daily maximum capacity. If projections exceed MEPS overall capacity, the MEPS will notify SL/GCs to reduce their number of projections (no lower than the Service's daily allocation) in order to bring the MEPS total down to maximum capacity. The Service will provide the MEPS with names of applicants projected to be deleted NLT 1100 the day after notification of exceeded MEPS capacity, i.e., 1100 the day before scheduled processing and after QRP.

c. The established walk-on policy remains in effect as outlined in Paragraph [3-6b](#) of this regulation.

d. Possible constraints that could alter the medical exam capacity include:

(1) Building fire code limit

(2) Number of medical exam rooms available

(3) FBP availability. Medical capacity is determined through the FBP Application process which determines the number of medical providers authorized each processing day based on projected workload.

(4) Number of profiling physicians

e. With the implementation of MDCA, extended hours (beyond normal MEPS working hours) are no longer authorized without approval from the Sector and Battalion HQ.

3-5. Applicant Processing Cycle

a. Aptitude testing. Under normal processing procedures, aptitude testing will precede the medical examination.

(1) Night testers will be projected by their sponsoring Service. However, if the sponsor is not in the facility the Testing Section will enter the projection for walk-in testers with completed [UMF 680-3A-E](#). All applicants for night testing will be checked in and out of the Testing Section. Night testing will be provided Monday through Thursday except holidays, and Friday prior to a Saturday opening. The MEPS will provide a 3-hour applicant-arrival window that covers, at a minimum, 1500–1700. For example, the MEPS arrival window could be at a minimum from 1400–1700 or 1500–1800. The MEPS will accept walk-in testers, but projected testers will be given priority.

(2) An applicant that has achieved a qualifying aptitude test score or triggered a confirmation test at an Internet Computerized Adaptive Testing (i-CAT) Military Entrance Test (MET) site will be allowed to further process at the MEPS as projected while awaiting receipt of original documents (UMF 680-3A-E) from the i-CAT MET site providing the score transmitted to USMIRS. During morning check-in on processing day, an applicant will present a new, fully completed UMF 680-3A-E. If an applicant has not been previously enrolled in e-Security, MEPS will create an administrative “N” status in USMIRS stating “i-CAT MET Site tester–Verify signatures on original UMF 680-3A-E from i-CAT site” and enroll them in e-Security IAW Paragraph [3-5c](#). Discrepancies between testing, medical, and/or enlistment signatures

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on UMF 680-3A-E will be conducted IAW Signature Verification discrepancy procedures (paragraphs 9-6 and 9-7 and UMR 680-3). The new UMF 680-3A-E will remain in the applicant packet until the original UMF 680-3A-E has been received and verified, and the Administrative “N” Status cleared. Instructions for completing UMF 680-3A-E are located on the [SPEAR: J-3/Current Operations Division page](#).

(3) All USMEPCOM sites with e-Security will biometrically (finger print/facial photo) enroll applicants prior to testing. If previously biometrically enrolled, the MEPS employee will conduct verification of identity.

b. Medical examinations. Medical examinations will be conducted IAW [UMR 40-1](#). Under normal processing procedures, medical examinations will follow aptitude testing.

(1) MEPS personnel will not conduct medical examinations on applicants with disqualifying aptitude test scores, (i.e., scores with an Armed Forces Qualification Test (AFQT) less than 10).

(2) The MEPS Commander may allow medical processing of an applicant with unverified test scores (as opposed to disqualifying) under circumstances that are clearly beyond the control of the recruiter or applicant (e.g., late arrival of test scores from MET sites, an inoperative Optical Mark Reader (OMR), USMIRS network connectivity problem, or manual scoring) that cannot be resolved or accomplished before the last medical examination start time. The MEPS Commander may direct medical processing be conducted first to minimize applicant down-time in the MEPS during heavy workload days when, for example, the number of applicants showing to test exceeds the number of available CAT—ASVAB terminals. The MEPS Commander, Operations Officer, or Assistant Operations Officer must prepare and sign a brief memorandum for record (MFR) explaining the circumstances. The MFR will include the applicant’s name, Social Security Number (SSN), and the reason the medical examination was given outside the normal processing sequence. The MFR may include multiple applicants processed on the same date with the same reason; however, a copy will be placed in each applicant’s file with redacted SSNs of all applicants except the applicant’s file it is inserted in. If an applicant receives a disqualifying aptitude test score while undergoing a medical examination, the MEPS Commander will inform the Medical Section. The applicant will complete medical processing, and the Medical Section will annotate the applicant’s PULHES in USMIRS accordingly. No additional medical testing/consults will be scheduled until the applicant receives a qualifying Armed Services Vocational Aptitude Battery (ASVAB) score.

(3) If requested by the appropriate SL/GC Service(s) office, applicants placed on administrative hold “N” status or declared medically disqualified may ASVAB retest or take any special test provided no mandated retest waiting period is violated. **Note:** IAW [UMR 680-3](#), the administrative hold “N” status will be temporarily removed for scoring purposes only and upon scoring completion, the administrative hold “N” status will be reinserted if not resolved. However, applicants with positive drug and/or alcohol results will not be permitted further processing and medical consultation will not be scheduled until completion of the Office of the Secretary of Defense mandated disqualification period IAW [UMR 40-8](#). The Recruiting Services may request that these applicants have fingerprints captured and submitted to the investigating agency.

c. USMEPCOM will biometrically enroll applicants upon first contact if not previously enrolled prior to medical examination. If previously biometrically enrolled, MEPS personnel will conduct verification of identity upon initial check-in and at each processing station.

d. Applicants processing for enlistment must comprehend English well enough to complete processing requirements. Applicants identified as non-English speaking will be referred to the section

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supervisor for evaluation. If indicated, a recommendation for the termination of processing will be submitted to the MEPS Commander (or representative).

(1) If processing is terminated, the annotation "non-English speaking applicant Reevaluation Believed Justified (RBJ) after 90 days" will be recorded in USMIRS, and the applicant will be returned to the sponsoring Service. Further processing will require a waiver IAW Army Regulation (AR) 601-270, Military Entrance Processing Station (MEPS).

(2) MEPS will report all waivers on both the DEP (OD01) and on the Accession (OA01) screens. If a waiver code was required to DEP (OD01) an applicant, the same waiver code along with any additional waivers will be reported on the Accession (OA01) screen.

3-6. Applicant Processing Options

a. SDP. SDP is offered by the MEPS wherein the applicant undergoes enlistment aptitude testing, a full medical examination, and enlistment in one MEPS duty day. SDP will be provided, at a minimum, the first processing day of the week and the next processing day after a mid-week closure for holidays, weather emergencies, or other events that impact the MEPS ability to execute scheduled night testing. The MEPS must make every attempt to determine aptitude testing results before initiating the medical examination.

b. Walk-in processing. A walk-in is defined as an applicant not projected for processing at or before the established MEPS projection cut-off time.

(1) Each MEPS will develop a walk-in policy that provides a minimum of one walk-in applicant per Recruiting Service per day. Recruiting SL/GC Service(s) office may barter unused walk-in allocations with another SL/GC Service(s) office. MEPS will ensure sufficient medical support is available before permitting additional walk-ins beyond the minimum authorized IAW MDCA guidance (Paragraph [3-4](#)).

(2) Each MEPS will develop a walk-in SOP IAW Paragraph [1-4e\(2\)](#) of this regulation which will be one of the Commander's Special Interest items.

(3) Walk-ins must have no disqualifying medical conditions, on their [DD Form 2807-2](#) as defined by [UMR 40-1](#). While it is highly encouraged, a walk-in may or may not have submitted their [DD Form 2807-2](#) before the day of processing. If a walk-in applicant discloses an obvious disqualifying medical condition during the medical examination processing that is deemed fraudulent in nature and not deemed an oversight or misunderstanding by the applicant (as determined by the MEPS Senior Officer-in-Charge or CMO), the following action will be taken:

(a) The applicant's medical examination/processing will be terminated, the Medical Section will annotate the applicant's PULHES in USMIRS accordingly, and the applicant will be returned to the respective SL/GC Service office. The applicant's USMIRS record will be placed in an administrative hold "N" status, and further processing will be prohibited until the MEPS CMO has reviewed required medical documents according to established regulations/policies for applicants with medical issues (minimum of 2 processing days).

(b) The respective IRC Commander will be notified of the reason(s) for termination.

(4) See Paragraph [10-3\(f\)](#) of this regulation for e-SPF Walk-in processing.

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(5) Walk-in priority will be given to the designated Recruiting Service on their particular Mission Processing Day.

c. Processing holdovers. Processing holdover applicants is an option offered by the MEPS when an applicant is unable to complete enlistment processing in a single day. The applicant will spend a night in the MEPS contract lodging facility and return to the MEPS the following day to complete processing.

(1) Recruiting Services will identify holdovers NLT 1 hour prior to the end of the local MEPS processing day.

(2) The MEPS Operations Section will make arrangements for meals and lodging for the applicant. Recruiting Service will make arrangements for meal and lodging for Hometown Shipping/ Direct Ship (HTS/DS) holdovers IAW [UMR 55-2](#).

(3) The SL/GC Service(s) office is responsible for transporting the applicant from the MEPS to the lodging facility if other arrangements are not available.

d. Processing special-category applicants. Special-category applicant processing is intended to recognize applicants who are older, more educated, and deserving of special treatment commensurate with their expected position in military service. This applies to applicants for direct commission such as healthcare professionals, chaplains, and attorneys. When in doubt as to the eligibility of an applicant for special-category processing, either accept as a special category or seek guidance from HQ USMEPCOM, J-3/MEOP through the MOC. Officer Candidate School (OCS)/Officer Training School (OTS), Reserve Officers Training Corps (ROTC), prior-service applicants, and cadets are not special-category applicants but will receive head-of-line privileges. If there is space in the allocations for special category applicants, OCS/OTS may be given those appointments when projected.

(1) Special-category applicant processing will be offered daily. Processing start times will be offered no earlier than 0900 and NLT 1000 hrs.

(2) Special-category applicant processing will not normally be scheduled on Saturday processing days. If Saturday processing is requested, MEPS resources may not be available to support special category considerations.

(3) Special-category applicant processing must be projected by the established MEPS cut-off time. If a special-category applicant arrives at the MEPS unscheduled, they will be processed in accordance with the walk-in policy and given head-of-line privilege only.

(4) Special-category applicants may elect to process with all other applicants. The Recruiting SL/GC Service(s) office must identify those applicants, and it will be understood that no individualized special-category applicant processing will be offered.

(5) Each MEPS Commander will establish appointment times for at least one special-category applicant per Service on the days authorized for special-category applicant processing. If projected floor counts or under utilization by other Services on a given day allow, MEPS are encouraged to meet the needs of these professionals. The MEPS will manage the allocation of those slots to ensure a fair distribution to each Service. The MEPS personnel will work closely with the sponsoring SL/GC Service(s) office to correct all administrative issues promptly.

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(6) Each MEPS Commander will include in their local SOP (Paragraph [1-4e\(2\)](#)) a means in which to identify these applicants, and this will be a Commander's Special Interest Item (e.g., color coded name tags).

(7) Each MEPS Commander will educate their respective IRC and the SL/GC Service(s) office on special-category applicant processing.

e. Disenrolled Reserve Officers' Training Corps (DROTC) Processors

(1) MEPS will process Army DROTC and US Military Academy (USMA) scholarship recipients ordered to Active Duty (AD) as PS applicants. The respective cadet command will provide the AD orders. The Army-specific processing guidance is located on [SPEAR: J-3/Current Operations Division page](#), IAW Paragraph [5-17](#) of this regulation.

(2) MEPS will typically process non-Army DROTC students as Non-Prior Service (NPS) applicants unless projected differently by the particular recruiting service.

f. PS Applicant Processing

(1) PS documentation requirements. Upon check-in of all prior military service applicants, the MEPS will obtain one of the following documents before processing: [DD Form 214, Certificate of Release or Discharge From Active Duty](#), Member or Service Copy with Special Additional Information Blocks 23–30; [DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty](#); National Guard Bureau (NGB) Form 22, National Guard Report of Separation and Record of Service; or the Reenlistment Eligibility Data Display (REDD) Level 2 printout. In rare instances when the above documents have not been issued or the documents do not capture the most recent term of Service; MEPS may accept a Discharge Order in lieu of aforementioned documents for processing PS applicants if the Discharge Order provides a clear narrative as to the date and reason for separation.

(2) REDD. The use of the REDD printout in lieu of DD Form 214/DD Form 215 or NGB Form 22 is authorized to expedite PS applicants processing in the MEPS. The DD Form 214/DD Form 215, NGB Form 22, and the REDD are the only documents authorized to use when verifying PS. For a comprehensive full characterization of PS documentation and REDD processing, Recruiting SL/GC should refer to the Centralized System for Prior Service Enlistment Eligibility Information DD-M-(M)-1371 (DoD Recruiter File) Operating Instructions.

(a) The REDD is an automated printout received from Defense Management Data Center (DMDC) that duplicates the entries on the DD Form 214/DD Form 215 and NGB Form 22. It is similar to the PS check currently received nightly from DMDC. MEPS will return the REDD printout to the respective Services when no longer needed for processing. The REDD printout will not be sent to reception centers in lieu of DD Form 214/DD Form 215 or NGB Form 22, if required. Return applicant(s) to sponsoring Service for further disposition if the DD Form 214/DD Form 215 or NGB Form 22 is not available at ship date.

(b) By providing the MEPS a signed and dated REDD printout, the SL/GC attests that:

1. Despite concerted efforts, the preferred PS documents cannot be located or obtained.
2. The printout is an accurate capture of the Level 2 screenshot, including PS

Components, active duty periods, and character of Service section.

3. The printout has reference to all periods of PS in the Personnel Loss Data section.

4. A clear explanation of all Inter-service Reenlistment Eligibility codes, Inter-service Separation Codes, Separation Program Designators (SPD), and reentry (RE) codes as defined by Service regulations is recorded on the bottom of the printout.

(3) Review of [DD Form 214](#) blocks for reentry codes and Separation Program Designators (JB, RA, RB, and RC). Services will waive reentry codes on DD Form 214 that are based upon separations under [Title 10 United States Code \(U.S.C.\) Section 654](#) and its implementing regulations are discontinued. Applicants, regardless of any statement in regard to sexual orientation, will be treated with professionalism and respect, and may apply to re-enter the Armed Forces.

g. In-service documentation requirement. Upon check-in of all in-Service applicants, the MEPS will ensure receipt of [DD Form 368, Request for Conditional Release](#), before processing (including testing and medical). It is the MEPS' responsibility to review Section II 5a of the form which states the release is valid until (Date). MEPS operations personnel will ensure the "valid until date" is good through the date the applicant accesses (usually current date). Applicants with expired dates will be returned to the sponsoring SL/GC to produce a new or updated DD Form 368 before continuing to process. An updated DD Form 368 will have the new "valid until date" annotated above the previous date in Section II of the form. The SL/GC will also sign near the new date, validating the change. Special Category/non-applicants processing within the same component for commission, ~~or~~ appointment, **or** as a warrant officer will not require DD Form 368 to process at the MEPS.

h. Manual processing. When USMIRS is inoperable, processing will continue manually IAW [UMR 680-3](#), paragraph 3-15. MEPS will have sufficient documents on hand to accomplish manual enlistment processing for five days in case of USMIRS failure, power outage, or natural disaster. MEPS can determine the number of required documents needed using the MEPS Maximum Daily Capacity/Allocation model, Quantitative Comparison Redesign (QUIC-R), or other historical processing data as directed by the MEPS Commander. **Note:** A directory of forms that may be required for manual processing can be found on the [SPEAR: J-3/Current Operations Division page](#).

(1) If manual processing is required, the MEPS will take action to replace the forms used on a daily basis (e.g., neighboring MEPS).

(2) It is critical to ensure all manual processing paperwork is maintained for easy input into USMIRS when automated systems become fully operational. When network connectivity is restored, MEPS will input USMIRS data as soon as possible IAW local SOP.

(3) [UMR 380-1](#) and [UMR 680-3](#), paragraph 1-4, requires Battalion, Sector, and MEPS Commanders to identify, review and have an approved EMP that includes an alternate (MEPS, or non-USMEPCOM) site or agency for each MEPS to continue processing when conditions restrict processing over an extended period of time.

i. Processing minors. Parental/Guardian consent is required to process a minor applicant for medical examination and enlistment into the Military Services prior to the age of 18.

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(1) MEPS will ensure the SL/GC has obtained parent(s) or guardian(s) consent via signature(s) in Section VIII (Parental/Guardian Consent for Enlistment) of [DD Form 1966/5](#), and that the signature(s) match the parental/guardian signature in Item 8 of [DD Form 2807-2](#). MEPS will ensure witness signature date(s) and parental signature date(s) on the DD Form 1966/5 are the same date. Pre-printed signature date(s) are acceptable providing that parental signature date(s) are the same date as the witness signature date(s). Parental/guardian signature(s) on the DD Form 1966/5 do not expire and are valid until the minor applicant turns 18 years old. Further processing is not authorized if the form is incomplete.

(2) Except as otherwise noted, both parents must generally sign the DD Form 1966/5. Minors with divorced parents require the signature of the parent assigned sole custody or, if joint custody was awarded, the signature of both parents. Two separate signed forms are acceptable; Paragraph [3-6i\(1\)](#) still applies. MEPS will ensure item 41 (Verification of Single Signature Consent) contains the reason why only one parental signature was obtained or a statement to the effect of "See second DD Form 1966/5 for mother/father/guardian signature". No further documentation is required.

(3) It is not the MEPS' responsibility to determine what explanation is reasonable or which document is sufficient. MEPS will verify source documents only in case of signature discrepancy or suspected fraud. If a discrepancy or fraud is suspected, MEPS Operations Officer (OPSO) will determine the facts by interviewing the minor applicant and inform Service as necessary.

(4) The minor applicant may file a petition in State court to be declared emancipated, which means the applicant legally becomes an adult prior to reaching the age of majority (18). If a minor applicant has been emancipated, the SL/GC will attach applicable court document(s) to the [DD Form 1966](#) and MEPS will process the minor applicant, if otherwise eligible.

(5) Marriage will emancipate a minor applicant in many states. However, a 17-year-old married applicant may still need to obtain parental consent or produce a court order of emancipation to enlist. A list of states that emancipates minors by marriage is located on the [SPEAR: J-3/Current Operations Division page](#).

j. Processing National Call to Service Program (NCSP) applicants. The NCSP is a DoD program also called the "15-Month Plus Training Enlistment Option." Applicants who enlist for the NCSP will begin their 15-month commitment of active duty upon graduation of all initial entry training requirements for their specific Military Occupational Specialty (MOS). Navy applicants will be inducted into the Naval Reserve. In addition, NCSP applicants will attend the same training and incur an 8-year military Service obligation in the Individual Ready Reserve (IRR) or Selected Reserve. MEPS personnel will process NCSP applicants using the following forms and procedures:

(1) [UMF 727-E, Processing List \(PL\)](#). Each SL/GC Service(s) office will project NCSP applicants on UMF 727-E and annotate in the remarks section "NCSP applicant."

(2) [DD Form 1966](#). On page 4 of DD Form 1966 (Remarks Section VI), the SL/GC Service(s) office will have indicated the total amount of time in years and weeks of the actual training added to the 15-month obligation. For example, Individual basic training (10 weeks), advanced/technical training (6 weeks), and 15-month obligation (1 year, 12 weeks): total 1 year, 28 weeks.

(3) [DD Form 4 Series, Enlistment/Reenlistment Document Armed Forces of the United States](#). At the time of entry into the DEP, MEPS personnel will transfer the information, in USMIRS, from the DD Form 1966, line 4 to line 8 of the [DD Form 4/1](#). At accession, the information will be recorded on line 20

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of the [DD Form 4/3](#).

(4) Travel Orders. NCSP orders will be active duty orders with the exception of the Navy. The Navy orders will be reserve orders with active duty accounting data.

k. Other DoD applicant and non-applicant medical examinations non-Service sponsored applicants. Non-Service sponsored applicants are individuals with no military Service representative. MEPS will enter personal data and project in USMIRS on all non-Service sponsored applicants (e.g., Federal Bureau of Investigation, Volunteers in Service to America, Peace Corps). A [UMF 680-3A-E](#) will be completed before or when the applicant arrives at the MEPS.

l. Arabic Linguist Program (09L). USMEPCOM operational and processing guidance in support of Army Arabic Linguist Program (09L) is located on the [SPEAR: J-3/Current Operations Division page](#).

m. Remote Processing. Remote processing occurs at the Las Vegas Remote Processing Station and on deployments made by the Honolulu MEPS staff. Remote processing is governed by policies outlined in [Appendix A](#) along with local MEPS SOPs.

3-7. Removal from Temporary Disability Retired List

Military members are sometimes found medically unfit for duty and discharged to the Temporary Disability Retired List (TDRL). Within a 5-year period, they are periodically reexamined to determine fitness. [UMR 40-1](#) provides further guidance.

a. The sponsoring SL/GC Service(s) representatives permit those enlisted members removed from the TDRL and determined physically fit for return to duty to enlist in the regular or reserve components of their services. The governing Service directives are:

(1) AR 601-210, Active and Reserve Components Enlistment Program.

(2) [Marine Corps Order \(MCO\) P1100.72C, Military Personnel Procurement Manual \(MPPM\), Volume 2, Enlisted Procurement](#).

(3) Navy Recruiting Command Instructions (COMNAVCRUITCOMINST) 1130.8J, Navy Recruiting Manual-Enlisted.

(4) [Air Force Instruction \(AFI\) 36-2002, Regular Air Force and Special Category Accessions](#).

(5) [U.S. Coast Guard Personnel Service Center, Enlisted Personnel Management, Advancements and Separations Branch \(EPM-1\), Process Guide](#).

b. TDRL ship-only individuals who are returning to duty will be shipped and will not be processed in USMIRS. The MEPS will publish transportation orders and ship the individual.

c. TDRL individuals that are enlisting in the same Service component that do not require aptitude and/or medical data for enlistment will be processed in USMIRS accordingly. The MEPS will complete [DD Form 4 series](#) and publish enlistment orders and ship the individual IAW Recruiting SL/GC Service(s) instructions.

