

**MISSION ESSENTIAL QUALIFICATIONS STANDARDS**

**MIRS**

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

USMEPCOM Handbook  
No. 350-1-2

2 August 2000

**Training**  
**MISSION ESSENTIAL QUALIFICATION STANDARDS - MIRS**

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FOR THE COMMANDER:

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**Summary.** This revision reflects administrative changes only.

**Applicability.** This handbook applies to all MEPCOM Integrated Reporting System (MIRS) personnel in the military entrance processing station (MEPS).

**Suggested improvements.** The proponent agency of this handbook is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Human Resources Directorate. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**1. Purpose**

To provide MEPS personnel the mission essential qualification standards (MEQS) needed to become a more productive member of the qualified MEPS team.

**2. Prescribing regulation**

USMEPCOM Reg 350-1 (Command Training Program) prescribes the use of this handbook. Users may obtain this regulation from the USMEPCOM Electronic Pubs/Forms Library.

**3. Minimum performance standards**

The MINIMUM performance standards needed to do a task in a specified category will qualify the individual in the assigned task. To qualify for the task, the individual is required to all answer questions and perform all tasks in the specified category.

**4. Task identifier number**

A task identifier number identifies the MEPS section, the category series number, and the primary task/subtask number and title. An explanation of task identifier number digits are explained in below.

**a. Explanation of task identifier number digits.**

(1) **First digit (MEPS section).** The first digit shows the MEPS section which the task falls under, see example below.

**First Digit = MEPS Section**

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

(2) **Second digit (Category).** The second digit identifies the category of training/testing. See sample below.

**Second Digit = Category**

x1xx	Basic Knowledge
x2xx	Job Knowledge
x3xx	Task Certification

(a) **Basic Knowledge (1 series).** This category contains the basic information the trainee is required to know. The references listed above the components paragraphs in this category will aid the trainee in self-study. See sample below.

**2101 USMEPCOM's Mission**

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1

1. Define the mission of USMEPCOM and your MEPS?

2. Where is HQ USMEPCOM located?

(b) **Job Knowledge (2 series).** This category contains information that will prepare individuals to understand the various functional areas within the MEPS. See sample below.

**2201.2 Components**

For each component listed below:

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

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. USMEPCOM Form 714A-E blocks 1 through 21.	X	X	X	X
2-2. ARADS generated USMEPCOM Form 714A-E, blocks 1 through 21.		X	X	X
2-3. Thumbprinted USMEPCOM Form 714A-E.	X	X	X	X
2-4. No ID, USMEPCOM Form 714A-E.	X	X		

(c) **Task Certification (3 series).** This category contains the tasks required to ensure certification in the various functional areas. See sample below.

**2301.1 Demonstration**

Place a ✓ mark or your initials as you complete a subtask

- 1-1. Power-up the MIRS. \_\_\_\_\_
- 1-2. Power-down the MIRS. \_\_\_\_\_
- 1-3. Reboot the MIRS. \_\_\_\_\_
- 1-4. Log in the MIRS for data entry. \_\_\_\_\_
- 1-5. Logout of the MIRS. \_\_\_\_\_
- 1-6. Perform a QC check on a USMEPCOM Form 714A-E. \_\_\_\_\_
- 1-7. Perform a QC check on a DD Form 1966/1. \_\_\_\_\_

Initials                      Date

Task 2301 completed: \_\_\_\_\_

(3) **Third and fourth digits.** The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered "01" and numbered consecutively thereafter. The number of primary task will not exceed the number "99" (e.g., 2299). See sample of a

primary task identifier number and its title below.

**Third and Fourth Digits/Primary Task**

xx01/(Primary task title)

(4) **Fifth and sixth digits.** The fifth and sixth digits following a decimal point are required only when the primary task has a subtask. A subtask is an extension of a primary task. See sample below.

**Fifth and Sixth Digits/Subtask**

xxxx.10 (Subtask title)

**b. Components paragraphs.** These are the paragraphs that are contained under the task identifier number. They consist of the tasks the trainee needs to know and/or demonstrate.

