

# Summary of Changes

USMEPCOM Regulation 601-23, June 26, 2012

Personnel Procurement

Enlistment Processing

Major and administrative revisions have been made to this regulation and are highlighted in **red text**. Major revisions are identified below and throughout the regulation. Administrative revisions are not identified below but are identified throughout the regulation. Information that is obsolete and will be deleted is highlighted in **red text** with ~~strikethrough~~. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions. Revisions made to this regulation are as follows:

## *Incorporating changes effective November 5, 2012*

- Paragraph 3-4: Adds and expands MDCA guidance for full medical exams
- Paragraph 3-4c and d: Deletes portion of paragraphs

## *Changes previously implemented effective August 24, 2012*

- Paragraph 7-4: Adds Conduct of Recruiting Activities while at applicant lodging

## *Changes previously implemented effective June 26, 2012*

- Paragraph 1-4b: Adds J-7/MEMD responsibilities
- Paragraph 1-4e(2): Updates SOP minimum requirements
- Paragraph 1-4f(2): Updates Orders Consolidation Sheet/Control Log location
- Paragraph 1-4f(4): Adds responsibility to ensure Hometown Shippers are medically qualified
- Paragraph 2-2: Changes title; updates prescreen and projection requirements
- Paragraph 2-3: Updates guidance on Saturday openings
- Paragraph 2-6 and 2-7: Updates local MEPS scheduling requirements
- Paragraph 3-2 and 3-3: Clarifies guidance on 6-hour window goal and Mission Day guidance
- Paragraph 3-3: Adds requirement to report all waiver codes required in the enlistment process
- Paragraph 3-4: Adds MEPS MDCA guidance
- Paragraph 3-6e: Adds guidance on Disenrolled Reserve Officer Training Course (ROTC) Processors
- Paragraph 3-6f(2): Adds guidance to assist in interpreting Prior Service Military REDD display
- Paragraph 3-6f(3): Adds guidance on RE-Codes and Separation Program Designators
- Paragraph 3-6h: Adds MEPS Emergency Management Assistance Plan (EMAP) requirements
- Paragraph 3-6i: Changes Processing Minors verbiage
- Paragraph 3-8: Adds "Handling Uncooperative/Disruptive Applicants"
- Paragraph 4-3d and e: Adds guidance on Personally Identifiable Information (PII)
- Paragraph 4-5: Revises verification/validation of documents possibly used for enlistment processing
- Paragraph 4-6c: Adds enlistment document responsibility
- Paragraph 4-8: Revises guidance for MEPS-to-MEPS packet/document exchange

- Paragraph 5-3d: Adds Medical Brief guidance
- Paragraph 5-4: Updates ARN processing guidance
- Paragraph 5-5, 5-6: Updates DD Form 4 information
- Paragraph 5-7 & Glossary: Adds note concerning the Defense of Marriage Act
- Paragraph 5-8: Adds Sexual Orientation Customer Service Policy
- Paragraph 5-9d(6) and 5-10c(8): Adds guidance on inconsistent EPSQ, SF-86, e-QIP
- Paragraph 5-13: Revises pre-oath briefing guidance
- Paragraph 5-14a: Adds guidance on emergency or guest Oath Officers in the MEPS
- Paragraph 5-15d: Adds sample ETP for medical
- Paragraph 6-2: Revises SAC Source Document Guidance
- Paragraph 6-7d: Adds guidance to SON, SOI, ALC, for hardcopy FD Form 258
- Paragraph 6-9a,b,c,d 6-10a(3)(4): Clarifies guidance on UF returns
- Paragraph 6-10a(3): Clarifies guidance on SAC reconciliation
- Paragraph 6-13 and 6-14: Clarifies manual SAC submissions guidance
- Chapter 7, Recruit Travel Orders: Moved to UMR 55-2, Chapter 4
- Paragraph 7-4: Adds guidance for “Handling Visitors”
- Chapter 8, Assembly and Distribution of Enlistment Documents: Moved to UMR 55-2, Chapter 9
- Paragraph 9-2a: Adds USMIRS Roles
- Paragraph 9-4a: Adds laminated identification (SSN Card) accepted
- Paragraph 9-5: Adds Privacy Act Statement
- Paragraph 9-7c: Adds note concerning Positive Identification Rapid Operational Capability (PIROC)
- Paragraph 9-7d: Clarifies block 21 and 23 signature requirements on [UMF 680-3A-E](#)
- Paragraph 9-8: Clarifies Administrative Hold “N” status processing
- Appendix B: Adds MEIG test question assistance
- Appendix C: Operations Guide: moved into other sections
- Appendix C: Now e-SOA, Chapter 10
- Appendix E: e-Security guidance and procedures with regard to biometrics; moved to Chapter 9
- Glossary, Section II Terms: Adds Fee-basis Provider Application definition
- Glossary, Section II Terms: Adds [UMF 601-23-2-R-E](#), Record Flag definition
- UMF 601-23-1-R-E, Orders Consolidation Sheet/Control Log: Changed to UMF 55-2-3-E

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

June 26, 2012

*Incorporating changes effective November 5, 2012*

**Effective date: June 26, 2012**

**Personnel Procurement  
ENLISTMENT PROCESSING**

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

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

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

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, J-3/MEOP. Users may send comments and suggested improvements on Department of the Army ([DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, ATTN: J-3/MEOP, 2834 Green Bay Road, North Chicago, Illinois, 60064-3091, **or as instructed in [USMEPCOM Policy Memorandum 2-1](#) (Good Idea (GIDS) Request Worksheet) via the MOC-Eye icon in Windows Outlook.** USMEPCOM's Good Idea Program differs from the GETIT evaluation mentioned in [chapter 8](#) of this regulation in that *GIDS are focused ONLY on the improvement of applicant processing.*

**Internal Control Process.** This regulation contains internal control provisions. The internal control evaluation checklist is available on the USMEPCOM Intranet (MEPNET): MEIG; Inspection Checklists; Processing for use in conducting internal controls.

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\*This regulation supersedes USMEPCOM Regulation 601-23, December 1, 2010.

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## Chapter 1 General

### 1-1. Purpose

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

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

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

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

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

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

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

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

(1) Exercise primary staff responsibility and develop policies and procedures on applicant medical processing and related matters through the USMEPCOM Medical Program.

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

(3) Provide a single point of contact for all applicant daily medical processing issues for the MEPS submitted through the “MOC” system.

NOTE: Execution of the USMEPCOM Medical Program is regulated by the [USMEPCOM Regulations \(UMR\) 40-1 and 40-8 series](#).

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

(1) Determine MEPS capacities.

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

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

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

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

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

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

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

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

d. Battalion Commanders will:

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

(2) Determine MEPS capacities.

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

e. MEPS Commanders will:

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

(2) Ensure Standing Operating Procedures (SOPs) do not contain policies that are more restrictive than what is indicated in this regulation. Each MEPS local SOP will include, at a minimum: no-show procedures, manual processing procedures, control desk hours of operation, Service exception to

policy (ETP) request procedures, Walk-in Policy, Applicant Smoking Policy, MEPS Commander's Applicant Electronic Device Policy, and other policies in this regulation; or as stated in other applicable regulations.

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

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

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

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

(7) **Plan and coordinate support for all directed Saturday openings to include USMIRS scheduled closings and openings are reflected.** Plan required testing schedules to support Saturday processing days.

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

(a) All newly assigned MEPS military personnel will spend 3 days of familiarization training with a Service recruiter. This must occur within the first 60 days of assignment to the MEPS. With the MEPS Commander's approval, civilian employees are encouraged (but not required) to participate.

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

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

(d) A MEPS Service member with prior recruiting experience is exempt from this

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familiarization training requirement. Recruiting experience is defined as duty with a recruiting district, battalion, or a subordinate command, and not as a member of one of the major Recruiting Service headquarters staff.

(9) Ensure only qualified applicants ship either by being fully qualified in aptitude, medical (with emphasis on HIV/DAT results received) and conduct; and, in cases of disqualification, proper documented Service waiver(s) have been approved and received.

f. MEPS Operations Officers will:

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

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

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

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

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

(6) Ensure training social security numbers (SSNs) are requested from the MOC either the day prior or the morning of MEPS scheduled training sessions. No MEPS will enter training SSNs into either United States Military Entrance Processing Command Integrated Resource System (USMIRS) or Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery (CAT-ASVAB) systems that have not been provided in advance from the MOC.

(7) Ensure a J-6/MEIT Help Desk ticket is submitted each time the [USMIRS](#) and e-Security application is not functioning properly or is unavailable for enlistment processing.

(8) Ensure STARNET reports are submitted IAW [paragraph 2-4](#) of this regulation (MEPS closures, applicant injury, or other unusual circumstances).

## Chapter 2 MEPS Operations' Schedules

### 2-1. Overview

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

### 2-2. Processing Schedule, Projections

The MEPS will operate on a 5-day work week, excluding federal holidays, HQ, Sector, Battalion pre-approved closures, and 3-day holiday weekends. The MEPS will also not normally open for applicant processing on Sundays or the Friday following Thanksgiving. USMEPCOM's processing days calendar is located on the MEPNET. MEPS will update their processing schedule in USMIRS to coincide with local and HQ USMEPCOM, Sector, and Battalion approved non-processing days.

NOTE: All times listed reflect local MEPS time.

#### a. Guidelines for projecting applicants for next day processing:

(1) Prescreens on applicants with no medical history documentation and no "yes" responses in any item numbers other than 12, 61, and 73; will be submitted not later than (NLT) 1300 for next day processing.

(2) Projections for all medical examinations, Delayed Entry Program/Delayed Enlistment Program (DEP), and accession actions projection will be submitted NLT 1300.

(3) Service Processed For (SPF) projection changes will be submitted NLT 1300.

(4) e-SPF changes will be identified during MEPS Check-in or during the Quality Review Program (QRP), and annotated/processed in accordance with Appendix C.

#### b. Guidelines that necessitate projecting applicants for processing 2 or more days later:

(1) Prescreens on applicants *with* medical history documentation, 5 or less single sided pages and "yes" responses in any item numbers other than 12, 61, and 73 projection will be submitted not later than (NLT) 1200 two(2) days in advance for processing. The CMO, ACOM or FBP may require additional documentation which could extend projection time.

(2) Prescreens on applicants *with* medical history documentation of more than 5 pages and "yes" responses in any item numbers other than 12, 61, and 73 will be reviewed and the Recruiting Service will be notified of the applicant's status within 72 hours of receipt. The CMO, ACOM or FBP may require additional documentation which could extend projection time.

c. Shipper projections will be submitted NLT 1100. All Monday shipper projections will be done NLT 1100 the previous processing day. Services are encouraged to project all Monday applicants on the Friday prior to the Saturday opening.

d. All Prior Military Service applicants will be projected IAW Service needs; i.e., No Aptitude required (B300P). No Medical required (B0M0P). MEPS will perform QRP as prescribed in this regulation.

### **2-3. Saturday openings**

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

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

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

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

d. Projection cut-off times for Monday processing following the Saturday opening is the Friday prior to that Monday, NLT 1300; some Services will not be available for Saturday QRP. Recruiting Services are encouraged to project all Monday applicants on the Friday prior to the Saturday opening.

### **2-4. MEPS closures**

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

a. Make an immediate assessment.

b. Consider safety and other areas of concern.

c. Propose a solution and immediately inform the appropriate agencies (Sector, Battalion Commander, IRC, MOC, etc.). Considerations for EMAP are outlined in [paragraph 3-6h\(3\)](#) below.

d. Know the impacts of that decision on the MEPS and other agencies. If closure is the determined course of action, a Station Advisory Reporting Network (STARNET) must be submitted to J-1/Human Resource Directorate/Programs Division (J-1/MEHR-PR) IAW [UMR 385-1](#), (Safety and Occupational Health Program). If a computer is not available, at a minimum, the MEPS will contact the Sector representative, the J-3/MEOP-COO, J-7/MEMD FBP Contracting Officer Representative (COR) /Alternate COR, and FBP vendor (to cancel the FBP order) by telephone.

NOTE: A MEPS Closure Decision Matrix is located on the US Military Entrance Processing Command Intranet (MEPNET): J-3/MEOP; Divisions; J-3 Current Operations Division page.

**2-5. Local Holidays and Special Events**

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

**2-6. Training days**

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

**2-7. Organization day planning procedures**

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

**2-8. J-6/Information Technology Directorate - Customer Support Branch**

J-6/Information Technology Directorate-Customer Support Branch-Help Desk (MEIT-CSD-CSB) Help Desk operational hours and procedures are based on established and documented USMEPCOM priorities and resources. Duty hours of operation are from 0330-2030 (Central Time) Monday thru Friday and processing Saturdays, excluding Federal holidays. Requirements for additional support are to be addressed for coordination to J-6/MEIT-CSD-CSB at least 1 week in advance.

**2-9. J-3/Current Operations Center (MEOP-COO)**

a. The J-3/MEOP-COO will support MEPS operations as set forth by the annual operating schedule located on the MEPNET homepage under "Upcoming Events":

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

(2) Saturday processing: 0630-1500 CT.

(3) After normal hours support: J-3/MEOP-COO Team Leads are available on their duty cell phones. These phone numbers are located on the MEPNET: J-3/MEOP; Divisions; Current Operations Division Page.

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

(1) Submit a MOC Request by clicking the MOC Eye on the Outlook toolbar (available only on MEPS personal computers).

(2) For self-service, MEPS can use the MOC Eye Search tab on the MEPNET homepage to find answers to frequently asked questions.

(3) Contact the J-3/MEOP-COO via telephone when the MOC Eye is not available.

