

United States Military Entrance Processing Command

Military Entrance Processing Station Recruiter Hand-Guide

as of May 2004

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For successful applicant processing



Freedom's Front Door

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I. Introduction:

The Recruiter hand guide is designed to introduce you to Military Entrance Processing Station procedures. It is divided into three sections that reflect the main areas of MEPS operations: Testing, Medical and Processing. Each section is designed to provide information and helpful advice that will assist you in getting your applicant processed through the MEPS as easily and quickly as possible.

II. Testing

1. Purpose: The first step in an applicant's processing is determining the applicant's aptitude for military service. The applicant's aptitude qualifications are determined by the Armed Services Vocational Aptitude Battery (ASVAB). The purpose of the ASVAB is to identify applicants who meet the aptitude enlistment standards established by your service. The Testing Section is responsible for overseeing the administration of the ASVAB. This section is comprised of three subsections, and is responsible for the overall supervision of the testing section. It accomplishes all correspondence, testing schedules, and reports.

2. Production Testing: This section is responsible for administering the production ASVAB. Production tests are administered to applicants considering enlistment in the Armed Forces and are used to determine eligibility. The production tests are administered in accordance with current directives and scheduled times at the MEPS, and at various Mobile Examining Team (MET) sites located throughout your area of responsibility.

a. Authorization to Test: Before an applicant can be administered a production test at any location, the applicant must complete USMEPCOM Form 680-3A-E (Request for Examination). **This is a critical form.** It is the first document completed for each applicant and establishes an applicant's computerized record. Before bringing the applicant in for testing, the recruiter must ensure that USMEPCOM Form 680-3A-E is accurate and complete. If the applicant presents an incomplete or inaccurate form, the applicant will not be admitted for testing and will be sent back to the Service Recruiter Liaison/Counselor. Additionally, the recruiter must ensure that any previous tests are noted.

b. Applicant Check-in Procedures: The following procedures are provided to ensure applicants will be admitted for testing with little or no delay:

(1) Applicants must arrive at the MEPS test sites at the designated time.

(insert specific times for local MEPS).

(2) At the end of the check-in period, the Test Administrator (TA) from the MEPS or the Office of Personnel Management (OPM) begins the administrative portion for the test. No applicant will be admitted once this process has begun.

(3) Applicants must arrive with a completed USMEPCOM Form 680-3A-E.

(4) Applicants must report with photo identification.

(5) A TA will screen all USMEPCOM Forms 680-3A-E for correctness and completeness. The applicant will then be admitted and directed to proceed to the testing room. Recruiters, or a Service counselor, should accompany the applicant until the TA has checked their USMEPCOM Form 680-3A-E in the event corrections must be made.

(6) During enlistment testing in a MEPS, the maximum applicant/TA ratio for CAT-ASVAB is 40:1.

c. Test Administration: Recruiters are responsible for briefing applicants prior to their arrival for the test so they know what to expect during the test session. Some of the points listed below should be covered:

(1) The TA is in charge of the test session. The TA will dismiss any disruptive applicants and will not allow them to complete the test.

(2) Applicants should be alert and well rested. If they are tired, ill or emotionally upset, they should not begin the test. They can be rescheduled at the next available opportunity.

(3) There are no administrative breaks during the test. If an applicant must leave the room for any reason during the test, they will not be allowed to continue on the same subtest.

(4) Applicants may ask questions during the sample practice exercise at the beginning of each subject; however, they may not ask questions during the actual test.

(5) When the test is over, the TA will conduct a page check of the test book and an inventory of all materials (including scratch paper) before any applicant is allowed to leave the room.

(6) The paper and pencil test will take 3 ½ hours from start to finish. The CAT-ASVAB will take 1 ½ to 2 hours, although a total of three hours are allotted. If an applicant must leave during the test, the incomplete test will be scored as invalid and classified as an “abandoned” test.

d. Release of Scores: Current regulations provide a maximum release period of up to 72 hours from the date of test (not including Saturday, Sunday and holidays). As a rule, do not project an applicant until the scores are in USMIRS.

All applicants must have a computer-generated ASVAB scores before receiving a MEPS physical. If the verified test scores indicate the need for a retest, or the current test is invalid, the applicant will be allowed to complete his physical, but no further processing will be authorized.

3. Re-test Procedures: Applicants who are re-testing must have their USMEPCOM Form 680-3A-E annotated in Block 11 to clearly show all previous test forms and versions. If not filled out, this may result in an invalid re-test. For instance, if an applicant should be administered an initial re-test, within six calendar months from the date of the initial test, using the same form and version as the initial test, the test will be invalid. Again, as it applies for second and subsequent re-tests, the applicant will have to wait six calendar months to be tested again.

