

Prearrival Orientation Outline May 2011

Below are sample topics for Recruiters to brief to Applicants prior to their arrival to the MEPS

I. Introduction

- a. Recognize the important decision they are considering and congratulate them on their decision.
- b. Explain the MEPS mission in terms an applicant can understand.
- c. Explain the relationship between MEPS and the recruiting services.
- d. Describe who works at a MEPS (i.e., joint service military, civilians).
- e. Explain what you hope the MEPS will accomplish with the applicant.
- f. Discuss the wear of appropriate attire at the MEPS and when reporting to basic training.

II. Items to bring

- a. Clothing appropriate for MEPS processing.
- b. Luggage (also, address MEPS storage capability).
- c. Reading material.
- d. Small bills or change for use in vending machines.

III. Transportation

Discuss time and method(s) of transportation from home to the lodging facility or to the MEPS and transportation back home as applicable. Explain to the applicants the rules governing the use of their privately owned vehicle to and from the MEPS and to basic training and who may or may not transport applicants to the airport. Further emphasize that there are no authorized stops between the MEPS and the airport.

IV. Lodging facility

- a. Location and telephone number.
- b. Rules and expected behavior.

V. Typical day

Describe a typical processing day at the MEPS for a DEP applicant and a Shipper.

VI. Additional information

- a. Smoking policy.
- b. Invite family and friends and suggest they bring cameras. Welcome eligible relatives or friends who may want to perform the ceremony.
- c. Liaison telephone numbers.
- d. The importance of a good night's rest (there is a relationship between rest and blood pressure).
- e. Army and Air Force applicants will receive an alcohol breath test.

The following resources are available to better assist you with providing your applicant red carpet service while processing at the MEPS

1. AR 601-222, Armed Services Military Personnel Accession Testing Program
2. AR 601-270, Military Entrance Processing Station (MEPS)
3. USMEPCOM Regulation 10-1, United States Military Entrance Processing Command
4. USMEPCOM Regulation 40-1, Medical Processing and Examinations
5. USMEPCOM Regulation 40-8, Department of Defense (DOD) Human Immunodeficiency Virus (HIV) Testing Program and Drug and Alcohol Testing (DAT) Program
6. USMEPCOM Regulation 55-2, Recruit Travel
7. USMEPCOM Regulation 601-4, Student Testing Program
8. USMEPCOM Regulation 601-23, Enlistment Processing
9. USMEPCOM Regulation 611-1, Enlistment Qualification Tests
10. USMEPCOM Regulation 715-4, Applicants Meals and Lodging Program
11. USMEPCOM FY Operating Schedule (attached)