

Summary of Changes

USMEPCOM Regulation 350-1, 16 January 2006

Training

Command Training Program

This revision includes administrative changes only. Specifically, this revision—

- Replaces record number 350-1w with record numbers 350-1u1 and 690-400d, as appropriate (pars. 1-4g(7), 3-2b(2), and 3-2c).
- Updates MEPNET address for training tools (throughout).
- Updates references (par. 6-1e(4) and app. A).

This revision includes changes made in the 7 June 2005 revision. Specifically, the 7 June 2005 revision—

- Deleted use of USMEPCOM Form 350-1-10-R-E, May 2001 (supersession line).
- Replaced Mission Essential Qualification Standards (MEQS) Handbooks and USMEPCOM Form 350-1-6-R-E (Certificate of Training) with military entrance processing station (MEPS) training tools (throughout).
- Established MEPS training tools (Medical, USMEPCOM Integrated Reporting System (USMIRS), Operations, Testing, and Support) (throughout).
- Established requirement for MEPS training tools (Medical, USMIRS, Operations, Testing, and Support) to be available on the United States Military Entrance Processing Command Intranet (MEPNET) (throughout).
- Updated responsibility of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) directors and special staff officers to provide information for MEPS training tools (par. 1-7a(3)).
- Established responsibility for J-1/MHR-TR to announce updates to the MEPS training tools (par. 1-7a(3)).
- Added special instructions for US Air Force personnel physical fitness assessments (pars. 6-1a(3) and 6-1c).
- Updated references (app. A).
- Established MEPS training tools standards (app. D).
- Updated abbreviations and terms (glossary).

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

USMEPCOM Regulation
No. 350-1

16 January 2006

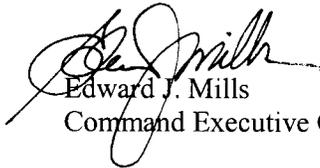
Effective: 16 January 2006

**Training
COMMAND TRAINING PROGRAM**

FOR THE COMMANDER:

OFFICIAL:

D. R. O'Brien
Deputy Commander/Chief of Staff



Edward J. Mills
Command Executive Officer

DISTRIBUTION:

A & D (Electronic only publication)

Summary. This regulation prescribes policy and procedures to manage and conduct training for United States Military Entrance Processing Command (USMEPCOM) personnel.

Applicability. This regulation applies to USMEPCOM military and civilian personnel.

Supplementation. Supplementation to this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, J-1 (Human Resources), Training Division (J-1/MHR-TR). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: J-1/MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and identifies key management controls that will be evaluated (app E).

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Chapter 1

General

1-1. Purpose

This regulation provides policy and guidance for the Command Training Program. The Command Training Program includes mission training, personal and professional development, and physical fitness training for military and civilian personnel assigned to the United States Military Entrance Processing Command (USMEPCOM).

1-2. References

References are listed in appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commander, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) will publish command training policy and guidance for multilevel training needs.

b. The Director, Human Resources will—

- (1) Implement the Command Training Program.
- (2) Develop command training guidance.
- (3) Manage the centralized training budget for command-sponsored training.
- (4) Maintain military entrance processing station (MEPS) training tools.

(5) Manage the USMEPCOM distance learning (DL) program and coordinate with HQ USMEPCOM directors on training method development.

c. The Director, Operations, HQ USMEPCOM will—

(1) In coordination with the recruiting services and J-1/MHR-TR, schedule a USMEPCOM training day each quarter.

(2) In coordination with J-1/MHR-TR, schedule, coordinate, and conduct the National Operations Officer's Workshop, Operations Groups Leaders Course, New Test Control Officer (TCO) Orientation, Education Services Specialist Workshop/Course, and Test Coordinators Course.

d. The Director, Resource Management, in coordination with J-1/MHR-TR, will schedule, coordinate, and conduct the Supply Technician Workshop and the Budget Technician Workshop.

e. The Command Surgeon, in coordination with J-1/MHR-TR, will budget, schedule, coordinate, and conduct the Chief Medical Officer/Noncommissioned Officer in Charge (CMO/NCOIC) Conference and the New Medical NCOIC Course each year.

f. Sector commanders will—

(1) Implement mission-related training and team building, ensure accomplishment of professional development according to applicable service directives, and monitor and evaluate MEPS training programs.

(2) Budget for training programs for military and civilian personnel assigned to their sectors.

(3) Support the professional military education (PME) program.

g. MEPS commanders will—

(1) Develop and conduct a MEPS training program.

(2) Publish annual MEPS training guidance and quarterly training schedules.

(3) Ensure military personnel have the opportunity to attend professional development training and take service-required promotion tests and service-related correspondence courses according to this regulation and applicable service directives.

(4) Support military personnel efforts to meet physical fitness training and testing requirements and service-established height and weight standards according to this regulation and applicable service directives.

(5) Ensure military personnel are properly trained to meet position requirements.

(6) Identify and coordinate school quota requirements for military personnel according to their service timelines.

(7) Maintain USMEPCOM Form 350-1-4-R-E (Record of Individual Training) for each person assigned to the MEPS (file under record number 350-1j3 for military personnel and 690-400d for civilian personnel; disposition in app. A, sect. VI).

h. Senior enlisted advisors (SEAs) and training coordinators will—

(1) Assist the commander in assessing the training needs of the organization.

(2) Assist the commander in planning, executing, and documenting training.

(3) Maintain and review training records.

(4) Monitor and guide the unit physical fitness program.

(5) Monitor the professional development of assigned personnel.

(6) Submit a list of attendees for the PME program monthly.

i. First line supervisors will—

(1) Be responsible for the day-to-day training of their assigned personnel.

(2) Maintain current MEPS training tools and ensure military personnel complete the applicable MEPS training tools module related to their assigned duties.

(3) Conduct quarterly performance counseling and periodic progress reviews.

j. Military members will—

(1) Be responsible for their personal PME program and career development and for completing the training and testing requirements of their military service.

(2) Complete service-required physical screening and examinations before participating in personal physical fitness testing and unit physical fitness training.

(3) Maintain at least the minimum required physical conditioning to successfully complete their physical fitness test, perform their assigned duties, and present a professional military appearance.

k. Civilian supervisors will oversee civilian employee career development according to Army Regulation (AR) 690-400 (Total Army Performance Evaluation System (Chapter 4302)), chapter 4.

1-5. USMEPCOM training strategies

USMEPCOM training strategies incorporate the “crawl, walk, run” guidance. Training includes—

a. Initial orientation programs and crosswalks to introduce newly assigned personnel to their positions and to the USMEPCOM organization.

b. Staff assistance visits (SAVs) and selected training courses and workshops scheduled throughout the year. Training workshops provide an opportunity for command leadership to train on issues affecting the mission of the MEPS.

c. DL methods for positions identified throughout the command that are not included in scheduled training orientations, courses, conferences, or workshops.

1-6. HQ USMEPCOM training goals

Training goals support the USMEPCOM mission and provide guidance for the multilevel training needs of USMEPCOM by establishing methods for—

a. Conducting needs assessments for organizational, individual, and command-sponsored training.

b. Developing an evaluation system for the command-sponsored training program.

c. Establishing a budgetary priority for command-sponsored training.

1-7. Categories of training

a. Mission training.

(1) The training tools program is the means in which a MEPS commander will educate, train and certify mission training for personnel. Completed training will be documented using the USMEPCOM certification sheet, USMEPCOM Form 350-1-11-R-E (USMEPCOM Certification Sheet) and USMEPCOM Form 350-1-4-R-E. These certification sheets will be maintained in the individual’s training file.

(2) Mission training is technical and skills-based for day-to-day activities in support of the USMEPCOM accession mission. Mission training begins with on-the-job training and the MEPS training tools training program. MEPS training tools provide instruction in the minimum performance standards

for a specific work area in a MEPS section. MEPS training tools provide a method for certifying personnel in their assigned duties.

(3) J-1/MHR-TR personnel will post the MEPS training tools on the MEPNET (<https://mepnet.mepcom.army.mil/dirs/mop/#MOC-T>) under J-1/MHR, Training, Training Regulations and References. J-1/MHR-TR will maintain and update the training tools in coordination with the functional USMEPCOM directorates twice a year (January 15 and August 15) and will announce updates to the training tools by USMEPCOM information message. Training tools can be viewed and printed as needed from the MEPNET.

b. Ongoing training. Ongoing training includes student/enlistment Armed Services Vocational Aptitude Battery/Computerized Adaptive Testing Armed Forces Vocational Aptitude Battery tests, medical exams, background screening checks, enlistment contracts, meals and lodging, and transportation. Each MEPS must have mission training in its training guidance. Each section in the MEPS will document at least 1 hour of training per week for at least one of the listed ongoing training topics.

c. Refresher training. Refresher training helps individuals maintain proficiency for successful duty performance. Refresher training also provides training when new procedures are introduced.

d. Remedial training. Follow-up training provides remedial training in areas identified by the USMEPCOM Commander's Inspection Program or by inspector general and SAV findings as being weak areas.

e. Cross training. Cross training provides training in other job areas within the MEPS or office to help fill empty positions. Cross training will be conducted locally and at no cost to the government.

f. Crosswalks. Crosswalks provide job training to improve performance and allow information sharing between MEPS. Crosswalks also provide newly assigned personnel the opportunity to train with a more experienced employee in other MEPS. Crosswalks may require temporary duty (TDY). Crosswalks will be no longer than 2 days with an overnight stay and be within the same MEPS cluster, if possible.