## Chapter 3 Applicant Processing

### 3-1. Overview

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

### 3-2. The 6-hour Applicant Processing Window

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

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

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

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

### 3-3. Mission Days

Services will continue to have Mission Days. During Service Mission Days MEPS will continue to utilize Maximum Daily Capacity/Allocation (MDCA) calculations and will not provide preferential treatment outside the guidelines of MDCA.

a. Applicants processing for enlistment must present a completed [UMF 680-3A-E](#) and comprehend English well enough to complete processing requirements. Applicants identified as non-English speaking, will be referred to the section supervisor for evaluation. If applicant is processing for the Army’s Arabic Linguist Program (09L) – apply processing assistance as directed by the 09L program guidance located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page. If indicated, a recommendation for the termination of processing will be submitted to the MEPS Commander (or representative). If processing is terminated, the annotation "non-English speaking applicant Reevaluation Believed Justified (RBJ) after 90 days" will be recorded in USMIRS, and the applicant will be returned to the sponsoring Service. Further processing will require a waiver IAW [Army Regulation \(AR\) 601-270](#), (Military Entrance Processing Station (MEPS)).

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

### **3-4. MEPS Maximum Daily Capacity/Allocation (MDCA)**

~~MDCA determines the MEPS maximum daily contract capacity and provides each Service a guaranteed level of daily contract allotments. MDCA is based on MEPS HRA staffing and historical data of actual contracts written. MDCA provides the highest allowable level of contracts that can be performed in a day by the MEPS across a 12 month period to allow for maximum flexibility and to remove the seasonal variation throughout the recruiting year. MEPS receive their MDCA numbers annually from HQ USMEPCOM by mid-September. MDCA determines both the MEPS' maximum daily capacity for contracts (excluding shippers) and full medical exams (excluding inspects) based on MEPS HRA and medical staffing (excluding CMO, ACOMO, and FBP). MDCA provides each Service a guaranteed minimum level of daily contract/full medical exams. Service allocation is determined by the MEPS workload percentage each Service executed the previous fiscal year. Allocation numbers are rounded up to the next full number. Service allocation will only be used to limit processing when the MEPS capacity for contracts or full medical exams is exceeded. MDCA numbers established annually are available on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.~~

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

b. MEPS will ensure, *during QRP*, that Recruiting Service projections do not exceed MEPS daily maximum capacity. If projections exceed MEPS capacity, the MEPS will notify Service Liaisons/Guidance Counselors (selection as appropriated by the Service's number in the allocation capacity formula) to reduce their number of projections (no lower than the Service's daily allocation) in order to bring the MEPS total down to maximum capacity. The Service will provide the MEPS with names of applicants projected to be deleted, NLT 1400, after notification of exceeded MEPS capacity.

~~c. MEPS Commanders may increase daily service allocation numbers (even if the increase exceeds the MEPS daily maximum capacity) on a case by case basis. Redistribution of daily unused Service allocations is allowed between Services up to the MEPS daily maximum capacity. The established walk-on policy remains in effect as outlined in [paragraph 3-5b](#) of this regulation.~~

~~d. MDCA applies to contract maximum capacity, not medical exams. As such, medical exams (i.e., QNE) are limited by the MEPS medical section constraints that cannot be accounted for in MDCA calculations.~~ Possible constraints that could alter the medical exam capacity include:

(1) Building fire code limit

(2) Number of medical exam rooms available

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

(4) Number of profiling physicians

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

### 3-5. Applicant processing cycle

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

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

(2) Applicants that have tested at one of the Military Entrance Test (MET) sites will be allowed to further process at the MEPS while awaiting receipt of original documents ([UMF 680-3A-E](#) (Request for Examination)) from the MET site. On processing day, these applicants will present a new, fully completed [UMF 680-3A-E](#) during morning check-in at the Control Desk. Instructions for completing [UMF 680-3A-E](#) are located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page. The MEPS will generate [UMF 601-23-2-R-E](#) (Records Flag) and attach to the outside of the applicant's packet. In the status-reason block, state "CTS tester – Verify signatures on [UMF 680-3A-E](#) from MET site." The Records Flag will remain attached to the applicant's packet until original documents have been received and verified, and the administrative hold "N" status is cleared. Discrepancies between testing and medical exam and/or enlistment signatures on [UMF 680-3A-E](#) will be handled per Signature Verification discrepancy procedures documented in [UMR 680-3](#), (United States Military Entrance Processing Command Integrated Resource System (USMIRS)).

NOTE: Records Flag is the equivalent of a USMIRS administrative hold "N" status. It is used to provide an immediate visual notification that a discrepancy exists with the file. When a flag is used, it should mirror information sited in the USMIRS hold remarks.

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

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

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

(2) The MEPS Commander may allow medical processing of an applicant with unverified test scores (as opposed to disqualifying) under circumstances that are clearly beyond the control of the recruiter or applicant (e.g., late arrival of test scores from MET sites, an inoperative Optical Mark Reader (OMR), USMIRS network connectivity problem, or manual scoring that cannot be accomplished before the last medical examination start time). The MEPS Commander, operations officer, or assistant operations officer must prepare and sign a brief memorandum for record (MFR) explaining the circumstances. The MFR will include the applicant's name, SSN, and the reason the medical examination was given outside the normal processing sequence. The MFR may include multiple applicants processed on the same date with the same

reason; however, a copy will be placed in each applicant's file with **redacted SSNs of all applicants; except the applicant's file it is inserted in.** If an applicant receives a disqualifying aptitude test score while undergoing a medical examination, the MEPS Commander will inform the Medical Section. The applicant will complete medical processing, and the Medical Section will annotate the applicant's PULHES accordingly. No additional medical testing/consults will be scheduled until the applicant receives a qualifying Armed Services Vocational Aptitude Battery (ASVAB) score as stated in paragraph 3-2b.

(3) All applicants must submit a [DD Form 2807-2](#) (Medical Pre-screen of Medical History Report) before arriving for processing at the MEPS. The [DD Form 1966/5](#) (Record of Military Processing – Armed Forces of the United States) must also accompany the pre-screen for all minor applicants, paragraph 3-3j). MEPS Commanders will advocate within their IRC that robust medical prescreening positively impacts efficient medical processing when applicants are at the MEPS; especially for obtaining medical treatment records, determining if a consult is required, etc. The Service(s) office will submit the [DD Form 2807-2](#) and [DD Form 1966](#), if applicable, to the MEPS IAW the following:

(a) Pre-screens on applicants with no medical history documentation and no "yes" responses in any item numbers other than 12, 61, and 73 will be submitted NLT 1300 the day prior to processing. A "yes" answer to item 34 (Are you over 40?) will not prompt a CMO interview. Except for walk-ins, the Recruiting Services are required to turn-in 1-day pre-screens by the MEPS cutoff time for next day projections. MEPS personnel must review 1-day pre-screens the same day. Example: The Recruiting Service submits a pre-screen with [UMF 727-E](#) (Processing List (PL)) on Monday by MEPS cut-off time. The MEPS review is completed the same day, and applicant can process on Tuesday.

(b) Pre-screens on applicants with medical history documentation of five or less pages and "yes" responses in any item numbers other than 12, 61, and 73 will be submitted 2 days in advance. A "yes" answer to item 34 (Are you over 40?) will not prompt a CMO interview. The Recruiting Services may submit the pre-screen without a projection, but the [UMF 680-3A-E](#) must accompany the pre-screen submission. The [UMF 680-3A-E](#) is required to support USMIRS data entry. The MEPS CMO and FBP authorized to review pre-screens are to review 2-day pre-screens within the specified time, and inform the Recruiting Services. (Example: The Recruiting Service submits a pre-screen on Monday by MEPS cutoff time. The CMO or FBP must review the pre-screen before cut-off time on Tuesday. If approved for further processing, this will give the Recruiting Service time to project their applicant for MEPS processing on Wednesday.)

(c) Pre-screens on applicants with medical history documentation of more than five pages and "yes" responses in any items numbers other than 12, 61, and 73 will be reviewed. A "yes" answer to item 34 (Are you over 40?) will not prompt a CMO interview. Recruiting Service will be notified of the applicant's status within 72 hours of receipt. (Example: The Recruiting Service submits a pre-screen on Monday by projection cut-off time. The Recruiting Service will be notified of the applicant's status before projection cut-off time on Thursday. If approved for further processing, this will give the Recruiting Service time to project their applicant for MEPS processing on Friday.)

(d) A pre-screen is valid for 60 calendar days from the date applicant signed the pre-screen. After the validity period has passed, the applicant will submit a new pre-screen.

(4) During heavy workload days when the number of applicants showing to test exceeds the number of available CAT-ASVAB terminals, the MEPS Commander may direct that physical exams be given first to minimize applicant down-time in the MEPS. MFR must be completed IAW [paragraph 3-5](#).

(5) If requested by the appropriate Liaison/Guidance Counselor Service(s) office, applicants placed on administrative hold "N" status or declared medically disqualified may ASVAB retest or take any

special test provided no mandated retest waiting period is violated. Note: IAW [UMR 680-3](#), the administrative hold "N" status will be temporarily removed for scoring purposes only and upon scoring completion, the administrative hold "N" status will be reinserted if not resolved. However, applicants with positive drug and/or alcohol results will not be permitted further processing until completion of the Office of the Secretary of Defense mandated disqualification period IAW [UMR 40-8](#) (Human Immunodeficiency Virus (HIV) and Department of Defense (DoD) Preaccession Drug and Alcohol Testing (DAT) Program). The Recruiting Services may request that these applicants have fingerprints captured and submitted to the investigating agency.

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

### **3-6. Applicant processing options**

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

b. Walk-in processing; a walk-in is defined as an applicant not projected for processing before the established MEPS projection cut-off time on the previous business day; or IAW MEPS Commander and IRC local agreement.

(1) Recruiting Service Liaison/Guidance Counselor Service(s) office may barter unused walk-in allocations with another Recruiting Service Liaison/Guidance Counselor Service(s) office. To ensure sufficient FBP support, MEPS will use the FBP Application; **applying current HTS/DS inspection policy – i.e.; if not to be counted, until an automated count is available in the FBP application; MEPS will ensure HTS/DS shippers are not included in the FBP formula.**

(2) MEPS will develop a SOP ([paragraph 1-4e](#) of this manual) for this policy which will be one of the Commander's Special Interest items.

(3) Walk-ins must have no disqualifying medical conditions, and no "yes" responses noted in any item numbers other than 12, 61, and 73 on their [DD Form 2807-2](#). While it is highly encouraged, a walk-in may or may not have submitted their [DD Form 2807-2](#) before the day of processing. If a walk-in applicant discloses an obvious disqualifying medical condition during the medical examination processing that is deemed fraudulent in nature and not deemed an oversight or misunderstanding by the applicant (as determined by the MEPS Senior Officer-in-Charge or CMO), the following action will be taken:

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

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

(4) See Appendix C for e-SPF Walk-in processing.

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

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

(2) The MEPS Operations Section will make arrangements for meals and lodging for the applicant.

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

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

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

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

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

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

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

(6) Each MEPS Commander will include in their local SOP ([paragraph 1-4e\(2\)](#)) a means in which

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to identify these applicants, and this will be a Commander's Special Interest Item (e.g., color coded name tags, etc.).

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

e. Disenrolled Reserve Officers Training Course (ROTC) Processors.

(1) The Army Guidance Counselor will: (See Army specific DROTC Guidance located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page).

(a) Conduct the pre-enlistment interview and complete a [SF 86/EPsq/e-QIP](#) (Questionnaire for National Security Positions) and [DD Form 93](#) (Record of Emergency Data).

(b) Provide MEPS personnel with the [DD Form 2807-2](#) (Medical Pre-Screen of Medical History Report), and entire previous medical records to include previous medical exams performed by DODMERB and any waiver approval 5 days prior to scheduling processing.

(c) Project DROTC ordered to AD for the Armed Forces Vocational Aptitude Battery (ASVAB) testing as needed and a full medical examination only as a prior service (PS) with "DROPTC" in the remarks block of the projection.

(d) Project DROTC for medical inspect/ship 30 days prior to scheduled ship date for MEPS to make travel reservation. At a minimum the shipper packet will include: notification to AD orders for determination of inspect or MEPS physical, Reenlistment Eligibility Data Display (REDD) report of [DD 214](#) (Certificate of Release or Discharge from Active Duty), [DD Form 2807-2](#), [UMF 680-3A-E](#) (Request for Examination) and [DD Form 1966/1](#) (Record of Military Processing) with program code 09b in the Service required code block.

(2) MEPS will:

(a) Conduct a medical pre-screen IAW with this regulation and [UMR 40-1](#), paragraphs 2-3 and 2-4. If a pre-screen disqualification is identified enter it into USMIRS and send it back to the Services. They may send it to their waiver authority for consideration to physical. Otherwise, a full physical exam will be completed on the projected date.

(b) Perform a QRP using the notification to AD orders; REDD report of [DD Form 214](#), [DD Form 2807-2](#), [UMF 680-3A-E](#), and [DD Form 1966/1](#) with program code 09b in the Service required code block.

(c) Biometrically enroll the DROTC upon arrival.

(d) Perform MEPS medical exam and update USMIRS with medical results.

(e) HIV/DAT is required for all DROTC

(f) (Make travel reservations upon receipt of projection for shipping).

(g) Enter the outside the MEPS enlistment and shipped data in USMIRS using the [DD Form 1966/1](#)

(h) Disenrolled ROTC processors are not special category and will receive their transportation briefing and issued tickets/transportation IAW local MEPS policy

(3) Disenrolled ROTC is not special category and will receive their transportation briefing and issued tickets/transportation IAW local MEPS policy.

f. Prior-Service (PS) Applicant Processing

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

(2) Reenlistment Eligibility Data Display (REDD). The use of the REDD printout in lieu of [DD Forms 214/215](#) or [NGB Form 22](#) is authorized to expedite PS applicants processing in the MEPS. The [DD Forms 214/215](#), [NGB Form 22](#), and the REDD are the only documents authorized to use when verifying PS.