There are two categories of re-tests and recruiters must ensure applicants are re-tested under the procedures established for the applicable category.

a. First Re-test: An initial retest may be administered to an applicant one calendar month after an initial test. For example, an applicant who tests on 16 Oct can re-test on 16 Nov. If the applicant tests before the completion of the one calendar month period, the test will be invalid for enlistment purposes.

b. Second and Subsequent Re-test: If the applicant desires to re-test again after the second re-test, a period of six calendar months must elapse before the applicant becomes eligible for another re-test. In computing the six-month period, the day the applicant previously re-tested is counted as the first day. A 180-day period is not used; it must be six calendar months. For example, an applicant who tested 16 Nov may re-test on 16 May. If the six calendar month period is not observed, the retest will be invalid for enlistment purposes and another six calendar month period must elapse before the applicant becomes eligible for another test.

c. Confirmation Tests: A confirmation test is mandatory when an applicant takes two tests within a six-month period and his score increases by 20 AFQT points. The confirmation test will be a different form and version than previously administered to the applicant. Confirmation testing at MET Sites is unauthorized.

The following procedures apply when scheduling for a confirmation test:

- * Confirmation tests must be given within six months of the re-test.
- * Any confirmation testing at a MET site, regardless of the circumstances, will be processed as an invalid test and re-testing will not be authorized for six months.
- * Confirmation tests must be coordinated through the MEPS Testing NCOIC before bringing the applicant back to test.

d. Confirmation Scores: Confirmation tests are required for applicants whose unlikely improvements of their ASVAB scores on a re-test suggest that they had someone else take the test for them after doing poorly on a previous test. Applicants whose re-test scores are 20 or more AFQT points higher than a previous test, administered within six months of the re-test, are said to have a “Critical Gain.” Their processing is suspended and they are required to re-take the ASVAB to confirm which of the previous tests did not accurately reflect their ability.

If an applicant's score on the confirmation test decreases by half of the critical gain then processing may resume after successfully explaining the reason for their unusual performance during the interview with the Test Control Officer (TCO), Alternate Test Control Officer (ATCO), Operations Officer or MEPS Commander. If the applicant does not participate in the confirmation test program or an impropriety is identified, further processing will be prohibited for six months from the date of the re-test in question.

4. Mobile Examining Team (MET) Site Testing Procedures:

a. Testing Procedures: All testing check-in procedures and administration for MET sites are the same as described above for normal testing.

b. Release of Scores: Immediately following a test session at a MET site, recruiters may be provided with an unverified AFQT on USMEPCOM Form 611-1-2-R-E (Unverified Test Score). If a recruiter cannot pick-up this form from the TA, the recruiter can provide the TA with an envelope in which to place scores. The TA will place the USMEPCOM Form 611-1-2-R-E in the envelope, seal the envelope, and give the envelope to the applicant who will give it to the recruiter. If no envelope is provided, no score will be released. No scoring will be accomplished during the test session. No other scores will be released at the MET sites.

c. In accordance with USMEPCOM Regulation 611-1, during enlistment testing at a MET site, the maximum applicant/TA ratio for paper and pencil is 25:1. When the seating capacity at a MET site exceeds 25, MEPS commanders are authorized to waive the ratio to 30:1, provided adequate security and integrity of the test can be maintained. When there are more than 30 applicants, the applicant/TA ratio shall revert to 25:1 with no exceptions. During enlistment testing in a MEPS, the maximum applicant/TA ratio for CAT-ASVAB is 40:1.

5. Student Testing Program (STP)

a. Purpose: This program offers the administration of the ASVAB as a service to local secondary and post secondary schools. Schools use the ASVAB test results to provide educational and career counseling for students. The recruiting services use the results to identify students who potentially qualify for entry into the military, and for assignment to military occupational training programs. Students in the 10th, 11th and 12th grades, and in post secondary schools may be tested with the ASVAB at their schools.

If the school allows, information about the students in the 11th and 12th grades and post secondary schools is furnished in a report to local recruiters of all Services. This report contains the names, addresses, career plans, selection, and classification scores of students tested. Student scores on the ASVAB may be used for enlistment processing. Test scores for applicants 16 years old cannot be used for enlistment purposes until they reach age 17.

Scores for 10th graders are neither reported to recruiters nor used for enlistment. Recruiters can use the information in this report to channel their activities toward qualified and interested prospects. In addition, 16 year olds cannot test at the MET site nor at the MEPS.

b. Benefits: The Student Testing Program can be used as a powerful recruiting tool. This program provides recruiters with lists of students aptitudinally qualified for military service, access to individuals that play a key role in a student's future plans, and an opportunity to develop beneficial relationships with educators by inviting them to special military events and educational conferences.

c. Recruiters' Role in Enhancing the Program: Recruiters play an important role in the Student Testing Program by promoting the use of the ASVAB in schools and by proctoring/monitoring the administration of the test.