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d. TDRL individuals who are processing for enlistment in a different Service component will be processed in USMIRS. Normally, these individuals do not require aptitude and/or medical data for enlistment. MEPS personnel must code USMIRS accordingly and process the individual for enlistment. MEPS personnel will distribute the [DD Form 4 series](#); [DD Form 93, Record of Emergency Data](#), [DD Form 1966-series](#), Department of the Army (DA) Form 3283, Statements of Member Removed from the Temporary Disability Retired List, travel orders, and any other documents furnished by the SL/GC.

3-8. Handling Uncooperative/Disruptive Applicants

Procedures for handling problem applicants must be included in the MEPS annual training plan. Providing quality customer service to applicants is principal to the USMEPCOM mission. The efforts to achieve this goal are not to be misconstrued to mean that MEPS personnel must accept abuse from applicants, or allow an applicant to disrupt MEPS operations. If an applicant is observed being uncooperative or disruptive, MEPS personnel will be proactive in their response. Do not wait for another applicant to complain. Applicants should be briefed on the MEPS rules of conduct as part of the pre-arrival orientation and again during the Commander's briefing. Processing applicants who are intoxicated is not authorized. When dealing with an uncooperative or disruptive applicant, consider the following actions:

- a. Remove the applicant from the processing area.
- b. The section supervisor should counsel the applicant concerning the unacceptable behavior and the ramifications of continuing such behavior.
- c. If the unacceptable behavior continues, refer the applicant to the MEPS Operations Officer who will consider further counseling, or possible referral to the liaison office for counseling.
- d. If all attempts by MEPS and Liaison personnel to correct the applicant's inappropriate behavior fail, the Commander may terminate the applicant's processing for the remainder of that day. A memorandum for record must be placed in the applicant's file describing the incident/behavior and the actions taken to correct the situation. The applicant's Service must also be notified in writing and the applicant will be placed in an "N" status until cleared for further processing by the Service Battalion Recruiting Commander via email or in writing.

Chapter 4

Examination and Enlistment Files

4-1. Overview

This chapter prescribes policies and procedures for the maintenance and disposition of files maintained at the MEPS relating to applicant examinations, and documents used while processing applicants for enlistment.

4-2. Policy

a. Recruiting Service representatives are not authorized physical access to the MEPS files room, but may be authorized informational access to the applicant's examination file documents, IAW Paragraph [1-4e\(6\)](#).

b. The sponsoring SL/GC Service(s) maintains examination and enlistment documents on DEP applicants according to respective SL/GC Service(s) directives. See [UMR 55-2](#) for specific responsibility and guidance on transferring courtesy shipper packets.

c. All MEPS prepared documentation will be provided to the SL/GC Service(s) after the applicant has entered in the DEP or has been accessed.

4-3. Safeguarding Personal Information

The MEPS will protect documents containing examination or processing data against unwarranted invasion of the applicant's personal privacy or disclosure of information received in confidence. For policies and procedures on the release of applicant packets or personal information, see AR 340-21, The Army Privacy Program, and [UMR 25-52, Management and Disclosure of Command Information](#). The MEPS will at a minimum:

a. Establish and maintain proper safeguard measures in coordination with local SL/GC Service(s). These measures will include thoroughly indoctrinating personnel; limiting access to only MEPS personnel and SL/GCs Service(s) personnel having a need for the documents in the performance of their duties; and ensuring proper storage, handling, transmission, release, and destruction. Violations, including loss or misplacement of documents, will be immediately investigated, responsibly corrected, and appropriate action taken to prevent recurrence IAW [UMI 25-52-1, Personally Identifiable Information \(PII\) and Protected Health Information \(PHI\) Incident Reporting and Breach Notification Procedures](#).

b. Maintain enlistment and examination packets in secure rooms with limited access to authorized MEPS personnel only. Closely supervise and monitor the files room procedures to ensure maximum operating effectiveness

c. Ensure disqualifying medical conditions or physical defects are not recorded on file folders or [UMF 601-23-2-E, Records Flag](#).

d. The protection of Personally Identifiable Information (PII) is critical to mission success and requires proper administrative, technical, and physical safeguards to ensure the 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 in either paper or electronic format during processing, storage, transmission, and disposal. MEPS are further reminded of their responsibility to ensure that record content with PII is only disclosed for official reasons to persons within the Accession

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Triad (USMEPCOM, Services' HQ Recruiting Commands, Service Reception Centers) or persons with a valid need-to-know which have exercised a Freedom of Information Act (FOIA) request via HQ USMEPCOM J-1/MEHR Directorate, 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.

e. In accordance with 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 in [UMI 25-52-1](#) 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.

f. Applicants are permitted to wear USMIRS generated name badges while being photographed in the MEPS, if the MEPS has not manually added any personally identifiable information (PII), e.g. date of birth, place of birth, SSN (including last four).

g. The requirement to collect applicant USMIRS generated name badges is rescinded.

4-4. Maintenance and Control/Package Tracking

An applicant packet will have a USMIRS-generated label with SSN and last name, first name, and middle name. It will be filed in the MEPS Files Room alphabetically by last name or by SSN. When using the alphabetical system and several identical names occur, packets will be further arranged by first name and middle name, then by SSN or date of birth (DOB). Efficient measures for control of an applicant packet and documents within the packet will be implemented and strictly enforced at all times. Applicant packets will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see [Appendix B, Section III](#)).

a. During automated system processing, MEPS Files Room personnel will use the USMIRS Packet Tracking system to charge-out and charge-in an applicant packet/document. Each USMIRS user must have only one USMIRS account per MEPS. To enable SL/GC who are responsible for more than one SPF (e.g. DAR and DAV, DNR and DNV, DMR and DMV, or DFR, DFV, and DFG) to be assigned packets from several SPFs, the Packet Authority Table (TU03) for the SL/GC must indicate "ALL" for their packet authority. Packets will only be charged out to individuals that are authorized to receive them and the Service for which the applicant is processing. By COB, the MEPS Control Desk and Files Room personnel will use the Overdue Packet Roster (ZHM126) to ensure 100 percent accountability of applicant packets. On a monthly basis, MEPS Files Room personnel will use the Duplicate Names Roster (ZHM122) to reconcile applicant packets and SSN Conflicts IAW [UMR 680-3](#). Additional SSN Conflict guidance is located on [SPEAR: J-3/Current Operations Division page](#).

b. During manual processing, MEPS will use [DA Form 543, Request for Records](#), and [UMF 727-E](#) for control of an entire applicant packet or a single document, and will establish a suspense file of the DA Forms 543 to ensure valid file status while USMIRS is off-line. For packet charge-out, MEPS will complete the appropriate blocks on the DA Form 543 and then place it in the file position from which the packet has been removed. For document charge-out, MEPS will attach the DA Form 543 to the applicant packet. Any charge in/out will be updated in USMIRS by COB when USMIRS is back online. See Paragraph [3-6h](#) of this regulation for additional manual processing guidance. DA Form 543 will be retained under Record Number 25-400-2b/400B, Chargeout Suspense File (see [Appendix B, Section III](#)).

c. For an applicant record that is not in an enlisted status:

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(1) Packet requested by the sponsoring Service for an administrative review will be charged out on the day requested with a return date of up to 5 business days.

(2) Packet requiring a Service Medical Waiver (prescreen disqualification, medical review, etc.) review will be charged out on the day requested with a return date of up to 10 business days.

(3) Packet requested by the Medical Section due to a medical consult will be charged out on the day requested with a return date of up to 5 business days from the scheduled consult date. If the consult is re-scheduled or a no-show, the applicant's packet will be returned to the Files Room **on the day of cancellation or no-show status. ~~until consult is re-scheduled.~~**

(4) Indeterminate HIV Results will follow the procedures IAW UMR 40-8.

(5) If additional days are needed beyond the authorized time allotted, the requestor may ask for additional periods of time in 5 business day increments.

(6) If the sponsoring Service is unable to locate an applicant's packet, MEPS will create a USMIRS Administrative Hold "N" Status (B000N); the following selections from the List of Values in the Administrative Hold Screen, i.e., (OQ03) may be used: Q6 (Service has Packet) or P1 (Packet Not Found).

d. For an applicant record that is in an enlisted status:

(1) Packet that is in a DEP/accession status will be charged out to the sponsoring Service Liaison with a return date of **2 years from the date of the medical examination as reflected on the [DD Form 2808](#). ~~their Projected Active Duty Date (PADD)/Active Duty Service Date (ADSD) as reflected on the applicable DD Form 1966, page 1.~~**

(2) Packet that is in an access/ship status will be charged out to the location of "SRV" for "OFFSITE – SERVICE PERMANENT" (ref TU02; if not present, then authorized to add) with a return date of 3 years plus 1 day from Date of Accession, e.g., Date of Accession Enlistment = 20140623, Return Date = 20170624.

(3) An applicant access/ship record that is also in a medical disqualification status (e.g., E, R, J), the applicant packet will be charged out to the same location with a return date of 7 years from the Date of Full Physical. MEPS are prohibited from entering years beyond the 7-year mark, i.e., 2020, 2050, etc.

e. MEPS Files Room personnel will establish local procedures to identify Guidance Counselors/Liaisons (GCs/LAs) scheduled to depart the MEPS due to reassignment. The following guidance is provided:

(1) Prior to a GC/LA departure, **preferably 30 days prior**, MEPS Files Room personnel will **retrieve packets assigned to the GC/LA using the Liaison's Applicant Packet Transfer Roster accessible in UBIS by clicking on the following tabs: My Home > Custom Cubes and Reports > Liaison's Applicant Packet Transfer Roster. ~~submit an email to OSD North Chicago USMEPCOM List HQ J5 MEPT Analysis Request with the Subject of "Packet Transfer" identifying the departing GC/LA's name, Service, and USMIRS Username; Ce Sector.~~**

(2) ~~In turn, J 5 will provide the requesting MEPS with~~ The instructions above will provide MEPS Files Room personnel a Packet Transfer Report that lists the applicant files room packets charged out to the

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departing GC/LA along with the associated SPFs, applicant's SSN, applicant's name, and return date; and Cc Sector. The Files Room personnel will charge-in the applicant packets of the departing GC/LA and then charge-out the packets to the GC/LA determined by the Senior Guidance Counselor IAW Paragraph 4-3a above.

(3) If additional days are needed beyond the authorized time allotted, the requestor may ask for additional periods of time in 5 business day increments.

(4) If the sponsoring Service is unable to locate an applicant's packet, MEPS will create a USMIRS Administrative Hold "N" Status (B000N); the following selections from the List of Values in the Administrative Hold Screen (OQ03) may be used: Q6 (Service has Packet) or P1 (Packet Not Found).

f. Officer Candidates/non applicants or applicants enlisting outside the MEPS, who are only receiving a special test and/or a physical examination and identified to conduct no further processing at MEPS, will have their packet charged out to the sponsoring Service/agency. The packet will have a return date of 2 years plus 1 day from the date of the special test or physical examination; whichever is greater. Example: If the Medical Examination are posted on 20150316, the packet return date will be 20170317.

4-5. Examination and Enlistment Packet Content

Documents required for examination and enlistment processing are listed in the Manual Forms Directory located on the [SPEAR: J-3/Current Operations Division page](#). The site is a valuable tool when MEPS are processing in a manual mode and USMIRS is unavailable, IAW Paragraph [4-4b](#).

4-6. Examination and Enlistment Packet Disposition

a. Upon entry in the DEP, MEPS will forward the applicant packet (examination and enlistment documents), including most recent USMEPCOM Product Control Number (PCN) 680-3 Automated Data Processing/Automated Data Product (ADP) (from now on referred to as only 680-3ADP) with DEP data, to the SL/GC Service(s) office for retention pending enlistment in a regular component. MEPS will ensure copies of [DD Forms 4/1 and 4/2](#) are furnished to the enlistees IAW Paragraph [5-14g](#).

b. Upon accession in the Armed Forces, the MEPS will forward documents to the supporting Service Training Command IAW [UMR 55-2](#). Remaining surplus of documents (residual file) will be at the discretion of the SL/GC Service(s) office.

c. USMEPCOM does not retain hard copies of enlistment documents. Request for enlistment documents after an applicant DEPs or accesses will be referred to the applicable Service for assistance.

4-7. Applicant Packet Purge/Retention Criteria

a. An applicant packet will be maintained in the MEPS and in USMIRS IAW established packet purge/ retention criteria. The USMIRS Record Identification (RID) code will determine the disposition of the applicant packet. USMIRS RID codes and associated packet purge criteria are located on the [SPEAR: J-3/Current Operations Division page](#).

b. An applicant's processing history is a key resource that both USMEPCOM and the Recruiting Services use to determine if an applicant meets established enlistment standards. MEPS Files Room personnel will use the Purge Roster (ZHM103A/S) to identify USMIRS records purged overnight and to remove out of date applicant packets on a daily basis.

c. The USMIRS purge criteria requires that an applicant packet with a Medical PAMDEHO status code of E, J, or R must be retained for 7 years from the date of the physical examination and an applicant packet with a DEP PAMDEHO status code of J, N, or R must be retained for 7 years from the date of DEP Discharge. If MEPS Files Room shelf space is limited, these packets may be retained for the remaining 5 years of the retention period in a box or file cabinet labeled "7-year file", and kept centrally located for quick retrieval and secured against loss and PII compromise. The storage location and box number containing the applicant record will be input into the USMIRS Packet Tracking system.

4-8. MEPS-to-MEPS Packet/Document Exchange

These procedures will be followed upon receipt of a [DA Form 200, Transmittal Record](#), request for original examination and processing packets from other MEPS for enlistment processing purposes.

a. DEP-in enlistments and Reserve/National Guard accessions are authorized only on receipt of original medical documents. Original medical documents, [DD Forms 2808, Report of Medical Examination](#) and [2807-1, Report of Medical History](#), for applicants in the DEP, must be on hand at the gaining MEPS before the applicant can be medically processed and at accession/ship time. The SL/GC Service(s) has the responsibility of ensuring original documents are on hand before projecting an applicant for shipping IAW [UMR 40-1](#). If the original physical examination is lost or misplaced, the applicant will receive a new physical examination to include a new drug and a HIV test.

b. Applicant packet not yet received prior to applicant arrival. Upon receipt of the [DA Form 200](#), the losing MEPS will comply with the packet transfer request.

(1) MEPS to MEPS packet transfers containing original medical documents for processing are considered mission critical for subsequent medical processing IAW UMR 40-1.

(2) MEPS will mail applicant packets to a gaining MEPS ~~using UPS Next Day Air to expedite medical processing.~~ IAW UMR 25-50.

c. Applicant received prior to packet arrival. When a MEPS-to-MEPS packet transfer is required and the applicant arrives at the gaining MEPS for processing prior to receipt of the packet, no medical processing is authorized on copies IAW UMR 40-1; the applicant will be returned to the sponsoring Service.

d. The MEPS Operations Officer or designee will expeditiously forward the applicant's original documents to the gaining MEPS, ATTN: Operations Processing Noncommissioned Officer in Charge (NCOIC)/Supervisor. The losing MEPS will complete the DA Form 200 according to current procedures, and provide the packet to the courier. The losing MEPS will retain digital or paper copies of the DA Form 200 and all documents in the applicant's packet. Any paper copies at the losing MEPS will be destroyed after the DA Form 200 is returned from the gaining MEPS (or Service organization i.e., Services' record center), verifying receipt of documents. MEPS may include a self-addressed return envelope; however, the preferred method to acknowledge receipt of an original packet is to digitally forward an encrypted copy of the DA Form 200 to the losing MEPS. It is suggested that MEPS maintain a 3-month period DA Form 200 log for documents or records forwarded to outside agencies. Upon receipt of the completed DA Form 200, file under Record Number 601/600A, General Personnel Procurement Correspondence Files – DA Form 200 (see [Appendix B, Section III](#)).

e. Upon receipt of DA Form 200, the gaining MEPS will perform USMIRS transactions for ownership, files room actions, and all responses to the DA Form 200 within 24 hours. This will be an item for inspection.

Chapter 5 Operations Processing

5-1. Overview

This chapter prescribes policies and procedures for the following portions of operations processing; performing briefings and interviews; reviewing/correcting Alien Registration Number (ARN) and SSN information; preparing and reviewing enlistment related to applicant documents; processing disclosures; and conducting the Oath of Enlistment. All forms processing at the MEPS will be signed in black, blue, or blue-black ink. Pencil, markers, or ball-point pens of any other color except as stated above will not be used. White out or correction tape/fluid will not be used on any form related to applicant processing. **Note:** MEPS will biometrically enroll applicants IAW Chapter [9](#) of this regulation prior to processing.

5-2. USMEPCOM Commander's Welcome Briefing (Initial Processing)

This briefing is designed for applicants who are unfamiliar with the MEPS, and is to be given to Active, Reserve, and National Guard applicants. This briefing is to be given to all applicants who have not been to a MEPS in over 2 years or require processing other than an inspection, consult, ASVAB, special test, or significantly reduced level activity. For maximum value, the briefing will precede as much of the MEPS processing day as possible. The briefing is an essential element of the Red Carpet Treatment policy (Chapter [7](#)), establishes rules of applicant conduct and personal safety, confirms to the applicant they are in a military environment, and ensures an understanding they are the number one mission priority. For this reason, to the maximum extent possible, the briefing should be given by a uniformed member in the grade of E-7 or above. However, the Sector Commander may approve a limited number of highly qualified MEPS civilian personnel (GS-7 and above) or military personnel (E-6 or above) to present the briefing. The approval level will not be delegated below the Sector Commander. The MEPS Commander must personally observe the presentation prior to certification and request for approval. Personnel will be certified via memorandum, which will be maintained on file by the MEPS Commander. If civilian MEPS personnel are used, they should be dressed so as to present a professional image. MEPS will give the briefing verbally while showing the USMEPCOM Commander's Welcome Briefing slides that are located on [SPEAR: J-3/Current Operations Division page](#). It is within the MEPS Commander's discretion to edit these slides as required to accommodate local circumstances, but no content will be deleted or rearranged.

5-3. USMEPCOM Commander's Modified Welcome Briefing (Reduced Processing)

The USMEPCOM Commander's Welcome Briefing has been modified to provide condensed/reduced versions of the initial welcome briefing. These briefing slides are located on the [SPEAR: J-3/Current Operations Division page](#). It is within the MEPS Commander's discretion to edit these slides as required to accommodate local circumstances, but no content will be deleted or rearranged. All modified versions may be given by any member of the MEPS staff. Specific restrictions do apply to the method of delivery as noted below:

a. USMEPCOM Commander's Modified Welcome Briefing for Shippers. This briefing is to be given to all applicants who are at the MEPS to ship to their Recruit Training Center (RTC) or Initial Duty Station. This briefing will be provided verbally showing the slides (one-on-one or in a group) (i.e., no hand-outs) by any MEPS staff member.

b. USMEPCOM Commander's Modified Welcome Briefing for Night Testing. This briefing is to be given to all applicants who are at the MEPS for night ASVAB testing only. This briefing may be provided either verbally (one-on-one or in a group) or by hand-out provided to each applicant by a MEPS staff member.

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c. USMEPCOM Commander's Modified Welcome Briefing for Reduced Processing. This briefing is to be given to all applicants that have previously received the USMEPCOM Commander's Welcome Briefing for Initial Processing within the past 2 years or require a significantly reduced level of processing activity (e.g., inspect, consult, or special test). It is not to be used as a substitute for the Initial, Shipper or Night Testing welcome briefings. This briefing may be provided either verbally (one-on-one or in a group) or by hand-out provided by a MEPS staff member.

d. MEPS Brief to Applicants Riding Shuttle to the Hotel. This briefing is to be given to applicants just prior to departing the MEPS for the hotel shuttle. This briefing may be provided either verbally (one-on-one or in a group) or by handout provided to each applicant by a MEPS staff member.

5-4. Alien Registration Number/Social Security Number Information

a. Services will allow a 3 day turnaround time for ARNs and SSNs to be processed with results prior to projecting applicants for shipping. Applicants are prohibited from shipping while pending results from United States Citizenship and Immigration Services (USCIS) (ARN) or Social Security Administration (SSA) (SSN). ~~Results pending beyond 3 days, MEPS will submit a MOC request for assistance.~~

b. **USCIS ARN Initial Verification.** USCIS requires three pieces of data (ARN, First Initial of the First Name, and Date of Birth) to match prior to providing any information on an ARN submission. A new ARN status of "X" will indicate a failed USCIS SAVE "Initial Verification". The new status code of "X" is listed for the following:

Invalid ARN is entered (ARN is found on the USCIS system, but it is for a different person, resulting in a first name and date of birth error)

First Name and/or Date of Birth error (This status indicates that either the first letter of the first name or the DOB is incorrect on that applicant)

USMIRS will not create a V000A Work-ID for a failed USCIS SAVE "Initial Verification" error. USMIRS will create a B000N Work-ID for a failed USCIS SAVE "Initial Verification" error and/or for an "Invalid ARN Entered".

The "N" status will indicate which data requires correction. If both first letter of first name and DOB does not match, USCIS will return the first letter of first name mismatch status of "X" first, after the correct first letter of first name is submitted, USCIS will provide the second status of "X" for the DOB.

The new ARN Status Code of "X" (N Status "FIRST NAME – MUST BE CORRECTED TO RECEIVE RESULTS and/or DATE OF BIRTH – MUST BE CORRECTED TO RECEIVE RESULTS) will not allow an applicant to be projected to ship or ship with an "X" ARN status code, while in a pending status. The new status code of "X" will be displayed as the ARN status on USMIRS Screens and Reports.

The process could potentially require multiple resubmissions from the sponsoring Service, if not entered correctly on the initial submission. When the data matches with USCIS they will provide all ARN data for the applicant. USMIRS will continue to perform a one to one match with all of the data. All previous mismatch codes and policy has not changed.