**NOTE:** For a comprehensive full characterization of PS documentation and REDD processing, refer to the Centralized System for Prior Service Enlistment Eligibility Information DD-M-1371 (DoD Recruiter File), and the Defense Manpower Data Center.

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

(b) By providing the MEPS a signed and dated REDD printout, the Recruiting Service Liaison/Guidance Counselor attests that:

1. Despite concerted efforts, the preferred PS documents cannot be located or obtained.
2. The printout is an accurate capture of the Level 2 screen shot, including PS Components, active duty periods, and character of Service section.
3. The printout has reference to all periods of PS in the Personnel Loss Data
4. A clear explanation of all Inter-service Reenlistment Eligibility codes, Inter- service

Separation Codes, Separation Program Designators (SPD, and Re-Enlistment (RE) codes as defined by Service regulations is recorded on the bottom of the printout.

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

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

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

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

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

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

i. Processing minors. Parental/Guardian signature of consent for enlistment is required to process minors for enlistment into the Military Services prior to the age of 18. Signature(s) of consent on the [DD Form 1966/5](#) will match the signature(s) on [DD Form 2807-2](#) (Medical History Prescreen).

(1) Parent(s) or guardian(s) signatures are required to process a minor applicant for medical examination and/or enlistment. If only one parental signature can be reasonably obtained, this must be

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stated in Section VI (“Remarks”) of the [DD Form 1966](#) why only one parent has signed the consent of minor enlistment. The date should be in YYYYMMDD format; *no pre-dated or typed date will be accepted*. Medical examination is not authorized if either parent or legal guardian objects; the recruiting services will not project a minor applicant to process at the MEPS if a parent or guardian objects.

(2) Minors with divorced parents require the signature of the parent assigned sole custody or, if joint custody was awarded, the signature of both parents.

(3) Single signature consent will be verified with supporting documents by the recruiter and annotated within the remarks section of the [DD Form 1966](#). A Commissioned / Warrant Officer or Non-Commissioned Officer will witness the signature of the parent.

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

(5) Marriage will emancipate a minor applicant in many states. However, a 17-year-old married applicant may still need to obtain parental consent or produce a court order of emancipation to enlist. A list of state emancipation signatures requirements is located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

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

(1) [UMF 727-E](#). Each Recruiting Service Liaison/Guidance Counselor Service(s) office will project NCSP applicants on [UMF 727-E](#) and annotate in the remarks section “NCSP applicant.”

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

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

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

k. Other DOD applicant and non-applicant medical examinations Non-Service sponsored applicants.

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

### **3-7. Removal from Temporary Disability Retired List (TDRL)**

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

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

- (1) [Army Regulation \(AR\) 601-210](#) (Regular Army and Army Reserve Enlistment).
- (2) [Marine Corps Order \(MCO\) P1100.72C](#) (Military Personnel Procurement Manual (MPPM)), volume 2, Enlisted Procurement.
- (3) [Navy Recruiting Command Instructions \(COMNAVCRUITCOMINST\) 1130.8J](#) (Navy Recruiting Manual-Enlisted).
- (4) [Air Force Instruction \(AFI\) 36-2002](#) (Recruiting Procedures for the Air Force).
- (5) [U. S. Coast Guard Personnel Service Center, Enlisted Personnel Management , Advancements and Separations Branch \(EPM-1\), Process Guide.](#)

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

c. TDRL individuals that are enlisting in the same Service component that do not require aptitude and/or medical data for enlistment will be processed in USMIRS accordingly. The MEPS will complete [DD Form 4-series](#) (Enlistment/Reenlistment Document-Armed Forces of the United States) and publish enlistment orders and ship the individual IAW Recruiting Service Liaison/Guidance Counselor Service(s) instructions (see above).

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

### **3-8. Handling uncooperative/disruptive applicants**

Procedures for handling problem applicants must be included in the MEPS annual training plan. Providing quality customer service to applicants is principal to the USMEPCOM mission. The efforts to achieve this goal are not to be misconstrued to mean that MEPS personnel must accept abuse from applicants, or allow an applicant to disrupt MEPS operations. If an applicant is observed being

uncooperative or disruptive, MEPS personnel will be proactive in their response. Do not wait for another applicant to complain. Applicants should be briefed on the MEPS rules of conduct as part of the pre-arrival orientation and again during the Commander's briefing. Processing applicants who are intoxicated is not authorized. When dealing with an uncooperative or disruptive applicant, consider the following actions:

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

## **Chapter 4 Examination and Enlistment Files**

### **4-1. Overview**

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

### **4-2. Policy**

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

b. The sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) maintains examination and enlistment documents on DEP applicants according to respective Recruiting Service Liaison/Guidance Counselor Service(s) directives. The responsibility for transferring DEP documents for enlistment processing (courtesy shipment) at other MEPS rests with the respective Recruiting Service Liaison/Guidance Counselor Service(s).

c. All MEPS prepared documentation will be provided to the Recruiting Service Liaison/Guidance Counselor Service(s) after the applicant has entered in the DEP or has been Accessed.

### **4-3. Safe-guarding personal information**

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

a. Establish and maintain proper safeguard measures in coordination with local Recruiting Service Liaison/Guidance Counselor Service(s). These measures will include thoroughly indoctrinating personnel; limiting access to only MEPS personnel and Recruiting Service Liaison/Guidance Counselor Service(s) personnel having a need for the documents in the performance of their duties; and ensuring proper storage, handling, transmission, release, and destruction. Violations, including loss or misplacement of documents, will be immediately investigated, responsibly corrected, and appropriate action taken to prevent recurrence.

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

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

d. The protection of Personally Identifiable Information (PII) is critical to mission success and requires proper administrative, technical, and physical safeguards to ensure the security and confidentiality of the information. MEPS are reminded of the requirement to reasonably safeguard PII to prevent inadvertent, unauthorized, or malicious disclosure of record content during processing, storage, transmission, and

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disposal. MEPS are further reminded of their responsibility to ensure that record content with PII is only disclosed for official reasons to persons within the Accession Triad (USMEPCOM, Services' HQ Recruiting Commands, Service Reception Centers) or persons with a valid need-to-know which have exercised a Freedom of Information Act (FOIA) request via HQ USMEPCOM J-1/MEHR Directorate, and the disclosure is necessary to perform assigned duties of the sender and recipient. Any PII not required for reservations, confirmations, etc will be redacted.

e. In accordance with the USMEPCOM annual training plan, MEPS Commanders will instruct their personnel on their roles and responsibilities for collecting, maintaining, and disseminating PII; on agency rules and procedures for implementing the PII safeguards; and on penalties for failing to comply with these requirements. Disclosure, whether inadvertent, unauthorized, or malicious, may be punishable under the UCMJ, Competent Civil Authority, or through administrative process.

#### **4-4. Maintenance and control**

MEPS will arrange files alphabetically by last, first, and middle name or by SSN. When using the alphabetical system and several identical names occur, packets will be further arranged by SSN or date of birth (DOB). Efficient measures for control of examination documents will be implemented and strictly enforced at all times. The USMIRS packet tracking system will be used for packet accountability. Before close of business, the MEPS will ensure applicant packets are strictly and completely accounted for. For manual processing, MEPS will use the [DA Form 543](#) (Request for Records) and [UMF 727-E](#) for control of the applicant packets.

a. During automated system processing, the packet tracking system will be used to charge-out and charge-in applicant packets. Utilizing [DA Form 543](#) is optional.

b. During manual processing, MEPS will use [DA Form 543](#) to charge out an applicant's entire file or a single document. For packet charge-out, MEPS will complete the appropriate blocks on the form and then place the form in the file position from which the file has been removed. For document charge-out, MEPS will attach the top sheet (original) to the examination packet(s) and file copy 2 (suspense) by the suspense date established for the packet. A weekly review of [DA Forms 543](#) to validate file(s), status and any charge in/out are/will be updated in USMIRS by COB when USMIRS is back on line.

#### **4-5. Examination and enlistment packet content**

Documents required for examination and enlistment processing can be found on [Figure 5-2](#) and on the MEPNET, J-3/Current Operations Division/MOC Links and Resources page. The site is a valuable tool when MEPS are processing in a manual mode and USMIRS is unavailable.

#### **4-6. Examination and enlistment packet disposition**

a. Upon entry in the DEP, MEPS will forward examination and enlistment documents, including USMEPCOM PCN 680-3ADP (from now on referred to as only 680-3ADP) with DEP data, to the Recruiting Service Liaison/Guidance Counselor Service(s) office for retention pending enlistment in a regular component. MEPS will ensure copies of [DD Forms 4/1](#) and [4/2](#) are furnished to the enlistees.

b. Upon accession in the Armed Forces, the MEPS will forward documents IAW guidance in [UMR 55-2](#) to the supporting Service. Remaining surplus of documents will be at the discretion of the Service.

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

**4-7. Examination and enlistment packet purge criteria**

Applicant packets are maintained in the MEPS and USMIRS IAW established purge tables. The Record Identification (RID) code of the packet determines the disposition of the packet. USMIRS RID codes and associated packet purge dates are located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

**4-8. MEPS-to-MEPS packet/document exchange**

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

a. DEP-in enlistments and Reserve/National Guard accessions are authorized on digitally encrypted copies received from the losing MEPS, pending receipt of originals. Original medical documents, [DD Forms 2808](#) and [2807-1](#) for applicants in the DEP, must be on hand at accession/ship time. The Recruiting Service Liaison/Guidance Counselor Service(s) has the responsibility of ensuring original documents are on hand before projecting an applicant for shipping IAW [UMR 40-1](#), if the original physical examination is lost or misplaced, the applicant will receive a new physical examination to include a new drug and a HIV test.

b. Applicant not yet received. Within 24 hours of receipt of the [DA Form 200](#), the losing MEPS will mail applicant packets to the gaining MEPS using the least costly mail process, as identified by each MEPS. MEPS to MEPS packets weighing 13 ounces or less will be mailed via USPS First Class Mail without additional special services. IAW [UMR 25-50](#), (Official Mail and Distribution Management (OMDMP)) MEPS to MEPS packets weighing more than 13 ounces will be shipped via the most cost effective FEDEX option. FEDEX option "First Overnight" is not authorized. The Recruiting Service Liaison/Guidance Counselor Service(s) will pay for expedited mailing of the packet with a pre-paid envelope addressed to the gaining MEPS when they want it expedited.

c. **(Applicant received prior to packet arrival)** When a MEPS-to-MEPS packet transfer is required and the applicant arrives at the gaining MEPS for processing prior to receipt of the packet, the losing MEPS will immediately forward a digitally encrypted [DD Form 2808](#) when notified by the gaining MEPS to do so, (Report of Medical Examination) to allow medical processing until the original [DD Form 2808](#) is received.

d. The MEPS Operations Officer or designee will expeditiously forward the applicant's original documents to the gaining MEPS, ATTN: Operations Processing NCOIC/Supervisor. The losing MEPS will complete the [DA Form 200](#) according to current procedures, and provide the packet to courier. The losing MEPS will retain digital or paper copies of the [DA Form 200](#) and all documents in the applicant's packet. Any paper copies at the losing MEPS will be destroyed after the [DA Form 200](#) is returned from the gaining MEPS (or Service organization; i.e., Services' record center), verifying receipt of documents. MEPS may include a self-addressed return envelope. It is suggested that MEPS maintain a 3 month period [DA Form 200](#) log for documents or records forwarded to outside agencies.

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

## Chapter 5 Operations Processing

### 5-1. Overview

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

### 5-2. USMEPCOM Commander's Welcome Briefing

This briefing is designed for applicants who are unfamiliar with the MEPS, and is to be given to Active, Reserve, and National Guard applicants. This briefing is to be given to all applicants who have not been to a MEPS in over 2 years or require processing other than an inspection, consult, ASVAB, special test, or significantly reduced level activity. For maximum value, the briefing will precede as much of the MEPS processing day as possible. The briefing establishes rules of conduct, confirms to the applicant they are in a military environment, and ensures an understanding they are the number one mission priority. For this reason, to the maximum extent possible, the briefing should be given by a uniformed member in the grade of E-7 or above. However, the Sector Commander may approve a limited number of highly qualified MEPS civilian personnel (GS-7 and above) or military personnel (E-6 or above) to present the briefing. The approval level will not be delegated below the Sector Commander. The MEPS Commander must personally observe the presentation prior to certification and request for approval. Personnel will be certified via memorandum, which will be maintained on file by the MEPS Commander. If civilian MEPS personnel are used, they should be dressed so as to present a professional image. **MEPS will use the USMEPCOM Commander's Welcome Briefing** located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page. The MEPS may add to these slides as required to accommodate local circumstances, but will not delete any content.

### 5-3. USMEPCOM Commander's Modified Welcome Briefing (reduced processing)

The USMEPCOM Commander's Welcome Briefing has been modified to provide a condensed version of the initial briefing. The briefing slides are located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page. The MEPS may add to these slides as required to accommodate local circumstances, but will not delete any content. All modified versions may be given by any member of the MEPS staff. Restrictions do apply to the method of delivery as noted below:

a. Shippers Brief. This briefing is to be given to all applicants who are at the MEPS to ship to their RTC or Initial Duty Station. This briefing will be provided verbally (one-on-one or in a group) by any MEPS staff member.