Note: Chief medical officers may have up to 3 days and 2 overnights for crosswalks with prior approval from the sector surgeon.

g. Team building training. Team building training provides an essential element in mission accomplishment and will be included as part of the training guidance.

h. Supervisory training. Military and civilian personnel who supervise three or more civilian employees will undergo a formal training program within 6 months of assuming supervisory duties. Commanders will contact their servicing civilian personnel office (CPO) to obtain further guidance on how to schedule the civilian supervision course online.

i. Physical fitness training and testing. Physical fitness training and testing requirements are different for each service. More information on physical fitness for USMEPCOM personnel is contained below.

1-8. Personal and professional development

Personal and professional development for military members includes the required PME program courses listed in this regulation, appendix C, and in applicable service directives.

1-9. Quota allocation and management

Each service manages a separate quota allocation system, however, all services limit the number of allocations for PME program courses. Commanders, SEAs, and supervisors will ensure that the assigned allocations are used and that personnel receive notification of class dates and attend scheduled courses.

Note: SEAs will verify that all military personnel meet the height and weight requirements for their respective service 20 to 30 days prior to the starting date of the school or course. For Army personnel, the SEA will sign the soldier's Department of the Army (DA) Form 705 (Army Physical Fitness Test Scorecard) (par. 2-7a(1)) and DA Form 5500-R (Body Fat Content Worksheet (Male)) or DA Form 5501-R (Body Fat Content Worksheet (Female)), where necessary, and forward a copy to the sector SEA before the soldier reports to the school.

Chapter 2

Funding

2-1. Funding information on AG32 funds

AG32 funds are those funds budgeted for professional development training for military personnel assigned to USMEPCOM.

a. Army. AG32 funds support attendance at Combined Arms and Services Staff School (CAS3) for those who have not completed CAS3 during Phase II of the Officer Advanced Course, First Sergeants Course, Advanced Noncommissioned Officer Course (ANCOC), Basic Noncommissioned Officer Course (BNCOC), Primary Leadership Development Course (PLDC), and the Medical Noncommissioned Officer Course.

b. Navy. Naval personnel attending the required Leadership Training Continuum (LTC) Course will receive administrative support and funding from the local Naval Recruiting District (NRD). MEPS commanders will coordinate budget projections with the NRD commander. The MEPS SEA/training coordinator will regularly contact the NRD to coordinate scheduling for required Navy courses.

c. Air Force. The Air Force will fund airmen attending Airman Leadership School (ALS), Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy (SNCOA), and Squadron Officer School courses. The servicing military personnel flight (MPF) will provide the training allocation notice and fund cite information.

d. Marine Corps. The Marine Corps will fund Marine Corps members attending Noncommissioned Officer (NCO) and Staff Noncommissioned Officer (SNCO) courses. The supporting inspector/instructor staff (I-I staff) has appropriation data for these courses.

e. Coast Guard. The Coast Guard will fund required PME programs for Coast Guard personnel.

f. All Services. Military personnel are encouraged to participate in their service PME programs. When practical, supervisors will allocate time during the duty day to allow military personnel to complete correspondence courses and prepare for and complete required service qualification and promotion testing. Personnel selected to attend resident PME program courses will not be denied attendance because of operational commitments.

Note: The Joint Federal Travel Regulations, Volume 1, (JFTR Vol 1) governs official travel for uniformed service members.

(1) Submit a consolidated, monthly projected PME program school attendee list from each MEPS to HQ USMEPCOM, J-1/MHR-TR, by the 15th of each month. For sample PME program report see figure 2-1.

(2) Unless specifically directed by their parent service, military personnel will complete required qualification and promotion testing.

(3) Military members scheduled for a resident PME program course who refuse to attend may be barred from future PME program courses while assigned to USMEPCOM.

(4) Requests for cancellation of a school quota or submission of an alternate candidate will normally not be favorably considered if the request is made fewer than 20 days prior to the class starting date except for the following circumstances:

(a) Serious illness or injury of primary candidate or member of his or her family.

- (b) Permanent change of station (PCS) or discharge of candidate.
- (c) Candidate pending administrative or legal action.
- (d) Pregnancy.
- (e) Failure of the physical fitness test.
- (f) Medical profile.

(5) Military members are encouraged to participate in their service-sponsored correspondence programs.

2-2. Requesting AG32 funds

AG32 funds are managed by HQ USMEPCOM, J-1/MHR-TR. MEPS requiring AG32 funds, including TDY in conjunction with PCS for Army personnel, will follow the procedures below:

a. The requesting MEPS will complete Department of Defense (DD) Form 1610 (Request and Authorization for TDY Travel of Department of Defense (DOD) Personnel), blocks 1 through 18 and blocks 21 and 22, ensuring block 17 is signed by the MEPS and block 18 is signed by their sector command sergeant (Sgt) major, and fax the completed DD Form 1610 to HQ USMEPCOM, J-1/MHR-TR (commercial fax: (847) 688-3786).

b. J-1/MHR-TR will authorize funds and forward DD Form 1610 to HQ USMEPCOM, J-8/MRM-PB-FS for the accounting citation.

c. J-8/MRM-PB-FS will fax a completed DD Form 1610 back to the MEPS.

d. The MEPS training officer will ensure the traveler submits DD Form 1351-2 (Travel Voucher or Subvoucher) within 5 working days of the conclusion of the TDY and forwards a copy of the settled voucher to the HQ USMEPCOM, J-8/MRM-PB-FS.

2-3. Authorized uses for AG32 funds

a. CAS3, First Sergeants Course, Command and General Staff Officer Course, ANCOC, BNCOC, and PLDC.

b. Master Fitness School, Postal School, Drill Sergeant School, Supply and Legal courses.

c. Personnel Command directed schools when military member leaves USMEPCOM on a PCS.

d. Other courses approved by HQ USMEPCOM, J-1/MHR-TR.

(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, USMEPCOM
(ATTN: J-1/MHR-TR)

THROUGH: COMMANDER, (YOUR SECTOR)

SUBJECT: Professional Military Education (PME) Program List

The following individuals are projected to attend a PME program course or need to be scheduled for PME program course:

Name/ SSN	Grade/ Service	MEPS	School/ Location	Report Date	Grad Date	Height/Weight PT Score/Date
Smith, Sue 000-11-2222	PO2 USN	Boston	NAVLEAD Great Lakes, IL	15 Jun 98	15 Jul 98	68in/120lbs 190-Good/3 May 98
Doe, John 111-22-333	Sgt USAF	Los Angles	ALS Ft Sam Houston, TX	15 Jul 98	9 Jul 98	71in/155lbs Pass/7 May 98
Jones, Jane 123-45-6789	GySgt USMC	Pittsburgh	SNCOA El Toro, CA	1 Aug 98	19 Sep 98	64in/145lbs 285/5 Sep 98
Snuffy, Joe 9897-65-4321	SSG USA	Chicago	ANCOC Ft Jackson, SC	1 Nov 98	11 Dec 98	69in/145lbs 300/1 Aug 98
Johnson, Fred 000-11-2222	SGT USA	Butte	BNCOC Ft Jackson	Schedule		72in/175lbs 245/1 Oct 98
Williams, Bill 121-21-1212	SGT USA	Miami	Master Fitness Fort Campbell	21 Mar 99	2 Apr 99	70in/165lbs 275/17 Jan 99

Point of contact and phone number.

FOR THE COMMANDER:

DANNY L. GREENLEAF
1SG, USA
Senior Enlisted Advisor

Figure 2-1. Sample professional military education (PME) program report

Chapter 3 Training

3-1. Civilian training

Commanders and their subordinate supervisors are responsible for managing employee training through the development of a training strategy for each functional area. Servicing civilian personnel activities (CPAs) will provide assistance for planning and securing training as appropriate. Commanders and supervisors will contact the servicing CPA to determine the level of support available, training courses available for USMEPCOM personnel, and the administrative requirements of the civilian training program. HQ USMEPCOM directors will be responsible for the Executive Development Program applicable to their assigned employees. HQ USMEPCOM, J-1/MHR-CP maintains overall responsibility for providing advice and assistance command-wide in addition to the advice and assistance provided to individual subordinate activities by local servicing CPAs.

3-2. Training documentation

a. USMEPCOM will use USMEPCOM Form 350-1-R-E (Unit Training Schedule) to document unit quarterly training. USMEPCOM Form 350-1-R-E will help commanders plan their training programs.

b. MEPS commanders will document their annual training plan on USMEPCOM Form 350-1-5-R-E (Annual Training Plan). The training officer will—

(1) Post quarterly training schedules on USMEPCOM Form 350-1-5-R-E to unit bulletin boards at least 4 weeks prior to training.