(1) Promoting: While visiting schools, recruiters should encourage ASVAB use by explaining the benefits of the test to educators and students. Recruiters inform the MEPS ASVAB Educational Services Specialist (ESS) of situations in the field that require special attention. The ESS can assist in providing training, giving instruction on the technical aspects of the test, and carrying out more intense promotional activities. Recruiters are the most visible link between the schools and the Student Testing Program.

(2) Proctoring: Recruiters also participate by proctoring/monitoring the administration of the test under the guidance of the MEPS or OPM Test Administrators. This includes distribution and collection of test materials, ensuring students do not cheat, assisting in maintaining discipline, and any other duties connected with the test as directed by the test administrator. If the proctor does the job properly, much of the temptation to cheat is gone and the possibility of test compromise is greatly reduced. **Reminder:** All recruiters must be in proper uniform when proctoring (no BDU's or PT gear).

(3) Scheduling of Proctors: When a student testing session is scheduled, the MEPS test coordinator is responsible for notifying the appropriate recruiting service concerning the number of proctors for each test session. Recruiters can expect to participate as proctors a number of times during their tours.

(4) Number of Proctors Required: A typical test session requires one proctor for every 40 students. If a test session is fewer than 25 students, the TA may dismiss the proctors if the TA feels they can conduct the test without jeopardizing test security. The TA will take into consideration such factors as the conduct of the students, and whether they can control the entrance and exit from the test room. The TA is not authorized to administer the test without a proctor if more than 25 students are to test. If the required number of proctors is not available at the start of the test, the TA must cancel the test.

(5) Duties and Responsibilities of Proctors: Military proctors are representatives of the Department of Defense and their respective services. Thus, the proctor is on display and attitudes toward the military by those who observe the test session are directly affected by the proctor's conduct. Professionalism is necessary.

Regardless of rank, rate, or grade, each proctor must always remember that they are responsible to the TA and while at the test site, the TA is in charge of the test session.

Proctors should arrive NLT 30 minutes before the scheduled start time of the test.

Be in uniform! Look sharp. No utility uniforms or PT uniforms allowed.

(6) Established Duties of Proctors during an STP Testing Session: Assist in distributing and collecting test materials as directed by the Test Administrator.

Ensure that all students in the assigned areas have the required materials before beginning the test. Unused test materials are returned to the TA for securing, and the test booklets must be inventoried by total count before students can be dismissed.

Assist students with only those sections of the answer forms that pertain to identification, address, and release agreement, as well as assist the TA in identifying any students who did not sign the release agreement.

Throughout the test session, ensure students work on the proper test booklets, do not make stray marks on their answer forms, do not cheat (immediately report any incidents of cheating to the TA), and do not distract or assist other students.

In no way, assist students in answering test questions. Students who ask questions, on test items, must be told to “re-read the question.”

Do not become involved in extended discussion with anyone in the test room or otherwise disturb student concentration.

Remain in the room during the entire test session.

Remember that active recruiting is prohibited. Let your actions, attitude, and appearance do the recruiting.

(7) Prospect Lists: After a school is tested, each Recruiting Service will receive an ASVAB Recruiter Service Copy printout that contains a list of students and their test scores. The list includes the name, grade, sex, address, and telephone numbers of juniors and seniors, and post secondary students who took the test. The ASVAB enlistment standard scores and all Service composite scores are listed on the printout. The list also includes the students’ career plans. This printout is normally released to the Recruiting Services seven days after the products are mailed to the school. Although the results are usually released to the Recruiting Services, the school has a number of options available in deciding what manner the results will be released as indicated below:

- * Release results to Recruiting Services seven days after school products are mailed.
- * Release results to Recruiting Services 60 days after school products are mailed.
- * Release results to Recruiting Services 90 days after school products are mailed.

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- * Release results to Recruiting Services 120 days after school products are mailed.
- * Release results to Recruiting Services at the end of the current school year for this school.
- * Release results to Recruiting Services seven days after school products are mailed and no telephone solicitation based on listing of student results.
- * Results not released to Recruiting Services and results are not valid for enlistment purposes.
- * Results are not released to Recruiting Services. However, results are valid and can be used for enlistment, but enlistment use must be approved in writing by the student.

III. Medical

1. Purpose: The mission of the MEPS Medical Section is to medically examine and to determine the medical qualification of each applicant in accordance with the Department of Defense and certain Service-specific medical standards. You, the recruiter, play an important role in preparing the applicant for the medical examination through timely and thorough medical prescreening.