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

c. Reduced Processing Brief. This briefing is to be given to all applicants that have previously received the USMEPCOM Commander's Welcome Briefing within the past 2 years and require a significantly reduced level of processing activity (e.g., inspect, consult, or special test). This briefing may

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be provided either verbally (one-on-one or in a group) or by hand-out provided to each applicant by a MEPS staff member.

d. **Medical Briefing.** The MEPS CMO is authorized to appoint in writing, MEPS non-medical section personnel who have been certified to read the medical briefing script to applicants. Criteria for certification will include the ability to articulate the briefing in an understandable and normal rhythm to allow applicants the opportunity to answer each question without being rushed. The MEPS CMO must personally observe the presentation prior to certification and request for approval. Personnel will be certified via memorandum, which will be maintained on file by the MEPS medical section. An authorized MEPS medical section employee will always be at the medical briefing (either reading the script or if a non-medical person is reading the script, the MEPS medical section person will be available for general medical questions). All personal medical questions will be addressed in private with an applicant; only general medical questions will be answered in the group setting of the medical briefing.

#### **5-4. Alien Registration Number (ARN)/Social Security Number (SSN) information**

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

b. **USCIS/SSA Mismatch.** The Service is responsible for clearing or providing documentation to clear applicants placed in administrative hold "N" status in USMIRS in the following mismatch cases: Name; POB-Country; DOB; Name and POB-Country; POB-Country and DOB; US citizenship; Date of death exists; Date of death exists and citizenship. The Service must provide appropriate source documentation found on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page (USCIS/SSA attachment 1) to clear the administrative hold.

c. **USCIS/SSA Not Found.** The MEPS is responsible for clearing applicants placed in administrative hold "N" status in USMIRS in cases of "ARN not found" or "SSN not found". The Service will provide required source documentation as listed on the chart located at the end of this chapter in [Figure 5-2](#). Once verified with source documents, the MEPS will remove the administrative hold "N" status. The applicant's result(s) will remain Not Found in USMIRS, and the applicant will ship without ETP or further action required by the MEPS. If the ARN in USMIRS is the same as the ARN Card and remains to be "not found"; the Service must provide USCIS INS G-845 for verification.

d. The MEPS will ensure no applicant is shipped if USCIS/SSA results are pending. MEPS will inform Services of any applicant whose results are pending in USMIRS beyond 3 days and/or prior to ship that an exception to policy (ETP) is required from the Service's HQ Recruiting Command. All requests for ETP will be forwarded via MOC request. Blue to Green (BTG) applicants that are pending USCIS/SSA results are exempt, provided their personal data is verified using their [DD Form 214](#), or [NGB 22](#). Refer to the MEPNET: J-3/Current Operations Division/MOC Links and Resources page for additional BTG guidance.

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

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f. MEPS personnel that suspect an ARN or SSN card to be fraudulent (i.e.; printed strike over, misspellings, white out, colored/discoled entries on the same line, lamination, separated, taped, etc...) will take the document to the Ops Officer or Ops NCO for review. Unresolved issues of suspected fraudulent ARN/SSN cards will be forwarded through the MEPS Chain of Command for resolution.

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

### **5-5. Preparation of DD Form 4 Series (Enlistment/Reenlistment Document Armed Forces of the United States)**

a. The [DD Form 1966-series](#) consists of [DD Forms 1966/1](#), [1966/2](#), [1966/3](#), [1966/4](#), and [1966/5](#) are collectively referred to as the [DD Form 1966-series](#). The [DD Form 1966-series](#) is the source document for preparing the [DD Form 4-series](#).

b. The [DD Form 4-series](#) consists of [DD Forms 4/1](#), [4/2](#), [4/3](#), will be referred to as [DD Form 4-series](#). The [DD Form 4-series](#) are documents used for enlistment and reenlistment in the Armed Forces. Special care must be taken to ensure the [DD Form 4-series](#) is prepared accurately and completely. The MEPS will prepare the [DD Form 4-series](#), review entries with the applicant for accuracy and completeness, and ensure the applicant understands the meaning and intent of the enlistment documents. If the applicant does not understand the enlistment document, the applicant will return to the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office for clarification. It is, upon execution, an official legal agreement between the United States Government and the enlisted member.

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

### **5-6. Re-creation of DD Form 4/1 and DD Form 4/2**

a. The [DD Form 4 series](#) is saved and sent into e-Records; and is immediately retrievable once sent. If USMIRS is unavailable, access the USMEPCOM Portal, Applicant Packet to print a copy of the DD Form series.

b. If the original [DD Form 4 series](#) is lost, all efforts will be made to locate the missing documents. If the original documents cannot be located, MEPS will reprint the documents from e-Records. If the missing document isn't located in e-Record, MEPS will reproduce the document. Administrative corrections to the contract will be made by the MEPS providing the recruit has not shipped to training. If the recruit has shipped to training it is incumbent upon the Service to reestablish the agreement with the recruit ([DoDI 1304.2](#), Enclosure 3, paragraphs 1b(2) and 2a(5))."

### **5-7. Preparation of DD Form 93 (Record of Emergency Data)**

The [DD Form 93](#), when completed, is an official record of beneficiaries designated to receive death

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gratuity pay and allowances and will be verified at any time of preparation; even in a frontload situation. It also contains the name, address and phone number of the person(s) to be notified in the event of sickness, emergency, or death. *The [DD Form 93](#) is a mandatory document for all applicants accessing in the Armed Forces, except Coast Guard.* Initiation of the [DD Form 93](#) in USMIRS is at DEP-in. However, it *must be completed in its entirety during the accession process.* **Data elements in each and every block of the [DD Form 93](#) must be completely and thoroughly verified with applicants when reviewing/completing the [DD Form 93](#).** To assist with this process, the instructions for preparing the [DD Form 93](#) (pages 3-4) must be available as a desktop reference when HRA's are completing/reviewing the [DD Form 93](#) in USMIRS with applicants.

a. Immediately prior to completing the [DD Form 93](#) during the PEI/PAI (whichever point the [DD Form 93](#) is accomplished) the interviewing MEPS personnel must again read the Defense of Marriage Act statement and instruct each applicant during the private interview that: "Applicants cannot list their same sex partner as their spouse in the item block 4a. Same-sex partners (SSP) may be only identified for item blocks 8b, 9, 11, 12 and 13a; and in continuation remarks from those five item blocks in item block 14." If the applicant elects to enter "other" in the "relationship" item block, the applicant may not identify a same sex partner as a spouse, wife, or husband in item block 14. In these cases, the term "SSP" will be entered.

b. The interviewing MEPS personnel will make the following oral statement to the applicant if they are naming someone "other" than a family member as a Person Authorized to Direct Disposition (PADD) on their [DD Form 93](#): "You should ensure that your family members are aware of your decision. Notifying your family of this decision may prevent unnecessary grief and possible legal action. In the effect of a conflict between the PADD designation and state law, state law will prevail."

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

### **5-8. Sexual Orientation Customer Service Policy**

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

### **5.9 Pre-enlistment Interview (PEI)**

The purpose of the interview is to assist the Recruiting Service Liaison/Guidance Counselor Service(s) office in preventing fraudulent entry into the Armed Forces. The interview will be conducted in English, and precede the Oath of Enlistment. The interview is for all applicants entering the DEP and accessing into the Reserves and National Guard. The MEPS interviewer must ensure applicants understand the importance of providing complete and accurate information. Applicant information collected is entered into USMIRS to prepare the MEPS-generated and required enlistment documents. Also, the MEPS interviewer confirms applicant information, and acquires required signatures. During this time, the Uniform Code of Military Justice (UCMJ) Article 83 – Fraudulent Enlistment is explained to the applicant (see [Figure 5-1](#)). The MEPS interviewer will follow the PEI script on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page, and may ask the questions listed in their own words. The MEPS interviewer may also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as

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written; however, all questions listed must be covered during the interview. If USMIRS is not operational, the interviewer will generate the enlistment documents (forms) manually, upon completion of the interview.

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

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

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

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

- (1) [UMF 680-3A-E](#), Request for Examination
- (2) [DD Form 1966 series](#) (Record of Military Processing)
- (3) [DD Form 2808](#) (Report of Medical Examination) original or working copy
- (4) [DD Form 2807-1](#) (Report of Medical History) original or working copy
- (5) [UMF 40-1-15-E](#) (Supplemental Health Screening Questionnaire)
- (6) [SF 86](#) (Questionnaire for National Security Positions (old or new)), Security Questionnaire (EPSQ), or Electronic Questionnaire for Investigations Processing (e-QIP) MEPS Commander and IRC will provide extracts or a worksheet that provides (at a minimum); full name, DOB, POB, SSN, other names used, identifying information, employment activities – former federal service, marital status, relatives, foreign travel, police record, illegal use of drugs and drug activity, use of alcohol, financial record, involvement in non-criminal court actions. The information provided will support the PEI.

**NOTE:** When MEPS determines these documents to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, MEPS will employ “N” status to that applicant’s USMIRS record and return the applicant to the specific Service for resolution.

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(7) [Fingerprint Division \(FD\) Form 258](#) (Federal Bureau of Investigation (FBI) U.S. Department of Justice Fingerprint Card (Applicant)) if fingerprints are being captured manually.

**5-10. Preaccession Interview (PAI)**

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

a. Individual/desk side PAI. If an individual PAI is conducted, after each question, the MEPS interviewer will have the applicant respond verbally (in English) and affirm their answer on the form for each question. The MEPS interviewer will determine if a [UMF 601-23-E](#) (Report of Additional Information) must be prepared based on the applicant's responses to the questions. For individual/desk side interviews, the facility requirements in paragraph 5-8a apply.

b. Group PAI. If a group PAI is conducted the MEPS interviewer will ensure applicants have completed section I of [UMF 601-23-5-R-E](#) before the group PAI, and that the form is available to be finished during the PAI. The MEPS interviewer will inform all applicants there are to be no public responses to individual questions, nor will any MEPS employee request a public response to individual questions on the form (e.g., raised hand, verbal response). Applicants will complete [UMF 601-23-5-R-E](#) during the group PAI by indicating their response on the form as each question is asked. At the end of the interview, the applicant will sign and date [UMF 601-23-5-R-E](#) and return the form to the MEPS interviewer. **The MEPS interviewer will review each [UMF 601-23-5-R-E](#) prior to applicants taking the Oath of Enlistment.** If the applicant has marked any question "Let's discuss", the MEPS interviewer will give the applicant an individual/desk side PAI for those specific questions. The MEPS interviewer will determine if the PAI disclosure requires completion of [UMF 601-23-E](#) and administrative hold "N" status in USMIRS based on the applicant's statements. If unsure, MEPS personnel will process as a disclosure of additional information.

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c. Enlistment documents required for the PAI. The MEPS interviewer will have, at a minimum, the following documents on each applicant to assist in the PAI, to validate answers and signatures, and to verify the accuracy of previously provided applicant data:

- (1) [DD Form 4-series](#).
- (2) [DD Form 93](#) (HRA completes [DD Form 93](#) at interview).
- (3) [DD Form 1966-series](#).
- (4) [DD Form 2808](#).
- (5) [DD Form 2807-1](#).
- (6) [UMF 40-1-15-E](#)
- (7) [UMF 680-3A-E](#)

(8) [SF 86](#) (Questionnaire for National Security Positions (old or new)), Security Questionnaire (EPSQ), or Electronic Questionnaire for Investigations Processing (e-QIP) MEPS Commander and IRC will provide extracts or a worksheet that provides (at a minimum); full name, DOB, POB, SSN, other names used, identifying information, employment activities – former federal service, marital status, relatives, foreign travel, police record, illegal use of drugs and drug activity, use of alcohol, financial record, involvement in non-criminal court actions. The information provided will support the PAI.

**NOTE:** When MEPS determines these documents to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, MEPS will employ “N” status to that applicant’s processing and return the applicant to the specific Service for resolution.

### 5-11. Applicant signature review

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

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

c. When MEPS are operating in a manual process without e-Security and a signature discrepancy is found, the MEPS interviewer will place the applicant in an administrative hold "N" status in USMIRS. This action creates a history for the MEPS and allows the Recruiting Service Liaison/Guidance Counselor Service(s) office to clear the discrepancy, if appropriate, without creating additional paper documentation. The Recruiting Service Liaison/Guidance Counselor Service(s) user name will be retained as the authority

that cleared the applicant's processing.

#### **5-12. Disclosure of additional information**

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

##### a. Processing medical disclosures.

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

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

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

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

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

(6) In the absence of a MEPS CMO/FBP, the MEPS Commander, with HQ J-7/MEMD assistance, will review the medical disclosure(s) and interview the applicant. This interview is intended to preclude unnecessary enlistment delays and hold-over costs for situations when the medical disclosure is obviously

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not considered disqualifying. To assist the MEPS Commander during the review process:

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

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

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

(7) The MEPS Commander may defer the interview until the MEPS CMO is available. If deferring, the MEPS Commander will:

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

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

(c) Annotate on the [UMF 601-23-E](#), item 4 (Remarks), "Service determination required" and item 5, "BOON" – Admin Hold, and place the applicant's packet in an administrative hold "N" status if a Recruiting Service Liaison/Guidance Counselor Service(s) is not available.

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

(9) When USMIRS is not operational, and a medical disclosure occurs, manual processes will be used. The MEPS will complete [UMF 601-23-E](#) (items 1 and 2) and [UMF 601-23-2-R-E](#) and post both to the hard copy packet, and continue to process as above. The operations section will maintain a copy in the suspense file, which must be reconciled (response received by both medical and Service) by close of business. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s).

#### b. Processing nonmedical disclosures

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

(2) When USMIRS is not operational, and a nonmedical disclosure occurs, manual processing will continue as follows. The MEPS will return the applicant, enlistment packet, and

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[UMF 601-23-E](#) (original) to the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s) office. The operations section will maintain a copy in the suspense file, which must be reconciled by close of business. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s).