(2) Maintain lesson plans and attendance rosters (file under record number 350-1u1; disposition in app. A, sec. VI.)

c. Military and civilian participants will use USMEPCOM Form 350-1-4-R-E to document their training accomplishments. The training officer will file USMEPCOM Form 350-1-4-R-E in the individual's training folder. For military members, commanders will keep USMEPCOM Form 350-1-4-R-E in the individual's training folder for the duration of his or her tour; for civilian employees, USMEPCOM Form 350-1-4-R-E will be kept until he or she leaves the command. File form under record number 350-1j3 for military personnel and RN 690-400d for civilian personnel; disposition in appendix A, section VI.

d. The following is a list of documents needed in unit and individual training folders:

(1) Unit training file.

(a) USMEPCOM Form 350-1-5-R-E and USMEPCOM Form 350-1-R-E.

(b) DA Form 11-2-R (Management Control Evaluation Certification Statement).

(c) PME program reports.

(2) Individual training file. Upon transfer or separation, file under record number 350-1j3; disposition in appendix A, section VI.

(a) USMEPCOM Form 350-1-4-R-E.

(b) For Army, Marine Corps, and Air Force personnel, their fitness test scorecard; for Navy personnel, a copy of the Risk Assessment Questionnaire Sheet (see par. 6-1 below).

(c) MEPS Training Tools USMEPCOM Form 350-1-11-R-E (see par. D-1).

(d) USMEPCOM Form 350-1-3-R-E (Run/Walk for Your Life Program - Entry Request) and USMEPCOM Form 350-1-2-R-E (Run/Walk for Your Life Program - Progress Schedule) or USMEPCOM Form 350-1-7-R-E (Fitness for Your Life Program - Entry Request) as appropriate, and USMEPCOM Form 350-1-8-R-E (Fitness for Your Life Program - Progress Schedule) for military and civilian personnel, if enrolled.

(e) Inprocessing sheet, training certificates, educational records, and crosswalks as required by the local command.

e. The SEA/training coordinator will give the entire training file to the military member when the military member completes his or her tour at USMEPCOM.

3-3. Prevention of sexual harassment (POSH) and equal employment opportunity (EEO) training

Commanders will ensure semi-annual POSH and annual EEO training is conducted for all personnel.

Chapter 4 Planning

4-1. Master planning calendar

a. J-1/MHR-TR coordinates and develops the master planning calendar (MPC) each year and ensures training is included in the calendar. The MPC is developed with input from directorate training representatives, special staff, and sector training representatives. At this time, the required training events are planned accordingly (see table 4-1) and the results are staffed and submitted for command group approval. Although the MPC is approved, the command-sponsored training events on the MPC remain subject to the Program Budget Advisory Committee (PBAC) approval process.

b. J-1/MHR-TR reserves the right to schedule quarterly calendar update meetings as necessary to make changes to the approved calendar. A training representative for each directorate, special staff office, and sector will attend the quarterly calendar review.

4-2. Management control evaluation checklist

MEPS personnel will use the management control evaluation checklist - Training Management Administration in appendix E to administer key management controls. Personnel will use DA Form 11-2-R to document management control evaluations.

PROPONENT	EVENT	FREQUENCY
J-3/MOP	Joint Accession Group	Two times a year
	Accession Oversight Council (AOC)	Each quarter
	Mission Days	Monthly
	Saturday Openings	As needed
	USMEPCOM Training Days	Every 3 months
	Non-Processing and Holidays	As needed
	Extended Support	Monthly
	National Operations Officers Workshop	Each year
	Operations Group Leaders Course	Each year
	Education Service Specialist (ESS) Workshop	Every 2 years
	ESS Workshop/Course	Each year
	New TCO/ATCO/NCO Course Orientation	Each year
	Test Coordinator Conference	Each year
J-1/MHR	Senior Enlisted Advisors (SEAs) Course	Two times a year
	National Training Conference	Each year
	Pre-Command Course	Each Year
	MEPS Training Tools Update	Each year
J-8/MRM	Program Budget Advisory Committee (PBAC)	As needed
	Command Logistics Evaluation and Assistance Program	As needed
	Manpower Survey	As needed
	Budget Technician Workshop	Every 2 years
	Supply Technician Workshop	Every 2 years

Table 4-1 Required Master Planning Calendar (MPC) Events (continued)		
PROPONENT	EVENT	FREQUENCY
J-6/MIT	Continuity of Operations Plan Test Exercise	Each year
	Information Technology Specialist Conference/Workshop	Each year
MEEO/EO	Equal Opportunity Forum	Two times a year
J-4/MFA	Relocating of MEPS	As needed
	Grand Openings of MEPS	As needed
J-1/MHR-CP	Labor Relations Workshop	As needed
	Unique Supervisors Course	Each year
	Civilian of the Year Board	Each year
J-7/MMD	CMO/NCOIC Conference	Each year
	Medical NCOIC Course	Two times a year
MHC	Organizational Day	Each year
	Newcomer's MEPS Visit	Three times a year
Sectors	Staff Assistance Visit	As needed
	Climate Assistance	As needed
	Cluster Meetings (with location)	Each year
	Sector Training Workshop (with location)	Each year
	Sector Change of Command	As needed
	HQ Organization Day	Each year
	New Commanders Orientation	As needed
	Midlevel Inter-service Recruiting Committee	Two times a year
MSEA	Quality of Life Meeting	Two times a year
	Military Member of the Year Board	Each year

Chapter 5

Physical Fitness and Weight Management for USMEPCOM Personnel

5-1. Requirements

a. Military personnel will maintain a high level of physical fitness, and comply with their service's weight requirements. Commanders will allow, within mission constraints, military personnel to perform physical fitness training during duty hours three times per week. Commanders may schedule and conduct organized physical fitness training.

b. The requirement for training three times per week provides a baseline for physical fitness. Commanders will encourage individual participation in off-duty fitness programs.

c. Commanders will provide military personnel with facilities to conduct physical fitness training. Commanders will use no-cost facilities when near a military base or an in-house facility. If no-cost facilities are not available, commanders may use appropriated funds, if available, to purchase fitness memberships at local fitness facilities (see par. 7-1 below).

d. Physical fitness testing for military personnel is administered according to the applicable service directives. See summary of service test requirements in paragraphs 5-2 through 5-6 below.

5-2. Army

Army personnel will take the Army Physical Fitness Test (APFT) at least two times each calendar year (CY). See Field Manual (FM) 21-20 (Physical Fitness Training), United States Army Recruiting Command (USAREC) Supplement 1 to AR 350-41 (Training in Units), and AR 600-9 (The Army Weight Control Program) for further guidance.

5-3. Navy

Navy personnel will take the Navy physical readiness test (PRT) two times each fiscal year. See the Chief of Naval Operations Instructions (OPNAVINST) 6110.1H (Physical Readiness Program) series for further guidance on PRT and weight control program. Notification of the PRT will be served 10 weeks prior to the test date.

5-4. Air Force

Effective 1 January 2004, Air Force Instruction (AFI) 10-248 (Air Force Fitness Program) implements Air Force Policy Directive (AFPD) 10-2, (Readiness), and supersedes all guidance provided in AFI 40-501, (Air Force Fitness Program), and AFI 40-502, (Weight and Body Management Program). AFI 10-248 states that Air Force personnel will be assessed a minimum of one time in twelve months; however, they may be assessed more often based on previous individual fitness assessment scores.

5-5. Marine Corps

Marine Corps personnel will take the PFT two times each CY. See Marine Corps Order (MCO) P6100.12 W/CH 1 (Marine Corps Physical Fitness Test and Body Composition Program Manual (MCPFTBCP)) containing policies and procedures for further guidance on the physical fitness test, the height and weight program, and uniform appearance.

5-6. Coast Guard

The Coast Guard has no physical fitness test requirement; however, Coast Guard members will develop an annual fitness plan and participate in semi-annual weigh-ins conducted each April and October. See Commandant Instruction (COMDTINST) M1020.8D (Allowable Weight Standards for Coast Guard Military Personnel) for further guidance.

Chapter 6 Testing and Programming

6-1. Physical fitness testing

a. Recording test results. Results will be recorded on the respective service's appropriate form. All forms are identified below. Training coordinators will maintain the forms in each individual's training folder according to their respective service's requirements.

(1) **Army:** DA Form 705.

(2) **Navy:** Risk Assessment Questionnaire Sheet. Access the questionnaire on the Physical Readiness Information Management System (PRIMS) under services on the Bureau of Naval Personnel (BUPERS) home page at <http://www.npc.navy.mil/channels> or go directly to <http://www.npc.navy.mil/commandsupport/physicalreadiness/>.

(3) **Air Force:** No form required. Air Force personnel will submit fitness test results by fax or e-mail to J-1/MHR-PE. The test result submission must include the members name, test date, and results of the test (time on the 1.5 mile run, abdominal measurement, number of push-ups, and number of crunches completed. J-1/MHR-PE enters fitness test results into the Fit to Fight Air Force Fitness Management database.

(4) **Marine Corps:** USMEPCOM Form 350-1-9-R-E (Physical Fitness Test Scorecard for USMEPCOM Marine Corps Members).

b. Special instructions for managing Physical Fitness Assessments (PFAs) for Navy personnel.