2. Prescreening: Medical prescreening allows the recruiter to identify applicants who would be outright disqualified or who may have a medical condition that would require additional documentation, such as a copy of a hospitalization discharge summary or a copy of a civilian physician's office records. Your thorough and early prescreening of each applicant often significantly reduces delays in the applicant's medical processing.

Remember, an applicant cannot be scheduled for medical processing until medical issues are cleared up, and the MEPS Chief Medical Officer (CMO) has cleared the applicant for processing.

The main tools to assist you in your medical processing efforts are:

- * DD Form 2807-2 (Medical Prescreen of Medical History Report)
- * MEPS Dial-a-Medic Program

3. Applicant Medical Prescreening Forms

a. Purpose: The purpose of the Medical Prescreening Form is to review the applicant's medical history to determine if further processing is warranted and to help ensure efficient, timely, and accurate medical processing of your applicant. If the applicant is not obviously disqualified, the information obtained in filling out the Medical Prescreening Form may indicate the need for additional medical documentation for other medical information (e.g., to clarify a treatment or condition) before forwarding the form to the MEPS for CMO review. Proper medical prescreening will streamline MEPS medical processing, eliminate unnecessary trips to the MEPS, and save you and your applicant time and energy. It will also save taxpayer dollars

by discouraging an obviously disqualified applicant from further processing. Use the Dial-a-Medic Program to discuss specifics of cases as outlined on page 1 of the DD 2807-2.

b. Prescreening Errors: Prescreening errors occur when there is a pre-existing medical condition identified during the MEPS medical processing that is not annotated on the prescreening form.

4. Recruiter Responsibilities and Requirements:

Medical Prescreening: Complete applicant medical prescreening early in your pre-MEPS evaluation so that you will determine quickly whether or not further processing is warranted. Complete the Medical Prescreen of Medical History Report in person with the applicant. Early prescreening will provide sufficient time for the MEPS CMO to review and provide guidance as well as time for you and the applicant to obtain civilian medical documentation, if needed.

- * Thoroughly explain the purpose of the medical prescreening form to the applicant.
- * Advise the applicant of the provisions of the Privacy Act of 1974 as it pertains to the information on the form.
- * Advise the applicant to obtain civilian medical records if there is a history of medical problems, including surgical operations. Although at times a letter from the civilian physician summarizing the medical problem and treatment potentially may be acceptable, copies of the actual medical evaluation and/or treatment records such as pre-operative history and physicals, operative reports, x-ray reports, pathology reports, hospital discharge summaries, emergency room records, and the physician's office records are preferred and often required.
- * Advise the applicant that a Drug and Alcohol test will be given.
- * Advise the male applicants to wear under-shorts, and the female applicants to wear full cup bra and underwear (no thongs or g-strings) for the medical examination. If the applicant lacks the required underclothing, the medical examination cannot be completed.
- * Advise the applicant that the MEPS exam will be a full medical exam including a genital exam. Advise female applicants that they will undergo a modified pelvic exam called a pelvic inspection (no speculum exam or PAP smear).
- * Advise the applicant that they will be required to provide a urine sample and that a same sex technician will be required to observe them.
- * If the applicant wears eyeglasses, advise the applicant to bring the glasses when reporting for the examination.
- * If the applicant wears contact lenses, advise the applicant to bring the contact lens container and the moisturizing solution to the MEPS.

If the applicant wears dental braces or other dental devices that require active management by an orthodontist (periodic visits and adjustments at the orthodontist's office), the applicant must bring a statement from the orthodontist. The statement must show the date when the treatment will be complete and when the braces or other devices will be removed. Premature removal of braces without completing the entire treatment program will render the applicant disqualified. The statement will enable the applicant to enlist in the Delayed Entry Program while wearing the dental devices, but the applicant will not be able to ship with braces in place. Retainers used after the treatment phase is completed are typically acceptable; they may be removable retainers or fixed to the lingual surface (tongue-side) of the teeth so long as there are no tooth bands present.

5. Dial-a-Medic Program: Each MEPS Medical Section operates a Dial-a-Medic or Dial-a-Doc Program to assist you with the prescreening process. This program provides direct telephone access to the MEPS Medical Section. The main purpose of this program is to provide recruiters with timely answers to questions regarding an applicant's medical problems before scheduling the applicant for a MEPS medical examination. This program can also help you after your applicant has accessed into the DEP or unit (Guard and Reserves) and has had a change in his/her health status prior to shipping to basic training or advanced individual training.

You can reach Dial-a-Medic by calling *(insert MEPS phone)* between *(insert MEPS hours)*. You should receive an answer by the end of the next business day. This phone number should not be released to applicants or their families.