**5. Training coordinator**

Training coordinators are responsible for assisting section supervisors in administering the appropriate MEQS handbook. Tasks may include distributing the MEQS handbook, maintaining individual training folders, assisting trainees, and meeting with the section supervisors to ensure the program is updated as required.

**6. Section supervisors**

Section supervisors play an extremely important role in the success of the Command training Program. If the supervisor administers MEQS with insight, he or she will find that the MEQS is a helpful tool that can fit into the overall training plan effectively. Supervisors will assign their personnel a specific task(s) to complete. The supervisor is responsible for tailoring MEQS to fit each section and the command's need. The supervisor should provide motivation to their personnel by assigning goals and following the trainees' progress.

**7. Trainee**

The trainee is responsible for complying with training schedules and following instructions from the supervisor and authorized trainers. He or she must become proficient in his or her assigned task(s) in a timely manner.

**8. Cross training**

There will be times when you will receive training in other areas of the MEPS to help fill manning shortages. For example, a medical technician may have to assist at the control desk, or a military processing clerk may have to conduct the ortho/neuro exercises. Instead of issuing the appropriate MEQS handbook, the section supervisor, or authorized trainer, will provide copies of the tasks and Certification Sheet for that task(s). You need only cross train on those tasks necessary for the job. For example, a military processing clerk doing ortho/neuro exercises only needs to qualify on those applicable tasks on the Certification Sheet.

**9. Periodic progress reviews**

Section supervisors conduct periodic progress reviews throughout the year to ensure the individual is accomplishing his or her assigned task(s). Failure to meet progress goals are addressed through individual counseling sessions. Section supervisors will conduct periodic progress reviews, progress reviews.

**10. Progress Summary Sheet**

Supervisors, or authorized trainers, use the Progress Summary Sheet to annotate the dates the trainee satisfactorily completed the assigned task(s). The Progress Summary Sheet may also be used to document sustainment/refresher training.

**11. Certification Sheet**

After the trainee completes all assigned task(s), the supervisor completes the Certification Sheet. The

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supervisor forwards the Sheet and the Progress Summary Sheet to the MEPS' training coordinator. MEPS' training coordinator (normally the first sergeant) files the sheets in the individual training file.

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**BASIC KNOWLEDGE**

**2101** *USMEPCOM's Mission*

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1
- c. USMEPCOM Memo, 14 August 1996, Red Carpet Program

1. Define the mission of USMEPCOM and your MEPS?
2. Where is HQ USMEPCOM located?
3. Where is your sector headquarters located?
4. Who is your sector commander?
5. Who is your sector Command Sergeant Major?
6. What is the Interservice Recruiting Committee's function?
7. What is the Midlevel Interservice Recruiting Committee's function?
8. Define Modular and same day processing and give their purpose.
9. What is the Privacy Act and how does it relate to the processing at your MEPS?
10. Describe your MEPS' applicant dress code.
11. Explain the purpose and basic concepts of the Red Carpet Program.
12. Explain the relationship of USMEPCOM in the accession triad.

**2102 Quality Control**

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-4
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 611-3
- f. USMEPCOM Reg 680-1
- g. USMEPCOM Reg 25-3
- h. MEPS' Quality Control SOP

1. Explain the purpose of QC.
  
2. Explain the responsibilities of the following workstations in the performance of QC:
  - a. Control desk - Medical
  - b. Control desk - Operations
  - c. Files room clerk
  - d. Quality review process
  - e. Packet breakdown
  - f. Preenlistment Interview (PEI)
  - g. Test proctor
  - h. System support personnel
  - i. Test administrator
  - j. Transportation
  
3. Explain the purpose of the following MIRS products and their importance to QC:
  - a. USMEPCOM PCN 714ADP - Processee/Enlistee Record
  - b. USMEPCOM PCN ZHM093 - Prior Record Roster
  - c. USMEPCOM PCN ZHM121 - Mini-Database Query
  - d. USMEPCOM PCN ZHM081 - Medical Roster
  - e. USMEPCOM PCN ZHM089 - Prior Service Verification/Projected DEP Purge Report
  - f. USMEPCOM PCN ZHM103 - Purge Roster
  