(1) Command fitness leaders (CFLs) and CFL training course.

(a) The Commander, USMEPCOM, will appoint at least one CFL for HQ USMEPCOM and one for each sector headquarters. The appointed CFLs will attend the Commander, Naval Personnel Command (COMNAVPERSCOM)-approved 2-day CFL training course within 6 months of appointment. CFLs will read OPNAVINST 6110.1H in its entirety before attending training.

(b) CFLs will meet the requirements set forth in OPNAVINST 6110.1H, enclosure (9).

(c) MEPS commanders will appoint one assistant CFL (any military grade) and send a copy of the duty appointment orders to the sector CFL. CFL training is not required for assistant CFLs.

(d) The local NRD will fund CFL training for Navy personnel. If other than Navy personnel are required to attend training, the CFL will contact J-1/MHR-TR for funding information.

(2) Health and Physical Readiness Program software application.

(a) CFLs will use the PRIMS application software to store personnel information and PFA results. CFLs are no longer required to maintain a paper record (i.e., pink folder).

(b) CFLs will forward results of PFAs for all Navy members (using PRIMS software) to COMNAVPERSCOM (PERS-601) within 30 days of completion of testing.

(c) Upon transfer of member, CFLs will ensure completed BUPERS Naval Personnel (NAVPERS) 1070/613, Administrative Remarks Page 13, member's Physical Readiness Program data

(using PRIMS software), and other documents are forwarded to the member's next command. CFLs will retain copies for 6 months in the individual training file (see par. 3-2d(2)).

(3) Conducting Navy PFA.

(a) CFLs will announce PFA 10 to 12 weeks before the test date and annotate the training on USMEPCOM Form 350-1-R-E (par. 3-2a). This is not required for individual retests and make-up tests. The MEPS will test assigned Navy personnel and, whenever possible, test as a unit.

(b) Ensure members who checked "yes" to any questions on the Physical Activity Risk Factor questionnaire have been screened by medical personnel or have a confirmed appointment prior to the PFA date.

(c) CFLs will conduct official weigh-ins for all assigned Navy personnel no more than 10 days and no less than 48 hours before the scheduled PFA. Navy members will weigh in wearing appropriate physical training (PT) gear, without shoes. Navy personnel are allotted a 1-pound weight reduction. If a Navy member is weighed in other than PT gear, no reduction is given.

(d) CFLs will demonstrate event procedures for the sit-reach, push-ups, and curl-ups and explain event procedures for the 1.5-mile run and the 500-yard/450-meter swim, as necessary, prior to the official testing of those events.

c. Special instructions for managing the Physical Fitness Assessment (PFA) for Air Force personnel.

(1) The Air Force fitness test includes push-ups, crunches, a 1.5-mile run, and an abdominal circumference assessment. All Air Force members will complete a fitness screening questionnaire (FSQ) between 7 and 30 days prior to the fitness assessment. Members with a positive FSQ will be evaluated by an approved medical provider prior to undergoing a fitness assessment. Members with a negative FSQ are cleared for fitness assessment. Maintain a copy of the FSQ in the member's personnel information file under record number 350-1j3; disposition in appendix A, section VI. A copy also needs to be sent to HQ USMEPCOM, ATTN: USAF Personnel Manager. The following instructions are provided to facilitate the accomplishment of the Air Force Fitness test throughout USMEPCOM.

(a) If your MEPS is within 50 miles of an Air Force host or main operating base (where your MPF is located), you will need to contact the base fitness program manager (FPM) to determine the specific logistics for fitness testing and administration at your location. The FPM is usually located at the Health and Wellness Center. Air Force personnel are allowed to test with other service personnel during the MEPS regular fitness testing as long as the specific Air Force criteria are followed according to AFI 10-248 (e.g., completion of adherence to proper environmental monitoring). Air Force personnel unable to complete the run portion of the fitness assessment may need to be scheduled for a cycle ergometry evaluation according to the base FPM. Once all assessments are completed, the results will be forwarded to the base FPM for inclusion into the Air Force database. In addition, a copy of the results will be sent to HQ USMEPCOM, ATTN: USAF Personnel Manager.

(b) For MEPS not within 50 miles of an Air Force host or main operating base, appropriately cleared Air Force members will test with other service members during their MEPS regularly scheduled fitness assessment. Specific Air Force criteria will be followed when administering the test according to AFI 10-248. Air Force personnel unable to complete the run portion of the fitness assessment may be cleared to complete the one mile walk as outlined in AFI 10-248, attachment 10. A copy of the fitness assessment results will be sent to HQ USMEPCOM, ATTN: USAF Personnel Manager.

(c) All components of the fitness assessment should be completed on the same day, if possible, and will be completed within five duty days.

(d) Height, weight, and abdominal circumference assessments will be taken at the unit with the abdominal circumference being taken in a private room or partitioned area by a designated person of the same gender as the Air Force member.

(2) For further guidance on the Air Force Fitness Program, review AFI 10-248, talk to your unit FPM, or contact the Deputy Command Surgeon, HQ USMEPCOM.

d. Remedial physical fitness training for all services. Commanders will institute a remedial physical fitness training program for personnel who fail to take their physical fitness test for other than medical reasons, who fail to successfully complete the test, or who exceed weight or body fat standards. Commanders will counsel individuals on their shortcomings and schedule recurring diagnostic tests during enrollment. Formal counseling and other appropriate personnel actions will be administered for personnel who fail to make satisfactory progress. Personnel will participate in remedial physical fitness training until service requirements are satisfied.

e. Service directives for physical fitness training. Applicable service directives prescribe policy for personnel unable to participate in physical fitness training and testing for extended periods of time because of temporary waivers or medical profiles. Directives are as follows:

(1) **Army.** FM 21-20 states that if a soldier is unable to participate in the original physical fitness test and two mandatory make-up tests in succession because of temporary medical waivers or profiles, an informal board will investigate the situation according to AR 15-6 (Procedures for Investigating Officers and Boards of Officers).

(2) **Navy.** OPNAVINST 6110.1H states that if a sailor fails to take the entire PRT for three consecutive test periods over a minimum of 16 months because of a medical waiver, the sailor's commander will determine, with appropriate medical consultation, the sailor's fitness for duty and may refer the issue to a medical board.

(3) **Air Force.** AFI 10-248 states that medical exemptions will last no longer than one year except for pregnancy. All members who are medically exempt or who have been given modified training programs for more than 30 days will be given an exercise assessment, prescription, and counseling. For members within 50 miles of their host base, this will be coordinated with the base FPM. For members not within 50 miles of their host base, this will be accomplished through coordination with HQ USMEPCOM, USAF Personnel Manager. Members found to have medical conditions that potentially limit their ability to perform duties in their Air Force Specialty Code for greater than one year, or conditions that may limit deployment or worldwide assignment, will be placed on a 4T profile and Medical Evaluation Board actions initiated according to AFI 10-248.

(4) **Marine Corps.** MCO P6100.12 W/CH1 states that personnel who are repeatedly medically excused from physical fitness test events will be referred to a medical officer to determine their medical qualifications for continued service.

(5) **Coast Guard.** COMDTINST M1020.8D states that members not in compliance with maximum allowable weight (MAW) standards will be placed on a weight program, complete a personal wellness profile (PWP), develop a detailed fitness plan, participate in a monitored fitness activity, and be subjected to monthly fitness test assessments. Members will remain on the weight program until the MAW standards are met.

f. Recognizing exemplary performance. Exemplary performance on testing events or other athletic feats (e.g., completing a marathon) will be recognized. USMEPCOM Form 350-1-1 (Certificate of Athletic Achievement) is used for USMEPCOM recognition. MEPS Commanders are authorized to award the USMEPCOM Form 350-1-1 for personnel assigned to their units. Exemplary performance standards for USMEPCOM Form 350-1-1 are as follows:

(1) **Army.** A score of 270 points or more on the Army APFT with a minimum of 90 points per event.

(2) **Navy.** An overall “outstanding” classification on the Navy PRT.

(3) **Coast Guard and civilian employees.** A score of 270 on the Army APFT with a minimum of 90 points per event; score of 285 on the Marine Corps physical fitness test, “outstanding” on the Navy PRT or score of 90 points on the Air Force physical fitness test.

(4) **Marine Corps.** A minimum score of 285 points on the Marine Corps physical fitness test.

(5) **Air Force.** A minimum score of 90 points on the Air Force physical fitness test.

g. Publishing individual athletic achievement. Commanders may announce the USMEPCOM Certificate of Athletic Achievement in the USMEPCOM periodical, the *Messenger*, by submitting the recipient’s name, rank, organization, and athletic accomplishment to HQ USMEPCOM (Commander, USMEPCOM, ATTN: MPA, 2834 Green Bay Road, North Chicago, IL 60064-3094).

6-2. Profiles

a. Personnel with medical waivers or profiles will participate in physical fitness training and testing to the level commensurate with their medical qualifications. Prior to testing, each medical waiver and profile will be reviewed and participation in events (primary or alternate) decided for each individual according to their service’s training directive. The training officer will file a copy of the medical waiver or profile with the individual’s scorecard until the individual completes an entire test. File waiver or profile under record number 350-1j3; disposition in appendix A, section VI.

b. Military members who have been on a medical profile will complete a physical screening or an appropriate examination by their service prior to partaking in a testing event or participating in unit physical fitness training.

c. Military members will participate in scheduled physical fitness tests within their medical qualifications unless they are on leave, TDY, or any other authorized absence. Make-up tests will be conducted at the earliest possible date for personnel who were not able to complete the scheduled test.