To minimize additional mismatched results and delayed processing due to mismatched data, the MEPS will re-verify all Initial Verifications by reviewing the authoritative source document, i.e., Form I-551 (Permanent Residence Card) or Form G-845 (Verification Request) prior to re-submission.

The sponsoring Service will continue to work with USCIS if unable to obtain ARN results from the USCIS SAVE Program.

c. USCIS/SSA Mismatch. The Service is responsible for clearing or providing documentation to clear applicants placed in administrative hold "N" status in USMIRS in the following mismatch cases: **First initial of first Name, Place of Birth (POB)-Country, DOB, Name, ARN, POB-Country, POB-Country and DOB, US citizenship, Date of death exists, Date of death exists and citizenship.** The Service must provide MEPS with appropriate source documentation listed in [Figure 5-2, Citizenship Verification and Personal Identity Source Document Table](#), in order for MEPS to update USMIRS personal data and clear the administrative hold "N" status.

d. USCIS/SSA Not Found. The MEPS is responsible for clearing applicants placed in administrative hold "N" status in USMIRS in cases of "ARN not found" or "SSN not found". The Service will provide required source documentation as listed in [Figure 5-2](#). Once citizenship or personal identity is verified with source documents, the MEPS will update USMIRS personal data and remove the administrative hold "N" status. The applicant's ARN/SSN result(s) will remain "Not Found" in USMIRS, and the applicant will ship without ETP or further action required by the MEPS. If the ARN in USMIRS is the same as the ARN Card and remains to be "not found", the Service must provide [USCIS Form G-845, Verification Report](#), for verification. Laminated SSN cards that are signed and untampered will be acceptable for MEPS verification of "SSN not found". MEPS must not accept an ARN card with photo depicting an adolescent younger than 14. To assist in recognizing valid USCIS documents, MEPS will use the [US Immigration and Customs Enforcement Guide to Selected US Travel and Identity Documents](#).

e. The MEPS will ensure no applicant is shipped if USCIS/SSA results are pending. MEPS will inform Services of any applicant whose results are pending in USMIRS beyond 3 days and/or prior to ship that an ETP is required from their Service's HQ Recruiting Command IAW Paragraph [5-16](#) of this regulation. Blue to Green (BTG) applicants that are pending USCIS/SSA results are exempt, provided their personal data is verified using their [DD Form 214](#), or NGB Form 22. Refer to [SPEAR: J-3/Current Operations Division page](#) for additional BTG guidance.

f. During check-in, if the ARN is missing from [UMF 680-3A-E](#) of a non-citizen, the MEPS will enter all 9s in the ARN data field before scoring an ASVAB test. The only number authorized for such use in this case is "9" (nines). The applicant will be placed in an administrative hold "N" status until a valid ARN (or proof of special program) is received.

g. In the event the validity of the source document should come into question or "doesn't add up" (i.e., printed strike over, misspellings, white out, colored/discolored entries on the same line, lamination appears tampered with, separated, taped) MEPS personnel will take the document to the Operations Officer or Operations Noncommissioned Officer (NCO) Supervisor for review. Unresolved issues of suspected fraudulent ARN/SSN cards will be forwarded through the MEPS Chain of Command for resolution.

h. ARN/SSN Reconciliation. 680-3ADP has ARN/SSN results status blocks in the Background section 680-3ADP that can be reviewed. ARN/SSN "Rslt" block in the Personal Data section have three displayable codes: P-Pending Result; R-Result Received; X-Failed Verification; M-Mismatch received for end of day reconciliation purposes and verification/validation of results during QRP.

5-5. Preparation of DD Form 4 Series, Enlistment/Reenlistment Document Armed Forces of the United States

a. The [DD Form 1966](#) series consists of DD Forms 1966/1, 1966/2, 1966/3, 1966/4, and 1966/5 are

collectively referred to as the DD Form 1966 series. The DD Form 1966 series is the source document for preparing the [DD Form 4](#) series.

b. The DD Form 4 series consists of DD Forms 4/1, 4/2, and 4/3, and will be referred to as DD Form 4 series. The DD Form 4 series are documents used for enlistment and reenlistment in the Armed Forces. Special care must be taken to ensure the DD Form 4 series is prepared accurately and completely. DD Form 4 preparation for applicants with a single character name or a single name will follow special procedural guidance in the following [link on SPEAR](#). The MEPS will prepare the DD Form 4 series, review entries with the applicant for accuracy and completeness, and ensure the applicant understands the meaning and intent of the enlistment documents. If the applicant does not understand the enlistment document, the applicant will return to the sponsoring SL/GC Service(s) office for clarification. It is, upon execution, an official legal agreement between the United States Government and the enlisted member.

c. DD Form 4/3 (acknowledgement of discharge from the DEP) will not be generated for Naval Reserve applicant in the DEP or DEP-Out/Discharge, nor for Army Reserve, and Army National Guard applicants. When a Naval Reserve applicant in the DEP returns to ship, the MEPS will only verify and update enlistment documents completed prior to shipping, as required. Then MEPS will enter a "B001C" Workload Identification (WKID) to report MEPS workload and ship date.

5-6. e-Records

a. The [DD Form 4 series](#) and [DD Form 93](#) immediately transmit to e-Records when the associated workload is committed in USMIRS and when e-Security workflow is available. MEPS personnel with proper USMIRS roles may access the USMEPCOM e-Records Portal as necessary.

b. If the original DD Form 4 series and/or DD Form 93 are lost, all efforts will be made to locate the missing documents. If the original documents cannot be located, MEPS will reprint the documents from e-Records. The missing document may not exist in e-Records if e-Security workflow was unavailable at the time the workload was committed in USMIRS, then MEPS will reproduce the document in USMIRS.

c. MEPS HRA personnel will make administrative corrections to the signed DD Form 4 series in USMIRS providing the recruit has not shipped to training. The corrected version will transmit to e-Records when e-Signature phases are re-accomplished. If e-Security workflow is unavailable at the time of the correction, MEPS will execute a manual [DD Form 4 series](#), and will submit a MOC request to remove the invalid DD Form 4 series from e-Records.

d. It will be incumbent upon the Service to make administrative corrections to the signed DD Form 4 series if the recruit has shipped to training. The Service will re-establish the DD Form 4 series with the recruit IAW [Department of Defense Instruction \(DoDI\) 1304.02, Accession Processing Data Collection Forms](#).

5-7. Preparation of DD Form 93, Record of Emergency Data

The [DD Form 93](#), when completed, is an official record of beneficiaries designated to receive death gratuity pay and allowances and will be verified at any time of preparation; even in a frontload situation. It also contains the name, address and phone number of the person(s) to be notified in the event of sickness, emergency, or death. The DD Form 93 is a mandatory document for all applicants accessing in the Armed Forces, except Coast Guard. Initiation of the DD Form 93 in USMIRS is at DEP-in. However, it must be completed in its entirety during the accession process. Data elements in each and every block of the DD Form 93 must be completely and thoroughly verified with applicants when reviewing/completing the DD

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Form 93. DD Form 93 preparation for applicants with a single character name or a single name will follow special procedural guidance in the following [link on SPEAR](#).

To assist with this process, the instructions for preparing the DD Form 93 (pages 3-4) must be available as a desktop reference when HRAs are completing/reviewing the DD Form 93 in USMIRS with applicants. See Paragraph [9-10](#) for e-Security related instructions.

a. The sponsoring Service must submit worksheet or draft DD Form 93 containing responses for at least items 4 – 7 of the DD Form 93 (Record of Emergency Contact) in support of the PEI for appropriate use by MEPS to assist in completion of the DD Form 93. The MEPS will continue to prepare and complete the DD Form 93 ensuring the form is displayed to the applicant in its entirety before applying the biometric signature at the time of accession. The Service provided worksheet or draft DD Form 93 will be destroyed upon completion of the MEPS prepared DD Form 93.

b. Immediately prior to completing the DD Form 93 during the Preenlistment Interview/Preaccession Interview (PEI/PAI) (whichever point the DD Form 93 is accomplished), the interviewing MEPS HRA will make the following oral statement to the applicant if they are naming someone other than a family member as a Person Authorized to Direct Disposition (PADD) on their DD Form 93: “You should ensure that your family members are aware of your decision. Notifying your family of this decision may prevent unnecessary grief and possible legal action. In the event of a conflict between the PADD designation and state law, state law will prevail.”

c. The print option is not available until the MEPS HRA has committed accession data, which would include the Unit Identification Code (UIC). User Guide/Instructions for the preparation of DD Form 93 are located on the [SPEAR: J-3/Current Operations Division page](#), and apply to both USMIRS and manually generated forms.

d. During the accession process or at time of shipping, the MEPS will print the DD Form 93 and review it for accuracy with the applicant. Once printed, applicants are permitted to line through and initial the parental or spousal relationship indicated on the form (i.e., Father, Mother, Stepfather, Stepmother, Husband, Wife) as desired. Husband and/or Wife may be replaced with Spouse; Father and/or Mother may be replaced with Parent; Stepfather and/or Stepmother may be replaced with Stepparent. All printed copies must reflect the same change(s) and each change must be initialed on each copy. When electronically preparing the [DD Form 93](#) at time of DEP contract preparation in USMIRS, changes identified above are not needed (form is not printed at this time). System changes to the USMIRS DD Form 93 preparation software (OY01/e-Security) will eventually allow these changes to be made electronically and will be incorporated after DoD officially changes the DD Form 93.

5-8. Sexual Orientation Customer Service Policy

MEPS personnel will not ask questions that pertain to sexual orientation. Declaring oneself gay or lesbian during the applicant process will not disqualify that person from applying. Openly gay or lesbian applicants will be evaluated according to the same criteria as all others seeking entry in the Military Armed Forces.

5-9. Pre-Enlistment Interview

The purpose of the interview is to assist the SL/GC Service(s) office in preventing fraudulent entry into the Armed Forces. The interview will be conducted in English, and precede the Oath of Enlistment. The interview is for all applicants entering the DEP and accessing into the Reserves and National Guard. The MEPS interviewer must ensure applicants understand the importance of providing complete and accurate information. Applicant information collected is entered into USMIRS to prepare the MEPS-generated and

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required enlistment documents. Also, the MEPS interviewer confirms applicant information, and acquires required signatures. During this time, the UCMJ Article 83—Fraudulent Enlistment is explained to the applicant (see [Figure 5-1, Uniform Code of Military Justice Articles 83, 85, and 86](#)). The MEPS interviewer will follow the PEI script on the [SPEAR: J-3/Current Operations Division page](#), and may ask the questions listed in the interviewer’s own words. The MEPS interviewer may also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as written; however, all questions listed must be covered during the interview. If USMIRS is not operational, the interviewer will generate the enlistment documents (forms) manually, upon completion of the interview.

a. Interview Facility Requirements. The MEPS will ensure, as a minimum, an enclosed or partitioned (5-foot high) workstation area, as far away as feasibly possible from traffic flow patterns, is available to conduct the PEI interview.

b. PEI “Front-load” – Front-loading refers to processing activities that are authorized to be performed before the PEI. MEPS have the option to “front-load” applicants for the PEI IAW this regulation if it is more efficient for applicant flow. The completeness and accuracy of data will not be jeopardized when utilizing the “front-load” process. The “front-load” authorized processes consist of the following and can be performed in any order as long as each process is completed in its entirety:

- (1) DoD Separation Policy.
- (2) Capture of fingerprints (submission of fingerprints will be IAW [paragraph 6-3c](#)).
- (3) DD Form 93 data (form cannot be signed until accession data has been entered).
- (4) PEI questions 11, 12, 15 (cannot ask these questions until after a medical examination is completed).
- (5) PEI questions 22 thru 27 (contract information will be asked during the PEI).
- (6) All remaining PEI questions not specified above may be “front-loaded”.
- (7) The remaining parts must be completed during the actual PEI.
- (8) Medical “Front-Load” processes will be IAW [UMR 40-1](#).

~~b. “Front Load” PEI Applicants. The MEPS interviewer may process “front load” PEI applicants in accordance with MEPS SOP (Paragraph 1-4e(2) of this regulation) when volume of applicants dictates in order to achieve a smooth work load; ensure data is accurate and complete. When used, the “front load” process consists of two parts: fingerprinting, and preparation of DD Form 93. The MEPS interviewer may complete these two parts in any order, as long as each process is complete in its entirety. The last paragraph of item 3 of the PEI Interview script must be read to the applicant prior to fingerprinting. MEPS will not send fingerprints captured on the EFCS to the Fingerprint Interface Server (FIS) until the applicant has been given the oath and has signed an enlistment contract into the DEP or has accessed.~~

c. Recruiter Observation. Recruiting Service personnel during recruiter orientation may observe the PEI and PAI interview with the consent of the applicant. Sponsoring recruiters are not allowed to observe their own applicants being interviewed.

d. Enlistment Documents Required for the PEI. The MEPS interviewer will have, at a minimum, the following documents available on each applicant to assist in the PEI, to validate answers and signatures, and to verify the accuracy of previously provided applicant data. When MEPS HRA determines these

documents to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, MEPS will place the applicant in an administrative hold “N” status and return the applicant to the specific Service for resolution.

- (1) [UMF 680-3A-E](#)
- (2) [DD Form 1966 series](#)
- (3) [DD Form 2808](#), original or working copy
- (4) [DD Form 2807-1](#), original or working copy
- (5) [UMF 40-1-15-E, Supplemental Health Screening Questionnaire](#)
- (6) Federal Bureau of Investigation (FBI) Fingerprint Division (FD) Form 258, Applicant Fingerprint Card, (for US Coast Guard if applicable).
- (7) [DD Form 93](#)

5-10. Pre-Accession Interview

The PAI is another quality check conducted **after the medical examination** and before enlistment in a regular component from the DEP. The interview will be conducted in English prior to the Oath of Enlistment. The PAI is not required for Reserve or National Guard enlistees returning to the MEPS for shipping. Each applicant projected to enlist and ship (same day) by the MEPS will be given a copy of [UMF 601-23-5-R-E, Introductory Preaccession Interview](#) to read before receiving either an individual or group PAI. The MEPS will distribute the form in accordance with MEPS SOP, and instruct the applicant to complete section I of the form (i.e., name, sponsoring Service, SSN). MEPS must allow applicants sufficient time to thoroughly read the form before the PAI. The MEPS interviewer will review UCMJ Article 83, and report any incidents that may be disqualifying for military service. The MEPS interviewer will follow the PAI script on the [SPEAR: J-3/Current Operations Division page](#), and may ask the questions listed in their own words. The MEPS interviewer will also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as written; however, all questions listed must be covered during the interview. If USMIRS is not operational, the interviewer will generate the enlistment documents (forms) manually, upon completion of the interview. At the end of the PAI, the applicant will sign and date UMF 601-23-5-R-E. The MEPS interviewer will review each UMF 601-23-5-R-E prior to applicants taking the Oath of Enlistment. If an applicant refuses to sign UMF 601-23-5-R-E, the MEPS interviewer will stop the applicant's processing, place the applicant in an administrative hold "N" status in USMIRS, and notify the SL/GC Service(s) office. If the applicant wants to state the reasons for not signing the UMF 601-23-5-R-E, the MEPS interviewer will report the reason as a PAI additional disclosure in USMIRS. The MEPS Commander may direct to have the PAI conducted on an individual basis or in a group session IAW Paragraph [5-10b](#) and MEPS SOP.

a. Individual/Desk-Side PAI. If an individual PAI is conducted, after each question, the MEPS interviewer will have the applicant respond verbally (in English) and affirm their answer on the form for each question. The MEPS interviewer will determine if a [UMF 601-23-E, Report of Additional Information](#) must be prepared based on the applicant's responses to the questions. For individual/desk side interviews, the facility requirements in Paragraph [5-9a](#) apply.

b. Group PAI. If a group PAI is conducted the MEPS interviewer will ensure applicants have completed section I of [UMF 601-23-5-R-E](#) before the start of the group PAI, and that the form is available to be finished during the individual/desk-side PAI. The MEPS interviewer will inform all applicants there

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are to be no public responses to individual questions, nor will any MEPS employee request a public response to individual questions on the form (e.g., raised hand, verbal response). Applicants will complete UMF 601-23-5-R-E during the group PAI by indicating their response on the form as each question is asked. At the end of the interview, the applicant will sign and date UMF 601-23-5-R-E and return the form to the MEPS interviewer. The MEPS interviewer will review each UMF 601-23-5-R-E prior to applicants taking the Oath of Enlistment. If the applicant has marked any question "Let's discuss", the MEPS interviewer will give the applicant an individual/desk-side PAI for those specific questions. The MEPS interviewer will determine if the PAI disclosure requires completion of [UMF 601-23-E](#) and administrative hold "N" status in USMIRS based on the applicant's statements. If unsure, MEPS personnel will process as a disclosure of additional information. Completed UMF 601-23-5-R-E and UMF 601-23-E (if applicable) will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see [Appendix B, Section III](#)).

c. Enlistment Documents Required for the Individual/Desk-Side PAI. The MEPS interviewer will have, at a minimum, the following documents on each applicant to assist in the PAI, to validate answers and signatures, and to verify the accuracy of previously provided applicant data. When MEPS HRA determines these documents to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, MEPS will place the applicant in an administrative hold "N" status and return the applicant to the specific Service for resolution.

- (1) [DD Form 4 series](#)
- (2) [DD Form 93](#)
- (3) [DD Form 1966 series](#)
- (4) [DD Form 2808](#)
- (5) [DD Form 2807-1](#)
- (6) [UMF 40-1-15-E](#)
- (7) [UMF 680-3A-E](#)
- (8) [UMF 601-23-5-R-E, Introductory Preaccession Interview](#)

5-11. Applicant Signature Review

a. During the PAI/PEI, the MEPS interviewer will review the applicant's signatures for consistency on all examination and enlistment documents. Signatures on available forms prepared during enlistment processing (i.e., [DD Form 4 series](#), [DD Form 93](#), [SF 86](#), and [DD Form 1966 series](#)) will be compared with signatures on documents used to initiate the applicant's examination packet (i.e., [UMF 680-3A-E](#), [DD Form 2807-2](#)); biometric signatures do not require interviewer review.

b. If the signatures appear inconsistent, the MEPS interviewer will consult the Operations Officer or designee and, if needed, will pass the enlistment documents to the sponsoring SL/GC Service(s) office for review to determine the need for suspension of enlistment processing pending further investigation. Biometric partial enrollment or failure will be processed according to Chapter [9](#).

c. When MEPS are operating in a manual process without e-Security and a signature discrepancy is substantiated, the MEPS interviewer will place the applicant in an administrative hold "N" status in

USMIRS. This action creates a history for the MEPS and allows the SL/GC Service(s) office to clear the discrepancy, if appropriate, without creating additional paper documentation. The SL/GC's USMIRS user name will be retained as the authority that cleared the applicant's processing.

5-12. Disclosure of Additional Information

While processing through the MEPS, the applicant may at any time disclose information that was not previously disclosed to the SL/GC Service(s) office or not previously recorded on the [DD Form 1966 series](#) or [DD Form 2807-1](#). MEPS personnel will provide the SL/GC Service(s) office any information, not previously disclosed, that may be unclear, questionable, or could be considered a potentially disqualifying factor for enlistment into military service. The MEPS will place the applicant in an administrative hold "N" status in USMIRS to prevent further processing pending determination of eligibility for military service. There are two types of disclosure categories (medical and nonmedical) for information that may disqualify the applicant from military service, and allegation of improper recruiting practice. All disclosures will be recorded on [UMF 601-23-E](#) (see below for documenting specific disclosures). Completed UMF 601-23-E will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see [Appendix B, Section III](#)).

a. Processing Medical Disclosures.

(1) The MEPS physician and the sponsoring SL/GC Service(s) office will evaluate new information on drug, marijuana, or alcohol use/abuse. However, an applicant involved in frequent or repeated encounters with civil authorities may have a personality or behavior disorder and will be evaluated by a MEPS physician.

(2) All medical disclosures that occur during MEPS processing require the completion of UMF 601-23-E. When the MEPS is "Front Load" processing, applicant disclosures will be handled in the same manner as regular processing disclosures.

(3) If the applicant reveals new information during the PEI/PAI interview, the MEPS interviewer will enter the medically related disclosure information into USMIRS, which automatically places the applicant in an administrative hold "N" status. The MEPS interviewer will discontinue processing and direct the applicant (with enlistment packet) to the MEPS CMO for evaluation of the disclosure.

(4) The MEPS CMO will review the disclosure in USMIRS and enter evaluation data in response to the disclosure reflecting the applicant's medical qualification including any profile changes (see [UMR 40-1](#) for procedures with Fee Basis-CMO on duty). The medical section will then direct the applicant (with enlistment packet) to the SL/GC(s) office for their evaluation of the disclosure and the medical response to the disclosure. The SL/GC Service(s) office will elect to disqualify, suspend, or qualify the applicant based upon the medical response and Service standards. The SL/GC Service(s) will enter their response into USMIRS.

(5) The Operations Section will enter any applicable waiver information, and remove the administrative hold "N" status. If the applicant is still medically disqualified and the SL/GC Service(s) elects to continue processing the applicant, the SL/GC Service(s) office will direct the applicant to the Operations Section.

(6) In the absence of a MEPS CMO/FBP, the MEPS Commander, with HQ J-7/MEMD assistance, will review the medical disclosure(s) and interview the applicant. This interview is intended to preclude unnecessary enlistment delays and hold-over costs for situations when the medical disclosure is obviously not considered disqualifying. To assist the MEPS Commander during the review process:

(a) The Commander and MEPS CMO will establish a list of medical history items that would not disqualify an applicant.

(b) If the MEPS Commander and HQ J-7/MEMD determine an applicant is still eligible for enlistment, he/she will annotate [DD Form 2807-1](#) (item 30) with the additional information and sign and date it. The MEPS Commander will also then complete [UMF 601-23-E](#), item 3a “Qualified” and return the applicant to the MEPS interviewer to continue processing. The MEPS interviewer will enter the decision that the applicant is qualified to continue processing into USMIRS.