By using Dial-a-Medic, Recruiters can determine if an applicant should be processed at all or if the applicant's medical documentation, with the completed DD Form 2807-2 and DD Form 680-3A-E, and/or DD 214 should be sent to the MEPS for evaluation. You can further determine whether additional civilian medical information or documentation is necessary before scheduling an applicant for medical processing. The correct use of the program will help Recruiters increase productivity by eliminating costly and time consuming errors. It will also prevent your applicant from making unnecessary trips to the MEPS, and speed overall processing.

6. Medical Status Categories: After completing the medical examination applicants may fall into one of the following categories:

a. Medically Qualified: The applicant is medically qualified for enlistment and can continue to process and enlist into the DEP.

b. Incomplete Medical: Medical qualification determination cannot be made because of incomplete information or lack of medical documentation. The MEPS physician may request additional civilian medical documentation, a specialty consultation, additional tests, or x-rays. If the problem is lack of civilian medical documentation, forward the requested documentation to the MEPS without sending the applicant, unless requested by the MEPS medical staff. In many cases, a final qualification decision can be made after reviewing the additional documentation, the results of specialty consultations, and/or additional tests or x-rays without the applicant present.

c. Temporary Medical Disqualification (TDQ): The applicant has a medical condition that requires further examination or re-examination at a later date. For most of these conditions, the MEPS physician will determine when the applicant can be re-evaluated and will specify a Re-evaluation Believed Justified (RBJ) date in writing. The RBJ period must be observed; the Medical Section will not process an applicant who returns to the MEPS before completion of the specified RBJ period.

d. Permanent Medical Disqualification (PDQ): The applicant has a disqualifying medical condition that is permanent in nature or requires significant corrective treatment. Permanent medical disqualification does not necessarily mean that the applicant will not be eligible to serve in the Armed Forces; many times a medical waiver can be obtained from your Service Medical Waiver Review Authority. The MEPS Medical Staff will not re-evaluate PDQ applicants unless the condition no longer exists and the MEPS physician has approved the re-evaluation. Examples of justified returns to the MEPS may include an individual with surgically corrected hernia or an applicant with successful corrective knee surgery, following prescribed mandatory post-surgical recovery period and full release without restriction.

7. Validity Period of MEPS Physical Examinations: The MEPS medical examinations for all Services remain valid for 24 months from the date the applicant started the MEPS medical examination, even if the applicant was not qualified on the day of the initial examination and required additional information, tests, or specialty consultation. Expired medical examinations cannot be used to enlist an applicant. If an applicant's examination expires before the shipping date, schedule the applicant early for the new examination to avoid a delay in shipping and the possible loss of a training seat.

* Medical inspects are valid for 72 hours for shipping purposes (the only exception is a 3-day weekend due to a Federal Holiday when inspects are valid for 96 hours; i.e., an inspect performed on Friday can be applied to a Tuesday shipping date).

8. Specialty Consultations: Specialty evaluations/consultations are obtained whenever the MEPS medical examiner needs further detailed evaluation in a specialty area for a specific medical problem or condition in order to make a proper medical qualification decision. The most frequent consults are orthopedics –psychiatry, ophthalmology, and cardiology. Neurology and dermatology are also common. Often, your Service Medical Waiver Review Authority will request a sub-specialty consult as part of their waiver review.

Some specialty consultations, such as orthopedics or psychiatry, are performed at various military and civilian support facilities. (Check with your servicing MEPS for specific guidance on consultations provided at your location.)

If your applicant is unable to keep a scheduled consultation appointment, please notify the MEPS well in advance. When an applicant misses an appointment and the appointment is not cancelled in advance, there may be a charge up to the cost of the full consult, the appointment will go unfilled, and a valuable opportunity will be lost.

9. Overweight and Underweight Applicants: For any applicant found to not meet the Service-established height/weight standards, the current policy dictates that weight loss or gain occur at no greater rate than one pound every four days. Rapid weight change is dangerous to an applicant's health and nutrition. In addition, rapid weight change is artificial, brought on largely by water gain or loss, with rapid restoration of the original weight as soon as the water is replaced, or lost. If an applicant arrives at the MEPS in a state of severe dehydration because of improper efforts at trying to "make the Service weight", this may be identified by a finding of urinary protein and result in a medical disqualification.

Applicants who are disqualified for being overweight or under weight are given a minimum RBJ period, after which they can return for a height-weight re-check. Again, weight loss or weight gain is not be greater than one pound in four days. (For example, a weight loss or weight gain of two pounds requires an RBJ period of eight days). Applicants returning sooner than the RBJ period will not be processed. Applicants with excessive weight loss or weight gain can be disqualified.

Advise the overweight applicant that the use of diuretics (water pills) for weight loss will result in an automatic disqualification for seven days since the last use. The use of diuretics can be detected in the urine specimen. Such use results only in water loss and causes dehydration, which can be dangerous to an applicant's health and well being.