6-3. Civilian wellness programs

a. USMEPCOM civilian employees enrolled in either or both the Run/Walk for Your Life Program or the Fitness for Your Life Program (see pars. 6-4 and 6-5 below) are authorized a total of 78 hours of duty time during their employment to participate in these command-sponsored programs. The 78 hours may be taken in increments up to 1½ hours per session for a total of no more than 3 hours per week.

b. Civilian employees may combine approved leave (annual and compensatory time) with their lunch period or may use flex time to create a work schedule to accommodate a fitness session during the duty day. Civilian personnel may combine the excused exercise time with the authorized ½ hour lunch for a total of 2 hours absence from the workplace or may use up to 1½ hours of the excused absence with approved annual leave for a longer absence. A civilian employee may use up to 3 hours of duty time per

week to participate in these programs. Supervisors are encouraged to allow maximum scheduling flexibility for these command-sponsored programs.

c. A civilian employee choosing to enroll in both wellness programs will divide the 78 hours of excused absence between the two programs. Employees will account for their excused absence for these wellness programs using USMEPCOM Form 350-1-8-R-E. Civilian employees who use the full 78 hours may continue in the wellness programs during their off-duty time.

d. Civilian personnel must have approval from their supervisors for an absence from the workplace during normal duty hours.

e. For further guidance on this program see USMEPCOM Regulation 690-13 (Civilian Personnel Management Program), chapter 6.

6-4. Run/Walk for Your Life Program

a. The Run/Walk for Your Life Program is a voluntary program open to USMEPCOM personnel. It is a motivational tool to increase voluntary PT. Commanders may use this program to increase unit morale, recognize participants, and encourage a healthy atmosphere in their organizations.

b. Personnel over 40 years of age will obtain a doctor's clearance before enrolling in the program.

c. Personnel will submit a completed USMEPCOM Form 350-1-3-R-E to their training coordinator for filing in their individual training folder before beginning the program.

d. Participants may use USMEPCOM Form 350-1-2-R-E to record their distance. Commanders may use alternate methods to record accumulated mileage (e.g., a unit mileage board). A mileage board may show participants' names and an incremental chart of accumulated mileage.

e. After accumulating the necessary mileage, participants may request an award on the USMEPCOM Form 350-1-1 from their training NCO.

f. Sector, MEPS, and headquarters company commanders will complete and return USMEPCOM Form 350-1-1 for individuals who have accumulated 50; 100; 200; 300; 400; 500; 750; 1,000; 2,500; 5,000; 7,500; and 10,000 miles. Sector commanders may delegate authority for the preparation of these certificates to the MEPS level.

g. Commanders may announce the award in the *Messenger* by sending the recipient's name, rank, organization, and mileage to HQ USMEPCOM (Commander, USMEPCOM, ATTN: MPA, 2834 Green Bay Road, North Chicago, IL 60064-3094).

6-5. Fitness for Your Life Program

a. The Fitness for Your Life Program offers an alternative fitness team building incentive and physical fitness challenge for USMEPCOM military and civilian personnel. The purpose of this program is to encourage personnel to conduct PT and to recognize those who do so. The Fitness for Your Life Program does not include the running and walking of the Run/Walk for Your Life Program.

b. The following guidelines apply to the Fitness for Your Life Program:

(1) Military and civilian personnel are eligible to enroll in the Fitness for Your Life Program. This program is not a substitute for any other program. Civilian employees may participate in the Fitness for

Your Life Program while following the policy of the Civilian Wellness Program. The Fitness for Your Life Program can be an on- or off-duty program for any military or civilian employee.

(2) Personnel over 40 years of age will obtain a doctor's clearance before enrolling.

(3) Individuals enrolling in the program will submit a completed USMEPCOM Form 350-1-7-R-E to the training coordinator for filing in their individual training folder before beginning the program.

(4) Participants will use the point system (par. c below) to calculate fitness points. Progress will be annotated on the USMEPCOM Form 350-1-8-R-E. When an achievement level has been accomplished, the participant may submit the USMEPCOM Form 350-1-8-R-E through their chain of command.

(5) Participants will be recognized for their physical fitness initiative after accumulating any one of the following point goals: 100; 200; 300; 400; 500; 750; 1,000; 2,500; 5,000; 7,500; and 10,000 points. Participants will receive the award as they reach these point levels. Participants successfully achieving any of the point goals may be recognized in the *Messenger*.

c. The point system for the Fitness for Your Life Program is as follows:

(1) Every continuous 15-minute activity is worth one point.

(2) Points will be recorded on USMEPCOM Form 350-1-8-R-E.

(3) Participants will record their own points.

d. Any activity, other than running and walking, which are part of the Run/Walk For Your Life Program, may be included in the Fitness For Your Life Program. Suggested activities include the following:

(1) Cycling

(2) Rowing

(3) Rope skipping

(4) Swimming

(5) Stair climbing

(6) Weight training

(7) Using slide machines

(8) Participating in aerobic exercises

Chapter 7 Membership and Equipment

7-1. In-house facility or fitness membership

a. When a MEPS is on a military installation, MEPS personnel will use the existing installation physical fitness facilities. HQ USMEPCOM, J-4 (Facilities) J-4/MFA, may approve locker rooms at a MEPS under certain circumstances.

b. When a MEPS is not on a military installation, MEPS personnel will have in-house, readily accessible fitness facilities whenever possible. A MEPS may request an exception to this policy for memberships in a local fitness facility when in-house facilities are not available. A MEPS will not have a combination of both. Exceptions to this policy will be submitted through the chain of command as follows:

(1) Justification for exceptions to policy will be limited to climate, safety, security, and operational issues only.

(2) USMEPCOM will not pay for civilian personnel to be included on an exception to policy for fitness memberships in local fitness facilities. If the facility will include the civilians at no cost to the government, civilians are authorized to use the fitness membership.

(3) For an initial request, the MEPS will need three written estimates from local fitness facilities and a memorandum signed by the MEPS commander with justification for the fitness membership. Commanders will negotiate shared memberships at local fitness facilities. A sample request memorandum is in figure 7-1.

(4) HQ USMEPCOM, J-1/MHR-TR will receive requests and forward through HQ USMEPCOM J-8 (Resource Management) J-8/MRM for recommendation/action, as appropriate, then submit with a cover brief to the Deputy Commander, USMEPCOM for approval.

(5) MEPS commanders will submit fitness membership renewal charges in their MEPS annual operating budget to HQ USMEPCOM (Commander, USMEPCOM, ATTN: J-1/MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094) for review and approval. Commanders will list the required dollar amounts on AG32 submissions.

c. HQ USMEPCOM, J-4/MFA will allocate and plan for fitness space in facility contracts and lease renewals and relocations. MEPS will not change the layout or function of a room at the MEPS facility without written approval from HQ USMEPCOM, J-4/MFA. Commanders will send requests to the Commander, USMEPCOM, ATTN: J-4/MFA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

7-2. Purchasing fitness equipment

a. A MEPS will request funds to purchase fitness equipment for their in-house facility. The commander will—

(1) Submit a memorandum with justification for purchasing the fitness equipment. USMEPCOM equipment authorization documents, available from HQ USMEPCOM, J-8/MRM-LO, list authorized fitness equipment.

(2) Submit a scaled drawing of the exercise room to HQ USMEPCOM, J-4/MFA providing room numbers, room size, and location of the current on-hand and proposed equipment.

(3) Obtain at least three written estimates for the fitness equipment.

(4) Submit the documents outlined in subparagraphs 1 through 3 above through their sector to HQ USMEPCOM (Commander, USMEPCOM, ATTN: J-1/MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094) for review and approval. HQ USMEPCOM, J-1/MHR-TR will receive requests and forward through HQ USMEPCOM J-8/MRM for recommendation/action, as appropriate, then submit with a cover brief to the Deputy Commander, USMEPCOM, for approval.

b. If the Deputy Commander approves of the purchase, J-1/MHR-TR will—

(1) Notify the MEPS of the approval, subject to funding allocation.

(2) Identify the equipment on the USMEPCOM Unfunded Finance Requirements (UFR) list. The fitness equipment UFR list will be reviewed during the PBAC meeting and the PBAC will determine either to fund or to hold for a future PBAC.

(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, USMEPCOM
(ATTN: J-1/MHR-TR)

THROUGH COMMANDER, (YOUR SECTOR)

SUBJECT: Request for Exception to Policy for Fitness Membership

Request an exception to policy for fitness memberships be given to (name of MEPS).

Extreme temperatures make it difficult to maintain a PT program during winter months. The average temperatures for October through May are as follows:

October	35 degrees
November	10 degrees
December	4 degrees
January	(-5) degrees
February	(-10) degrees
March	15 degrees
April	31 degrees

These are average temperatures with extended periods of below zero weather in the December through March timeframe and do not include the wind chill factor. Additionally, average snowfall during this period is 50+ inches, making running on streets or sidewalks extremely hazardous.