(c) If the MEPS Commander and HQ J-7/MEMD assistance determine that an applicant is not qualified for enlistment, then processing will be discontinued pending Service determination.

(7) The MEPS Commander may defer the interview until the MEPS CMO is available. If deferring, it will be the MEPS Commander’s decision to:

(a) Terminate applicant processing (with or without remarks) in USMIRS.

(b) Flag the applicant’s packet and discontinue processing. The SL/GC Service(s) office is advised that the MEPS CMO must consider any additional information when provided, and an interview with the applicant may be required before a determination can be made.

(c) Annotate on the UMF 601-23-E, item 4 (Remarks), “Service determination required” and item 5, “BOOON”—Admin Hold, and place the applicant's packet in an administrative hold “N” status if a SL/GC Service(s) is not available.

(8) The MEPS Commander, during their absence, may delegate review authority to the acting Commander or the next senior officer. This authority will not be further delegated.

(9) When USMIRS is not operational, and a medical disclosure occurs, manual processes will be used. The MEPS will complete UMF 601-23-E (items 1 and 2) and [UMF 601-23-2-E](#) and post both to the hard copy packet, and continue to process as above. The operations section will maintain a copy in the suspense file, which must be reconciled (response received by both medical and Service) by close of business. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s). Completed UMF 601-23-2-E (and UMF 601-23-E) will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see [Appendix B, Section III](#)).

b. Processing Nonmedical Disclosures.

(1) When a nonmedical disclosure occurs, the MEPS interviewer will enter the disclosure information into USMIRS, which automatically places the applicant in an administrative hold "N" status. The MEPS interviewer discontinues processing and directs the applicant (with enlistment packet) to the SL/GC Service(s) office for evaluation of the disclosure.

(2) When USMIRS is not operational, and a nonmedical disclosure occurs, manual processing will continue as follows. The MEPS will return the applicant, enlistment packet, and UMF 601-23-E (original) to the sponsoring SL/GC Service(s) office. The operations section will maintain a copy in the suspense file, which must be reconciled by close of business. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s).

(3) The SL/GC Service(s) considers the additional information and notifies MEPS to clear or terminate applicant processing in USMIRS. The form and packet (and applicant, if processing resumes) is to be returned to the interviewer before close of business.

(4) The USMIRS tracks all SL/GC Service(s) work history via user identification; therefore, signatures are not required when the action is performed electronically. When USMIRS is not operational, a [UMF 601-23-E](#) will be signed and returned to the interviewer prior to continuing processing.

(5) If the disclosure was not disqualifying, or a waiver is included in the packet, the applicant will continue processing after the SL/GC Service(s) makes notification to clear the applicant.

(6) If the disclosure was permanently or temporarily disqualifying, the SL/GC Service(s) will return the applicant packet to the MEPS interviewer. The MEPS interviewer will review and respond to the data electronically in USMIRS.

(7) If a SL/GC Service(s) is not available during processing, the PEI/PAI interviewer will annotate on the UMF 601-23-E, item 4 (Remarks), "Service determination required" and item 5, "BOOON"—Admin Hold, and will flag the applicant's packet. USMIRS requires no additional action, as the applicant is automatically placed in an administrative hold "N" status.

c. Processing alleged improper recruiting practice disclosures. If an applicant alleges an improper recruiting practice anytime during processing, the interviewer will complete UMF 601-23-E and ask the applicant to make a written statement under penalty of perjury.

(1) While preparing UMF 601-23-E for an improper recruiting practice disclosure, the MEPS interviewer will:

(a) Not include any specifics about the alleged improper recruiting practices on the statement. The only statement to be listed on UMF 601-23-E is, "Applicant alleges improper recruiting practice(s)." By completing UMF 601-23-E, the applicant is placed in an administrative hold "N" status, which requires the sponsoring Service to respond with processing guidance.

(b) If an applicant alleges improper recruiting practice and makes additional non-related disclosure(s) only the additional non-related disclosure(s) will be recorded on UMF 601-23-E. The last entry on the form will be "Applicant alleges improper recruiting practice(s)."

(2) The applicant will prepare their statement on plain bond paper. The MEPS interviewer or MEPS Commander will ensure the following acknowledgement is printed at the end of the statement exactly as shown: "I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct; ([28 U.S.C. Section 1746](#)) "Executed on (date); (Signature)."

(3) Before signing the statement, the interviewer will advise the applicant that he or she may be prosecuted for perjury under [18 U.S.C. Section 1621](#), for making a false statement. If the applicant refuses to make a statement under penalty of perjury, the MEPS interviewer will make the statement under penalty of perjury, using the same procedures outlined above. The statement will describe, as completely as possible, the information revealed by the applicant, the circumstances under which the information was revealed, and any additional information deemed appropriate. MEPS will ensure the following information is included in the statement:

(a) Name and grade of recruiting personnel concerned. If unknown, include a physical description, to include race and vocal characteristics.

(b) Include dates, times, and places where significant events took place.

(c) Describe exactly what the recruiting representative(s), and any other involved person(s), did or said.

(d) Name everyone who could have seen or heard what the recruiter did or said during the alleged situation. If the applicant cannot remember names, give physical descriptions. Witnesses may include friends, probation or parole officers, girlfriends, siblings, parents, judges, defense lawyers, or another recruiter.

d. Reporting of alleged improper recruiting practices

(1) The MEPS interviewer will inform the MEPS Commander of the alleged improper recruiting practice.

(2) The MEPS Commander will verbally inform the appropriate IRC Commander on the same day the allegation surfaces and will prepare a MFR. Within 1 workday of documenting the allegation, the MEPS Commander will send, via secure e-mail, the original statement to the IRC Commander. The MEPS Commander will include a memorandum that contains the applicant's full name and SSN in the subject line, describes allegations, and identifies the recruiter(s) involved in the body. A sample memorandum is located on the [SPEAR: J-3/Current Operations Division page](#). The MEPS will send information copies to the appropriate HQ Recruiting Command Investigative Activity IAW the list provided on the sample memorandum.

(3) The MEPS will maintain a complete record documenting the allegation, access to which will be on a "need to know for official use basis" and will file it under Record Number 601-210e/600A, Recruiter Impropriety Investigations (see [Appendix B, Section III](#)).

5-13. Pre-Oath Briefing

Prior to administering the Oath of Enlistment for entry into the DEP or Accession to active duty, MEPS personnel have the option of delivering the Preoath Briefing to applicants verbally or using the Preoath Briefing Digital Versatile Disc (DVD) distributed in 2011 by HQ USMEPCOM. An applicant cannot ship to Initial Active Duty Training (IADT) without being administered the Pre-Oath Briefing.

a. The verbal Pre-Oath Briefing will include:

(1) The mandatory reading of UCMJ Articles 85 and 86 (Figure [5-1](#)).

(2) The mandatory reading of the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces. This brief is located on the [SPEAR: J-3/Current Operations Division page](#).

(3) Instructing the applicants on proper conduct during the Oath of Enlistment (i.e., how to stand at attention and hold their right hand up at a 90-degree angle).

(4) Informing the applicants that while reciting the Oath of Enlistment they have the option to swear or affirm, and that the words "so help me God" may be omitted at the end of the oath if they so choose.

b. A MEPS representative must be present during the DVD viewing of the Pre-Oath Briefing.

c. After either briefing, the applicants will be asked if they fully understand the potential punishments if found guilty of violating any policies or UCMJ articles briefed.

5-14. Oath of Enlistment

The Oath of Enlistment will take place immediately following the Pre-Oath Briefing. The MEPS Commander (or designated Enlistment Officer (EO)) will conduct the Oath of Enlistment according to [U.S.C. Title 10](#), [DoDI 1304.02](#), AR 601-270, and SL/GC Service(s) directives. The enlistment ceremony is a meaningful event, both for the enlistee and their guests. Capturing the event through video or still photography is authorized to the extent practical. Oath of EOs will use discretion to ensure that photography is done as not to interfere with the solemnity of the ceremony.

a. Only under emergency conditions resulting from an absence of one or more of the assigned MEPS Officers, MEPS civilian personnel who are Commissioned Officers currently serving in the Reserves or National Guard, or who are retired from any of the Services may conduct swear-in ceremonies either in uniform (if properly fitted and neat in appearance) or appropriate civilian attire. Appropriate civilian attire is defined as coat and tie for men and conservative business attire for women. Guest EOs who are brought in by applicants are not governed by these standards, but will only be permitted to swear-in their applicant under observation of a MEPS EO in a private ceremony so as not to be disruptive to the MEPS operation. See Chapter [9](#) for e-Security guidance related to a Guest EO.

b. The MEPS Commander may appoint designated EOs only if the officer is assigned to or detailed to USMEPCOM; additionally, if the MEPS has a shortage of assigned officers, the MEPS Commander may appoint a designated EO from outside the MEPS if the officer appointed is stationed in close proximity to the MEPS and the officer is not assigned to a recruiting organization. Note: This is because recruiting officers must not be given access to all data in USMIRS with the EO USMIRS role.

c. The MEPS must follow the procedures outlined in Paragraph [9-2](#) prior to the designated EO accessing USMIRS. The specific account for the EO may remain in USMIRS during the duration of the EO's assignment or detail.

d. The MEPS Commander (or designated EO) will ask applicants, just before the Oath of Enlistment "Have you been briefed on and do you understand the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces, and UCMJ Articles 83, 85, and 86?" When an applicant cannot recall receiving the Restrictions on Personal Conduct in the Armed Forces Briefing, the MEPS will conduct an additional briefing IAW local procedures.

e. The MEPS Commander (or designated EO) will ask applicants before the Oath of Enlistment "Does anyone have any questions or reservations/reluctance to enlisting at this time?" The wording is furnished as a guide and need not be followed specifically as written; however, must be covered before the ceremony.

f. The MEPS Commander (or designated EO) will ask applicants before the Oath of Enlistment, "Is anyone enlisting into the Army National Guard or Air National Guard today?" This question will help identify those who require the Army National Guard or Air National Guard Oath of Enlistment.

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(1) Applicants identified as Army National Guard or Air National Guard enlistee(s) will be aligned to the front or one side of the ceremony room and administered their separate Oath of Enlistment first.

(2) The MEPS Commander or designated EO will administer the Army National Guard or Air National Guard Oath of Enlistment utilizing the Enlistment Oath located on [DD Form 4/2](#), number 16 and then administer the separate Enlistment Oath to the remaining Reserve and DEP enlistees utilizing the Enlistment Oath located on DD Form 4/2, number 15 , or the oath located on [DD Form 4/3](#), number 22a for those enlistees previously DEPed (excluding Navy Reserve) entering active duty and shipping to their training/duty location.

g. Applicants will not be permitted to sign the [DD Form 4 series](#) prior to the oral administration of the Oath of Enlistment. If the applicant refuses to sign the enlistment agreement after administration of the Oath of Enlistment, the EO will so note on the enlistment agreement and return the applicant to the SL/GC Service(s) for resolution IAW SL/GC Service(s) policies. After the applicant completes the Oath of Enlistment and signs the DD Form 4/2 or 4/3, MEPS will provide the applicant with a copy of their signed contract. At this point MEPS will also provide a copy of [UMF 601-23-4-E, Restrictions on Personal Conduct in the Armed Forces](#) to AD enlistees who have entered the DEP and to Guard and Reserve enlistees upon initial accession. The [UMF 601-23-4-E](#) will not be provided to PS and previously DEPed enlistees that are entering AD and shipping.

5-15. Accession and Delayed Entry/Enlistment Program Data Remain in USMIRS after Oath of Enlistment

a. Accession or DEP data will not be backed out of USMIRS after the Oath of Enlistment. Per AR 601-270, the Oath of Enlistment at both Accession and DEP enlists an applicant into the sponsoring Service (i.e. an enlistee cannot be removed from their enlistment obligation by deletion of USMIRS data).

b. Regardless of circumstances, including sudden illness or enlistee departing the MEPS without signing the contract, per AR 601-270, “The enlistment agreement is legally binding after the oath has been taken...” and as a result all Accession or DEP data must be reported and not deleted from USMIRS. MEPS will refer IRC partners requesting deletion of Accession or DEP data to AR 601-270 and their higher headquarters for appropriate action. If circumstances warrant, MEPS will submit an ETP to HQ USMEPCOM, J-3/Current Operations Division via a MOC request before any Accession or DEP data is allowed to be deleted from USMIRS.

c. The only time it is permitted to delete Accession data on an applicant who has taken the Oath of Enlistment is for re-processing previously enlisted recruits. Per [UMR 680-3](#), if the Recruiting Service furnishes the MEPS the appropriate official discharge/separation documentation, MEPS will remove the previous USMIRS Accession data or enter a DEP discharge in order to project the applicant for continued processing.

5-16. Processing Exceptions to Policy

Deviations from the guidance in this regulation require approved ETPs. Approvals that can be granted by the appropriate Sector HQ will be submitted to that Sector via MOC request. ETPs that require a USMEPCOM HQ staff element to approve will also be submitted in the form of a MOC request, to be forwarded to the appropriate staff office. **Note:** All medical ETPs will be forwarded via a MOC request to J-7/MEMD for resolution.

a. Exception to Policy (ETP) Policy

(1) The definition of an ETP: An approved deviation from established Laws, Regulations, or Policies (LRP).

(2) This ETP policy applies to all applicant operational ETPs including Aptitude, Medical, Processing, and Travel related ETPs. When entering the MOC request, the MEPS will begin the description with "ETP Request."

(3) ETPs which are approved from outside the USMEPCOM chain of command (i.e. Manpower Accession Policy Working Group (MAPWG), Recruiting Services Command, Defense Manpower Data Center (DMDC), etc.) do not fall under this policy.

(4) If a battalion receives an applicant processing ETP, it will be returned to the MEPS for completing a MOC ETP request submission. Battalions are not an ETP approval authority for operational issues (Aptitude, Medical, Processing, and Travel).

(5) If the ETP is time sensitive, the person who originated the MOC ETP Request should contact the appropriate USMEPCOM proponent to notify them of the urgency of response needed.

(6) The J-7/Medical Directorate is the approval authority for all medically related MOC ETP Requests.

(7) Medical logistics issues which fall outside of the applicant medical processing areas must follow medical ETP policy found in UMR 40-1; e.g. issues requiring a staff package that is processed from the MEPS, Battalion, Sector, then to Headquarters; such as Medical Material Allowance (MMAL) ETP requests, local agreements, etc.

b. The following are examples, and are not all inclusive:

(1) ARN/SSN Pending. When an applicant's ARN/SSN result has not posted in USMIRS by the projected ship day, MEPS will require an ETP in order to by-pass e-Security workflow and process the applicant in a manual USMIRS mode. MEPS will receive the ETP request from the sponsoring HQ Recruiting Command and forward it to HQ USMEPCOM, J-3/MEOP-CO via a MOC request to obtain final disposition on the matter. An ETP request will be invalid if received from the Recruiting Battalion or the Service Liaison/Guidance Counselor. The ETP request will contain, but not limited to the applicant's full name, full SSN, PADD, and Recruiter Station ID, and state that the sponsoring HQ Recruiting Command has agreed to take full responsibility for any potential adverse results that may post to the applicant's USMIRS record after shipping. In the event adverse results do post to USMIRS after the applicant ships, i.e., the pending SSN/ARN results post as a mismatch or not found, the MEPS Operations Officer will immediately notify the local Service Liaison/Guidance Counselor who will, in turn notify their HQ Recruiting Command.

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(2) Access/Ship. The MEPS will need an ETP for applicants accessing and cannot ship the same day due to transportation delays or cancellations. MEPS will receive the written ETP request from the sponsoring HQ Recruiting Command and forward it to HQ USMEPCOM, J-3/MEOP-CO via a MOC request to obtain final disposition on the matter. The ETP request will state that the sponsoring HQ Recruiting Command has agreed to take full responsibility of accessed applicants that are delayed transportation to the RTC.

(3) Shipping Holdovers. Should inclement weather conditions and/or requests from the SL/GC Service(s) cause holdovers through the weekend (e.g., no Saturday opening), the MEPS Commander must determine the feasibility of meals, lodging, and responsibility for enlistee's behavior for that weekend and determine whether these applicants should be sworn in or not per Paragraph [5-16b\(2\)](#). Once determined, IRC members will be notified of the decision and incumbent responsibilities. Applicants will be shipped on original travel orders when the situation is clear. Since the new enlistees have accessed, the MEPS Commander will advise the appropriate IRC member that conduct of the enlistees is now the SL/GC Service(s) responsibility and falls under the UCMJ. MEPS will restate UCMJ Articles 85 and 86 to the new enlistees prior to departing the MEPS. Responsibility for the shippers will rest with the sponsoring Service and not the MEPS. The MEPS will provide transportation, meals, and lodging, but each Service is responsible for monitoring enlistees' behavior during a hold-over situation and ensuring the enlistees return to the MEPS for shipping when weather conditions permit. When large numbers of a specific Service are sworn in and held over in the hotel, Services will be asked to provide a telephonic point of contact to the applicant hotel in case of unruly behavior of the new active-duty personnel awaiting shipment.

(4) Shipping applicants prior to (RBJ) date. On occasion, a Service will want to ship an applicant prior to the applicant's RBJ date. Height/weight RBJ date ETP is typical. MEPS will receive the written ETP request from the sponsoring HQ Recruiting Command and forward it to HQ USMEPCOM, J-7/MEMD via a MOC request to obtain final disposition on the matter.

5-17. Recruiting Service-Unique Programs

Occasionally the Recruiting Service will implement a unique program designed to help Service recruiters achieve their goals. In order to implement these new programs, the Recruiting Services HQ will contact the appropriate staff element at HQ USMEPCOM prior to implementation. This will ensure all requirements can be met in order to support the mission. After coordination with the Recruiting Service HQs, USMEPCOM will publish the necessary procedures through the USMEPCOM Command Information Message System, and post the applicable operational guidance on [SPEAR: J-3/Current Operations Division page](#).

Figure 5-1. Uniform Code of Military Justice Articles 83, 85, and 86

| |
|---|
| <p>UCMJ Articles 83, 85, and 86 (For administration of these articles, see Chapter 5 of this UMR)</p> |
| <p>UCMJ ARTICLE 83 (FRAUDULENT ENLISTMENT, APPOINTMENT, OR SEPARATION) “Any person who—</p> <p>(1) procures his own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to his qualifications for that enlistment or appointment and receives pay or allowances thereunder; or</p> <p>(2) procures his own separation from the armed forces by knowingly false representation or deliberate concealment as to his eligibility for that separation; shall be punished as a court-martial may direct.”</p> |
| <p>UCMJ ARTICLE 85 (DESERTION) “(a) Any member of the armed forces who—</p> <p>(1) without authority goes or remains absent from his unit, organization, or place of duty with intent to remain away therefrom permanently;</p> <p>(2) quits his unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service; or</p> <p>(3) without being regularly separated from one of the armed forces enlists or accepts an appointment in the same or another one of the armed forces without fully disclosing the fact that he has not been regularly separated, or enters any foreign armed service except when authorized by the United States; is guilty of desertion.”...</p> <p>“(c) Any person found guilty of desertion or attempt to desert shall be punished, if the offense is committed in time of war, by death or such other punishment as a court-martial may direct, but if the desertion or attempt to desert occurs at any other time, by such punishment, other than death, as a court-martial may direct.”</p> |
| <p>UCMJ ARTICLE 86 (ABSENCE WITHOUT LEAVE) “Any member of the armed forces who, without authority—</p> <p>(1) fails to go to his appointed place of duty at the time prescribed;</p> <p>(2) goes from that place; or</p> <p>(3) absents himself or remains absent from his unit, organization, or place of duty at which he is required to be at the time prescribed; shall be punished as a court-martial may direct.”</p> |

Figure 5-1. Uniform Code of Military Justice Articles 83, 85, and 86

Note 1: The use of the gender specific pronoun “his” is intended to be inclusive of both genders as in Fireman, Airman, Infantryman or Hospital Corpsman.

Note 2: Subsection (b) of Article 85 is omitted since commissioned officers do not enlist at the MEPS.

Figure 5-2. Citizenship Verification and Personal Identity Source Document Table

| SOURCE DOCUMENTS FOR USCIS (ARN) AND SSA (SSN) VERIFICATION | | | |
|---|---|--|--|
| | PLACE OF BIRTH | SSN | CITIZENSHIP |
| US BORN | *Birth Certificate * DD Form 372, Request for Verification of Birth *Department of State (DS) 1350, Certification of Report of Birth *FS 240, Consular Report of Birth Abroad *FS 545, Certification of Birth Abroad US Passport | DD Form 214 NGB Form 22 Social Security Card | *Birth Certificate * DD Form 372 *DS 1350 *FS 240 *FS 545 US Passport |
| NATURALIZED US CITIZEN | *Birth Certificate Passport USCIS I-551 , Permanent Residence Card | SAME AS US BORN | USCIS N-550/ 551 /570, Naturalization Certification USCIS N-560/561, Certificate of Citizenship US Passport |
| FEDERATED STATES OF MICRONESIA (FSM) REPUBLIC OF THE MARSHALL ISLANDS (RMI) REPUBLIC OF PALAU | SAME AS NATURALIZED US CITIZEN | SAME AS US BORN | *Birth Certificate USCIS I-551 USCIS N-550/ 551 /570 USCIS N-560/561 Passport |
| JAY TREATY OF 1796 FOR NATIVE AMERICANS | SAME AS NATURALIZED US CITIZEN | SAME AS US BORN | *Birth Certificate *Tribal Letter/Card USCIS I-551 |
| NON-US CITIZEN | SAME AS NATURALIZED US CITIZEN | SAME AS US BORN | USCIS G-845 USCIS I-551 |

Figure 5-2. Citizenship Verification and Personal Identity Source Document Table

- Note 1:** * Asterisked forms must be original or “Certified True Copy”. All other forms must be original.
- Note 2:** As of December 31, 2010, the DS no longer issues DS Form 1350. All previously issued DS Forms 1350 are still valid as proof of identity, citizenship and for other legal purposes.
- Note 3:** A valid Puerto Rico birth certificate issued by the Puerto Rico Vital Statistics Record Office must have been issued on or after July 1, 2010.
- Note 4:** Laminated Social Security Cards are acceptable if signed and untampered.
- Note 5:** An expired passport is acceptable to verify age/Date of Birth.