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

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

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

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

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

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

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

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

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

(2) The applicant will prepare their statement on plain bond paper. The MEPS interviewer or

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MEPS Commander will ensure the following acknowledgement is printed at the end of the statement exactly as shown:

“I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct; (28 United States Code (U.S.C.) 1746) “Executed on (date); (Signature).”

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

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

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

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

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

d. Reporting of alleged improper recruiting practices

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

(2) The MEPS Commander will verbally inform the appropriate IRC Commander on the same day the allegation surfaces and will prepare a MFR. Within 1 workday of documenting the allegation, the MEPS Commander will send, via secure e-mail, the original statement to the IRC Commander. The MEPS Commander will include a memorandum that contains the applicant’s full name and SSN in the subject line, describes allegations, and identifies the recruiter(s) involved in the body. A sample memorandum is located on the MEPNET: J-3/MEOP/Divisions/J-3 Current Operations Division–page. The MEPS will send information copies to the appropriate Recruiting Service Liaison/Guidance Counselor Service(s) investigative activity IAW the list provided on the sample memorandum.

(3) Maintain a complete record documenting each allegation, and file IAW [Appendix A](#), Section III, Record Numbers and Disposition Instructions.

**5-13. Pre-oath briefing**

Prior to administering the Oath of Enlistment for entry into the Delayed Entry Program (DEP) during PEI, or Accession to active duty after DEP during PAI, MEPS personnel have the option of delivering the Pre-

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Oath Briefing to applicants verbally or using the Pre-Oath briefing DVD distributed in 2011 by HQ USMEPCOM. If the DVD presentation option is used, a MEPS representative must be present during the viewing. After the briefing, the applicants will be asked if they fully understand the potential punishments if found guilty of violating any policies or UCMJ articles briefed. The pre-oath briefing for both PEI and PAI will include:

- a. Review and explain UCMJ Articles 85 and 86.
- b. *Verbatim* recitation of the DoD Separation Policy concerning restrictions on personal conduct in the military services. This brief is located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.
- c. Instructing the applicant on proper conduct during the Oath of Enlistment (i.e., how to stand at attention and hold their right hand up at a 90-degree angle).
- d. Informing the applicant that while reciting the Oath of Enlistment they have the option to swear or affirm, and that the words "so help me God" may be omitted at the end of the oath if they so choose.
- e. MEPS have the option to read the Pre-Oath briefing versus using the Pre-Oath DVD (2011). It is mandatory for all applicants processing through the MEPS for enlistment/accession into the Armed Forces. NOTE: Do not ship applicants to basic training until the briefing has been administered.

#### 5-14. Oath of Enlistment

The Oath of Enlistment will take place immediately following the pre-oath briefing. The MEPS Commander (or designated enlistment officer) will conduct the Oath of Enlistment according to [U.S. Code Title 10](#), [DoDI 1304.2](#) (Instruction Pre-enlistment Forms), [AR 601-270](#), and Recruiting Service Liaison/Guidance Counselor Service(s) directives. The enlistment ceremony is a meaningful event, both for the enlistee and their guests. Capturing the event through video or still photography is authorized to the extent practical. Oath of Enlistment officers will use discretion to ensure that photography is done as not to interfere with the solemnity of the ceremony.

- a. Only under emergency conditions resulting from an absence of one or more of the assigned MEPS Officers, MEPS civilian personnel who are Commissioned Officers currently serving in the Reserves or National Guard, or who are retired from any of the Services may conduct swear-in ceremonies either in uniform (if properly fitted and neat in appearance) or appropriate civilian attire. Appropriate civilian attire is defined as coat and tie for men and conservative business attire for women. Guest Officers who are brought in by applicants are not governed by these standards, but will only be permitted to swear-in their applicant in a private ceremony so as not to be disruptive to the MEPS operation.
- b. The MEPS Commander (or designated enlistment officer) will ask applicants, just before the Oath of Enlistment "Have you been briefed on and do you understand the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces, and UCMJ Articles 83, 85, and 86?"
- c. The MEPS Commander (or designated enlistment officer) will ask applicants, before the Oath of Enlistment "Does anyone have any questions or reservations/reluctance to enlisting at this time?" The wording is furnished as a guide and need not be followed specifically as written; however, must be covered

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before the ceremony.

d. Applicants will not be permitted to sign the [DD Form 4 series](#) prior to the oral administration of the Oath of Enlistment. If the applicant refuses to sign the enlistment agreement after administration of the Oath of Enlistment, the enlisting officer will so note on the enlistment agreement and return the applicant to the Recruiting Service Liaison/Guidance Counselor Service(s) for resolution IAW Recruiting Service Liaison/Guidance Counselor Service(s) policies. After the applicant completes the Oath of Enlistment and signs the DD Form 4/2 or 4/3, MEPS' will attach a copy of [USMEPCOM Form 601-23-4-R-E](#) (Restrictions on Personal Conduct in the Armed Forces to the applicant's copy of the [DD Form 4](#) (only).

e. As part of a joint DoD-Veterans Affairs Office effort, the MEPS will distribute [VA Pamphlet 21-00-1](#), Summary of VA Benefits, to all applicants entering the DEP or Reserve/National Guard accession after they receive the Oath of Enlistment.

### **5-15. Processing Exceptions to Policy (ETPs)**

Variances from the guidance in this regulation require approved ETPs. Approvals that can be granted by the appropriate Sector HQ will be submitted directly to that office. ETPs that require a USMEPCOM HQ staff element to approve will be submitted in the form of a MOC request, to be forwarded to the appropriate staff office.

NOTE: All medical ETPs will be forwarded via a MOC request to J-7 for resolution. The following are examples, and are not all inclusive:

a. ARN/SSN Pending. When an applicant's ARN/SSN result has not posted in USMIRS, and the applicant is projected to ship, a request from the Recruiting Service Liaison/Guidance Counselor Service(s) HQ is required via MOC request. The request will state that the Recruiting Service Liaison/Guidance Counselor Service(s) HQ takes full responsibility for results posted to the applicant's packet after shipping. In the event the SSN/ARN results post as a mismatch or not found, the MEPS operations officer will notify the Recruiting Service Liaison/Guidance Counselor Service(s), who in turn will notify their Service HQ of the results.

b. **Access/Ship.** The MEPS will need an ETP for applicants accessing and cannot ship the same day. The sponsoring HQ Recruiting Service will request this condition in writing to HQ USMEPCOM; but will take responsibility of accessed applicants that are delayed transportation to the RTC).

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

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behavior of the new active-duty personnel awaiting shipment.

d. Shipping applicants prior to RJ date. On occasion, a Service will want to ship an applicant prior to the applicant's RJ date. Height/weight RJ date ETP is typical. An approved Service's HQ Recruiting Command ETP will be submitted to the MOC for J-7/MEMD review, discussion, and possible liaison with the Service. The MOC will notify the MEPS of the ETP J-7/MEMD review decision as part of the MOC request response.

#### **5-16. Recruiting Service Unique Programs**

Occasionally the Recruiting Service will implement a unique program designed to help Service recruiters achieve their goals. In order to implement these new programs, the Recruiting Services HQ will contact the appropriate staff element at HQ USMEPCOM prior to implementation. This will ensure all requirements can be met in order to support the mission. After coordination with the Recruiting Service HQs, USMEPCOM will publish the necessary procedures through the USMEPCOM Command Information Message System, and post the applicable operational guidance on the MEPNET.

**Figure 5-1. UCMJ ARTICLES 83, 85, AND 86**

**UCMJ ARTICLES 83, 85, and 86**  
(For administration of these articles, see [Chapter 5](#) of this UMR)

**UCMJ ARTICLE 83 (FRAUDULENT ENLISTMENT, APPOINTMENT, OR SEPARATION)**

Any person who:

a. Procures his own enlistment or appointment in the Armed Forces by knowingly false representation or deliberate concealment as to his qualifications for the enlistment or appointment and receives pay or allowances there under; or

b. Procures his own separation from the Armed Forces by knowingly false representation or deliberate concealment as to his eligibility for that separation; shall be punished as a court-martial may direct.

**UCMJ ARTICLE 85 (DESERTION)** Any member of the Armed Forces who:

a. Without authority goes or remains absent from his or her unit, organization, or place of duty with intent to remain away there from permanently;

b. Quits his or her unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important Service;

c. Without being regularly separated from one of the Armed Forces enlists or accepts an appointment in the same or another one of the Armed Forces without fully disclosing the fact that he has not been regularly separated, or enters any Foreign Armed Service except when authorized by the United States; is guilty of desertion. Any person found guilty of desertion or attempt to desert shall be punished, if the offense is committed in time of war, by death or such other punishment as a court-martial may direct, but if the desertion or attempt to desert occurs at any other time, by such punishment, other than death, as a court-martial may direct.

**UCMJ ARTICLE 86 (ABSENCE WITHOUT LEAVE)** Any member of the Armed Forces who, without authority-

a. Fails to go to his or her appointed place of duty at the time prescribed;

b. Goes from that place;

c. Absents himself or herself or remains absent from his or her unit, organization, or place of duty at which he or she is required to be at the time prescribed; shall be punished as a court-martial may direct.

**Figure 5-1. UCMJ ARTICLES 83, 85, AND 86**

**Figure 5-2. Source documents for citizenship verification and personal identity**

**SOURCE DOCUMENTS FOR USCIS (ARN) AND SSA (SSN) VERIFICATION**

	<b>PLACE OF BIRTH</b>	<b>SSN</b>	<b>CITIZENSHIP</b>
<b>U.S. BORN</b>	<ul style="list-style-type: none"> <li>- *Birth Certificate</li> <li>- *<a href="#">DD Form 372</a> (Request for Verification of Birth)</li> <li>- *DS 1350 (Certification of Report of Birth issued by the U.S. Department of State)</li> <li>Note: As of December 31, 2010 the Department of State no longer issues Certificates of Report of Birth (DS-1350). All previously issued DS-1350s are still valid as proof of identity, citizenship and for other legal purposes.</li> <li>- *FS 240 (Report of Birth abroad of U.S. Citizen)</li> <li>- *FS 545 (Certification of Birth Abroad issued by the U.S. Department of State)</li> <li>-U.S. Passport</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">DD Form 214</a> (P)</li> <li>- <a href="#">NGB Form 22</a> (National Guard only)</li> <li>- SSN Card</li> </ul>	<ul style="list-style-type: none"> <li>- *Birth Certificate</li> <li>- *<a href="#">DD Form 372</a> (Request for Verification of Birth)</li> <li>- *DS 1350 (Certification of Report of Birth issued by the U.S. Department of State)</li> <li>Note: As of December 31, 2010 the Department of State no longer issues Certificates of Report of Birth (DS-1350). All previously issued DS-1350s are still valid as proof of identity, citizenship and for other legal purposes.</li> <li>- *FS 240 (Report of Birth abroad of U.S. Citizen)</li> <li>- *FS 545 (Certification of Birth Abroad issued by the U.S. Department of State)</li> <li>-U.S. Passport</li> </ul>
<b>NATURALIZED U.S. CITIZENSHIP</b>	<ul style="list-style-type: none"> <li>*Birth Certificate</li> <li>U.S. Passport</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">DD Form 214</a> (Prior Service)</li> <li>- <a href="#">NGB Form 22</a> (National Guard only)</li> <li>- SSN Card</li> </ul>	<ul style="list-style-type: none"> <li>- INS N-550/551/570 (Naturalization Certification)</li> <li>- INS N-560/561 (Certificates of Citizenship)</li> </ul>
<b>FSM</b> (Federated States of Micronesia) <b>RMI</b> (Republic of the Marshall Islands) <b>PALAU</b> (Republic of Palau)	<ul style="list-style-type: none"> <li>*Birth Certificate</li> <li>U.S. Passport</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">DD Form 214</a> (Prior Service)</li> <li>- <a href="#">NGB Form 22</a> (National Guard only)</li> <li>- SSN Card</li> </ul>	<ul style="list-style-type: none"> <li>*Birth Certificate</li> <li>- INS N-550/551/570 (Naturalization Certification)</li> <li>- INS N-560/561 (Certificates of Citizenship)</li> </ul>
<b>JAY TREATY OF 1796 FOR NATIVE AMERICANS</b>	<ul style="list-style-type: none"> <li>*Birth Certificate</li> <li>U.S. Passport</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">DD Form 214</a> (Prior Service)</li> <li>- <a href="#">NGB Form 22</a> (National Guard only)</li> <li>- SSN Card</li> </ul>	<ul style="list-style-type: none"> <li>*Birth Certificate</li> <li>*Tribal Letter/Card</li> </ul>

\*Asterisked forms may be a “Certified True Copy”. All other forms must be originals.

**Figure 5-2. Source documents for citizenship verification and personal identity**

## Chapter 6 Special Agreement Check (SAC) Requests

### 6-1. Overview

This chapter prescribes policies, procedures, and responsibilities for processing Special Agreement Check (SAC) request (formerly known as Personnel Security Investigation/Entrance National Agency Check/ENTNAC) at the MEPS for the purpose of initiating fingerprint checks for applicants as requested by the Services and for non-applicants.

### 6-2. SAC Source Documents

[SF 86](#) (Questionnaire for National Security Positions (old or new)), Security Questionnaire (EPSQ), or Electronic Questionnaire for Investigations Processing (e-QIP) MEPS Commander and IRC will provide extracts or a worksheet that provides at a minimum; full name, DOB, POB, SSN, other names used, identifying information, employment activities – former federal service, marital status, relatives, foreign travel, police record, illegal use of drugs and drug activity, use of alcohol, financial record, involvement in non-criminal court actions. The Services have updated their version of [SF 86](#) to an automated form. Each Service will provide their own HQ USMEPCOM approved extract/worksheet of the [SF 86](#) for USMEPCOM use in enlistment processing.