(Name of MEPS) is currently 2,000 square feet below our authorized space requirement, making it impossible to designate an area within the MEPS for physical fitness. Additionally, there is no place to build a fitness room.

The MEPS can obtain four shared memberships at the local YMCA for an annual cost of \$1,334.40. These memberships can be used by MEPS personnel. The YMCA has an indoor track, swimming pool, and a variety of fitness equipment.

Point of contact for this request is 1SG O'Riley at (123) 445-6677.

SHERMAN H. POTTER
MAJ, AG
Commanding Officer

Figure 7-1. Sample request for exception to policy for fitness membership

Appendix A

References

Section I (The publications needed to comply with this regulation.)

Required Publications

AFI 10-248

Air Force Fitness Program. Cited in paragraph 5-4.
(<http://www.e-publishing.af.mil/pubfiles/af/10/afi10-248/afi10-248.pdf>)

AFPD 10-2

Readiness. Cited in paragraph 5-4.
(<http://www.e-publishing.af.mil/pubfiles/af/10/afpd10-2/afpd10-2.pdf>)

AR 15-6

Procedures for Investigating Officers and Boards of Officers. Cited in paragraph 6-1e(1).
(http://www.apd.army.mil/pdf/r15_6.pdf)

AR 600-8-104

Military Personnel Information Management/Records. Cited in paragraph 3-2d(2).
(http://www.apd.army.mil/pdf/r600_8_104.pdf)

AR 600-9

The Army Weight Control Program. Cited in paragraph 5-2.
(http://www.apd.army.mil/pdf/r600_9.pdf)

AR 690-400

Total Army Performance Evaluation System (Chapter 4302). Cited in paragraph 1-4k.
(http://www.apd.army.mil/pdf/r690_400.pdf)

COMDTINST M1020.8D

Allowable Weight Standards for Coast Guard Military Personnel. Cited in paragraph 5-6.
(http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_1020_8D.pdf)

FM 21-20

Physical Fitness Training. Cited in paragraph 5-2.
(http://www.army.mil/usapa/doctrine/Active_FM.html)

JFTR, Vol I

Joint Federal Travel Regulation. Cited in paragraph 2-1Note.
(<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>)

MCO P6100.12 W/CH 1

Marine Corps Physical Fitness Test and Body Composition Program Manual (MCPFTBCP). Cited in paragraphs 5-5 and 6-1e(4).
([http://www.usmc.mil/directiv.nsf/0dce83e13c9c8aa685256c0c0066c2e0/c24965ff4beafa6185256bcd004aeac1/\\$FILE/MCO%20P6100.12%20W%20CH%201.pdf](http://www.usmc.mil/directiv.nsf/0dce83e13c9c8aa685256c0c0066c2e0/c24965ff4beafa6185256bcd004aeac1/$FILE/MCO%20P6100.12%20W%20CH%201.pdf))

OPNAVINST 6110.1H

Physical Readiness Program. Cited in paragraph 5-3.
(http://neds.daps.dla.mil/directives/6110_1h.pdf)

USAREC Supplement 1 to AR 350-41

Training in Units. Cited in paragraph 5-2.

(<https://134.11.61.26/CD8/Publications/USAREC/USAREC%20Sup/AR%20340-41%20USAREC%20Sup%201%2019940131.pdf>)

USMEPCOM Regulation 690-13

Civilian Personnel Management Program. Cited in paragraph 6-3e.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pdf/regs/r-0690-013.pdf>)

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)
Related Publications

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

Military Entrance Processing Station (MEPS)

(http://www.apd.army.mil/pdf/files/r601_270.pdf)

Section III (Publications prescribed by this regulation.)

Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)

Required Forms**DA Form 11-2-R**

Management Control Evaluation Certification Statement. Cited in paragraph 3-2d(1)b.

(http://www.apd.army.mil/pub/eforms/pdf/a11_2r.pdf)

DA Form 705

Army Physical Fitness Test Scorecard. Cited in paragraph 1-9 (Note).

(http://www.apd.army.mil/FormRange_forms.asp?range=DA%202-1%20through%20DA%201059-2)

DA Form 5500-R

Body Fat Content Worksheet (Male). Cited in paragraph 1-9 (Note).

(http://www.apd.army.mil/FormRange_forms.asp?range=DA%205440-01-R%20through%20DA%205517-R)

DA Form 5501-R

Body Fat Content Worksheet (Female). Cited in paragraph 1-9 (Note).

(http://www.apd.army.mil/FormRange_forms.asp?range=DA%205440-01-R%20through%20DA%205517-R)

DD Form 1351-2

Travel Voucher or Subvoucher. Cited in paragraph 2-2d.

(<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1000-1499.htm>)

DD Form 1610

Request and Authorization for TDY Travel of Department of Defense Personnel. Cited in paragraph 2-2a.

(<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1500-1999.htm>)

NAVPERS 1070/613

Administrative Remarks Page 13. Cited in paragraph 6-1b(2)(c).
(http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/FORMS/PDF/N1070613.pdf)

Section V (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 350-1-R-E

Unit Training Schedule. Cited in paragraph 3-2a.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-00.pdf>)

USMEPCOM Form 350-1-1

Certificate of Athletic Achievement. Cited in paragraph 6-1f.
MEPNET users: Order on a DA Form 17 through HQ USMEPCOM MCEA-SS

USMEPCOM Form 350-1-2-R-E

Run/Walk for Your Life Program - Progress Schedule. Cited in paragraph 3-2d(2)(d).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-02.pdf>)

USMEPCOM Form 350-1-3-R-E

Run/Walk for Your Life Program - Entry Request. Cited in paragraph 3-2d(2)(d).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-03.pdf>)

USMEPCOM Form 350-1-4-R-E

Record of Individual Training. Cited in paragraph 1-4g(7).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-04.pdf>)

USMEPCOM Form 350-1-5-R-E

Annual Training Plan. Cited in paragraph 3-2b.
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-05.pdf>)

USMEPCOM Form 350-1-7-R-E

Fitness for Your Life Program - Entry Request. Cited in paragraph 3-2d(2)(d).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-07.pdf>)

USMEPCOM Form 350-1-8-R-E

Fitness for Your Life Program - Progress Schedule. Cited in paragraph 3-2d(2)(d).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-08.pdf>)

USMEPCOM Form 350-1-9-R-E

Physical Fitness Test Scorecard for USMEPCOM Marine Corps Members. Cited in paragraph 6-1a(4).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-09.pdf>)

USMEPCOM Form 350-1-11-R-E

USMEPCOM Certification Sheet. Cited in paragraph 3-2d(2)(c).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0350-001-11.pdf>)

Section VI (The record numbers this regulation prescribes for the user to file specific documents.)
Required Record Numbers

350-1j3

Individual training files - Other records than CTT. Cited in paragraphs 1-4g(7), 3-2c, 3-2d(2), 6-1c(1), and 6-2a.

Disposition: KEN. Event is upon transfer or separation. Keep in CFA until event occurs and then until no longer needed for conducting business, then forward those specified by AR 600-8-104 with the Military Personnel Records Jacket and destroy the remainder.

350-1u1

Training media files - Lesson plans. Cited in paragraph 3-2b(2).

Disposition: KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then no longer needed for conducting business, but no longer than 6 years after the event, then destroy.

690-400d

Installation training. Cited in paragraph 1-4g(7)

Disposition: KEN. Event is after 5 years, superseded or obsolete, whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Appendix B**Training Conferences, Workshops, and Courses (Command-Sponsored Training)****B-1. National Training Conference**

A training conference for military entrance processing station (MEPS) commanders, senior enlisted advisors (SEAs), and Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) primary and special staff. The primary purpose for the conference is to provide information and to continue training and professional development. Proponent: HQ USMEPCOM, Human Resources Directorate.

B-2. New Commanders Course

A course to train new MEPS commanders after assuming command. The course will orient new MEPS commanders to their assignment. Proponent: HQ USMEPCOM, Human Resources Directorate.

B-3. Senior Enlisted Advisors (SEAs) Course

A course that provides standardized training on the duties and responsibilities of the SEA/station noncommissioned officer in charge (NCOIC). Proponent: HQ USMEPCOM SEA.

B-4. National Operations Officer Workshop

A workshop for sector and MEPS operations officers. The training will update operations officers on policy and/or procedure changes associated with applicant processing. Proponent: HQ USMEPCOM, Operations Directorate.

B-5. Operations Group Leaders Course

A course for sector and MEPS operations officers. The primary purpose for the course is to orient new personnel to applicant processing. Proponent: HQ USMEPCOM, Operations Directorate.

B-6. Education Services Specialist (ESS) Workshop

A workshop that provides policy changes and testing technique reviews to ESSs. Proponent: HQ USMEPCOM, Operations Directorate.

B-7. New ESS Training Course

A course that provides basic, standardized training in marketing and testing. Proponent: HQ USMEPCOM, Operations Directorate.