4. Define PAMDAHO in terms of MIRS and its purpose.
  
5. Define the following record identification types:
  - a. 1
  - b. 2
  - c. 3
  - d. 4
  - e. 5
  - f. 6
  - g. 7
  
6. Explain the purpose of the parental consent on DD Form 1966/4.
  
7. Explain when signature verification is required.
  
8. Define the following MIRS type codes:

- a. A
- b. B
- c. E
- d. J
- e. K
- f. M

9. Define the following MIRS status codes:

- a. A
- b. B
- c. C
- d. D
- e. E
- f. G
- g. H
- h. I
- i. J
- j. K
- k. L
- l. M
- m. N
- n. P
- o. R
- p. V
- q. Z

10. Explain the purpose of the MEPS' quality review process.

**2103** *Aptitude Testing*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 680-1

1. Explain the purpose of Armed Services Aptitude Battery (ASVAB) testing.
2. Describe the two ASVAB testing programs.
3. What constitutes a "G" status?
4. What is Department of Defense (DOD) qualifying ASVAB score for the following:
  - a. Nonapplicants.
  - b. Nonprior Service applicants.
  - c. Prior Service applicants.
  - d. Mobilization applicants.
5. Explain the validation period of the ASVAB test.
6. Explain the time requirement for retesting; initials and retests.

7. Explain the purpose of the mobile examining team (MET) sites, and how many sites your MEPS is responsible for.
8. Describe the purpose of special purpose tests and under what conditions are they given.
9. Describe the affect an invalid test has on applicant processing.
10. Describe the events leading to a test control officer (TCO) interview and the affects on applicant processing.
11. Describe the responsibilities of the test proctor and under what conditions they are required.
12. Describe the purpose and importance of USMEPCOM Form 714A-E.
13. Explain the ASVAB retesting policy.

**2104 *Medical Examination***

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. USMEPCOM Reg 40-8

1. Explain the purpose of the medical examination.
2. Describe the basic components of a full physical examination.
3. Explain the validation period of a MEPS physical.
4. Describe the components of a physical inspection.
5. Explain when a physical inspection is required.
6. Describe some conditions which would prevent applicants from being authorized physical examinations.

7. Explain which applicants are required to have drug and alcohol testing.
8. Explain the purpose of the parental consent on DD Form 1966/4 and when they are required.
9. Explain the purpose of medical prescreens and when they are required.

**2105 Operational Processing**

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 680-1

1. Explain the function of the Operations Section.
2. Explain the purpose and responsibilities of the following Operations Section workstations:
  - a. Control desk
  - b. Files room
  - c. MIRS
  - d. Packet breakdown
  - e. PEI
  - f. System support personnel (SSP)
  - g. Transportation
3. Explain the proper utilization of USMEPCOM Form 727-E (Processing List).
4. Explain the purpose of record retrievals and social security number (SSN) pulls.
5. Explain what United States Codes of Military Justice (UCMJ) articles are required to be read to applicants prior to entering the Delayed Entry Program (DEP).
6. Explain the procedures for removing files from the files room.
7. Explain the cut-off times for applicant processing through the Operations Section.
8. Describe the reserve shippers briefing given by control desk personnel.

**JOB KNOWLEDGE**

**2201 MIRS Operational Procedures**

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 680-1

1. Explain the function of the MIRS.
2. Explain the procedures for powering-up the MIRS.
3. Explain the procedures for powering-down the MIRS.
4. Explain the procedures for rebooting the MIRS.
5. Explain the procedures for logging onto the MIRS.
6. Explain the security requirements associated with the MIRS, MIRS products, and the MIRS room.
7. Explain the procedures for logging in and out of the MIRS.

**2201.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. How does it interface with the other components listed?
- d. Where is it located?