Chapter 6

Special Agreement Check Requests

6-1. Overview

a. This chapter prescribes policies, procedures, and responsibilities for processing the SAC request, also known as Personnel Security Investigation/Entrance National Agency Check (PSI/ENTNAC), at the MEPS for the purpose of initiating fingerprint checks for applicants as requested by the Services and for Service non-applicants. Additionally, MEPS may capture fingerprints for Department of Army civilians, military (Army Only), and contractors assigned to USMEPCOM. Additional, guidance for EFCS manual fingerprint submission is located on the [SPEAR: J-3/Current Operations Division page](#), see EFCS TouchPrint™ Enterprise Live Scan System Administration Guide.

b. MEPS will ensure the EFCS has interfaced with USMIRS and loads all of an applicant's personal data and physical characteristics when using the USMEPCOM Applicant (OPM Submission) selection within the EFCS. The EFCS will not interface with USMIRS when using either the USMEPCOM Non-Applicant (OPM Submission) or USMEPCOM Non-Applicant (No Submission) selections on the EFCS.

c. MEPS and the Services have access to the Background Investigation Report (BIR) which is a web application used to display the results of an individual applicant's SAC Request. The BIR features a search capability, allowing the authorized user to quickly and easily view background information on their sponsored applicants.

6-2. Special Agreement Check Source Documents

a. The requirement for the sponsoring Service to provide the SF86 or extract is deleted. However, this deletion does not change the document requirements outlined in each Service Packet Breakdown Checklist. Some Services will continue to require these documents in the packet.

b. USMIRS SAC data may be entered during any point of applicant processing. However, the initial SAC submission is performed at the time of DEP for Active Duty components or at the time of accession for Reserve and Guard components (during the PEI). When this information appears to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, the interviewing MEPS HRA will place the applicant in an administrative hold "N" status and pass the document back to the Service for review to determine the need for a correction.

6-3. MEPS guidelines

MEPS Operations Section will:

a. Process fingerprint SAC requests for all Service-sponsored applicants in support of all background investigations regardless of POB, foreign travel, prior Federal employment, the program the applicant is processing under, moral and medical waivers, and residency of immediate family members. Use the source documents listed in Paragraph(s) [5-9d](#) and [5-10c](#) of this regulation to verify complete personal data prior to entering any of it into USMIRS OE01 (ENTNAC Data) screen. Enter any name(s) by which the applicant is or has been known (aliases and maiden name).

b. Enter the appropriate submission code in the USMIRS OE01 screen to identify the mode the captured fingerprints will be submitted to the investigating agency. A description of SAC submission codes is located at Paragraph [6-6d](#) and in the USMIRS Quick Reference Guide (QRG) located on the [SPEAR: J-3/Current Operations Division page](#).

c. USMEPCOM Applicant (OPM Submission).

Use the USMEPCOM Applicant (OPM Submission) selection to capture and submit fingerprints for all Service-sponsored applicants. MEPS will submit all applicant fingerprints captured for a processing day NLT COB the date of capture.

(1) NPS applicant will have their captured fingerprints sent only after they have been given the oath of enlistment and have signed a DEP or accession contract.

(2) PS applicants may have their captured fingerprints sent prior to accession upon Recruiting SL/GC request.

(3) All US Coast Guard applicants may have their captured fingerprints sent prior to DEP or accession, upon Service request.

(4) Decline a DoD recruiting component request for an FD Form 258 (often referred to as a hard card).

(5) Upon request from an Air Force Service Liaison, MEPS will capture Air Force Reserve applicant fingerprints and transmit them to the OPM.

d. Notify the affected Recruiting SL/GC(s) office (and the non-DoD agency, if applicable) when fingerprints cannot be electronically captured and/or transmitted due to a network outage or EFCS inoperability; Notify them when the system becomes available so that they may re-project/reschedule the applicant to be fingerprinted. Submit an MIT Ticket when an EFCS problem is encountered.

e. Upon completion of the USMIRS SAC entry, return the [SF 86](#)/EPSQ/e-QIP (and FD Form 258 for US Coast Guard if applicable), to the appropriate SL/GCs office. Provide the SL/GC Service(s) one copy of the 680-3ADP for each applicant indicating the SAC submission date and mode of transmission.

f. USMEPCOM Non-Applicant (No Submission).

Use the USMEPCOM Non-Applicant (No Submission) selection to capture and print the form FD Form 258 "Federal Bureau of Investigation Fingerprint Card" when fulfilling a request to fingerprint personnel from a non-DoD agency. MEPS will, after printing the FD Form 258, White out the Submitting Office Number (SON) and Security Office Identifier (SOI) from the FD Form 258 and instruct the non-DoD agency to mail the FD Form 258 to the investigating agency using their own SON, SOI, and Online Payment Accounting Code (OPAC). Do not transmit fingerprints electronically when a manual fingerprint card (FD Form 258) is provided.

g. USMEPCOM Non-Applicant (OPM Submission).

Use the USMEPCOM Non-Applicant (OPM Submission) selection to capture and submit fingerprints for DA Civilians, Military (Army only), potential hires, and Contractors (for non-clearance positions only). All fingerprints taken on these categories will use the EFCS submission option of USMEPCOM Non-Applicant (OPM Submission). All fingerprints taken on Non-applicants for other military services and governmental agencies will have their cards printed out and not submitted electronically at this time. For all FD 258 fingerprint cards that are to be printed; the SOI, SON, and Online Payment Account Code (OPAC) will appear in the employer address box of the FD 258. These codes will be whited out prior to being released. Fingerprint reconciliation and receipt of expected results will be managed by the MEPS and J-1. Fingerprints will be captured and submitted as follows for a USMEPCOM Non-Applicant (OPM Submission):

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(1) Civilian and Military positions requiring a security clearance (no contractors) use: SOI: A334, SON: A394, and OPAC: DA-ARMY.

(2) Contractors (non-clearance positions only) use: SOI: DODH, SON: A394, OPAC: DA-ARMY.

(3) Civilians (non-clearance positions only) use: SOI: DODS, SON: A394, OPAC: DA-ARMY.

h. On the occasion when Services request an additional fingerprint check, MEPS will not resubmit fingerprints with results for ~~120 90~~ days after the results were received (this will only cause duplication at Office of Personnel Management (OPM) and the second submission will not be processed). **The Office of Personnel Management (OPM) will not accept nor process fingerprints sent until the 121st day after the Case Closing Transmittal date.**

i. Recapture and re-submit fingerprints with the original OPM case number (Originating Agency Case Number/OCA number) when OPM receives a failed or corrupt submission or determines the fingerprints are unclassifiable; the ~~120 90~~-day wait period is not applicable in this case. Instructions on how to resubmit recaptured fingerprints are located on the [SPEAR: J-3/Current Operations Division page](#).

j. Use the SAC documentation provided by the SL/GC to manually enter a PS applicant's physical characteristics into the EFCS who are projected with "No Medical Required".

k. Conduct reconciliation IAW Paragraph [6-6](#).

6-4. Recruiting Services Guidelines

The Recruiting SL/GC Service(s) will:

a. Submit all required forms, with the applicant, for processing to the MEPS. (See paragraphs [5-9d](#), [5-10c](#), and [6-2a](#) of this regulation, as applicable.)

b. Transmit, fax, or mail the SAC documentation (and release forms) to the investigating agency IAW Service standards.

c. Maintain SAC documents in the enlistee's DEP and/or accession packet.

d. Review USMIRS CR01 screen (MEPS Processing Workload) or Background Investigation Reports (BIR) daily for SAC results pending and results received.

e. Contact their servicing MEPS if a Confirmation WKID (B006S) or an automated SAC result (B006F/P) is not posted in the applicant's USMIRS record within 72 hours.

f. Project the applicant to be finger printed or re-fingerprinted as required.

g. Request an additional automated fingerprint SAC NET ~~120 90~~ days of the initial fingerprint submission.

6-5. Investigating Agency Guidelines

The investigating agency will:

a. Process SAC requests and report the results to HQ USMEPCOM.

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b. Disregard an additional automated fingerprint received within ~~120~~ 90 days of the initial fingerprint submission.

c. Compile and provide unclassifiable fingerprint (UF) results and failed admissions statistics pertaining to SAC requests to J-3/MEOP-CO as required.

6-6. USMEPCOM Integrated Resource System Special Agreement Check Results and Reconciliation

a. USMIRS SAC results as described below will normally be received within 72 hours of automated submission (dependent upon the investigating agency workload). Results are listed daily on USMIRS CR01 screen (MEPS Processing Workload) and Background Investigation Reports (BIR) and printed on the 680-3ADP. When prompted by the Recruiting Service, MEPS will refer to Paragraph [6-6d](#) below to obtain results that appear to be missing.

b. MEPS will use the Report of Daily ENTNAC Submissions (PCN ZHM003) to conduct daily “end of the day” reconciliation. MEPS will reconcile the day’s DEPs and Accessions with the day’s SAC submissions ensuring that if an applicant contracted that day, that the applicant’s fingerprints were submitted to OPM.

c. The BIR features a search capability allowing the authorized user to quickly and easily view information for their applicants. Users can search based upon applicant name, SSN, OPM Case Number, SPF, or by date range. The BIR is also available to assist MEPS and the Services in reconciling SAC submissions and results. Guidance on how to access the BIR is located on [SPEAR: J-3/Current Operations Division page](#). BIR access is as follows:

(1) MEPS BIR System Access:

(a) Each MEPS will designate two individuals to have access to the BIR.

(b) The DD Form 2875 System Authorization Access Request (SAAR) to be used is customized for USMEPCOM’s BIR only and located on [SPEAR: J-3/Current Operations Division page](#).

(c) Each person requesting access to the BIR must indicate the Type of Request and complete Part I (Items 1 through 12 and 26) of the DD Form 2875.

(d) First line supervisors must complete Part II (Items 13 through 20b).

(e) First line supervisors will submit each request via encrypted email to HQ USMEPCOM, Information Assurance Office ([J6/ OSD North Chicago USMEPCOM Mailbox IAO <osd.north-chicago.usmepcom.mbx.iao@mail.mil>](mailto:J6/OSD_North_Chicago_USMEPCOM_Mailbox_IAO_<osd.north-chicago.usmepcom.mbx.iao@mail.mil>)) for staffing and approval.

(f) BIR Training Slides and a BIR User Manual are available and provide detailed procedures concerning SAC submissions and results; they are located on [SPEAR: J-3/Current Operations Division page](#).

(2) SL/GCs BIR System Access:

(a) SL/GCs may request access to the BIR and can only view their specific authorized categories of applicants.

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(b) The DD Form 2875 System Authorization Access Request (SAAR) to be used is customized for USMEPCOM's BIR only and must be acquired from the MEPS ITS.

(c) Each SL/GCs requesting access to the BIR must indicate the Type of Request and complete Part I (Items 1 through 12 and 26) of the DD Form 2875.

(d) Each SL/GCs first line supervisors must complete Part II (Items 13 through 21b) and submit each request via encrypted email to their Service Command Security Office.

(e) Respective Service Command Security Offices will complete Part III (Items 28 through 32) and submit each request via encrypted email to HQ USMEPCOM, Information Assurance Office ([J6/OSD North Chicago USMEPCOM Mailbox IAO <osd.north-chicago.usmepcom.mbx.iao@mail.mil>](mailto:J6/OSD_North_Chicago_USMEPCOM_Mailbox_IAO_<osd.north-chicago.usmepcom.mbx.iao@mail.mil>)) for staffing and approval.

(f) BIR Training Slides and a BIR User Manual are available and provide detailed procedures concerning SAC submissions and results; they can be obtained by way of the MEPS ITS.

(3) MEPS ITS will assist upon Service request:

(a) With gaining access to the BIR

(b) With gaining access to the DD Form 2875 "System Authorization Access Request (SAAR)" located on SPEAR: J-3/Current Operations Division page.

(c) With gaining access to BIR Training Slides located on SPEAR: J-3/Current Operations Division page.

(d) With gaining access to the BIR User Manual located on SPEAR: J-3/Current Operations Division page.

~~c. BIR is available to assist MEPS in reconciling SAC submissions and for the Recruiting Services reconciling results, particularly results identified by the investigating agency as being unclassifiable. BIR Training Slides provide detailed procedures in reconciling SAC submissions and results; BIR Training slides and a BIR User Manual are located on [SPEAR: J-3/Current Operations Division page](#). MEPS will request access to BIR by submitting DD Form 2875 (System Access Request) IAW USMEPCOM SAAR SOP available on [SPEAR: J-6/Risk Management Office page](#). SL/GCs will request access to BIR through their chain of command. Additional how to FP reconciliation guidance is available within the Lead HRA Job Task Sheet, "Maintain Operational Files/Maintain ZHM Reports" located on J-1 Training Development Division's SPEAR page (<https://spear/headquarters/J-1-MEHR/TrainDevDiv/Lead-Human-Resources-Assistant-HRA/Forms/AllItems.aspx>).~~

d. When prompted by the Recruiting Service, MEPS will submit a MOC Request to verify status of SAC results that exceed the 72 hour receipt deadline. MEPS will re-transmit the initial, electronic fingerprint submission only after J3/MEOP-CO-MOC has determined the investigating agency did not receive the initial submission or received a failed admission (corrupt submission).

e. Description of SAC results:

(1) B006S. Confirmation (USMIRS generated to reflect that the SAC submission has been accepted and that the investigating agency has issued it a case number). **Note:** A Confirmation may not be received if WKID's B006F or B006P posts simultaneously in USMIRS. Case number will be identified regardless of order of WKID receipt.

(2) B006P. Possible Match (possible match with an existing FBI record). The investigating agency will return Records of Arrest and Prosecution (RAP) sheets and all pertinent attachments (when available) for all possible match cases. These results will then be forwarded through USMIRS to the MEPS, and by e-mail to the SL/GC Service(s) office. The SL/GC Service(s) office will file the possible match result in the applicant's DEP/accession packet. The SL/GC Service(s) are responsible for the disposition of all possible match cases. When the SL/GC Service(s) have questions concerning RAP sheets and/or non-receipt of Case Closing Transmittals the SL/GC Service(s) may request their servicing MEPS contact the MOC for assistance. **Note:** Results do not indicate fingerprint submissions are classifiable.

(3) B006F. Favorable (Reflects no record of unfavorable information listed with the FBI). The SL/GC Service(s) office will file the 680-3ADP with favorable results in the applicant's DEP/accession packet with the [SF 86](#)/EPSQ/e-QIP documentation. **Note:** Favorable results do not indicate fingerprint submission is classifiable. Also, B006F results do not necessarily indicate fingerprint return does not have RAP sheets or unfavorable information.

f. The MOC will forward the preceding month's UF statistics to the Sectors for further distribution to the MEPS.

g. Because of SAC accelerated processing, MEPS can receive results ("F" favorable or "P" possible match or "C" unclassifiable) prior to "Confirmation Received" (B006S). MEPS can also verify results on 680-3ADP.

(1) On the reverse side of the 680-3ADP, "RSLT" will be "F" (favorable)

(2) On the reverse side of the 680-3ADP, "RSLT" will be "P" (possible match)

(3) On the reverse side of the 680-3ADP, "AGY" will be a "C" (unclassifiable)

(4) On the reverse side of the 680-3ADP, "AGY" will be "blank" (classifiable)

(5) A "favorable" RSLT is only an indication of the background check from the personal data submitted and is in no way connected to fingerprint submissions being classifiable or unclassifiable.

(6) The AGY code ("C" for unclassifiable, "blank" for classifiable) refers only to the fingerprint submission quality; RSLT refers only to background checks. For example, a 680-3ADP could list a RSLT code of "F" (favorable) but an AGY code of "C" (unclassifiable fingerprints).

6-7. Fingerprint Training and Requirements

a. Fingerprint Training. All MEPS fingerprinting technicians are required to view the FBI-produced training videos/DVDs mailed to each MEPS. Additionally, all users are required to review the TouchPrint Enterprise Live Scan System User Guide for USMEPCOM and the USMEPCOM EFCS Orientation Course located on [SPEAR: J-3/Current Operations Division page](#).

b. Fingerprinting requirements.

(1) Lighting in the fingerprinting area must be sufficient to ensure proper evaluation and quality assurance of fingerprints taken.

(2) The EFCS must be at the proper height from the floor. Proper height is a level that allows the average applicant's forearm to assume a horizontal position when the fingers are being scanned.

(3) The applicant's hands must be clean, dry, and free from perspiration or body oils (alcohol or a nonflammable cleaning agent may be used to clean the applicant's hands). If using soap and water, use cold water since hot water will raise the oil on the skin. Also, for applicants with poor ridge quality, the MEPS may use an approved ridge builder to assist in capturing legible fingerprints.

(4) The MEPS will ensure an adequate stock of FD Form 258 (ordered from the FBI only) is available and used as required.

6-8. Electronic Fingerprint Capture Station Maintenance and Recalibration

a. MEPS will refer to the TouchPrint Enterprise Live Scan System User Guide for USMEPCOM for proper maintenance of EFCS equipment. For approved cleaning supplies, MEPS will refer to Image Quality Best Practices TouchPrint 4100 Live Scan. Both documents are located on [SPEAR: J-3/Current Operations Division page](#).

b. For optimal EFCS performance, the EFCS will automatically purge itself every 90 days. However, the MEPS ITS will purge all 'incompletes' older than 90 days. All MEPS fingerprint submissions are kept on the FIS for up to 12 months and can be obtained by submitting a MOC Request.

Chapter 7

Red Carpet Treatment

7-1. Overview

The MEPS are in the service business and applicants are the most important customers. Many applicants are still unsure of their commitment to joining the military when they arrive at the MEPS. Consequently, the quality of their treatment by MEPS personnel can influence whether some applicants access into the Service and how they will remember their day(s) at the MEPS.

7-2. Commander's Role

The MEPS Commander is responsible for implementing the Red Carpet Treatment in their MEPS. Each MEPS Commander must develop a local SOP policy (Paragraph [1-4e\(2\)](#)) that recognizes and incorporates the potential anxieties of the applicants, puts them at ease, motivates and encourages them, and instills pride in their decision to serve the Nation. The policy must also demonstrate a caring and efficient organization. At a minimum, MEPS Commanders must:

- a. Coordinate the applicant pre-arrival orientation with the IRC, and include it as part of the Recruiter Orientation Training.
- b. Provide feedback to their IRC on the quality and effectiveness of the pre-arrival orientation. The goal is to ensure applicants have a clear understanding of the MEPS process, transportation, and lodging.
- c. Articulate a vision of quality Service to leaders and staff and model this through daily leadership.
- d. Integrate USMEPCOM's mission and vision statements into your MEPS' corporate culture.
- e. Market this vision to everyone associated with the MEPS, including hotel personnel, food contractors, consulting physicians, transportation officials, etc.
- f. Monitor and improve local MEPS Red Carpet Treatment policy. Be proactive, and walk through the MEPS, observing it as if you were the applicant.
- g. Reinforce the caring attitude by treating MEPS personnel in the same red-carpet manner.
- h. Ensure that even those applicants who do not meet established standards to qualify for military service are thanked on behalf of a grateful nation.

7-3. Essential Elements of Local MEPS Red Carpet Treatment Policy

- a. Quality attitude. The manner in which applicants are treated at your MEPS reflects the individual pride and professionalism of each MEPS member. Every member of the MEPS must understand this policy and embrace the procedures and intent outlined in this policy.
- b. Welcome procedures. The USMEPCOM Commander's Welcome Briefings and transportation briefings ([Chapter 5](#)) are essential elements of the Red Carpet Treatment. These briefings set the tone of the day for the applicants. The objective is to establish and foster a safe environment that is supportive and friendly. The MEPS will make every effort to inform the applicants of processing procedures upon their arrival at the MEPS. This requires excellent liaison with the SL/GC Service(s). The Service recruiter will be the key to ensuring applicants know what to expect. At a minimum, the Service recruiter should explain

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what a MEPS is, describe the processing day and inform the applicant about the dress code, noon meal, lodging, expected behavior, and MEPS specific activities available for “down time.”

(1) The “Recruiters Orientation Briefing” present MEPS with an opportunity to ensure Recruiters prepare applicants for the MEPS experience. The Recruiters Orientation Briefing is located on [SPEAR: J-3/Current Operations Division page](#)

(2) Other resources which will help MEPS and Recruiters prepare applicants for their MEPS experience is the video titled “A Day at the MEPS” located on the [USMEPCOM public website](#) under “USMEPCOM Videos”, and “Recruiter to Applicant Pre-arrival Orientation” and “Recruiter to Applicant Prearrival Fact Sheet” located in the “For Recruiters” section on the [USMEPCOM public website](#).

c. Ceremony standards. The MEPS will make every effort to explain and emphasize to applicants the significance of taking the oath, the positive effect on their personal lives, and the contributions they will make to the common defense of our country. Above all, the MEPS will stress military values and our Nation’s pride and appreciation of their commitment to join the defense team. See Paragraph [7-5](#) for guidelines on handling visitors and Paragraph [3-8](#) for handling uncooperative/disruptive applicants.

d. Recruiter training. All new recruiters will attend the supporting MEPS orientation training within 90 days of arrival. The MEPS will provide a sample pre-arrival orientation outline and pre-arrival fact sheet available on [SPEAR: J-3/Current Operations Division page](#) and on the [USMEPCOM public website](#). The Pre-arrival Fact Sheet will be provided to recruiters to use as a briefing guide, and may be given to the applicants before they arrive at the MEPS. The MEPS will also offer training to all new SL/GCs at the MEPS. Additional informational resources are available on the [USMEPCOM public website](#) for recruiters, applicants, and parents.

e. Individual treatment of applicants. Despite the repetitive nature of functions, heavy workloads, and pressure to meet processing deadlines, remain aware that the MEPS is dealing with individuals, each with unique concerns, problems, and questions. The MEPS will avoid assembly-line mentality ensuring MEPS staff provides applicants with individualized and personalized attention on this important and memorable day.

f. Addressing applicants. All communications with applicants, whether verbal, nonverbal, or written, will be in a polite and respectful tone; this will bolster the applicant’s attitude and opinion of the organization they are about to join.