B-8. New Test-Control Officer (TCO)/Assistant TCO Course

A course that provides standardized training in the administration of the testing section at the MEPS. Proponent: HQ USMEPCOM, Operations Directorate.

B-9. Chief Medical Officer/Noncommissioned Officer in Charge (CMO/NCOIC) Conference

A training session that reviews the medical aspects of military entrance processing for sector surgeons and CMOs/NCOICs. Proponent: HQ USMEPCOM, Medical Directorate.

B-10. New Medical NCOIC Course

A training session for new medical NCOICs that provides an orientation to medical processing at a MEPS. Proponent: HQ USMEPCOM, Medical Directorate.

B-11. Budget Technician Workshop

A workshop to update support group supervisors on policies affecting financial and logistical management changes. Proponent: HQ USMEPCOM, Resource Management Directorate.

B-12. Supply Technician Workshop

A workshop to update supply technicians on policies affecting supply changes. Proponent: HQ USMEPCOM, Resource Management Directorate.

B-13. Labor Relations Seminar

A training seminar for personnel designated as points of contact for union matters. Purpose is to provide necessary management training for supervisors in unionized activities. Training is available through the servicing civilian personnel office (CPO) or HQ USMEPCOM, J-1/MHR-CP. Proponent: HQ USMEPCOM, J-1/MHR-CP.

B-14. Unique Supervisory Course

A course that teaches civil service laws, rules, and regulations required to supervise civilian employees. Emphasis is placed on relating these rules to situations that occur in USMEPCOM. This course is available to civilian and military personnel with little or no previous experience in supervising civilians. The course is normally offered 2 to 3 times a year. Proponent: HQ USMEPCOM, J-1/MHR-CP.

B-15. Computer Specialist Workshop

A course to provide hands-on personal computer training and to discuss systems and software changes relevant to the USMEPCOM mission. Proponent: HQ USMEPCOM, Information Management Directorate.

Appendix C

Professional Development Guide (All Services)

Section I

U.S. Army

C-1. References

- a. Army Regulation (AR) 350-1 (Army Training and Education).
- b. AR 600-9 (The Army Weight Control Program).
- c. Department of the Army (DA) Pam 351-4 (U.S. Army Formal Schools Catalog).
- d. DA Pam 350-59 (Army Correspondence Course Program Catalog).

C-2. Professional military education (PME) program courses

The PME program courses available for Army personnel in the following military ranks or grades:

a. E-7/8: First Sergeants Course. Army personnel assigned to USMEPCOM will normally attend this course en route to the command before taking the SEA position. This is not a mandatory school for promotion.

b. E-6/7: Advanced Noncommissioned Officer Course (ANCOC). Mandatory for promotion to grade E-7 (Sgt first class). This course is DA selected.

c. E-5: Basic Noncommissioned Officer Course (BNCOC). Mandatory for promotion to grade E-6 (staff Sgt). This course is DA selected.

d. E-4: Primary Leadership Development Course. Mandatory for promotion to grade E-5 (Sgt). Quotas for this are managed by J-1/MHR-TR.

Section II

U.S. Navy

C-3. References

- a. Bureau of Naval Personnel Instruction (BUPERSINST) 1430.16 (Enlisted Advancement Manual).
- b. Navy Education and Training (NAVEDTRA) 10500 (Navy Formal Schools Catalog (CANTRAC)).
- c. NAVEDTRA 12061 (Series), no title given. A list of training manuals and nonresident training courses.
- d. Chief of Naval Operations Instructions (OPNAVINST) 5351.2 (Enlisted Navy Leader Development (NAVLEAD)).

C-4. PME program courses

The PME program courses available for Navy personnel in the following military ranks or grades:

a. E-5, E-6, and E-7: Leadership Training Continuum (LTC). Mandatory for advancement to grades E-5, E-6, and E-7 (Petty Officer Second Class, Petty Officer First Class, and Chief Petty Officer).

The course is managed by the military entrance processing station (MEPS) local Naval Recruiting District. Sailors will attend school within 6 months of being promoted.

b. E-3 and E-6: Petty Officer Third Class/Chief Petty Officer Indoctrination Course. Mandatory for sailors selected for grades E-4 and E-7. This course will be completed before the sailor is promoted or frocked.

Section III
U.S. Air Force

C-5. References

- a. Air Force Manual (AFMAN) 36-2108 (Enlisted Classification).
- b. Air Force Instruction (AFI) 36-2110 (Assignments).
- c. AFI 36-2201 (Developing, Managing, and Conducting Training).
- d. Air Force Pamphlet (AFPAM) 36-2241, Volume 1 (Promotion Fitness Examination Study Guide).
Note: Issue restricted to Base Weighted Airman Promotion System (WAPS).
- e. AFPAM 36-2241, Volume 2 (USAF Supervisory Examination Study Guide).
Note: Issue restricted to Base WAPS.
- f. AFI 36-2301 (Professional Military Education).
- g. AFI 36-2502 (Airmen Promotion Program).
- h. AFI 36-2605 (Air Force Military Personnel Testing System).
- i. Air Force Index 8 (AFIND8) (Numerical Index of Specialized Education/Training Publications).

C-6. PME program courses

The PME program courses available for Air Force personnel in the following military ranks or grades:

- a. E-5: Airman Leadership School (ALS).** Mandatory for promotion to grade E-5. Quotas allocated through the 11th Wing, Air Force Element.
- b. E-7: Noncommissioned Officer Academy.** Mandatory for promotion to grade E-7. Quotas allocated through the 11th Wing, Air Force Element.
- c. E-8: Senior Noncommissioned Officer Academy (SNCOA).** In-residence, mandatory for promotion to grade E-8. Correspondence course is highly recommended for senior rater endorsement and promotion to next grade. Quotas established by Headquarters, Air Force Personnel Center, on E-8 promotion release.
- d. Captains: Squadron Officer School (SOS).** Recommended for captains.

Section IV
U.S. Marine Corps

C-7. References

- a. Marine Corps Order (MCO) P1200.7V Part 2 (Military Occupational Specialties Manual).
- b. MCO P1400.31B (Marine Corps Promotional Manual, Volume 1, Officer Promotions).
- c. MCO P1400.32C (Marine Corps Promotional Manual, Volume 2, Enlisted Promotions).
- d. MCO P1553.4A (Professional Military Education).
- e. All-Marine (ALMAR) yearly message (Subject: Professional Reading Program).

C-8. PME program courses

The PME program courses available for Marine Corps personnel in the following military ranks or grades:

a. E-5/Sergeant. Will complete the Marine Corps Noncommissioned Officer (NCO) Marine Corps Institute (MCI) Course 03.3K or subsequent courses in the series or NCO Basic Nonresident Program (MCI program 7000) or Sergeant's Nonresident Program (MCI program 8000) to be fully qualified for promotion.

b. E-6/Staff Sergeant. Will complete the Staff Noncommissioned Officer (SNCO) Career Nonresident Program (MCI program 7100) to be fully qualified for promotion.

c. E-7/Gunnery Sergeant (GySgt). Will complete the SNCO Career Nonresident Program (MCI program 7100) or SNCO Career Resident Course, the SNCO Advanced Nonresident Program (MCI program 7200) or the SNCO Advanced Resident Course and Warfighting Skills Program (WAFSKIP) (MCI program 7400) to be fully qualified for promotion. Quotas for the resident course will be coordinated through the local inspector/instructor staff (I-I staff).

d. First Lieutenant. Officers in the rank of first lieutenants with less than 3 years of commissioned service will enroll in the WAFSKIP.

e. Captain. Captains with less than 4 years in grade will enroll in the Amphibious Warfare School Nonresident Program.

f. Major. Majors with less than 3 years in grade will enroll in the Command and Staff College Nonresident Program from MCI.

g. All ranks. Reading Program. Marine Corps members will participate in the Marine Corps Reading Program, which assigns specific requirements by military grade. Headquarters, Marine Corps, announces the reading requirements annually by message. The current reading list is available from the unit I-I staff.

Section V
U.S. Coast Guard

C-9. References

- a. Commandant, United States Coast Guard Instruction (COMDTINST) M1500.10B (Training and Education Manual).
- b. COMDTINST M1000.6A (Personnel Manual).
- c. COMDTINST M1414.8B (Enlisted Qualification Manual).

C-10. PME program courses

Coast Guard personnel do not have a PME program. Coast Guard personnel will not complete required training while assigned to USMEPCOM.

Appendix D

Definition of Military Entrance Processing Station (MEPS) Standards

D-1. MEPS training tools standards

MEPS training tools are training guides/resources that are an integral part of the MEPS training program. MEPS training tools provide instruction in the minimum performance standards for a specific work area in a MEPS section and provide a method for qualifying personnel in assigned duties. Training tools are available on the MEPNET (<https://mepnet.mepcom.army.mil/dirs/mop/#MOC-T>). Each MEPS training tool includes the following:

- a. Table of contents.
- b. Basic knowledge (1 series).
- c. Job knowledge (2 series).
- d. Task certification (3 series).
- e. USMEPCOM Form 350-1-11 (USMEPCOM Certification Sheet).

D-2. Availability

MEPS training tools are available for viewing, printing, and downloading from the MEPNET (<https://mepnet.mepcom.army.mil/dirs/mop/#MOC-T>) under MHR, Training, Training Regulation and References. Updates will be announced by USMEPCOM Information Message.