	<u>a</u> <u>b</u> <u>c</u> <u>d</u>
1-1. Disk drive	X X X X
1-2. Console	X X X X
1-3. Monitor	X X X X
1-4. Keyboard	X X X X
1-5. Personal computer	X X X X
	<u>a</u> <u>b</u> <u>c</u> <u>d</u>
1-6. Modem	X X X X
1-7. Printers	X X X X

1-8. Mini-database	X X X
1-9. Log in screen	X X X
1-10. Section menu screen	X X X
1-11. 30 main menu screen	X X X
1-12. MIRS Log in screen	X X X
1-13. MIRS main menu screen	X X X

**2201.2 Interface**

- 2-1. Explain how the MIRS interfaces with applicant processing.
- 2-2. Explain how the MIRS interfaces with the Medical, Operations, and Testing sections.
- 2-3. Explain how the MIRS interfaces with other MEPS and the host computer.
- 2-4. Explain how the MIRS interfaces with the Service data input.
- 2-5. Explain how MIRS interfaces with the command's QC program.

**2201.3 Special Conditions**

- 3-1. Explain the required action when the disk drive is off-line due to power outage.

**2201.4 Safety Precautions**

- 4-1. Explain the safety precautions when changing disks.

**2202 *Communications***

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 680-1
- 1. Explain the importance and purpose of the end-of-day/morning MIRS communications.
- 2. Explain the importance and purpose of the end-of-day/morning MIRS communications.

3. Explain the procedures for conducting end of day communications.
4. Explain the procedures for bringing up MIRS and conducting morning communications.
5. Explain the procedures for requesting SSN pulls and record retrievals from the host computer.
6. Explain the procedures for entering projections and walk-ins into the MIRS.
7. Explain the procedures for bringing ARADS on-line and off-line with the MIRS.

**2202.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. How does it interface with the other components listed?
- d. Where is it located?
- e. What is its associated security requirements?
- f. What is its disposition?

1-1. USMEPCOM Form 727-E (Processing List)	<u>a b c d e f</u> X X X X X
1-2. Console	X X X X X X
1-3. Modem	X X X X X X
1-4. Printers	X X X X X X
1-5. Log on screen	X X X
1-6. Section main menu	X X X
1-7. 30 Main menu screen	X X X
1-8. MIRS Log in screen	X X X
1-9. MIRS main menu screen	<u>a b c d e f</u> X X X
1-10. USMEPCOM PCN ZHM103 - Purge Roster	X X X X
1-11. USMEPCOM PCN ZHM108 - Communication Report	X X X X

**2202.2 Interface**

- 2-1. Explain how the end-of-day and morning communications interface with applicant processing.
- 2-2. Explain how the end-of-day and morning communications interfaces with other and the host computer.
- 2-3. Explain how the end-of-day communications interfaces with morning communications.
- 2-4. Explain how morning communications interface with a walk-in USMEPCOM Form 727-E (Processing List).
- 2-5. Explain how communications interfaces with MIRS rosters and messages.

**2202.3 Special Conditions**

- 3-1. Explain the procedures when communications are terminated abnormally.
- 3-2. Explain the procedures for manually producing MIRS rosters.

**2202.4 Safety Precautions**

- 4-1. Explain the safety precautions associated with operating electrical equipment.

**2203 *DEP-in/DEP Discharge Data Entry***

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 680-1

1. Explain the purpose of the Delayed Entry Program (DEP).
2. Explain the procedures for entering DEP information into the MIRS.
3. Explain the purpose of DEP discharges.
4. Explain the procedures for entering DEP discharges into the MIRS.
5. Explain the time restrictions associated with the DEP and performing DEP discharges.

- 6. Explain the procedures for clearing "N" status records.
- 7. Explain the procedures for correcting applicant data in the MIRS.
- 8. Explain the procedures for requesting a SSN-pull from the host computer.

**2203.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What QC checks does it require?
- d. What time requirements are associated with it?