**NOTE:** When MEPS determines these documents to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, MEPS will employ “N” status to that applicant’s processing and return the applicant to the specific Service for resolution.

### 6-3. MEPS guidelines

In coordination with the Recruiting Service Liaison/Guidance Counselor Service(s) and the investigating agency, the MEPS will:

a. Process fingerprint SAC requests for all Service-sponsored applicants regardless of POB, foreign travel, prior Federal employment, moral and medical waivers, and residency of immediate family members. Use the source documents listed in [paragraph 6-2 of this regulation](#) to verify complete personal data prior to entering any of it into USMIRS OE01 (SAC Data) screen. Enter any name(s) by which the applicant is or has been known (aliases and maiden/name).

b. Submit all fingerprints captured for electronic submissions as Automated (A). MEPS’ will not send fingerprints captured on the Electronic Fingerprint Capture Station (EFCS) to the Fingerprint Interface Server (FIS) until the applicant has been given the oath and has signed an enlistment contract into the DEP or accessed. Upon SL/GC request, Coast Guard Prior Service and Coast Guard Reserve applicant fingerprints may be sent prior to accession.

c. Notify the Recruiting SL/GC(s) office when fingerprint SAC(s) cannot be electronically submitted, due to EFCS inoperability. In this case, the Recruiting Service Liaison/Guidance Counselor may reschedule the applicant to be fingerprinted when the system becomes available or may request the MEPS to manually prepare the SAC.

d. When the EFCS is inoperable, use B006M to identify the manual fingerprint process. Upon completion of the USMIRS entry, return the [SF 86](#)/EPSQ/e-QIP (and [FD Form 258](#) if applicable), to the appropriate Recruiting Service Liaison/Guidance Counselors office for their submission to the

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investigating agency.

- e. Re-submit fingerprint submissions that were not received at the Fingerprint Integrated Server (FIS).

On the occasion when Services request an additional fingerprint check. MEPS WILL NOT resubmit fingerprints with results for 90 days after the results were received (this will only cause duplication at OPM and the second submission will not be processed).

- f. MEPS will recapture and re-submit fingerprints when results are determined unclassifiable. USMIRS IAW [paragraph 6-9](#) of this regulation.

#### **6-4. Recruiting Services guidelines**

The Recruiting Service Liaison/Guidance Counselor Service(s) will:

- a. Submit all required forms, with the applicant, for processing to the MEPS. (See paragraphs [5-9d](#), [5-10c](#), and [6-2](#) of this regulation, as applicable.)
- b. Transmit, fax, or mail the [SF 86/EP SQ/e-QIP](#) (and [FD Form 258](#), if applicable) documentation (and release forms) to the investigating agency.
- c. Maintain SAC documents in the enlistee's DEP and/or accession packet.
- d. Review USMIRS CR01 screen, tech check, or BIR daily for results pending and results received.
- e. Contact their servicing MEPS if an automated SAC confirmation result (B006S) is not posted in the applicant's USMIRS record within 96 hours.

#### **6-5. Investigating agency guidelines**

The investigating agency will:

- a. Process SAC requests and report the results to HQ USMEPCOM via the FIS.
- b. Return improperly prepared manual SAC requests to the submitting MEPS address listed on the [FD Form 258](#).
- c. Provide unclassifiable results (UF) statistics pertaining to SAC requests monthly.

#### **6-6. USMIRS SAC Data**

a. USMIRS SAC data may be entered during any point of applicant processing. However, the initial SAC submission is performed during the DEP or at the time of accession for Reserve and Guard components. Enter the appropriate Submission Code in the USMIRS OE01 screen to identify the mode in which the captured fingerprints will be transmitted to the investigating agency via the EFCS. An associated USMIRS workload identification (WKID) transaction codes will post to Work History:

- (1) Automated option will post B006A WKID.

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(2) Manual option will post B006M WKID. Only use B006M to identify hard copy or ink/roll manual fingerprint process/submission.

(3) Leave blank when no submission is required.

(4) J006A - Correction to Automated submission.

(5) J006M - Correction to Manual submission.

b. MEPS HRA's must ensure personal data has been accurately recorded in USMIRS prior to transmitting. (See paragraph [5-9d](#), [5-10c](#), and [6-2](#))

c. MEPS HRA's must not submit captured fingerprints until the applicant has been given the oath and has signed an enlistment contract for entry into the DEP or has been accessed.

d. MEPS HRA's must ensure all EFCS fingerprints have been transmitted prior to MEPS close of business for applicants that were given the oath and have signed an enlistment contract..

#### **6-7. Electronic Fingerprint Capture Station (EFCS) procedures**

The EFCS interfaces with USMIRS to load applicant personal data required to electronically transmit fingerprints to the investigating agency (Office of Personnel Management (OPM)) via the Fingerprint Interface Server (FIS) located at HQ USMEPCOM. The FIS may or may not post a Confirmation WKID (B006S) in USMIRS and transmit the data to the investigating agency to initiate a fingerprint check, SAC. The MEPS will:

a. Fingerprint all applicants utilizing the EFCS and transmit their fingerprints electronically to the investigating agency for processing. (Fingerprints are not electronically transmitted for manual SAC submissions.) **Do not send captured fingerprints until the applicant has been given the oath and has signed an enlistment contract into for entry into the DEP or has accessed.**

b. Process PS applicants who are projected with "No Medical Required". HRA's will use the [SF 86/EPsq/e-QIP](#) provided by the Service Guidance Counselors to manually enter the applicants physical description into the EFCS.

c. Upon Recruiting Service Liaison/Guidance Counselor Service(s) request, MEPS will provide them a hard copy EFCS fingerprint card ([FD Form 258](#)) once classifiable results are returned from OPM.

d. Upon Recruiting Service Liaison/Guidance Counselor Service(s) request, capture fingerprints of special-category applicants and non applicants (no interview required); regardless of the program the applicant is processing under. The MEPS will provide hard copy fingerprint cards ([FD Form 258](#)) to the Recruiting Service Liaison/Guidance Counselor Service(s) to be mailed to their investigating agency. These fingerprints must not be electronically transmitted. **The MEPS Submitting Officer Number (SON), Security Office Identifier (SOI) must be removed (covered with white out) prior to giving the fingerprint card to the Service to allow appropriate bill by OPM. The requesting Service will provide their SON and SOI for further processing.**

e. Provide one copy of the 680-3ADP for each applicant indicating the SAC submission path and

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date to the sponsoring Recruiting Service Liaison/Guidance Counselor Service(s).

f. Provide hard copy applicant fingerprint cards ([FD Form 258](#)) to the Recruiting Service Liaison/Guidance Counselor Service(s) upon request, once classifiable results are returned from OPM.

g. Upon notification of unclassifiable fingerprints, the Service will project their applicant to return to the MEPS to have their fingerprints recaptured and resubmitted to the investigating agency. obtain classifiable fingerprints before a card will be issued to the Service. MEPS will recapture fingerprints in case of UF and transmit using the same 10 digit case number.

### 6-8. USMIRS SAC Results

SAC results will normally be received within 72 hours (dependent upon the investigating agency work load) of submission, and returned with favorable results or as a possible match. Results are listed on USMIRS screen CR01 and printed on the 680-3ADP. For SAC requests over 48 hours old, MEPS will submit a MOC request to verify status. The MOC will notify the MEPS of the latest status and provide processing guidance. SAC results are described below:

a. **B006S.** Confirmation (**USMIRS generated to reflect that the SAC submission has been accepted and that the investigating agency has issued it a case number**).

**NOTE:** A Confirmation may not be received if WKID's B006F or B006P posts simultaneously in USMIRS. Case number will be identified regardless of order of WKID receipt.

b. **B006P.** Possible Match (possible match with an existing FBI records). The investigating agency will return Records of Arrest and Prosecution (RAP) sheets and all pertinent attachments (when available) for all possible match cases. These results will then be forwarded through USMIRS to the MEPS, and by e-mail to the Recruiting Service Liaison/Guidance Counselor Service(s) office. The Recruiting Service Liaison/Guidance Counselor Service(s) office will file the possible match result in the applicant's DEP/accession packet. The Recruiting Service Liaison/Guidance Counselor Service(s) are responsible for the disposition of all possible match cases. When the Recruiting Service Liaison/Guidance Counselor Service(s) have questions concerning RAP sheets and/or non-receipt of Case Closing Transmittals the Recruiting Service Liaison/Guidance Counselor Service(s) may request their servicing MEPS contact the MOC for assistance.

**NOTE:** Results do not indicate fingerprint submissions are classifiable.

c. **B006F.** Favorable (Reflects no record of unfavorable information listed with the FBI). The Recruiting Service Liaison/Guidance Counselor Service(s) office will file the 680-3ADP with favorable results in the applicant's DEP/accession packet with the [SF 86/EPsq/e-QIP](#) documentation.

**NOTE:** Favorable results do NOT indicate fingerprint submission is classifiable. Also, B006F results do not necessarily indicate fingerprint return does not have RAP sheets or unfavorable information.

### 6-9. Unclassifiable Fingerprints (UF)

a. The investigating agency will return UF notifications to USMEPCOM. USMEPCOM/USMIRS distributes the notifications directly to the MEPS and notifies the Recruiting SL/GC(s) by email.

b. The Services will schedule a time to recapture and resubmit fingerprints.

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c. Fingerprints *WILL* be recaptured and resubmitted with the original OPM case number (Originating Agency Case Number/OCA number) when fingerprints are deemed unclassifiable.

d. Instructions on how to resubmit recaptured fingerprints are located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

e. The MOC receives UF rates from the investigating agency on a monthly basis (not later than the 10th of the month for the preceding month) and forwards statistics to the Sectors for further distribution to the MEPS. Identification of Unclassifiable Fingerprints can also be found on the back of 680-3ADP, Background area, item (AGY=C).

### 6-10. SAC Reconciliation

a. MEPS personnel will:

(1) For morning reconciliation, print the PCN ZHM001 (status report) and EFCS Transaction History Report (THR) each day and verify the THR "State" column IAW the following:

(a) Check to verify that the "State" status codes changed from "sending or "sent" to "Confirmation Received" on the THR.

(b) Verify receipt of fingerprints by verifying the date annotated in the "Date received" block of the PCN ZHM001

(2) For end of the day reconciliation, print the reconciled [UMF 727-E](#), PCN ZHM001, PCN ZHM003, and THR each day.

(a) After all processing is complete, the reconciled [UMF 727-E](#), page 1 (filed and kept for 30 days) will be used with the ZHM001(status report), ZHM003 (submissions report), and THR to verify the THR "State" column indicates the status of each upon transmission (Ready to send, Incomplete, and ConfRecvd) at the end of the day.

(b) Prior to DEP/Accession of an applicant, or prior to applicant "MEPS OUT" in USMIRS, ensure THR "State" column reflects fingerprint submission "ConfRecvd".

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

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

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

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

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

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

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

(4) As a reconciliation option, the MEPS have the capability to employ the **Background Investigation Report** (BIR). It’s available and useful for reconciling SAC submissions and results. To access the BIR, an individual account will have to be established IAW INFO-09-01JAN-009. Complete guidance on the use of the BIR is located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

### 6-11. Fingerprint Training and Requirements

a. Fingerprint Training. All MEPS fingerprinting technicians are required to view the FBI-produced training videos/DVDs mailed to each MEPS. Additionally, all users are required to review the Lockheed Martin Electronic Fingerprint Capture Station 2100 Ten-print Live Scan System User's Manual and the USMEPCOM EFCS 2100, Ten print Live scan System Administrator's Manual located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

b. Fingerprinting requirements

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

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

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

(4) The MEPS will maintain manual fingerprinting equipment, and ensure that fingerprint technicians are trained for contingency operations.

(5) The MEPS will ensure correct fingerprint card stock, [FD Form 258](#), (ordered from the FBI only) and black printers ink is available and used as required. A 3-month supply must be on-hand at each MEPS to support manual processing.

### 6-12. EFCS maintenance and recalibration

a. Refer to USMEPCOM EFCS 2100, Ten print Live scan System, System Administrator's Manual located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

b. For optimal EFCS performance, the MEPS will purge fingerprint submission data from the EFCS

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older than 90 days. All MEPS fingerprint submissions are kept on the FIS for up to 12 months and can be accessed through the MOC.

c. Immediate support for fingerprint submissions or results can be obtained by contacting Current Operations/MOC, email [HQ-J3-MOP-CO-MOC@mepcom.army.mil](mailto:HQ-J3-MOP-CO-MOC@mepcom.army.mil), phone (847) 688-3680, ext. 7830 or MEPS can submit a MOC request for assistance.

### **6-13. Manual SAC Submissions**

Guidance for EFCS manual submission is located on MEPNET: J-3/Current Operations Division/MOC Links and Resources page in the EFCS System Administrator's Manual (Section 5) and the EFCS Fingerprint User Manual (Sections 6,7,8). Fingerprint cards produced by either the EFCS machine or manually rolled (*using black printer's ink*) for mailing will be mailed to the following address for the investigating agency:

**OPM-FIPC  
PO Box 618  
1137 Branchton Road  
Boyers, PA 16020-0618**

### **6-14. Manual SAC results**

Results for manual SAC transmissions will normally be electronically returned within 72 hours of receipt of the manual mailed submission by the Office of Personnel Management (OPM). The transmission type is listed as "Manual" in the "ENTNAC Path" of the ENTNAC STATUS REPORT (PCN ZHM001). MEPS will verify if results have been received during daily "end of the day" reconciliation. If results have not been received with 21 days of a manual submission, MEPS will submit a MOC request for further investigation.