(1) Verbal. MEPS personnel will address applicants in a friendly and polite tone of voice. Use their full names, or Mr. /Ms. “last name” and use “ladies” and “gentlemen” when speaking to a group.

(2) Nonverbal. All MEPS personnel must be cognizant of their nonverbal actions and communications and how the applicants could receive these communications. When in doubt, simply smile.

(3) Written. MEPS personnel will ensure that all written communications, welcome letters, signs, instructions, etc., are polite, positive, and upbeat. Communications will be written at a level that is easily understood by all applicants. Avoid “negatives” such as don’t, can’t, won’t, etc.

g. Explain each step of the process. MEPS personnel will explain each process, procedure, and examination to the applicants as much as possible and as time allows. An awareness of “what is happening” and “why” may alleviate much of an applicant’s anxiety and uncertainty. Generally, the more details an

individual has about what to expect, the better the response.

h. Provide smooth, efficient, and prompt processing. The MEPS must ensure a smooth, efficient applicant flow to help reduce long lines, bottlenecks, and overall idle time. Establish a smooth, efficient applicant flow using modular processing. Consider using front-loaded processing, when possible, to provide the most efficient use of the MEPS staff. Conduct frequent enlistment ceremonies. Examine fare usage to possibly affect changes from Defense Travel Management Office (DTMO). Coordinate with your Service liaisons and IRC to ensure they are conducting their applicant classifying functions efficiently.

i. Respect applicant's privacy and dignity. MEPS personnel will provide applicants with as much privacy as possible. If problems arise in discussions between staff or with liaisons, move to a private area to conduct the conversation so applicants cannot overhear.

j. Provide activities while waiting. After the applicants are informed of the reason for a delay, let them know about the activities available in your MEPS (e.g., video games, magazines, pay telephones, card/board games, studying, reading, pool table(s), air hockey/foosball, ping pong table).

k. **Sexual Harassment/Assault.** Although not a primary function of enlistment processing, guidance responding to applicant reports of sexual harassment and sexual assault is located in [UMR 608-1, USMEPCOM Wellness and Readiness \(WR\) Program](#), posted on SPEAR.

l. **Applicant injury.** Although not a primary function of enlistment processing, guidance concerning claims against the United States submitted by applicants for illness and injuries that occurred during enlistment processing is located in [UMR 27-1, Military Justice and Legal Services](#), posted on SPEAR.

7-4. Conduct of Recruiting Activities

Engagement in recruiting interviews with applicants is not authorized within the MEPS, meal and lodging facilities, MET Sites or during school testing. Recruiting activity may be conducted only in respective Service Guidance Counselor or Service Liaison offices. Recruiters are prohibited from any location within the contract lodging facility except the lobby, common area, dining areas, and MEPS reception rooms. Violations of this policy should be treated as a recruiter impropriety. Instructions outlined in Paragraph [5-12c](#) and [5-12d](#) will be used to report this impropriety.

7-5. Handling Visitors

Relatives and friends of applicants are invited and encouraged to accompany applicants to the MEPS. MEPS will strive to create a favorable image of the military for the visitors because first impressions are lasting impressions. Visitors intending to observe or administer the Oath of Enlistment are to arrive at least one hour ahead of the ceremony. MEPS will coordinate with the Service liaisons to provide more accurate suggested arrival times. **A fact sheet for visitors is available on the For Parents section of our public website:** <http://www.mepcom.army.mil/Home/Parents/>

The following guidelines are meant to assist with visitors:

a. Identify. The control desk personnel will normally be first to identify a visitor. **Visitor identity screening will occur IAW standards set in [UMR 380-1](#).** They will warmly greet the visitor and provide a tag or other means for identifying the visitor. MEPS staff members will quickly discern applicants from family members and visitors. If space and resources permit, the MEPS will establish an attractive visitor lounge. Include magazines with a focus on Service literature, MEPS pamphlets, Messengers, etc.

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b. Brief. The MEPS Commander (Operations Officer or Senior Enlisted Advisor when Commander is not available) is to make every effort to personally greet and brief visitors. While a formal briefing is probably not appropriate, a few words from the Commander about the mission of the MEPS, and the step their friend or family member is taking that day, are appropriate. MEPS will ensure that visitors are aware of local eating establishments and other nearby facilities, and determine the approximate waiting time they can expect until their friend or family member enlists. The MEPS, as best can, is to answer all their questions and concerns. Service specific question are to be referred to the SL/GC.

c. Invite. The MEPS will ensure the visitors are invited to attend the enlistment ceremony. In cases where the visitor is an officer, determine if he/she desires to administer the Oath of Enlistment. The MEPS will review the sequence of events and prepare them as needed to conduct a ceremony.

7-6. Customer Satisfaction Survey

The Customer Satisfaction Survey (CSS) is a part of USMEPCOM's Red Carpet Treatment policy. Feedback from applicants is an essential element in evaluating the effectiveness of your Red Carpet Treatment policy. The MEPS leadership should take advantage of every opportunity to speak to applicants, either individually or in groups, and discuss their perceptions of their processing experience. USMEPCOM's CSS will be used at each MEPS. All applicants will be provided the opportunity to participate in the CSS. MEPS command elements receive individual survey responses, and the aggregated data is available in USMEPCOM's Business Intelligence (BI) tools. The CSS provides the USMEPCOM Commander, Sector Commanders, Battalion Commanders, and MEPS Commanders with near real-time customer Service metrics. In addition, CSS feedback to your IRC is essential for assessing applicant feedback on areas they control such as SL/GC Service(s) or pre-arrival information. Recommendations for CSS changes will be submitted through Sector for review by a configuration control board consisting of representatives from Sectors, J-3/MEOP, and Strategic Planning and Transformation Directorate (J-5/MEPT). The configuration control board will meet as required.

7-7. Administration of the Customer Satisfaction Survey

The CSS computers at each MEPS shall be located in high-applicant traffic areas. These areas may include SL/GC Service(s) waiting areas, applicant waiting rooms, debriefing rooms, or near the MEPS control desk. The Senior Enlisted Advisor's, or MEPS Commander's, designated representative will check daily to ensure that the CSS software and hardware are working and that applicants are participating. MEPS Information Technology Specialist (ITS) will ensure that CSS equipment is maintained and operational, and will submit a Service Desk ticket if additional support is needed.

Chapter 8

Generating Enhancements Through Innovative Thinking Program

8-1. Overview

The objective of the GETIT Program is to create a knowledgeable workforce by identifying and training personnel with potential for innovation, creativity, and success in applicant processing. Determining future processing objectives is best accomplished through an on-site MEPS senior managers training program.

8-2. Generating Enhancements Through Innovative Thinking Team Membership

The GETIT team will normally consist of three individuals from J-3/MEOP. The team can be supplemented from Sector and/or HQ staff, as necessary. At the discretion of the team leader, a representative from different MEPS may accompany the team.

8-3. Scheduling

a. J-3/MEOP will schedule as many GETIT visits each fiscal year as funding and operations tempo permit. Visit duration is normally Monday through Friday.

b. The GETIT schedule will be coordinated to ensure no conflict exists with other events on the USMEPCOM Master Planning Calendar (e.g., staff assistance visit (SAV), training assistance visit, Inspector General (IG), Manpower). J-3/MEOP will not schedule a GETIT within 30 days before or after a SAV or IG or the last two weeks of September.

c. After reviewing the Sector input and considering the USMEPCOM Commander's priorities, J-3/MEOP will publish the GETIT schedule on the USMEPCOM Master Planning Calendar.

8-4. Procedures

a. Approximately 2 weeks before a scheduled GETIT visit, the team leader will meet with the team members to work out details for the visit. Sector and other MEPS personnel approved to accompany the team will be included in the planning process.

b. Upon arrival at the MEPS, the GETIT team will tour the MEPS facility. The team leader responsibilities include:

(1) In-briefing the MEPS Commander on arrival.

(2) Conducting two, 2-hour training classes each day (morning and afternoon), Tuesday through Thursday, with MEPS Commander and staff.

(3) Preparing a summary of the MEPS innovative ideas, objectives, and processing goals to meet future MEPS requirements.

(4) Conducting and documenting, for training purposes, a "Production Stream" analysis on one of the following areas: MEPS check-in/out, special testing, inspections, DEP process, and fingerprinting.

(5) Out-briefing the MEPS Commander and providing a copy of the summary report.

8-5. Evaluation

During the Commander's out-brief, the team and MEPS staff will identify process improvement initiatives to be presented to HQ USMEPCOM staff for evaluation, based on content and value to the Command.

Chapter 9

e-Security Workflow

9-1. Overview

a. The e-Security workflow uses a fingerprint and a facial image to biometrically identify and track applicants throughout the enlistment process while in the MEPS. The e-Security workflow enhances the existing USMIRS tracking of applicants as they progress through the various MEPS stations and ensures that the applicant's identity is biometrically confirmed at each station during entry (check in) and exit (check out).

b. The e-Security electronic signature capability allows applicants and USMIRS users to biometrically sign the [DD Form 4](#) and [DD Form 93](#) and electronically transmit and store the documents in e-Records. The e-Signature transaction supports the unique identification of applicant and witness/countersignature through biometrics.

c. The e-Security workflow ensures that the applicant who initially enrolls in the biometric system is the same individual who progresses through every step of the enlistment process. Over time, e-Security workflow will build a Watch List of applicants who are not eligible to process, are known professional test takers, and/or are processing “ringers” allowing immediate biometric identification when these ringers are in the MEPS.

9-2. e-Security Access

Upon receipt of an approved [DD Form 2875, System Authorization Access Request \(SAAR\)](#), the MEPS ITS will create USMIRS user accounts for MEPS assigned personnel and SL/GC assigned to each MEPS using the user's full SSN. Creating a USMIRS user account with the user's full SSN is considered an operational necessity and therefore not a violation of PII policy. See [paragraph 4-3](#) for general guidance on safeguarding personal information. The MEPS ITS will biometrically enroll SL/GCs and MEPS EOs into e-Security. The MEPS ITS will assign the following USMIRS activity-based roles and duty-position functions in order for the USMIRS user to use the e-Security application:

a. The SL/GC will be assigned the e-Security and Service Data Entry user roles and the Counselor duty position only.

b. The EO will be assigned the Tracking, EO and e-Security user roles, and the Swear-in Officer duty position in addition to other activity-based roles/duty positions as determined by the MEPS Commander IAW [UMR 680-3](#).

c. All other authorized USMIRS users will be assigned the e-Security user role in addition to other activity-based roles and duty-position functions as determined by the MEPS Commander. The table of recommended USMIRS User Roles is available on [SPEAR: J-3/Current Operations Division page](#).

9-3. Projection Process

All applicants and non-applicants will be projected. The Centralized Relational Database (CRDB) sends the applicant's biometric enrollment record to the MEPS local database (if available) to support entrance processing and tracking functions. Projection processing will be accomplished IAW [UMR 680-3](#).

9-4. Acceptable Forms of Identification for Biometric Enrollment

a. During initial enrollment, the applicant must present a fully completed [UMF 680-3A-E](#). An applicant whose SSN has not been verified by SSA with results posted in USMIRS must present one of the source documents listed in [Figure 9-1, Acceptable Forms of Identification for Biometric Enrollment](#), issued by an employer, state, or government entity displaying the applicant’s SSN. Acceptable source documents must be current and unexpired.

Figure 9-1. Acceptable Forms of Identification for Biometric Enrollment

| | |
|--|--|
| Social Security Card issued by the Social Security Administration | Must be original or legible copy. A signed or unsigned laminated card is acceptable if untampered. |
| Copy of completed and submitted SS-5* (Application for a Social Security Card) signed by the applicant along with the receipt* from SSA indicating the application for a replacement SSN card had been received. | Copy of SS-5 will provide the unverified SSN for data entry and the receipt confirms SSA has accepted the application for the replacement card. Original or legible copy of receipt. |
| DD Form 214 | Must be original or legible copy. Copy 2 or Copy 4 is acceptable. |
| DD Form 215 | Must be original or legible copy. |
| NGB Form 22 | Must be original or legible copy. |
| Pay Stub/Statement | Must be original or legible copy. |
| W-2 Tax Statement | Must be original or legible copy. |
| SSN Card Stub | Must be original or legible copy. |
| Document/letter on SSA letterhead with applicant’s name and SSN | Must be original or legible copy. |
| Social Security Administration SSN Printout (see Note 2) | Must be original or legible copy. |
| Temporary Identification Number (TIN) | Must be original. |
| Uniform Services Identification & Privilege Card (Dependent ID Card) | Must be original and unexpired and display full SSN. |
| Official School Transcript | Must be original or legible copy. |
| Selective Service System (SSS) Form 3A, Selective Service Acknowledgement Card | Must be original or legible copy. |

Note 1: Asterisked documents, SS-5 and Receipt, have examples available on SPEAR.

Note 2: SSN Printout is a generic term that applies to the NUMI, Numident, SSNAP, or any official printout from SSA with full SSN.

Figure 9-1. Acceptable Forms of Identification for Biometric Enrollment

b. If an applicant arrives at the MEPS without an acceptable form of documentation listed in Figure 9-1 and USMIRS reflects pending SSN verification results, the applicant will be returned to the respective Service Guidance Counselor/Liaison. If the Service does not have one of the documents listed in Figure 9-1, the applicant will be biometrically enrolled IAW Paragraph 9-5c, allowed to continue to process (if otherwise qualified), and the MEPS will manually apply an “N” status using the following USMIRS Administrative Hold Remark: “SSN Results or Figure 9-1 Enrollment Document Required.” This “N” status can be cleared by the MEPS through either confirming that the SSN verification results posted in USMIRS (V000S without a Mismatch/Not Found B000N) or by reviewing one of the documents listed in

Figure 9-1 before permitting the applicant to enlist (DEP or Access). Until resolution of an “N” status due to the above or due to a mismatch/SSN and/or ARN results, the applicant will only be permitted to take required aptitude tests (ASVAB, TAPAS, etc.) and the medical exam without removal of the “N” status.

9-5. Enrollment Process

An applicant processing for entry into the Armed Forces will be biometrically enrolled at first contact when enrollment capabilities exist. For this enrollment procedure to function, the applicant must have personal data entered into USMIRS and a projection committed. Prior to being enrolled into e-Security, each applicant will be asked to read and acknowledge the e-Security biometric enrollment Privacy Act Statement displayed on the fingerprint capture pane on the applicant screen. Applicants will acknowledge reading the Privacy Act statement by posing for the biometric photograph and/or placing their finger on the fingerprint scanner. No other actions are required for Privacy Act acknowledgement. All applicants and non-applicants (prior service, non-prior service, and in-service members) coming to the MEPS for the first time for any type of projected processing must be biometrically enrolled in e-Security.

a. MEPS will make every effort to fully enroll each applicant into e-Security prior to completing the applicant’s DEP or Accession contract.

(1) When e-Security/e-SOA is inoperable or fails to perform as normal, MEPS will submit a J-6/MEIT Service Desk ticket in accordance with Paragraph [1-4f\(7\)](#). Once submitted, the MEPS Commander or their designee are authorized to use the “Procedural Instructions for Failure/Alternative Mode Processing” which is accessible on the [SPEAR current Operations Page](#).

(2) Expiration and reauthorization. Authorization to use these procedural instructions is appropriate after repeated attempts to use e-Security cause an overwhelming disadvantage to maintaining normal operations and operating procedures. Authorization will expire immediately prior to performing the day’s first MEPS OUT, following receipt of a USMEPCOM communication indicating the problem is resolved/solved, and at the start of each processing day. This short expiration is set to highlight the importance of achieving a biometric enrollment. However, if this is not possible, MEPS are reauthorized use of the failure mode procedural instructions after repeated attempts to capture an enrollment causes an overwhelming disadvantage to maintaining normal operations and operating procedures.

b. It is prescribed that MEPS capture the fingerprint in the order of the index fingers being the first choice, if they cannot be captured, then middle finger, then ring finger, little finger, and then thumb.

c. The MEPS should attempt the fingerprints three (3) times before moving to the next finger. If the finger captured is other than the index finger, inform the applicant that is the finger to be used for check-in/out and biometric signatures.

d. In the event that neither an approved document nor verified SSA and/or ARN found results exist, the applicant will not be allowed to enlist. In these cases, if the sponsoring Service requests an exception to policy, a MOC request will be submitted so that the issue may be worked with the sponsoring Service Recruiting HQ.

e. An applicant who arrives at the MEPS and refuses to provide any biometrics for e-Security enrollment will have their processing record placed in an “N” status using the appropriate USMIRS administrative hold remark and returned to SL/GC for resolution. If otherwise qualified, the applicant will be allowed to process as projected when, upon return, they agree to provide biometrics.

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f. An applicant whose religious headgear prevents the ability to capture the digital photo and who declines to adjust or remove it will have their processing record placed in an administrative hold status with remarks “Headgear interferes with e-Security enrollment” and will be returned to their Recruiting SL/GC for resolution.

g. MEPS personnel will ensure biometrics and digital photos are of an acceptable quality prior to committing the data. Biometric enrollment user guidance and troubleshooting techniques are contained in the e-Security Quick Reference Guide (QRG) located on [SPEAR: J-3/Current Operations Division page](#). The e-Security QRG is a condensed version of the e-Security User Manual (UM), also located on [SPEAR: J-3/Current Operations Division page](#). The UM contains information necessary to support operation of the e-Security application and can be used as a tool to supplement training activities. An e-Security User Course (~~on CD~~) is located on the J-3 Accessions SPEAR page at <https://spear/Headquarters/J-3%20MEOP/Accessions/MEOPAD%20Repository/Forms/AllItems.aspx>. Note: Submit a MOC Request to obtain training SSNs.

9-6. Verification Process

The following guidance applies when conducting signature verification during initial MEPS check-in:

a. If the applicant has not been enrolled in e-Security, signature verification procedures will be performed at first reasonable and capable MEPS point which has been established by the MEPS Commander, per local SOP; i.e., control desk or testing section prior to ASVAB IAW Paragraph [9-7c](#) of this regulation. For enrollment purposes; a fully completed [UMF 680-3A-E](#) and any one of the authorized source documents list in Figure [9-1](#) is required.

b. Applicants reporting to test sites with e-Security capability will not be required to present a photo ID in order to be administered an enlistment or special test. Upon a successful verification at check-in, a fully completed [UMF 680-3A-E](#) along with any one of the authorized source documents for e-Security enrollment listed in Figure [9-1](#) will meet the photo ID requirement as set forth in [UMR 611-1, Enlistment Qualification Tests](#).

c. An applicant previously biometrically enrolled and successfully verified during initial MEPS check-in will not be required to sign [UMF 680-3A-E](#) (signature verification, especially blocks 21 and 23).

d. An applicant checking in with partial biometric enrollment data will have their biometric record completed at initial MEPS check-in. Prior to completing the enrollment record, the MEPS will ensure the previous enrolled biometrics are verified. If e-Security is not available, MEPS will conduct manual signature verification and positive ID procedures IAW [UMR 680-3](#) and AR 601-222, Armed Services Military Personnel Accession Testing Programs, respectively.

e. Every effort will be made to fully enroll each applicant into e-Security prior to executing a DEP or Accession contract. In those rare cases that allow only a partial enrollment to be captured or the verification of a previous partial enrollment, the MEPS will apply an additional “N” status using the following USMIRS Administrative Hold Remark: “Unable to Capture Full Enrollment due to xxxxx” – add in reason why: i.e. injured finger, band aid on enrolled finger, fingerprint scarred, system outage, etc.; and the applicant will be permitted to process as projected if otherwise qualified through contract and/or ship.

9-7. Check-In/Out (Applicant Tracking) Process

All applicants that come to the MEPS will be biometrically checked in and out by each MEPS functional area (Testing, Medical, Operations and Service Liaison) and/or at the Control Desk. In the event that e-Security is not available MEPS will still be required to check applicants in and out of every functional area. This includes applicants processing out of one functional area into another who are directed to sit in the waiting area of the second functional area; i.e., applicants that will be checked into their respective functional area for which they are waiting to process. SL/GCs should understand and follow these procedures as well. Statistics for time spent in a functional area is a command interest item. Check in/out tracking procedures will continue be an area of emphasis by the IG during IG Inspections.

a. The MEPS will biometrically check-in (TOOOI) applicants upon their arrival at the MEPS. The MEPS will ensure that all Applicants are checked-in and checked-out by each processing area. Processing areas include but are not limited to the Testing, Medical Department, Operations Section, and the Service Liaison. The MEPS will maintain accountability for all Applicants checked-in to their area. The MEPS will not check-out applicants prior to them leaving the processing area.

b. MEPS personnel will MEPS-Out (MOT) an applicant when further processing is not required and there is not an expectation the applicant will return at the end of the processing day. An applicant who leaves the MEPS for official purposes (i.e., medical consult, lunch, etc.) and is expected to return prior to the end of the processing day, the applicant will be checked-out to that location. In the event of an applicant needing to visit the Social Security Administration, Driver License Facility, etc., the applicant will be checked-out to the sponsoring Service. The MEPS will MEPS-Out Night Testers once the sponsoring Service transports the tester from the MEPS.

c. Wet Signature(s). Required on [UMF 680-3A-E](#) for e-Security enrollment and verification.

(1) When e-Security capability exists and the applicant presents a completed UMF 680-3A-E with one of the approved source documents listed in Figure [9-1](#), wet signature verification in block 21 is required prior to e-Security enrollment at the MEPS (regardless of enrollment location-testing section, control desk, etc.). Once the applicant is biometrically enrolled into e-Security (including partial enrollment), no additional wet signature verification is required on the UMF 680-3A-E because the applicant's fingerprint now suffices as verification of the applicant's identity.