10. Hearing Test and Prior Noise Exposure: Noise-induced hearing loss, if recent is often partially or fully reversible. Such reversal may occur within 48 hours.

Advise applicants to avoid excessive exposure to loud noises (e.g., farm machinery, other loud machinery, gunshot noise, stereo headphones, other loud music, etc.) for at least 48 hours prior to MEPS examination.

11. Previously Medically Discharged Applicants: If an applicant has been previously medically discharged from the military service, use the Dial-a-Medic system to discuss the case to ensure the condition that caused the medical discharge is no longer present. Ensure that the DD 214 Member Copy 4 (or service equivalent), medical separation records, medical discharge summary, any VA medical or disability records, and other medical records are available and reviewed by the MEPS CMO before scheduling the applicant. A copy of the discharge record is given to the individual at the time of discharge from military service.

IV. Processing

1. Purpose: The Processing Section is responsible for performing the necessary actions to receive, orient, interview, process, enlist, and report applicants for enlistment into the Armed Services. Two areas of Processing, Applicant In-Processing, and Pre-enlistment/Pre-accession Interview (PEI/PAI) are of particular importance to recruiters.

2. Recruiter Responsibilities: Recruiters will:

- a. Prescreen applicants so they are aware of any trouble or personal situations that may affect

their enlistment.

b. Brief applicants on what will be covered in the Pre-enlistment interview. However, recruiters must be very careful not to “coach” the applicant, or tell the applicant what to disclose and what not to disclose. It is essential that Recruiters strongly encourage applicants to hold nothing back regarding their enlistment qualifications. Any information that is discovered later while processing at the MEPS will only cause serious delays in the applicant’s processing. The applicant should be aware that if he or she fails to disclose the required information, he or she could be charged under both civilian law and military regulations. If an applicant tells the PEI interviewer that a recruiter advised them to withhold or alter information, a recruiter impropriety report will be referred to the Recruiting Service for necessary action.

c. Recruiters are asked to let potential visitors know what to expect, especially in terms of swearing-in times. Visitors wishing to see a shipper ceremony should be at the MEPS no later than (*insert local MEPS time*). Visitors who accompany non-shipper applicants should be advised they could be there all day.

3. Applicant In-Processing

a. Scheduling: Recruiters are responsible for scheduling, in advance, all applicants reporting to the MEPS. Scheduling is accomplished through the respective Service Liaison/Counselor. Proper scheduling allows the MEPS to screen an applicant’s records to ensure all necessary documents are on hand before the applicant’s arrival. If any documents are missing or incomplete, the applicant will not process until all necessary documents are available.

b. USMEPCOM Form 727 (Processing List): Applicants are scheduled on USMEPCOM Form 727 (Processing List). It is important that applicants are identified accurately on this list. Any misspelled names or incorrect SSNs will cause delays or an inability to properly screen an applicant’s record before their arrival for processing.

The walk-in policy is designed to benefit the recruiter and the applicant, but it is not an excuse for improperly projecting an applicant for processing.

4. Pre-Enlistment Interview (PEI): The PEI interviewer will explain the purpose of the interview and ensure all the information on the applicant’s paperwork is correct. Next, the interviewer will ensure nothing has been omitted which might cause the applicant to be considered a fraudulent enlistee after arriving at a training center.

The PEI interviewer will inform the applicant that any additional information will only be given to the respective Recruiting Service or MEPS physician and will not be provided to the police, school officials, or parent. However, the applicant will be cautioned that should he or she conceal disqualifying information that is discovered after enlistment, he or she may be subject to a court-martial for fraudulent enlistment, or administrative discharge in lieu of court-martial. The interviewer will ask if the applicant fully understands this.

The interviewer will then ask the required questions and compare the applicant's answers with entries on the enlistment forms.

a. Additional Disclosures: If, during the PEI, an applicant reveals additional information regarding moral, legal, or physical background that has not been previously recorded or evaluated, the following will take place:

(1) The PEI interviewer will initiate a USMEPCOM Form 601 (Report of Additional Information).

(2) If the problem is medical, to include drugs and alcohol, the applicant will be directed to the MEPS Medical Section to have the information considered. If additional medical information warrants the discontinuation of further processing, the applicant will be directed to the respective Service Liaison for appropriate coordination.

(3) Depending on the severity of the disclosure, additional police checks, medical records, or even another medical consultation may be required. In these cases, the applicant will normally have to return another day to complete processing. In many cases, the respective Service Liaison can correct the problem on the spot, or obtain necessary waivers.