## **Chapter 7**

### **Red Carpet Treatment**

#### **7-1. Overview**

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

#### **7-2. Commander's role**

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

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

#### **7-3. Essential elements of local MEPS Red Carpet Treatment Policy**

- a. Quality attitude. The manner in which applicants are treated at your MEPS reflects the individual pride and professionalism of each MEPS member. Every member of the MEPS must understand this policy and embrace the procedures and intent outlined in this policy.
- b. Welcome procedures. The USMEPCOM Commander's Welcome Briefings and transportation briefings are essential elements of the Red Carpet Treatment. These briefings set the tone of the day for the applicants. The objective is to establish an environment that is supportive and friendly. The MEPS will make every effort to inform the applicants of processing procedures before their arrival at the MEPS.

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This requires excellent liaison with the Recruiting Service Liaison/Guidance Counselor Service(s). The Service recruiter will be the key to ensuring applicants know what to expect.

(1) The “Recruiters Orientation Briefing” present MEPS with an opportunity to ensure Recruiters prepare applicants for the MEPS experience. The Recruiters Orientation Briefing is located on MEPNET: J-3/Current Operations Division/MOC Links and Resources page.

(2) Other Resources that will help MEPS and Recruiters prepare applicants for their MEPS experience is the video titled “A Day at the MEPS” located on the USMEPCOM Public Website under “USMEPCOM Videos”, and “Recruiter to Applicant Prearrival Orientation” and “Recruiter to Applicant Prearrival Fact Sheet” located in the “For Recruiters” section on the USMEPCOM Public Website.

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

d. Recruiter training. All new recruiters will attend the supporting MEPS orientation training within 90 days of arrival. The MEPS will provide a sample prearrival orientation outline and prearrival fact sheet available on the MEPNET: J-3/MEOP/Divisions/Current Operations page and on USMEPCOM’s Public Website). The Prearrival Fact Sheet will be provided to recruiters to use as a briefing guide, and may be given to the applicants before they arrive at the MEPS. The MEPS will also offer training to all new Recruiting Service Liaison/Guidance Counselor Service(s) personnel at the MEPS. Additional informational resources are available on the USMEPCOM website ([www.mepcom.army.mil](http://www.mepcom.army.mil)) for recruiters, applicants, and parents.

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

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

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

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

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

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

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

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

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

#### **7-4. Conduct of Recruiting Activities**

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

#### **7-5. Handling Visitors**

Relatives and friends of applicants are invited and encouraged to accompany applicants to the MEPS. MEPS will strive to create a favorable image of the military for the visitors because first impressions are lasting impressions. Visitors intending to observe or administer the Oath of Enlistment are to arrive at least one hour ahead of the ceremony. MEPS will coordinate with the Service liaisons to provide more accurate suggested arrival times. The following guidelines are meant to assist with visitors:

a. Identify. The control desk personnel will normally be first to identify a visitor. They will warmly greet the visitor and provide a tag or other means for identifying the visitor. MEPS staff members will quickly discern applicants from family members and visitors. If space and resources permit, the MEPS will establish an attractive visitor lounge. Include magazines with a focus on Service literature, MEPS pamphlets, Messengers, etc.

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

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questions and concerns. Service specific question are to be referred to the Service Liaison/GC.

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

#### **7-6. Customer Satisfaction Survey (CSS)**

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

#### **7-7. Administration of the CSS**

The CSS computers at each MEPS shall be located in high-applicant traffic areas. These areas may include Recruiting Service Liaison/Guidance Counselor Service(s) waiting areas, applicant waiting rooms, debriefing rooms, or near the MEPS control desk. The Senior Enlisted Advisor's or MEPS Commander's designated representative will check daily to ensure that the CSS software and hardware are working and that applicants are participating. **J-6/MEIT will ensure that CSS equipment is maintained and operational. Question regarding use should be directed to J-5, Strategic Planning & Transformation.**

## Chapter 8

### Generating Enhancements Through Innovative Thinking Program (GETIT)

#### 8-1. Overview

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

#### 8-2. GETIT team membership

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

#### 8-3. Scheduling

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

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

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

#### 8-4. Procedure

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

b. On arrival at the MEPS, the GETIT team will tour the MEPS facility. Team leader's responsibilities include:

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

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

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

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

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

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**8-5. Evaluation**

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

## Chapter 9 e-Security Processing

### 9-1. Purpose

Provide Military Entrance Processing Stations (MEPS) guidance and procedures covering:

- a. Biometric enrollment and verification of applicant identity during each phase of MEPS entrance processing.
- b. MEPS applicant tracking.
- c. Verifying applicant identity prior to enlistment.
- d. Conducting biometric e-Signature processing for [DD Form 4](#) and [DD Form 93](#).

### 9-2. e-Security Access

Upon receipt of an approved [DD Form 2875](#) (System Authorization Access Request), the MEPS Information Technology Specialist (ITS) will create USMIRS user accounts with the user's full SSN *(which is not a violation of PII while in the performance of assigned MEPS duty and the information is used within the enlistment TRIAD)* as follows:

- a. Service Guidance Counselor/Liaison (GC/LA): Only provide user roles of e-Security and Service Data Entry. Recommended user roles for all MEPS personnel is available on MEPNET: J-3/Current Operations Division/MOC Links and Resources page.
- b. MEPS must include user role of e-Security in addition to other assigned responsibilities.
- c. Enlistment Officer (EO) must have at least the user roles of: Tracking, EO and e-Security roles, and the duty position of the Swear-in Officer.

### 9-3. Projection Process

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

### 9-4. Acceptable Forms of Identification for Biometric Enrollment

During initial enrollment, the applicant must present a fully completed [UMF 680-3A-E](#) along with one of the below listed source documents issued by an employer, state, or government entity displaying the applicant's Social Security Number (SSN). Documents will be original or a legible copy:

- a. SSN Card (card issued by the Social Security Administration): laminated card acceptable for MEPS verification of "NOT FOUND" administrative hold from SSA (laminated card will be signed and untampered; or it will not be valid for verification).

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- b. [DD Form 214](#) (SSN), copy 2 or 4 is acceptable.
- c. [DD Form 215](#) (SSN)
- d. [NGB Form 22](#) (SSN)
- e. Pay Stub/Statement (SSN)
- f. W-2 Tax Statement (SSN)
- g. Social Security Administration (SSA) SSN Printout
- h. Temporary Identification Number (TIN)
- i. Uniform Services Identification and Privilege Card (Photo & SSN)
- j. Official School Transcript (SSN)
- k. Selective Service Acknowledgement Card-SSS Form 3A (used for e-Security enrollment only)

**9-5. Enrollment Process**

An applicant processing for entry into the Armed Forces will be biometrically enrolled at first contact **when enrollment capabilities exist. Prior to being enrolled into e-Security, each applicant will be asked to read and acknowledge the e-Security biometric enrollment "Privacy Act Statement" (located on the MEPNET: J-3/Current Operations Division/MOC Links and Resources page). Applicants will acknowledge reading the privacy act statement by posing for the biometric photograph and/or placing their finger on the fingerprint scanner - no other actions are required for privacy act acknowledgement.** All applicants and non-applicants (prior service, non-prior service, and in-service members) coming to the MEPS for the first for any type of projected processing must be biometrically enrolled in e-Security.

a. It is prescribed that MEPS capture the fingerprint in the order of the index fingers being the first choice, if they cannot be captured, then ,middle finger, then ring finger, little finger, and then thumb; **which ALSO applies to the order by which the Services should be capturing biometrics at the Recruiting Stations which have Positive Identification Rapid Operational Capability (PIROC).**

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

c. An applicant who arrives at the MEPS without the approved source documents ([paragraph 9-4](#)) and/or refuses to provide biometrics for e-Security enrollment will have their processing record placed in an "N" status using the specific remarks in USMIRS and returned to GC /LA for further disposition. When the applicant returns with an approved form of identification and/or provides their biometrics for e-Security enrollment, the MEPS will clear the "N" status and the applicant will be allowed to continue to process.

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d. MEPS personnel will ensure biometrics and digital photos are taken as quickly as possible. Review the quality standards for taking biometrics and digital photos in the e-Security User's Course located on the MEPNET: [J-3/MEOP; J-3 Current Operations Division Links & Resources](#). When applicants decline to remove their religious headgear and it is preventing the ability to capture the digital photo, MEPS personnel will apply "N" status with remarks "headgear interferes with e-Security enrollment" and return the applicant to the Service for resolution.

### 9-6. Verification Process

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

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

b. Applicants testing at sites with e-Security will not be required to present a photo ID to ASVAB test. Upon a successful verification at check-in, a fully completed USMEPCOM Form 680-3A-E along with any one of the 11 authorized source documents for e-Security enrollment will meet the photo ID requirement.

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

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

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

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

a. Biometric Verification. Enrolled applicants will check-in using the same fingerprint captured at enrollment. **In order to save time, ensure the applicant has been made aware what finger was captured.** If the applicants biometrics clearly do not match those recalled by their SSN; i.e. picture and fingerprints are different, applicant will be interviewed and their processing record placed in an "N" status until the identity issue is resolved between the MEPS and sponsoring Service personnel.

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b. When a previously captured digital photograph does not match the applicant's physical features (but is clearly the same person), i.e., grew beard, mustache, hair color change, or eye color change due to contacts, verify previous biometrics captured at enrollment. Upon a successful verification, MEPS can retake the applicant's photograph at that time.

c. **Positive Identification Rapid Operational Capability (PIROC).** Services have the ability to capture a partial biometric enrollment at their Recruiting Stations. They also have the capability to verify biometrics. They are not capable of capturing a biometric photo. Upon successful enrollment e-Security will automatically apply the partial enrollment WKID in the applicant's record and will place the applicant in an "N" status. MEPS will complete the enrollment when the applicant comes in for processing. At first contact, MEPS will capture photo and continue to process the applicant, if no other discrepancies exist.

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

(1) When e-Security capability exists and the applicant presents a completed [UMF 680-3A-E](#) with one of the approved source documents listed in [paragraph 9-4](#), wet signature verification in block 21 is required prior to e-Security enrollment at the MEPS (regardless of enrollment location – testing section, control desk, etc.). Once the applicant is biometrically enrolled into e-Security (including partial enrollment), no additional wet signature verification is required on the [UMF 680-3A-E](#) because the applicant's fingerprint now suffices as verification of the applicant's identity.

(a) When the applicant is biometrically enrolled by the service, the MEPS is not required to use wet signature verification in any block of the [UMF 680-3A-E](#), so long as the applicant's identity can be verified using e-Security. This is the only case in which blocks 21 and 23 of the [UMF 680-3A-E](#) will not be signed.

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

(c) The only time block 23 of the [UMF 680-3A-E](#) will be used for wet signature verification is when e-Security biometric verification capabilities are not available.

**NOTE:** For MET site testing, biometric verification is not available, so wet signature verification will always be required for block 23 of the [UMF 680-3A-E](#).

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

### **9-8. Administrative Hold ("N" Status) Process**

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

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

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

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

### 9-9. [DD Form 4](#) e-Signature Process

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

a. Review each page of the [DD Form 4-Series](#) and biometrically acknowledge (initial) each page of the [DD Form 4-Series](#).

b. Phase II (GC/LA Contract Confirmation/Acceptance): Service GC/LS must have a USMIRS user account and be biometrically enrolled into e-Security to sign the [DD Form 4-Series](#).

(1) In the presence of the Service GC/LA, the applicant will review each page of the [DD Form 4-Series](#) while the applicant biometrically acknowledges (signs) the [DD Form 4-Series](#).

(2) Any changes to the [DD Form 4-Series](#) during Phase II processing will require the applicant to return to the HRT to restart Phase I processing.

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

c. Phase III (Enlistment): The Enlistment Officer (EO) administers the Oath of Enlistment. All existing requirements for the EO remain unchanged. The following additions must be completed for Phase III:

(1) If a modification to the contract is required during Phase II or III, the applicant must repeat the process from Phase I.

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

(3) The EO will verify that all applicants who "Refuse to Enlist" or "Refuse to Sign"

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(RTE/RTS) are identified on the Oath Room Roster and checked out of the Ceremony Room and returned to their sponsoring Service GC/LS for further disposition.

(4) An Enlisted applicant will not be delayed from shipping due to the e-Security application not functioning properly. MEPS will generate a USMIRS manual contract if the applicant is qualified for shipping.

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

(6) Failure to complete enlistment contracts by COB on the Date of Action will result in automatic deletion of enlistment data in USMIRS. If this happens, the enlistment data must be re-entered by MEPS utilizing the [DD Form 1966/1](#) provided by the Service.

(7) e-Signature DD Form 4 Unarchived Status screen (ES09) will be reviewed daily to resolve transmission issues to e-Records. The form may be reprinted from this screen, if required.

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

#### **9-10. [DD Form 93](#) e-Signature Process**

E-Security will generate Emergency Data Forms similar to the process for [DD Form 4](#). Current USMIRS functionality and navigation will remain the same, with the following exceptions:

- a. Form can only be printed when accession data has been committed.
- b. HRAs will capture the Emergency Data at DEP-In and verify the data with applicant during accession processing when e-Security capability exists.
- c. HRAs and/or Recruiting Service personnel are not required to sign as a witness when the form is biometrically signed.
- d. At close of business, MEPS personnel will review the [DD Form 93](#) Unarchived Status screen (ES09) to resolve any unsuccessful transmissions to e-Records. The form may be reprinted from this screen, if required.
- e. If the local e-Security application is not properly functioning, the MEPS must submit a Help Desk ticket each time the application is not working as designed. As soon as e-Security is restored, the MEPS will resume processing applicants via e-Security.

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**9-11. Application Issues**

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

**9-12. Non-application Issues**

If e-Security is not functioning properly, or the system is inoperable, and the applicant is at ship time; MEPS will invoke a manual process.