(a) If the applicant is biometrically enrolled at the MEPS, regardless of the section conducting the enrollment, wet signature verification of the applicant's identity will be required by using block 21 of the UMF 680-3A-E.

(b) The only time block 23 of the UMF 680-3A-E will be used for wet signature verification is when e-Security biometric verification capabilities are not available. **Note:** For MET site testing, biometric verification is not available, so wet signature verification will always be required for block 23 of the UMF 680-3A-E.

(2) When e-Security capability does not exist, manual/wet signature verification procedures will be conducted in accordance with [UMR 680-3](#).

d. An applicant may be identified as a potential ringer when USMIRS notifies the user "Biometrics Already Enrolled under another SSN" or "Biometric Verification Failed". When this occurs MEPS personnel must place the applicant's record in a USMIRS Administrative Hold "N Status" with the appropriate remarks for each instance, "Biometrics Previously Enrolled Under Different SSN" or

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“Biometric Verification Failed.” MEPS personnel must perform a direct one-to-one verification/reconciliation of PII with USMIRS data and source documents to achieve positive identification. These verification/reconciliation procedures are available via the following link on SPEAR: <https://spear/Headquarters/J-3%20MEOP/CurrentOps/Esecurity/> it is titled “Procedural Instructions Biometric Verification (date).” **If applicant is determined to be an actual ringer, the MEPS must submit a STARNET IAW UMR 380-1.**

9-8. Administrative Hold (“N” Status) Process

MEPS will not process applicants while in an “N” status IAW existing USMEPCOM guidance prescribed in [UMR 680-3](#) unless HQ USMEPCOM provides alternative processing guidance. The “N” status discrepancies on the 680-3ADP and the ADP680 screen will display open “N” status discrepancies, ordered from most recent to oldest, followed by closed “N” status discrepancies ordered by most recently closed to oldest.

a. In the case of a partial enrollment, MEPS may continue processing (DEP or Shipping). When partial enrollment is identified by USMIRS, the phrase “Partial Biometric Enrollment” will display. MEPS will clear the Administrative Hold "N" status at that processing stage (e.g., medical); and upon completion of processing at that stage the "N" status will automatically reappear in applicants USMIRS record and must be cleared at next stage using the same procedures. The B000N/B000P WKID at each processing stage will acknowledge the MEPS attempts to complete the biometric enrollment.

b. Each processing station should first try to complete biometric enrollment prior to clearing "N" status. The goal is to achieve full enrollment of every applicant and MEPS staff should make continuous and exhaustive attempts throughout the entire processing cycle to achieve full enrollment.

~~c. When an applicant fails biometric verification, the system has identified an applicant that may be attempting to fraudulently process for enlistment into the Armed Forces. MEPS will initiate a STARNET Report and update their processing record with the appropriate “N” status.~~

9-9. DD Form 4 e-Signature Process

e-Signature processing is conducted in three phases. All phases must be completed in sequential order (Phase I actions must be completed before Phase II and Phase III).

a. Phase I (Contract Review): The MEPS HRA will lead the applicant in reviewing each page of the [DD Form 4 Series](#). The applicant must view each page of their contract during the review. If changes are not required, the MEPS HRA will select the Agreement tab and the applicant will biometrically acknowledge the review. **Note:** Agreement tab and biometric acknowledgement are not required to validate the review of the [DD Form 4/3](#).

b. Phase II (Contract Confirmation/Acceptance):

(1) The SL/GC will lead the applicant in a review of each page of their DD Form 4 Series. If changes are not required, the applicant will acknowledge the review by biometrically initialing the bottom of each page and the Guidance Counselor will biometrically sign the DD Form 4 Series.

(2) Any changes to the DD Form 4 Series during Phase II processing will require the applicant to be checked out to the MEPS HRA to correct the data and restart Phase I processing.

(3) After Phase II processing is complete, the SL/GC will check out the applicant to Control Desk for the Enlistment Ceremony.

c. Phase III (Enlistment): After administering the Oath of Enlistment Ceremony, the EO will receive biometric signature from each Enlistee and provide a biometric countersignature.

(1) The [DD Form 4 Series](#) must be displayed to the applicant in its entirety before applying the biometric signatures. If a modification to the contract is required during Phase III, the applicant must repeat the process from Phase I.

(2) All qualified enlisting applicants will be checked into the Ceremony Room in USMIRS to build the e-Security Oath Room Roster. MEPS must ensure only applicants being administered the Oath are displayed on the Oath Room Roster.

(3) The EO will verify that all applicants who “Refuse to Enlist” i.e., refuse to take the oath or “Refuse to Sign” the [DD Form 4](#) after taking the oath (RTE/RTS) are identified on the Oath Room Roster and checked out of the Ceremony Room and returned to their sponsoring SL/GC for further disposition.

(4) An Enlisted applicant will not be delayed from shipping due to the e-Security application not functioning properly. In this case, MEPS HRA will generate a USMIRS manual contract if the applicant is qualified for shipping IAW the manual DD Form 4 procedures located on [SPEAR: J-3/Current Operations Division page](#). Failure to perform a SAVE/PRINT will cause the enlistment data to automatically delete the next calendar day. If this happens, the enlistment data must be re-entered by MEPS as soon as it is discovered utilizing the [DD Form 1966/1](#) provided by the Service.

(5) To complete Phase III processing, the camera and fingerprint reader must be operational. Contracts that fail to print or do not transfer to e-Record may be reprinted from the e-Signature DD Form 4 Un-archived Status Screen (ES08) or the personal computer from which the contract was biometrically signed by the applicant and EO. If problems exist with capturing photos, the force capture option may be utilized.

(6) Failure to complete enlistment contracts by COB on the Date of Action and failure to commit the Oath Roster by COB will result in automatic deletion of enlistment data in USMIRS the next calendar day. If this happens, the enlistment data must be re-entered by MEPS as soon as it is discovered utilizing the DD Form 1966/1 provided by the Service.

(7) e-Signature DD Form 4 Unarchived Status screen (ES08) will be reviewed daily to resolve transmission issues to e-Records. The form may be reprinted from this screen, if required.

d. Guest EO: Must have a USMIRS user account and be biometrically enrolled into e-Security to sign the [DD Form 4 Series](#). These biometric enrollment record(s) and USMIRS account(s) will be deleted NLT close of business on the date created. The guest EO can perform the enlistment under observation of a MEPS EO who then biometrically signs the DD Form 4 Series confirming the Oath was administered. Guest EO not enrolled in e-Security will require the DD Form 4 Series to be prepared using USMIRS.

9-10. DD Form 93 e-Signature Process

In addition to the policy in Paragraph [5-7](#), e-Security will generate a [DD Form 93](#) with the following exceptions:

- a. [DD Form 93](#) can only be printed when accession data has been committed.
- b. HRAs will capture the Emergency Data at DEP-In and visually verify each data item with applicant during accession processing as displayed on the applicant monitor when e-Security capability exists.
- c. HRAs and/or SL/GC are not required to sign as a witness when the DD Form 93 is biometrically signed.
- d. At COB, MEPS personnel will review the DD Form 93 Unarchived Status screen (ES09) to resolve any unsuccessful transmissions to e-Records. The form may be reprinted from this screen, if required.
- e. The MEPS must submit a J-6/MEIT Service Desk ticket each time the e-Security application is not functioning properly.

9-11. Application Issues

Ensure all e-Security non-application issues (i.e. SSN changes, verification issues) are reported through phone, e-mail, or to the MOC Service Desk.

9-12. e-Security Re-enrollment Policy.

These procedures will be followed when performing a biometric re-enrollment. While the complete a re-enrollment of a biometric is not an everyday occurrence, there are circumstances when a re-enrollment may be required. To perform a biometric re-enrollment, partial or full, the MEPS must follow the procedures as outlined in this message.

- a. MEPS personnel may perform a partial re-enrollment of a photo "re-take" when the following occurs: previously captured digital photograph does not match the applicant's physical features (but is clearly the same person); e.g., grew/shaved beard, mustache, hair color change, eyes closed, looking away from lens, facial image distorted, and traffic in the background of the photo.
- b. MEPS personnel may perform a partial re-enrollment of a finger when the following occurs: previously enrolled finger has been altered due to injury or work occupation, intermittent problems verifying print during Check-In/Out of military entrance processing stations.
- c. The following steps must be taken prior to performing any partial re-enrollment (photo re-take or finger):
 - (1) Visually verify the applicant against the photo displayed in the e-Security verification window.
 - (2) Perform a verification of one of the previously enrolled fingers; i.e., the enrolled finger from the other hand.

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(3) Document the reason for the re-enrollment by creating a USMIRS Administrative Hold (OQ03) "N" Status (B000N): access the MEPS ADMIN HOLD REMARKS block, retrieve the list of values, and select "E1 RE-ENROLLMENT DUE TO; (SPECIFY)"; and add the reason the biometric was re-enrolled; "i.e., Injured Finger, Problem Verifying Previously Enrolled Finger, Eyes Closed, Looked Away From Lens, Facial Image Distorted, Traffic In Photo Background, etc."

(4) Re-enroll the desired biometric.

(5) Clear the "N" Status (B000P) and allow the applicant to continue to process.

d. MEPS must complete the following steps when a full re-enrollment is required:

(1) Place the applicant in an "N Status" (B000N); access the MEPS ADMIN HOLD REMARKS block, retrieve the list of values, and select "E2 FULL REENROLLMENT DUE TO; (SPECIFY)"; and add the reason the biometric was reenrolled.

(2) Submit a MOC ticket requesting a Full Re-enrollment with the reason why it is required.

(3) The MOC will investigate the re-enrollment issue and provide resolution.

Chapter 10

Electronic Service Oriented Architecture Guidance

10-1. Services' Capability

The Services will have the capability to submit the following transactions that will automatically post to the CRDB in near-real time with username "TOSIP***" (** = SPF) on the 680-3ADP in the applicant's work history:

- a. Initial Personal Data and Corrections to Personal Data (A000V/J000V)
- b. e-SPF (J002V)
- c. Projections (P000P)

Note: MEPS are to notify the Services during indoctrination and at other convenient times, that changes to contracts and applicant data requires that the SL/GC at the MEPS notify the MEPS Operations Section of the change prior to applicant's entry into the ceremony room. All data change verification policies will apply.

(1) Once the projection is committed via Electronic Service Oriented Architecture (e-SOA), the recruiter must contact the MEPS SL/GC if modifications or a deletion is required to that projection.

(2) MEPS to MEPS. MEPS will ensure packet/or copies are available during QRP. If not, the gaining MEPS will contact the losing MEPS to ensure digitized copies are available before processing.

- d. DEP Discharge (B003X)

Note: The SL/GC at the MEPS will not have to manually commit the above transaction(s).

10-2. Electronic Service Oriented Architecture Transaction Staging

The following transactions submitted by the recruiter via e-SOA will be staged for MEPS review and commit. MEPS will review source documentation ([DD Form 1966 series](#) and [DD Form 93](#) with applicant). Then commit these type transaction(s) during the PEI/PAI process.

- a. DEP-In data/Change to DEP-In data (B002A)/(J008A)
- b. Accession data/Change to Accession data (B001A/B001C/B000C)/(J009A)
- c. Projection (P000P)

d. Upon completion of Phase I and II of [DD Form 4](#) processing, if contract data changes are made to enlistment data, the applicant must repeat the DD Form 4 processing phase.

10-3. Electronic Service Processed For Changes

Applicants will only be associated with one Recruiting Service while processing at MEPS. e-SOA allows the Service to "conditionally" e-SPF, review and update the applicant's data owned by another Service. To make the "conditional" e-SPF and personal data changes permanent, both of the following actions must occur:

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a. Recruiter must project the applicant to process within the next 3 to 4 MEPS business days on the same day as the e-SPF change is submitted through e-SOA; three days if projected before the MEPS cut-off time; 4 days if projected after MEPS cut-off time. Example: e-SPF performed at 1300 on 19 Oct 09, the projection for processing will be NLT 22 Oct 09, if the e-SPF performed at 1600 on 19 Oct 09, the projection for processing will be NLT 23 Oct 09, respectively.

(1) During QRP, MEPS personnel will identify the e-SPF change and circle the SPF on the hardcopy [UMF 680-3A-E](#) (if available) and note on the [UMF 727-E](#) that an e-SPF has been executed on the record.

(2) Check-in personnel will identify the circled SPF on the UMF 727-E. Once the applicant reports, verify that an original UMF 680-3A-E is received indicating an e-SPF change on the UMF 727-E.

b. Applicant must be checked-in by MEPS on the date projected for processing. **Note:** Any modifications made to data in the applicant record will roll-back to its original state if the applicant is not projected in the allotted time, and checked-in for the gaining Service.

c. IAW current business rules, if the recruiter attempts to perform an e-SPF change or changes to personal data and the applicant is in an enlisted status or checked-in and actively processing at MEPS, the requesting Service will be notified the applicant is in an enlisted status.

d. If the applicant is previously sponsored by the Service, only the SSN is required to review and update the applicant's electronic record, if a record exists. If not, the recruiter will create and submit personal data.

e. If the applicant is sponsored by another Service, the requesting (new) Service component must submit "Gold Standard" data (SSN, name, DOB, POB and gender) to review and update the applicant's electronic record. The data must exactly match what is on the CRDB. Entering partial Gold standard data will not retrieve the record and the user will be informed that the record was not found on the CRDB.

f. Walk-in policy prohibits e-SPF change; if an applicant is in the station, Service must submit a completed [UMF 680-3A-E](#) and project IAW current processing policy.

g. Only upon MEPS check-in, must the applicant present a fully completed UMF 680-3A-E for e-SPF change to continue processing. [UMR 680-3](#), paragraph 3-4 policy still applies for non-e-SPF changes.

10-4. Delayed Entry/Enlistment Program Discharges

The local recruiter may submit DEP Discharge via e-SOA. Upon receipt of the transaction; MEPS will notify the SL/GC of the discharge and immediately retrieve the applicant's packet IAW current policy.

10-5. Additional Guidance for the MEPS

It is imperative MEPS personnel ensure that the data received through e-SOA is verified and e-SPF changes are identified on the hardcopy of [UMF 727-E](#). Also, a thorough QRP for transaction(s) received via e-SOA will minimize problems or delays in applicant processing.

10-6. Electronic Service Oriented Architecture Training

Guidance and e-SOA training slides are located on the [SPEAR: J-3/Current Operations Division page](#).

Chapter 11

USMEPCOM Good Ideas Program

11-1. Overview

The objective of the USMEPCOM Good Ideas (GIDs) Program is to encourage the submission of ideas to HQ USMEPCOM for consideration of improving applicant enlistment processing operations and procedures. This program exists to solicit suggestions for conducting business process improvement (BPI) IAW the USMEPCOM Business Process Management (BPM) Program Charter located on the [J-5/Strategic Planning & Transformation/Program Analysis and Evaluation page](#), and DoD Business Process Reengineering Assessment Guidance located on the Office of the Deputy Chief Management Officer (DCMO) website.

11-2. Definition of a Good Idea

a. Approved and implemented GIDs improve an applicant enlistment process by reducing efforts or creating efficiencies. Approved and implemented GIDs improve quality, productivity, and response time of an applicant enlistment business process by removing non-value added activities and costs through incremental enhancements. In order for a GID to be accepted for evaluation or implementation, the request or idea must, be clear, concise, and not a duplicate of a previously identified or submitted GID, BPI, System Change Proposal (SCP), form, regulation, or change to a regulation, etc. All previously submitted GIDS should be reviewed prior to GID submittal to ensure proposed improvement has not already been evaluated. The GID should propose the solution with sufficient rationale to support the requested new applicant enlistment process/procedure such as increased output, productivity, or services. The GID should also address any tangible benefits that can be measured or calculated such as potential cost savings or expenses (time, money, or manpower).

b. The GIDs Program does not replace the following:

(1) GETIT Program as set forth in Chapter [8](#) of this regulation.

(2) System Change Proposal (SCP). An SCP will record new system functionality or new features that are not currently in the system. This could be as simple as changing cursor movement on a screen, requesting a print button on a screen or as complicated as implementing a new module; i.e., e-Security. An issue is an SCP if it is system-related and suggests a new feature or new functionality that currently does not exist. Changes to the system by themselves do not constitute a functional processing GID; however, a BPI GID could require an SCP submission of a supporting automation solution. SCPs are reported and managed in the Mortice Kern System (MKS) (reference [UMR 680-3](#), see local MEPS ITS or contact Headquarters MOC for assistance on documenting a SCP).

(3) Forms and Regulation Changes. Changes to forms and regulations by themselves do not constitute a functional processing GID. However, a BPI GID could generate a form, policy or regulation change. Suggested improvements to regulations are covered by users sending comments on [DA Form 2028, Recommended Changes to Publications and Blank Forms](#), or memorandum, to the applicable Proponent Agency within HQ USMEPCOM.

(4) Army Suggestion Program. The program seeks suggestions that improve work methods, materials, processes, equipment, logistics, utilities or tools that will benefit the Army (in turn USMEPCOM). Implemented suggestions that save the Army money are often eligible for a cash award. The suggestion must present a problem or situation, propose a solution and state the benefit to the U.S.

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Government. Potentially, a USMEPCOM GID could also be submitted to the Army Suggestion Program website (requires an [Army Knowledge Online](#) (AKO) account) if it meets the submission requirements.

11-3. Procedure

a. J-3/MEOP Current Operations Division, Operations Center (MOC) “Good Ideas” category is available by using the [CA Service Desk Manager available by selecting the Service Desk/MOC icon on the SPEAR main page](#). ~~“MOC Eye” located on the Windows Outlook Bar~~ The [UMF 601-23-6-E, Good Idea Request Worksheet](#), must be attached to the GID submission. UMF 601-23-6-E is located on the SPEAR and on the [USMEPCOM Public Site Publications page](#). After review by the MOC, if the GID submission meets the definition of a GID as defined in paragraphs [11-1](#) and [11-2](#), the MOC will assign the GID evaluation to the appropriate Director or Special Staff Officer with a 5-working day suspense of providing feedback to the MOC. If the UMF 601-23-6-E is not included with the GID submission, the GID will be returned to the submitter to provide the appropriate documentation. The GID submission procedures are located on the [SPEAR: J-3/Current Operations Division page](#). Completed UMF 601-23-6-E will be retained under Record Number 5-17b/800C, Good Idea Program Files (see [Appendix B, Section III](#)).

b. If the GID submission is considered approved, a determination will be made as to whether or not a system change is required to fully implement the proposal and at that time, the submitter will be informed to submit an SCP (see [UMR 680-3](#) for SCP guidance or contact the MOC). Detailed instructions for submitting Problem Reports (PRs)/SCPs and information on basic use of MKS exist on the [SPEAR: J6-Information Technology page](#).

c. A listing of all implemented, pending, and non-implemented GIDs is available for review on the [SPEAR: J-3/Current Operations Division page](#). The MS Excel document contains tabs entitled “closed-not implemented GIDS”, “Pending GIDS”, and “closed-implemented GIDS”.

11-4. Incentive

The submitter of any “Good Idea” that is approved and implemented will be awarded a certificate of appreciation signed by the USMEPCOM Commander, a command coin as funding permits, and an 8-hour time off award as funding permits (for civilians) or 1-day special liberty (for military).

Appendix A**A-1 Remote Processing Procedures** (non-MEPS and outside of MEPS)

(Las Vegas Remote Processing Station (LVRPS) (host Salt Lake City MEPS, effective February 2016) and Honolulu deployments (host Honolulu MEPS).

a. Purpose

(1) This appendix prescribes policies, procedures, and responsibilities relating to USMEPCOM sponsored remote processing.

(2) In accordance with DoDI 1304.02, paragraph 2 b (1) (a), September 9, 2011, DoD Components are authorized to conduct enlistment processing outside of a MEPS with the information routed through USMEPCOM to ensure policy and reporting requirements are met.

b. Procedures

(1) Normal processing requirements and current regulatory policies remain in effect unless specifically indicated in this appendix or within the remote processing Standard Operating Procedures (SOP).

(2) Host MEPS will make their remote processing SOP available on SPEAR J-3 Current Operations Division's page. Any SOP posted to SPEAR will be vetted through the Sector, and revalidated biennially upon MEPS Change of Command, or as procedural changes occur. The SOP will address procedures unique to the remote area(s) of responsibility, as well as items outlined in paragraph 1-4 e (2).

(3) Remote processing MDCA is determined by the host MEPS Commander and will be addressed in the local SOP(s).

A-2 Las Vegas Remote Processing Station (non-MEPS)

a. LVRPS is uniquely chartered for the purpose of conducting medical processing, Special Agreement Check requests, and to report DEP and accession notifications received from the sponsoring Services (ref: UMR 680-3 chapter 6-9 c (3)); all other enlistment and recruit travel processing is conducted by the sponsoring Service and/or a MEPS (similar to overseas enlistments).

b. LVRPS has no SLs/GCs physically present, and may receive various processing/accession documents electronically (e.g. emailed from the sponsoring Service Recruiter or designated SL/GC). LVRPS staff will:

(1) Only receive documents containing PII which have been properly encrypted by the sender.

(2) Only transmit PII data using approved encryption transmission.

(3) NLT completion of the next business morning reconciliation (ensuring all data in USMIRS was retained during CRDB replication), users will delete all PII data from their workstations' email, recycling bin, personal drive, etc.

c. Recruiting Services must report DD Form 4 series, DEP and Accession contracts by providing the DD Form 1966/1 within 30 calendar days of the most recent qualifying medical exam (full or inspect) in

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order for the data to be entered in USMIRS. LVRPS staff will enter the data in USMIRS using the procedures found on J-3 Current Operations SPEAR page located under *contract* DD Form 4 Series Manual Processing.

d. Projection cut-off for “48-hour QRP” is 1200 local, accommodating for the time difference with Salt Lake City MEPS’ USMIRS (C78).

e. Applicant files (medical records) are maintained at LVRPS for 90 calendar days or until notification from the sponsoring Service that enlistment contracting has occurred (receipt of DD Form 1966/1 and the data is reported in USMIRS). LVRPS staff must verify DAT/HIV results are posted in both the original physical and USMIRS, prior to transferring a record to the sponsoring Service. After 90 calendar days, any record that remains RID 0 through 3 will be transferred to the host MEPS and maintained in accordance with paragraph 4-7.