(4) In all cases, the applicant will return to the PEI interviewer with the coordinated USMEPCOM Form 601.

b. Withholding Information: Applicants are informed throughout the day that if they should withhold information, or provide false information, they could be subject to two years confinement, loss of all pay and allowances, and a dishonorable discharge once on active duty.

5. Pre-Accession Interview (PAI): The pre-accession interview is conducted much the same way as the PEI except it can be a group interview rather than a one-on-one, and will focus on the time the applicant was in the DEP.

Again, if the applicant reveals any additional information, the same rules that apply to the PEI apply here. An applicant will be returning to the MEPS for processing anywhere from the following day as far out as 12 months. Therefore, recruiters should encourage applicants to stay in touch; and report any medical, legal, or moral problems that could affect their enlistment. If applicants do not contact their recruiters, recruiters should contact the applicant. The CMO and the Service Liaison/Counselor must clear disclosures involving drug and alcohol use. The Service Liaison/Counselor will only clear disclosures involving administrative or moral problems.

6. Tips for ensuring Successful Applicant Processing: To ensure enlistment of qualified applicants, the recruiter must first ensure each applicant and associated paperwork are properly prepared for processing at the MEPS. Any applicant sent to the MEPS for whom proper advance preparations have not been made will result in delays and adversely affect processing for other applicants, which may also adversely affect the applicants' attitude toward their respective Recruiting Service. It is for this reason that walk-ins are generally not permitted.

The following tips are provided to help you in this effort:

a. Identify...

...any applicant who requires special examinations or testing necessary to determine qualifications for specific enlistment programs. Furnish the name of the test site location and the date testing occurred when the applicant previously tested via the student or production ASVAB.

...prior service and specify medical fitness standards to be applied.

b. Inform...

...applicants of the amount of time they will spend at the MEPS. Each applicant must be prepared to spend the entire day at the MEPS regardless of the type of processing needed.

...applicants that they must dress appropriately for processing at the MEPS, along with conducting themselves in an appropriate manner. (see Applicant Dress and Conduct Standards, para. 8).

...applicants that they will be asked questions about any prior military service, past law violation/involvement, to include possible drug use or juvenile offenses, and that full disclosure must be made. Otherwise, the applicant may face penalties for fraudulent enlistment, which could result in a dishonorable discharge, forfeiture of all pay and allowances, and confinement for two years.

...applicants, that the medical history to be provided at the MEPS must be complete and accurate; and that upon completion and signature by the applicant, the medical history forms become legal documents.

c. Ensure...

...a complete and accurate USMEPCOM Form 680-3A-E.

...a complete and accurate DD Form 2807-2.

...qualifying test scores are available at the MEPS prior to sending the applicant to the MEPS for processing.

...documents do not contain misspelled names, incorrect SSN's, or missing test data which will cause delays and possibly prevent the applicant from processing.

d. Obtain

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...parental or legal guardian consent for unmarried applicant's under 18 years of age. Minors reporting to the MEPS without a properly completed DD Form 1966 Section VII (Parental/Guardian Consent) will not be processed.

...complete information for preparation of the DD Form 93 (Record of Emergency Data).

...all medical documentation necessary to accurately complete the SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History).

e. Schedule

...each applicant on USMEPCOM Form 727 (Processing List) before sending them to MEPS.

...remember, proper projections, complete and accurate paperwork, on-time arrival, and informed applicants are vital to successful processing.

If an applicant is medically disqualified, ensure they understand why, and have any special instructions for returning to MEPS, and/or what additional written documentation might be required. If an applicant returns earlier than the date specified or does not obtain the necessary paperwork or treatment, they will not be processed. To save time and money, send the paperwork to the MEPS doctor for review before scheduling the applicant's return to MEPS.

If applicants will have difficulty arriving at the MEPS by check-in time, arrange for billeting at the contract lodging facility. Ensure each applicant arrives no later than the lodging facility's check-in time. Explain the rules of conduct, expected standards of behavior, and the consequences of failure to meet these standards.

Arrange necessary transportation for applicants to the MEPS and for return to their residence when applicable. If personally transporting an applicant to the MEPS or lodging facility, wait to see if the applicant is accepted for processing/lodging before you depart the area. Ensure you are available to promptly pick the applicant up at the MEPS once processing is complete. Under no circumstances should an applicant remain at the MEPS past 2200. Provide the applicant a means to contact you should they encounter difficulty.

Fully explain all transportation, lodging, and dining arrangements to each applicant. At the contract lodging facility, a room (shared with another same-sex applicant), dinner, and breakfast will be provided. After breakfast, the applicants will be transported from the lodging facility to the MEPS by contract bus. The noon meal will be provided at the MEPS as long as the applicant was properly projected. Unprojected applicants/Walk-ins are not authorized a noon meal.