D-3. Task identifier number

A task identifier number identifies the MEPS section, the category series number, the primary task and title, and subtask number and title in the MEPS training tools. An explanation of task identifier number digit positions is as follows:

- a. **First digit (MEPS section).** The first digit identifies the MEPS section responsible for the task as shown in the following list:

First Digit = MEPS Section

1xxx	Medical
2xxx	USMIRS
3xxx	Operations
4xxx	Testing
5xxx	Support

- b. **Second digit (Category).** The second digit identifies the category of training or testing as shown in the following list:

Second Digit = Category

x1xx	Basic Knowledge
x2xx	Job Knowledge
x3xx	Task Certification

- c. **Primary task.**

(1) Basic Knowledge (1 series). This category contains the basic information a trainee is required to know. The references listed in this category will help the trainee in self study, as shown in the following example:

2101 USMEPCOM Mission

References:

- a. Army Regulation (AR) 601-270 (Military Entrance Processing Station (MEPS)).
- b. USMEPCOM Regulation 10-1 (United States Military Entrance Processing Command).

(1) Define the mission of USMEPCOM and your MEPS.

(2) Where is Headquarters, United States Military Entrance Processing Command (HQ (USMEPCOM) located?

(2) Job Knowledge (2 series). This category contains information on the various functional areas in the MEPS, as shown in the following example:

2201.2 Components

For each component listed below:

- a. What is the purpose?
- b. What is the MEPS required action?
- c. What is the recruiting command responsibility?
- d. What is the MEPS responsibility?

	a	b	c	d
2-1. USMEPCOM Form 714A-E blocks 1 through 21.	X	X	X	X
2-2. Army Recruiting and Assessments Data System generated USMEPCOM Form 714A-E, blocks 1 through 21.	X	X	_	X
2-3. Thumb printed USMEPCOM Form 714A-E.	X	X	X	X
2-4. No ID, USMEPCOM Form 714A-E.	X	X	_	_

(3) Certification (3 series). This category contains the tasks required to ensure certification in the various functional areas, as shown in the following example:

2301.1 Demonstration

Check each subtask as completed; upon completion of all subtasks initial and date the document.

- 1-1. Power up the USMIRS. _____
- 1-2. Power down the USMIRS. _____
- 1-3. Reboot the USMIRS. _____

1-4. Log in the USMIRS for data entry. _____

1-5. Log out of the USMIRS. _____

1-6. Perform a quality control check on a USMEPCOM Form 714A-E. _____

1-7. Perform a quality control check on a Department of Defense (DD) Form 1966 (Record of Military Processing – Armed Forces of the United States). _____

Task 2301 completed: _____
Initials Date

d. Third and fourth digits. The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered “xx01” and numbered consecutively thereafter. The primary tasks also give the title. The number of primary tasks will not exceed the number “xx99” (e.g., xx99) as shown in the example below.

Third and Fourth Digits/Primary Task

xx01/(Primary task title)

e. Fifth and sixth digits. The fifth and sixth digits following a decimal point are required only when the primary task has a subtask as shown in the example below. A subtask is an extension of a primary task.

Fifth and Sixth Digits/Subtask

xxxx.10 (Subtask title)

D-4. Components paragraphs

These are the paragraphs under the task identifier number that explain what the trainee needs to know or demonstrate.

**Appendix E
Management Control Evaluation Checklist - Training Management and Administration**

E-1. Function

The function covered by this checklist is training management and administration.

E-2. Purpose

The purpose of this checklist is to assist commanders and senior enlisted advisors (SEAs) in evaluating the key management controls listed below. It is not intended to cover all controls.

E-3. Instructions

Answers will be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies will be explained and corrective action indicated in supporting documentation. These management controls will be evaluated at least every 5 years. Commanders will certify that this evaluation has been conducted on Department of the Army (DA) Form 11-2-R (Management Control Evaluation Certification Statement).

E-4. Test questions

a. Has the commander published an annual training plan (USMEPCOM Form 350-1-5-R-E)? (USMEPCOM Reg 350-1 (Command Training Program), par. 3-2b)

YES NO REMARKS: _____

b. Does the commander publish quarterly training schedules? (USMEPCOM Reg 350-1, par. 3-2b(1))

YES NO REMARKS: _____

d. Is supervised, documented, on-the-job training conducted according to MEPS training tools standards 1 through 3? (USMEPCOM Reg 350-1, app. D)

YES NO REMARKS: _____

e. Are supervisors of three or more civilian personnel attending supervisory training? (USMEPCOM Reg 350-1, par. 1-7h)

YES NO REMARKS: _____

f. Is ongoing training conducted and documented at the military entrance processing station (MEPS)? (USMEPCOM Reg 350-1, par. 1-7b)

YES NO REMARKS: _____

g. Have military personnel been screened for completion of or enrollment in required professional military education (PME) program courses and nonresident programs? (USMEPCOM Reg 350-1, par. 1-8)

YES NO REMARKS: _____

h. Are requests submitted to the MEPS commander or appropriate sector headquarters for completion of USMEPCOM Form 350-1-1 (Certificate of Athletic Achievement) for military members who completed the physical fitness test in an exemplary manner? (USMEPCOM Reg 350-1, par. 6-1f))

YES NO REMARKS:_____

i. Has a remedial physical fitness training program been implemented for personnel who have failed to successfully complete the physical fitness test or who have failed to meet their service's weight standards according to the respective service directive? (USMEPCOM Reg 350-1, par. 6-1d)

YES NO REMARKS:_____

j. Is the training coordinator maintaining the appropriate physical fitness test scorecard for each military member according to service directives? (USMEPCOM Reg 350-1, par. 3-2d(2))

YES NO REMARKS:_____

k. Is the monthly PME program report submitted to sector? (USMEPCOM Reg 350-1, par. 1-4h(6))

YES NO REMARKS:_____

l. Do unit and individual training folders contain required documents? (USMEPCOM Reg 350-1, par. 3-2)

YES NO REMARKS:_____

E-5. Supersession

None

E-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation at the MEPS. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, pre-enlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) or other method used to review the area listed in block 3. Block 6a lists the individual who completed the evaluation and when it was conducted. The completion of block 7, Remarks, is self explanatory. The certification is made by the person in charge of the area evaluated.

Glossary

Section I
Abbreviations

AFI

Air Force Instruction

AFPD

Air Force Policy Directive

ALS

Airman Leadership School

ANCOC

Advanced Noncommissioned Officer Course

APFT

Army Physical Fitness Test

AR

Army regulation

BNCOC

Basic Noncommissioned Officer Course

BUPERS

Bureau of Naval Personnel

CAS3

Combined Arms and Services Staff School

CFL

command fitness leader

CMO

chief medical officer

COMDTINST

Commandant, Instruction

COMNAVPERSCOM

Commander, Naval Personnel Command

CPA

civilian personnel activity

CPO

civilian personnel office

CY

calendar year

DA

Department of the Army

DD, DOD

Department of Defense

DL

distance learning

EEO

equal employment opportunity

ESS*

education services specialist

FM

field manual

FPM

fitness program manager

FSQ

fitness screening questionnaire

GySgt

gunnery sergeant

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

I-I staff

inspector/instructor staff

LTC

Leadership Training Continuum

MCI

Marine Corps Institute

MCO

Marine Corps Order

MEPNET

United States Military Entrance Processing Command Intranet

MEPS

military entrance processing station

MPC

master planning calendar

*USMEPCOM-unique acronym

MPF

military personnel flight

NAVPERS

Naval Personnel

NCO

noncommissioned officer

NCOIC

noncommissioned officer in charge

NRD

Naval Recruiting District

OPNAVINST

Chief of Naval Operations Instructions

PBAC

Program Budget Advisory Committee

PCS

permanent change of station

PFA

physical fitness assessment

PLDC

Primary Leadership Development Course

PME

professional military education

POSH

prevention of sexual harassment

PRIMS

Physical Readiness Information Management System

PRT

physical readiness test

PT

physical training

SAV

staff assistance visit

SEA

senior enlisted advisor

SGT, Sgt

sergeant

SNCO

staff noncommissioned officer

SNCOA

Senior Noncommissioned Officer Academy

TCO

test control officer

TDY

temporary duty

UFR

unfunded finance requirements

USAREC

United States Army Recruiting Command

USMEPCOM

United States Military Entrance Processing Command

USMIRS

USMEPCOM Integrated Reporting System

WAPS

Weighted Airman Promotion System

Section II

Terms

crosswalk

Training for newly assigned personnel in one-deep positions who will not have training from the incumbent before taking over the new position. Crosswalk training is conducted between military entrance processing stations (MEPSs) within the same MEPS cluster if possible. Crosswalk training will usually be temporary duty (TDY) and no longer than 2 days and one overnight. For medical personnel, the MEPS command surgeon may authorize 3 days and 2 overnights of TDY for crosswalk training.

distance learning

Distance learning (DL) is the delivery of standardized training to military and civilian personnel and to units when and where it is needed. DL training is accomplished through the application of multimedia technology.