	<u>a</u> <u>b</u> <u>c</u> <u>d</u>
1-1. USMEPCOM PCN ZHM001 - ENTNAC Status Report	X X X X
1-2. USMEPCOM PCN ZHM003 - Report of Daily ENTNAC	X X X X
1-3. USMEPCOM PCN ZHM082 - DEP-in Roster	X X X X
1-4. USMEPCOM PCN 714ADP - Processee/Enlistee Record	X X X X
1-5. DD Form 4	X X X X
1-6. DD Form 1966/1	X X X
1-7. Service discharge orders	X X X X
1-8. Mini-database	X X X
1-9. SF 88	X X X X
1-10. SF 93	X X X X
1-11. USMEPCOM Form 714A-E	X X X X

**2203.2 Interface**

- 2-1. Explain how DEP-in data entry and DEP discharges interface with applicant processing.
- 2-2. Explain how the DEP and DEP discharges interface with the recruiting command's mission.
- 2-3. Explain how the DEP interfaces with the Testing and Medical sections.

2-4. Explain how data entry interfaces with the MIRS communications.

**2203.3 Special Conditions**

3-1. Explain how purged records affect DEP-in and DEP discharge data entry.

3-2. Explain the procedures for reestablishing records for the purpose of entering DEP-in and DEP discharge information.

3-3. Explain the procedures for entering DEP-in and DEP discharge information on a blind screen.

**2203.4 Safety Precautions**

4-1. Explain the safety precautions associated with operating electrical equipment.

**2204 Accession/Shipper Data Entry**

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 680-1

1. Explain the procedures for entering Army National Guard and Reserve accession information into the MIRS.
2. Explain the procedures for entering Army National Guard and Reserve shipper information into the MIRS.
3. Explain the procedures for entering regular Air Force, Army, Marine Corps, Navy, and Coast Guard shipper information into the MIRS.
4. Explain the procedures for deleting accession and shipping information from the MIRS.
5. Explain the procedures for correcting applicant data in the MIRS.
6. Explain the procedures for requesting SSN pulls from the host computer.

**2204.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What QC checks does it require?
- d. What time requirements are associated with it?

	<u>a</u> <u>b</u> <u>c</u> <u>d</u>
1-1. USMEPCOM PCN ZHM085 - Accession Roster	X X X X
1-2. USMEPCOM PCN ZHM102 - Projected DEP-out Roster (Monthly)	X X X
1-3. USMEPCOM PCN 714ADP - Processee/Enlistee Record	X X X X
1-4. DD Form 4/3	X X X
1-5. DD Form 1966/1	X X X
1-6. SF 88	X
1-7. SF 93	X
1-8. USMEPCOM Form 714A-E	X X X X

**2204.2 Interface**

- 2-1. Explain how accession/shipper data entry interfaces with the DEP.
- 2-2. Explain how shipper data entry interfaces with the preparation of applicant orders.
- 2-3. Explain how shipper data entry interfaces with the Medical Section travel and department.

**2204.3 Special Conditions**

- 3-1. Explain the procedures for processing phase II shippers.
- 3-2. Explain the procedures for entering direct shipper information into the MIRS.
- 3-3. Explain the procedures for reestablishing records for the purpose of entering accession and shipper data.

3-4. Explain the procedures for entering applicant data on a blind screen.

**2205 *Medical Data Entry***

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 680-1

1. Explain the procedures for entering full physical examinations into the MIRS.
2. Explain the procedures for entering physical inspections into the MIRS.
3. Explain the procedures for entering prescreens and medical letters into the MIRS.
4. Explain the procedures for entering shipper inspections into the MIRS.
5. Explain the procedures for entering consult data in the MIRS.
6. Explain the procedures for requesting SSN pulls from the host computer.

**2205.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What QC checks does it require?
- d. What is its disposition?