Recruiters are restricted from all MEPS operational areas. Recruiters must remain in the Service Liaison offices or the Recruiter/Staff lounge. Recruiters are asked to limit contact with applicants to avoid the potential for impropriety. This is for your protection.

7. Contract Lodging Facility Information: Recruiters are not allowed in applicant rooms. If you must see your applicant, have them meet you in the hotel lobby. This rule protects you from applicant allegations.

The hotel is not responsible for applicant packets.

Check-in hours at the hotel start at (*insert local MEPS times*). For those applicants taking the ASVAB at night (*insert local MEPS days*), they are to arrive at the MEPS at (*insert local MEPS times*) and check in at the front control desk to sign up for lodging, if required.

The hotel is not required to provide lodging for applicant's spouse or children. Anyone other than an applicant who stays at the hotel will pay current hotel rates based upon availability.

Applicants who are rowdy, drunk, vandalize property, etc., are subject to arrest. The hotel is instructed to call law enforcement officials if the need arises.

Applicants are not allowed in other applicant rooms.

An evening meal will be provided to applicants at no cost.

Applicants are responsible for paying for room damages and will not process until the matter is resolved. They must inspect their rooms immediately upon check-in and report any damage to the hotel staff. Room problems such as no air conditioning, faulty toilet, etc., should be reported to the hotel staff.

Any applicant who has trouble with the hotel accommodations or hotel staff should inform the Front Control Desk upon arrival at the MEPS.

Applicants must wear proper attire or they will not be allowed to stay in the hotel.

Brief your applicants not to bring any contraband items to the contract lodging facility or the MEPS. Common items include: roach clips, pipes, cigarette rolling papers designed for smoking contraband, illegal drugs or controlled substances, syringes, firearms, ammunition, fireworks, knives, brass knuckles, black jacks, martial art devices, straight razors, pornographic materials, gambling devices, and alcoholic beverages. Violators will be asked to leave the contraband with the security officer until processing is complete for the day.

Recruiters are responsible for making certain their applicants understand the rules before checking in at the contract lodging facility.

8. Applicant Conduct and Expectations

a. Applicant Dress Code: Applicants must comply with the following dress code.

Mandatory:

- Take a shower – be clean

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- Shoes and socks are mandatory (no sandals, open-toe shoes, or flip-flops)
- Clean undergarments (no spandex, no thongs); briefs or boxers for men, and bra and underwear for women
- Wear neat, moderate, comfortable clothing

The following are not allowed:

- No hats, headbands, net shirts, midriff or halter-tops, mini-skirts, short shorts/skirts or clothing with objectionable or obscene words or graphics.
- No jewelry to include piercing, earrings, chains, necklaces, etc. (except wedding rings and a watch). It may interfere with the hearing/eye tests.
- No headphones (you must be able to hear the announcements over the public address system).
- No smoking in the building.
- No alcohol is permitted.
- When in doubt, ask!

b. Applicant expectations: As an applicant for the United States Military, you are expected to conduct yourself as a professional and follow all rules of the hotel and MEPS.

You are not authorized to have any of the following in your possession while at the hotel or the MEPS:

- Alcohol
- Illegal Drugs
- Drug Paraphernalia
- Weapons of any kind, to include pocket knives, metal fingernail files, scissors, etc.

The (*insert local MEPS name*) MEPS is a federal facility and violation of the above is a federal offense.

You are strongly encouraged to leave any valuables at home.

Respect the privacy of all hotel guests and treat everyone with respect. Disorderly conduct, excessive noise, and abusive language are grounds for eviction or arrest by the local police. The hotel will enforce these rules.

You will have a roommate, so please be considerate of your roommate's wishes. Treat others as you would like to be treated.

No outside visitors are allowed in the government-contracted hotel. Parents, family members, and other guests may visit you in the hotel lobby area before 10:00pm.

You are responsible for all items in your room. Any missing items (including towels and linens) or damage will be charged to you. Report any problems with your room immediately after your check-in.

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You will be responsible for any additional charges made, to include phone calls, movie rentals, or other hotel services.

Quiet hours begin at (*insert local time*). You must be in your room and in bed at this time. A well-rested applicant is a happy applicant—it will make your processing much easier.

The restaurant will be available for dinner upon your arrival until (*insert local time*). You must wake-up by (*insert local time*), with breakfast between (*insert local time*).

The bus will depart at (*insert local time*) for the MEPS with or without you.

V. Conclusion

The MEPS Recruiter Hand Guide is a starting point for understanding governing rules and regulations that will lead to successful applicant processing. It is designed to assist Recruiters in the effort to ensure efficient and expedient processing. However, the process starts with every Recruiter's initial projections, paperwork, and communication with their applicant.