Note 1. Normal MEPS-to-MEPS record request in accordance with paragraph 4-8 may apply.

Note 2. Applicant files will not be transferred or charged out to Service Recruiters.

A-3 Honolulu Deployments (outside of MEPS)

a. Honolulu Deployment processing occurs remotely outside of MEPS by the Honolulu MEPS Staff and is not considered “non-MEPS” processing.

b. QRP for Honolulu deployments is conducted in accordance with UMR 680-3, not later than 15 calendar days prior to the scheduled deployment (see local SOP for additional guidance).

c. Walk-in processing is not authorized.

d. DAT/HIV testing is not conducted during Honolulu Deployments (refer to UMR 40-8 Chapter 2 and the local SOP for additional guidance). Applicants shipping coincident to these deployments are exempted from normal DAT/HIV requirements, as these tests are performed by the sponsoring Service at the Reception/Training Center.

e. Applicant fingerprints will not be captured and submitted by the MEPS during these deployments. Fingerprinting requirements will be accomplished by the sponsoring Service.

f. Temporary Identification Number (TIN). Applicants processing on an assigned TIN may take the ASVAB, medical examination, and enlist into the DEP. Applicants may not access or ship until they are in possession of a valid SSN.

Appendix B
References

Section I

Publications referenced in or related to this regulation

1 USC Section 7

Definition of Marriage and Spouse

10 USC

Armed Forces

10 USC Section 654

Policy Concerning Homosexuality in the Armed Forces

AFRSI 36-2001 AETCI 36-2002

Recruiting Procedures for the Air Force

AFI 36-2002

Regular Air Force and Special Category Accessions

AR 40-501

Standards of Medical Fitness

AR 340-21

The Army Privacy Program

AR 601-210

Active and Reserve Components Enlistment Program

AR 601-222

Armed Service Military Personnel Accession Testing Programs

AR 601-270

Military Entrance Processing Station (MEPS)

COMDTINST M1100.2D (series)

Coast Guard Recruiting Manual

COMNAVRUITCOMINST 1130.8J (series)

Navy Recruiting Manual-Enlisted

DoD 5200.2

DoD Personnel Security Program

DoDI 1304.02

Accession Processing Data Collection Forms

e-Security Quick Reference Guide (QRG)

e-Security User's Manual (UM)

MCO P1100.72

Military Personnel Procurement Manual (MPPM), Volume 2, Enlisted Procurement

USMEPCOM Touch Print Enterprise Live Scan System User's Manual

UMR 25-50

Official Mail and Distribution Management Program (OMDMP)

UMR 25-52

Management and Disclosure of Command Information

UMR 40-1

Medical Processing and Examinations

UMR 40-8

Department of Defense (DoD) Human Immunodeficiency Virus (HIV) Testing Program and Drug and Alcohol Testing (DAT) Program

UMR 40-9

Blood Bourne Pathogen Program

UMR 55-2

Recruit Travel

UMR 380-1

USMEPCOM Security Program

UMR 601-4

Student Testing Program

UMR 611-1

Enlistment Qualification Tests

UMR 680-3

United States Military Entrance Processing Command Integrated Resource System (USMIRS)

US Immigration Customs Enforcement Guide to Selected US Travel and Identity Documents

Section II

Forms referenced in or related to this regulation

DA Form 200

Transmittal Record

DA Form 543

Request for Records

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3283

Statements of Member Removed from the Temporary Disability Retired List

DD Form 4 Series

Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 93

Record of Emergency Data—Armed Forces of the United States

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 215

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 368

Request for Conditional Release

DD Form 372

Request for Verification of Birth

DD Form 1966 Series

Record of Military Processing

DD Form 2005

Privacy Act Statement-Health Care Records

DD Form 2807-1

Report of Medical History

DD Form 2807-2

Medical Prescreen of Medical History Report

DD Form 2808

Report of Medical Examination

DD Form 2875

System Authorization Access Request (SAAR)

DS 1350

Certification of Report of Birth

FD Form 258

FBI-U.S. Department of Justice Fingerprint Card

FS 240

Department of State Form Consul Report of Birth Abroad

FS 545

Department of State Form Certification of Birth Abroad

NGB Form 22

National Guard Bureau Report of Separation and Record of Service

SF 86/EP SQ/e-QIP

Questionnaire for National Security Positions

SF 507

Medical Record

SF 513

Medical Record Consultation Sheet

UMF 40-1-15-E

Supplemental Health Screening Questionnaire

UMF 55-2-3-E

Order Consolidation Sheet/Control Log

UMF 601-23-E

Report of Additional Information

UMF 601-23-2-E

Records Flag

UMF 601-23-4-E

Restriction on Personal Conduct in the Armed Forces

UMF 601-23-5-R-E

Introductory Pre-Accession Interview

UMF 601-23-6-E

Good Idea Request Worksheet

UMF 680-3A-E

Request for Examination

UMF 727-E

Processing List (PL)

USCIS Form G-845

Verification Report

USCIS I-551

Permanent Residence Card

USCIS N-550/570

Naturalization Certification

USCIS N-560/561

Certificate of Citizenship

Section III

Recordkeeping Requirements

RN 1-201b3/800D: “Command Inspection Program”

PA: N/A

Keep in office file until no longer needed for business, not longer than 6 years, then destroy.
(Referenced in Appendix [C-4](#))

RN 5-17b/800C: “Good Idea Program Files”

PA: N/A

Keep in office file for 2 years, then destroy.
(Referenced in Paragraph [11-3](#))

RN 11-2a3/800B: “Management Control Program”

PA: N/A

Keep in office file until no longer needed for business, not longer than 6 years, then destroy.
(Referenced in Appendix [C-3](#))

RN 25-400-2b/400B: “Charge out Suspense File”

PA: N/A

Upon completion of charge-out and record is returned, the completed DA Form 543 will be retained in office file until no longer needed for conducting business, not longer than 1 year, then destroy.
(Referenced in Paragraph [4-4b](#))

RN 601/600A: “General Personnel Procurement Correspondence Files – DA Form 200”

PA: N/A

Keep in office file for 3 months from date the completed DA Form 200 was received, then destroy.
(Referenced in Paragraph [4-8d](#))

RN 601-210e/600A: “Recruiter Impropriety Investigations”

PA: A601-210bUSAREC

Upon receipt of final action, keep in office file for 2 years, then destroy.
(Referenced in Paragraph [5-12d\(3\)](#))

RN 601-270a/600A: “Examination/Enlistment Files”

PA: A601-270USMEPCOM

Once record is inactive, keep in office file until no longer needed for conducting business, not longer than 6 years, then destroy.
(Referenced in Paragraph [4-4](#), Paragraph [5-10b](#), Paragraph [5-12](#))

Appendix C

Internal Control Evaluation Checklist—Processing

C-1. Function

The function covered by this checklist is enlistment processing at the MEPS.

C-2. Purpose

The purpose of this checklist is to assist all MEPS Commanders in evaluating the key internal control areas listed below in accordance with current HQ USMEPCOM guidance as monitored by the Inspector General (MEIG) Directorate.

C-3. Instructions

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on [DA Form 11-2, Internal Control Evaluation Certification](#). Completed DA form 11-2 will be retained under Record Number 11-2a3/800B, Management Control Program (see [Appendix B, Section III](#)).

C-4. Inspector General Checklists

The list of questions is located on the [SPEAR: MEIG Inspector General page](#). Checklists and Pull Lists are used by the IG during inspections and are available for the MEPS use when performing self-evaluations. A complete copy of the last Inspector General Inspection will be maintained under Record Number 1-201b3/800D, Command Inspection Program (see [Appendix B, Section III](#)).

C-5. DA Form 11-2, Management Control Evaluation Certification

Evaluations at the MEPS must be documented on this form. To use the form, MEPS will fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, pre-enlistment interview, drug and alcohol testing, HIV, TDY). The methodology used to conduct the evaluation(s) could be the internal control evaluation checklist(s) referenced in Paragraph [C-4](#) above or whatever method is 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 of the [DA Form 11-2](#) is made by the Assessable Unit Manager (AUM); in the MEPS, that is the MEPS Commander.

C-6. Comments

To help make this a better tool for evaluating internal controls, submit comments to J-3/MEOP-COO via a MOC request or group email:

OSD.North-Chicago.USMEPCOM.List.HQ-J3-MEOP-Current-Operations@mail.mil.

Appendix D
Glossary
Section I, Abbreviations

09L

Arabic Linguist

ACMO

Assistant Chief Medical Officer

AD

Active Duty

ADP

Automated Data Processing/Automated Data Product

AFI

Air Force Instruction

AFQT

Armed Forces Qualification Test

AIT

Advanced Individual Training

AKO

Army Knowledge Online

AR

Army Regulation

ARN

Alien Registration Number

ARNG

Army National Guard

ASVAB

Armed Services Vocational Aptitude Battery

AUM

Assessable Unit Manager

BI

Business Intelligence

BIR

Background Investigation Reports

BPI

Business Process Improvement

BPM

Business Process Management

BTG

Blue to Green

CAT—ASVAB

Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

CMO

Chief Medical Officer

CMS

Command Message System

COB

Close of Business

COMNAVCRUITCOMINST

Navy Recruiting Command Instruction

COR

Contracting Officer Representative

CRDB

Centralized Relational Database

CSS

Customer Satisfaction Survey

CT

Central Time

DA

Department of the Army

DAT

Drug and Alcohol Testing

DCMO

Deputy Chief Management Officer

DD/DoD

Department of Defense

DEP

Delayed Entry Program; Delayed Enlistment Program

DMDC

Defense Management Data Center

DOB

Date of Birth

DROTC

Dis-Enrolled Reserve Officers' Training Corps

DS

Department of State

DTMO

Defense Travel Management Office

DVD

Digital Versatile Disc

EFCS

Electronic Fingerprint Capture Station

EO

Enlistment Officer

EMP

Emergency Management Plan

EPSQ

Electronic Personnel Security Questionnaire

e-QIP

Electronic Questionnaire for Investigations Processing

e-SOA

Electronic Service Oriented Architecture

ETP

Exception to Policy

FBI

Federal Bureau of Investigation

FBP

Fee Basis Provider

FD

Fingerprint Division

FIS

Fingerprint Interface Server

FS

Form, State Department

FOIA

Freedom of Information Act

FSM

Federated States of Micronesia

GETIT

Generating Enhancements Through Innovative Thinking

GID

Good Idea

HIV

Human Immunodeficiency Virus

HQ

Headquarters

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

HRA

Human Resources Assistant

HTS/DS

Hometown Shipping / Direct Ship

HVAC

Heating, Ventilation, and Air Conditioning

IADT

Initial Active Duty Training

IAW

In Accordance With

i-CAT

Internet Computerized Adaptive Testing

IG

Inspector General

IRC

Inter-Service Recruitment Committee

IRR

Individual Ready Reserve

ITS

Information Technology Specialist

J-1/MEHR-PR

J-1/Human Resource Directorate-Programs Division

J-3/MEOP

J-3/Operations Directorate

J-3/MEOP-CO

J-3/Operations Directorate-Current Operations Division-Operations Center

J-3/MEOP-COO

J-3/Operations Directorate-Current Operations Division-Operations Center "MOC"

J-5/MEPT

J-5/Strategic Planning and Transformation Directorate

J-6/MEIT

J-6/Information Technology Directorate

J-6/MEIT-CSD-CSB

J-6/Information Technology Directorate-Enterprise Customer Service Branch, Service Desk

J-7/MEMD

Medical Plans and Policy Directorate

J-8/MERM-PP

J-8/Resource Management Directorate-Program and Policy Division

MCO

Marine Corps Order

MDCA

Maximum Daily Capacity/Allocation

MEIG

Inspector General

MEPS

Military Entrance Processing Station

MET

Military Entrance Test

MFR

Memorandum for Record

MKS

Mortice Kern System

MOS

Military Occupational Specialty

MS

Microsoft

NCO

Noncommissioned Officer

NCOIC

Noncommissioned Officer in Charge

NCSP

National Call to Service Program

NET

Not Earlier Than

NGB

National Guard Bureau

NLT

No Later Than

NPS

Non-Prior Service

OCA

Originating Agency Case

OCS

Officer Candidate School

OMDMP

Official Mail and Distribution Management Program

OMR

Optical Mark Reader

OPM

Office of Personnel Management

OPSO

Operations Officer

OTS

Officer Training School

PADD

Projected Active Duty Date

PAI

Pre-Accession Interview

PAMDEHO

Personal, Aptitude, Medical, DEP, Enlistment, Hold, Overall

PCN

Product Control Number

PEI

Pre-Enlistment Interview

PII

Personally Identifiable Information

POB

Place of Birth

PR

Problem Report

PS

Prior Service

PSI/ENTNAC

Personnel Security Investigation/Entrance National Agency Check

PULHES

Physical, Upper/Lower, Hearing, Eyes, Psychiatric

QRG

Quick Reference Guide

QRP

Quality Review Program

QUIC-R

Quantitative Comparison Redesign

RAP

Record of Arrest and Prosecution

RBJ

Reevaluation Believed Justified

RE-code

Reenlistment code

REDD

Re-Enlistment Eligibility Data Display

RID

Record Identification

RMI

Republic of the Marshall Islands

ROP

Republic of Palau

ROTC

Reserve Officers Training Corps

RPS

Remote Processing Station

RTC

Recruit Training Center

SAC

Special Agreement Check

SAV

Staff Assistance Visit

SCP

Systems Change Proposal

SDP

Same Day Processing/Processor

SF

Standard Form

SL/GC

Service Liaison/Guidance Counselor

SME

Subject Matter Expert

SOI

Security Office Identifier

SOP

Standing Operating Procedures

SPD

Separation Program Description

SPEAR

Sharing Policy Experience and Resources

SPF

Service Processed For

SSA

Social Security Administration

SSN

Social Security Number

SSS

Selective Service System

STARNET

Station Advisory Reporting Network

TDRL

Temporary Disability Retired List

TDY

Temporary Duty

THR

Transaction History Report

TIN

Temporary Identification Number

UCMJ

Uniform Code of Military Justice

UF

Unclassifiable Fingerprint

UIC

Unit Identification Code

UM

User Manual

UMF

USMEPCOM Form

UMR

USMEPCOM Regulation

USCIS

United States Citizenship and Immigration Services

USMA

United States Military Academy

USMIRS

United States Military Entrance Processing Command Integrated Resource System

WKID

Workload Identification Code

Section II

Terms

6-Hour Window

A 6-hour period of time (processing window) that is a goal for each MEPS to give to SL/GC Service(s) within which they may work new DEP contracts and Reserve/National Guard accession contracts. The 6-hour window starts when the first applicants to complete medical processing return to their respective SL/GC.

Additional Information

Previously undisclosed or concealed information obtained from an applicant during MEPS processing that may have a bearing on the enlistment qualifications of the applicant.

Advanced Individual Training

Training/schooling to qualify a Soldier for the award of a MOS upon successful completion of the training

Authentication

Evidence, by proper signature or seal, that a document is genuine and official.

Classifiable Fingerprints

Clear and distinct fingerprints that enable the FBI to identify and interpret all characteristics necessary for classification.

Death Gratuity

A sum paid to beneficiaries of military personnel who die while in the Service or within 120 days after separation.

Discharge

Complete severance from all military status gained by the enlistment or induction concerned.

Enlistment

The voluntary enrollment in the Armed Forces as contrasted with induction.

Fee-Basis Provider (FBP)

A non-government service civilian medical provider (physician, physician assistant or certified nurse practitioner) utilized by the MEPS, in addition to, or in lieu of, the Chief Medical Officer, to conduct medical exams in the station.

Fee-Basis Provider Application

A medical software program that automatically calculates points based on projections and gender that will determine the number of FBPs needed on a MEPS processing day.

Fraudulent Entry

Fraudulent entry is the procurement of an enlistment or reenlistment through any deliberate material misrepresentation, omission, or concealment of information which, if known and considered, might have resulted in rejection for military service. This includes disqualifying information requiring a waiver.

Improper Recruiting Practice

Any intentional action(s) or omission(s) or negligence in the performance of duty by a recruiter, which occurs during the processing of a prospect or applicant for enlistment and which result(s) in the attempted enlistment of a person who does not meet all established enlistment prerequisites.

Initial Active Duty for Training

The initial duty for training period of a non-PS enlistee which is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

Initial Entry into Military Service

Entry for the first time in military status by induction or enlistment in any Service of the Armed Forces of the United States.

Initial Entry Training

Training conducted for personnel upon entry into military service. It provides an orderly transition from civilian to military life and motivation to become a dedicated, highly disciplined individual capable of performing the basic skills required by military members.

Maximum Daily Capacity/Allocation (MDCA)

Establishes a MEPS unique maximum daily capacity for new contracts (excluding shippers) and full medical exams (excluding inspectors) based on assigned MEPS HRA and medical staffing (excluding CMO,

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ACMO, and FBP). Provides each Recruiting Service a guaranteed minimum level of daily contract/full medical exams. Service allocation will only be used to limit processing when the MEPS capacity for contracts or full medical exams is exceeded. MDCA is not intended for sustained levels of activity over an extended period of time. It is an "all MEPS hands on deck" capability for the MEPS which may require deferring any other business/activity other than applicant processing on that day.

Military Entrance Testing (MET) site

A location outside the MEPS used to administer the Armed Services Vocational Aptitude Battery, and operated by MEPS personnel.

National Agency Check

A personnel security investigation consisting of, as a minimum, a check of the Defense Control Index of Investigations and FBI HQ files, including a technical fingerprint search.

Normal Processing

The extension of Service to the applicant and the recruiter which permits the full implementation of the Red Carpet program and is provided within the standard workday/week.

No later than (NLT)

When associated with projections, means that a Service must project applicants prior to this established cut-off time. A MEPS establishing a projection time earlier than this time would be more restrictive, and it is not permitted unless an exception to policy has been approved by the USMEPCOM Commander or Deputy Commander/Chief of Staff.

Not Earlier Than (NET)

When associated with times, means that MEPS may not establish an earlier time since that would be more restrictive to the Service.

One Station Unit Training

When an enlistee completes Basic and advanced individual training (AIT) at the same location.

PAMDEHO

Seven categories: Personal, Aptitude, Medical, DEP, Enlistment, Hold, Overall that indicate an applicant's processing status. Each program indicator is derived by evaluating and calculating the processing actions in the order posted into the applicant's electronic SSN record. RID is derived from PAMDEHO.

Pre-accession interview (PAI)

An additional interview given by MEPS personnel (before the administration of the active duty Oath of Enlistment) to enlistees being discharged from the DEP to access. This is an additional aid to the Services in preventing fraudulent entry into the Armed Forces, detecting paperwork errors, and detecting improper recruiting activities.

Preenlistment interview (PEI)

An interview given by MEPS personnel to all applicants before entering the DEP, and to all applicants accessing into the Reserves and National Guard. The purpose of the interview is to assist the Recruiting Services in preventing fraudulent entry into the Armed Forces. This interview is also used to verify the accuracy of the information contained on the enlistment documents.

PEI Front-Loading

Front loading refers to Operations processes that are authorized to be performed before the actual PEI but must be accomplished prior to the enlistment.

Prior Service

See definition as prescribed by AR 601-270 for each branch of the Armed Forces.

PULHES

A set of designators: Physical, Upper/Lower (extremities), Hearing, Eyes, Psychiatric assigned to represent combinations of physical qualification categories identified during the physical examination, that collectively create an applicant medical profile status as established by AR 40-501, Standards of Medical Fitness.

Records Flag (UMF 601-23-2-E)

A form used by the MEPS equivalent of a USMIRS administrative hold “N” status. It is used to provide an immediate visual notification that a discrepancy exists with the file that may have a bearing on an applicant’s enlistment qualifications. When a ‘Flag’ is used, it should mirror information sited in the USMIRS hold remarks.

Report of Additional Information (UMF 601-23-E)

A form used by the MEPS to report additional information that may have a bearing on an individual’s enlistment qualifications.

Reserve Components

Reserve components of the Armed Forces of the United States are:

- (1) Army National Guard (ARNG) of the United States,
- (2) Army Reserve,
- (3) Navy Reserve,
- (4) Marine Corps Reserve,
- (5) Air National Guard of the United States,
- (6) Air Force Reserve, and
- (7) Coast Guard Reserve.

Each Reserve component has three reserve categories: a Ready Reserve, a Standby Reserve, and a Retired Reserve. Each reservist shall be placed in one of these categories. (10 U.S.C. Sections 261 and 267).

Separation

An all-inclusive term applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, or death.

Staff Supervision

The processing of advising other staff officers and individuals subordinate to the Commander of the Commander's plans and policies, interpreting those plans and policies, assisting such subordinates in carrying them out, determining the extent to which they are being followed, and advising the Commander thereof.

TIN

A unique identification number assigned by USMEPCOM to individuals, under the Compact of free Association, that is eligible to work in the United States but has not received a SSN. Applicants processing on this assigned TIN may take the ASVAB, medical examination, and enlist into the DEP. Applicants may not access or ship until they are in possession of a valid SSN.

Unclassifiable Fingerprint (UF)

Fingerprints on a card (electronic or hard copy) found to be unclassifiable by the FBI due to missing or unclear characteristics necessary for classification. The MEPS will be notified by the investigating agency when captured fingerprints are unclassifiable and the applicant will need to be re-fingerprinted.

Unsworn Statement

A written and signed statement from an applicant alleging improper recruiting practices or from the pre-enlistment interviewer if an applicant refuses to make the statement.