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## Chapter 10 Electronic Service Oriented Architecture (e-SOA) guidance

### 10-1. Services' Capability

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

- a. Personal Data and corrections (A000V/J000V)
- b. SSN (J001V)/e-SPF (J002V)/ARN (J004V)
- c. Projections; corrections and deletions (P000P/J000P/R000P).

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

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

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

- d. DEP Discharge (B003X)

NOTE: The Guidance Counselor (GC)/Liaison at the MEPS will not have to manually commit the above transaction(s).

### 10-2. e-SOA Transaction Staging

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

- a. DEP-In/Change DEP data (B002A)/(J008A)
- b. Accession (B001A/B001C/B000C)
- c. DEP-in, MEPS may initiate [DD Form 93](#)
- d. [DD Form 93](#) Data (S000E) – MEPS will verify each item in the [DD Form 93](#) with the applicant before applicant's biometric signature.
- e. Walk-in projections will also be staged to be committed by the MEPS.
- f. Upon completion of Phase I and II of [DD Form 4](#) processing, if contract data changes are made to enlistment data, the applicant must repeat the [DD Form 4](#) processing phase.

[TOC](#)**10-3. e-SPF changes**

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

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

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

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

b. Applicant must be checked-in by MEPS on the date projected for processing.

**NOTE:** Any modifications made to data in the applicant record will roll-back to its original state if the applicant is not projected in the allotted time, and checked-in for the gaining Service.

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

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

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

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

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

**10-4. DEP Discharges**

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

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**10-5. Additional guidance for the MEPS**

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

**10-6. e-SOA training**

Guidance and slides are located on the MEPNET/MOP/Divisions/J-3 Current Operations Division page.

**Appendix A**  
**References**

**Section I**

**Publications referenced in or related to this regulation**

**AETCI 36-2002 (Air Force)**

Recruiting Procedures for the Air Force

**AR 25-400-2**

The Army Records Information Management System (ARIMS)

**AR 340-21**

The Army Privacy Program

**AR 601-210 (Army Regular and Reserve)**

Regular Army and Army Reserve Enlistment Program

**AR 601-222**

Armed Service Military Personnel Accession Testing Programs

**AR 601-270**

Military Entrance Processing Station (MEPS)

**COMDTINST M1100.2D (series) (Coast Guard)**

Coast Guard Recruiting Manual

**DoD 5200.2 (All Services)**

DoD Personnel Security Program

**DoDI 1304.2**

Instruction Pre-enlistment Forms

**MCO P1100.72 (Marine Corps)**

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

**Navy Recruiting Manual (Navy)**

Navy Recruiting Command Instructions 1130.8-series

**USMEPCOM Electronic Fingerprint Capture Station (EFCS) 2100**

Ten print Live scan System User's Manual

**USMEPCOM Regulation 25-50**

Official Mail and Distribution Management Program (OMDMP)

**USMEPCOM Regulation 25-52**

Management and Disclosure of Command Information

**USMEPCOM Regulation 40-1**

Medical Processing and Examinations

**USMEPCOM Regulation 40-8**

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

**USMEPCOM Regulation 55-2**

Recruit Travel

**USMEPCOM Regulation 385-1**

Safety and Occupational Health Program

**USMEPCOM Regulation 680-3**

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

**Section II**

**Forms referenced in or related to this regulation**

**DA Form 200**

Transmittal Record

**DA Form 543**

Request for Records

**DA Form 3283**

Statements of Member Removed from the Temporary Disability Retired List

**DD Form 4-series**

Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 93**

Record of Emergency Data

**DD Form 214**

Certificate of Release or Discharge From Active Duty

**DD Form 215**

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

**DD Form 368**

Request for Conditional Release

**DD Form 1348-6**

DoD Single Line Item Requisition System Document

**DD Form 1966-series**

Record of Military Processing

**DD Form 2005**

Privacy Act Statement-Health Care Records

**DD Form 2808**

Report of Medical Examination

**DD Form 2807-1**

Report of Medical History

**DD Form 2807-2**

Medical Pre-screen of Medical History Report

**DD Form 2875**

System Authorization Access Request (SAAR)

**FD Form 258**

FBI-U.S. Department of Justice Fingerprint Card

**NGB Form 22**

Report of Separation and Record of Service

**SF 86/EP SQ/e-QIP**

Questionnaire for National Security Positions

**SF 507**

Medical Record

**SF 513**

Medical Record Consultation Sheet

**USMEPCOM Form 40-1-2-R-E**

Report of Medical Examination/Treatment

**USMEPCOM Form 40-1-3-R-E**

Report of Medical Examination/Treatment-Visual Acuity

**USMEPCOM Form 40-1-15-E**

Supplemental Health Screening Questionnaire

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**USMEPCOM Form 40-8-R-E**  
Drug and Alcohol Testing Acknowledgment Form

**USMEPCOM Form 40-8-1-R-E**  
HIV Antibody Testing Acknowledgment Form

**USMEPCOM Form 40-8-3-R-E**  
Urine Sample Custody Document

**USMEPCOM Form 601-23-E**  
Report of Additional Information

**USMEPCOM Form 601-23-2-E**  
Records Flag

**USMEPCOM Form 601-23-4-E**  
Restriction on Personal Conduct in the Armed Forces

**USMEPCOM Form 601-23-5-R-E**  
Introductory Preaccession Interview

**USMEPCOM Form 680-3A-E**  
Request for Examination

**USMEPCOM Form 727-E**  
Processing List (PL)

**Section III**  
**Record Numbers/Disposition Instructions**

For Record Numbers and Disposition Instructions, if applicable, contact your local Records Manger.

**Appendix B****Internal Control Evaluation Checklist – Processing****B-1. Function**

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

**B-2. Purpose**

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

**B-3. Instructions**

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These **internal** controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on [DA Form 11-2-R \(Internal Control Evaluation Certification Statement\)](#). A complete copy of the last Inspector General Inspection will be maintained on file IAW guidance provided in [AR 25-400-2](#) (the Army Records Information Management System (ARIMS)).

**B-4. IG Checklists**

The list of questions is located on the [MEPNET: MEIG Inspector General Checklist page](#). Checklists and Pull Lists are used by the IG during inspections and are available for the MEPS use when performing self-evaluations.

**B-5. DA Form 11-2 (Management Control Evaluation Certification Statement)**

Evaluations at the MEPS must be documented on this form. To use the form, MEPS will fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, pre-enlistment interview, drug and alcohol testing, HIV, TDY). The methodology used to conduct the evaluation(s) could be the **internal** control evaluation checklist(s) referenced in paragraph B-4 above or whatever method is used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self explanatory. The certification of the [DA Form 11-2](#) is made by the Assessable Unit Manager (AUM); in the MEPS, that is the MEPS Commander.

**B-6. Comments**

To help make this a better tool for evaluating **internal** controls, submit comments to J-3/MEOP-COO, submitting a MOC request or e-mail to [HQ-J-3-MEOP-COO@mepcom.army.mil](mailto:HQ-J-3-MEOP-COO@mepcom.army.mil)

**Glossary**

**Section I**

**Abbreviations**

**ADP**

Automated Data Processing/Automated Data Product

**AETC**

Air Education Training Command

**AFR**

Advanced Fingerprint Report

**AFQT**

Armed Forces Qualification Test

**AIT**

Advanced Individual Training

**AR**

Army Regulation

**ARN**

Alien Registration Number

**ARNG**

Army National Guard

**ASVAB**

Armed Services Vocational Aptitude Battery

**AWOL**

Absent Without Leave

**BIR**

Background Investigation Reports

**BTG\***

Blue to Green

**CAT-ASVAB**

Computerized Adaptive Testing—Armed Services Vocational Aptitude Battery

**CFA**

Current Files Area

**CMO**

Chief Medical Officer

**CMS**

Command Message System

**CRDB**

Centralized Relational Database

**CSB**

Customer Support Branch

**CSS**

Customer Satisfaction Survey

**CT**

Central Time

**DA**

Department of the Army

**DAT**

Drug and Alcohol Testing

**DOD**

Department of Defense

**DEP**

Delayed Entry Program; Delayed Enlistment program

**DIS**

Defense Investigative Service

**DMDC**

Defense Management Data Center

**DOB**

Date of Birth

**EFCS**

Electronic Fingerprint Capture Station

**EPSQ**

Electronic Personnel Security Questionnaire

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**e-Security**

Electronic Security

**eSOA**

Electronic Service Oriented Architecture

**ETP**

Exception(s) to Policy

**FBI**

Federal Bureau of Investigation

**FBP\***

Fee Basis Provider

**FIS\***

Fingerprint Interface Server

**GETIT\***

Generating Enhancements Through Innovative Thinking [Program]

**HIV**

Human Immunodeficiency Virus

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**IAW**

In Accordance With

**IG**

Inspector General

**IRC\***

Interservice Recruitment Committee

**IRR**

Individual Ready Reserve

**MCDR\***

MEPS Commander

**MEPNET**

Military Entrance Processing Network

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**MEPS\***

Military Entrance Processing Station

**MET**

Military Entrance Test

**MFR**

Memorandum For Record

**MIRC**

Mid-Level Interservice Committee

**MEOP-CO**

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

**MEOP\***

J-3/MEPCOM Operations Directorate

**MOS**

Military Occupational Specialty

**MTF**

Medical Treatment Facility

**NCO**

Non-Commissioned Officer

**NCSP**

National Call to Service Program

**NET**

Not Earlier Than

**NGB**

National Guard Bureau

**NLT**

Not Later Than

**non-PS**

Non-Prior Service

**OCS**

Officer Candidate School

**OMR**

Optical Mark Reader

**OTS**

Officer Training School

**PADD**

Projected Active Duty Date

**PAI\***

Preaccession Interview

**PCN\***

Product Control Number

**PEI**

Preenlistment Interview

**POB**

Place of Birth

**POC**

Point of Contact

**PS**

Prior Service

**QRP\***

Quality Review Program

**QUIC-R\***

Quantitative Comparison Redesign

**RBJ\***

Re-evaluation Believed Justified

**RE-codes**

Reenlistment Codes

**REDD**

Reenlistment Eligibility Data Display

**RID**

Record Identification

**RN**

Record Number

**ROTC**

Reserve Officers Training Corps

**RTC**

Recruit Training Center

**SAC**

Special Agreement Check

**SAV**

Staff Assistance Visit

**SCP**

Systems Change Proposal

**SDP**

Same Day Processing/Processor

**SF**

standard form

**SOP**

Standing Operating Procedures

**SPD**

Separation Program Description

**SPF**

Service Processing For

**SSA**

Social Security Administration

**SSN**

Social Security Number

**STARNET**

Station Advisory Reporting Network

**TDRL**

Temporary Disability Retired List

[TOC](#)

**TDY**

Temporary Duty

**THR\***

Transaction History Report

**UCMJ**

Uniform Code of Military Justice

**USAR**

United States Army Reserve

**USCIS**

United States Citizenship and Immigration Services

**USMEPCOM\***

United States Military Entrance Processing Command

**USMIRS\***

United States Military Entrance Processing Command Integrated Resource System

**WKID\***

Workload Identification Code

\*MEPCOM-unique term

## **Section II**

### **Terms**

#### **6-hour window**

A 6-hour period of time (processing window) guaranteed to Recruiting Service Liaison/Guidance Counselor Service(s) within which they may work new delayed entry program (DEP) contracts and Reserve/National Guard accession contracts. The 6-hour window starts when the first applicants to complete medical processing return to their respective Recruiting Service Liaison/Guidance Counselor Service(s) representatives.

#### **Additional information**

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

#### **Advanced individual training**

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

#### **Authentication**

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

#### **Classifiable fingerprints**

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

#### **Death gratuity**

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

#### **Discharge**

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

#### **Defense of Marriage Act**

Section 7 of Title 1, United States Code, states that for the purposes of any Federal Statute or Regulation, "The word "spouse" refers only to a person of the opposite sex who is a husband or a wife". Therefore, MEPS will not list a person as a spouse on any processing documents who does not meet this definition.

#### **Enlistment**

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

#### **Fee-basis Provider**

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

#### **Fee-basis Provider Application**

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

[TOC](#)**Fraudulent entry**

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

**Improper recruiting practice**

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

**Initial active duty for training**

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

**Initial entry into military service**

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

**Initial entry training**

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

**Military entrance testing (MET) site**

A location outside the MEPS used for the administration of the production Armed Services Vocational Aptitude Battery. It may be operated by either military or Office of Personnel Management personnel.

**National Agency Check**

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

**Normal processing**

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

**Not later than (NLT)**

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

**Not earlier than (NET)**

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

**One station unit training**

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

[TOC](#)**Preaccession interview (PAI)**

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

**Preenlistment interview (PEI)**

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

**Prior service**

See definition as prescribed by [AR 601-270](#), (Military Entrance Processing Station (MEPS)) for each branch of the Armed Forces.

**“Record Flag”, Report of Additional Information ([USMEPCOM Form 601-23-E](#))**

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

**Reserve components**

Reserve components of the Armed Forces of the United States are

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

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

**RETABS**

“RETABS” is a trade name of an adhesive paper product manufactured by Identicator Corporation that is used to cover a questionable fingerprint before submission to the FBI. RETABS give the MEPS a second chance to obtain classifiable fingerprints.

[TOC](#)

**Separation**

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

**Service slice**

The number of applicants per Service per day that can be processed at the MEPS when peak capacity is reached.

**Staff supervision**

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

**Sworn Statement ([DA Form 2823](#))**

A form used for taking sworn statements from applicants alleging improper recruiting practices, or from the preenlistment interviewer if an applicant refuses to make a sworn statement.

**Unclassifiable fingerprints (UF)**

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