	<u>a</u> <u>b</u> <u>c</u> <u>d</u>
1-1. USMEPCOM PCN ZHM002 - Drug and Alcohol Processing Eligibility Roster	X X X X
1-2. USMEPCOM PCN ZHM005 - HIV Results Roster	X X X X
1-3. USMEPCOM PCN 714ADP	X X X X
1-4. SF 88	X X X X
1-5. SF 93	X X X X

**2205.2 Interface**

- 2-1. Explain how medical data entry interfaces with applicant processing.
- 2-2. Explain how medical data entry interfaces with DEP-in and shipper data entry.
- 2-3. Explain how medical data entry interfaces with the command's QC program.
- 2-4. Explain how medical data entry interfaces with other MEPS' processing.

**2205.3 Special Conditions**

- 3-1. Explain the procedures for reestablishing purged applicant records.
- 3-2. Explain the procedures for entering applicants medical data on a blind screen.
- 3-3. Explain the procedures for entering phase II shippers.
- 3-4. Explain the precautions taken while maintaining positive HIV information.

**2205.4 Safety Precautions**

- 4-1. Explain the safety precautions associated with operating electrical equipment.

**2206 *Testing Data Entry***

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 611-1
- c. USMEPCOM Reg 680-1

1. Explain the procedures for scoring enlistment answer sheets using the MIRS.
2. Explain the procedures for scoring student answer sheets using the MIRS.
3. Explain the procedures for manually entering enlistment and student test scores into the MIRS.

4. Explain the procedures for entering invalid test scores into the MIRS.
5. Explain the procedures for entering special purpose test scores into the MIRS.
6. Explain the procedures for clearing TCO interviews in the MIRS.
7. Explain the procedures for correcting applicant data in the MIRS.
8. Explain the procedures for generating student ASVAB products using the MIRS.
9. Explain the procedures for requesting SSN pulls from the host computer.
10. Explain the procedures for running student ASVAB products.
11. Explain the procedures for entering special purpose tests into the MIRS.
12. Explain the time requirements for scoring, merging, and distributing enlistment and student ASVAB test/results.

**2206.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What QC checks does it require?
- d. What is its disposition?

	<u>a</u> <u>b</u> <u>c</u> <u>d</u>
1-1. USMEPCOM PCN ZHM080 - Testing Roster	X X X X
1-2. USMEPCOM PCN ZHM088 - ATS Results Roster	X X X X
1-3. USMEPCOM PCN 714ADP - Applicant/Enlistee Record	X X X X
1-4. USMEPCOM Form 714A-E	X X X X
1-5. ASVAB Results Sheet	X X X X
1-6. Gummed Label	X X X X
1-7. Recruiter Service copy printout	X X X X

1-8. STS Raw Score Roster	X X X X
1-9. Test Score Results Roster	X X X X

### **2206.2 Interface**

- 2-1. Explain how the time requirements for merging enlistment tests interface with applicant processing.
- 2-2. Explain how the time requirements for student ASVAB test distribution interfaces with applicant processing.
- 2-3. Explain how enlistment testing interfaces with student testing.
- 2-4. Explain how testing data entry interfaces with other MEPS' processing.
- 2-5. Explain how the merging of enlistment and student tests interface with special test data entry.
- 2-6. Explain how enlistment and student test data entry interfaces with special test entry.
- 2-7. Explain how testing data entry interfaces with the command's QC program.

### **2206.3 Special Conditions**

- 3-1. Explain the special conditions in which Service members may be authorized to take enlistment, student, and special purpose tests.
- 3-2. Explain the procedures for merging enlistment tests into the MIRS when the optical mark reader (OMR) is inoperative.

### **2206.4 Safety Precautions**

- 4-1. Explain the safety precautions associated with operating electrical equipment.
- 4-2. Explain the safety precautions associated with operating the OMR.

### **2207 *MIRS Updating***

References:

- a. USMEPCOM Policy Memo 2-1
- b. USMEPCOM Reg 680-1

1. Explain the purpose and procedures for applying software updates to the MIRS.
2. Explain the purpose for updating MIRS tables.

**2207.1 Components**

For each component listed below:

- a. What is its purpose?
- b. How is it generated?
- c. When is it required?
- d. How is it used?
- e. What are the procedures for updating/using it?
- f. What is its disposition?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	<u>e</u>	<u>f</u>
1-1. MEPS Information Screen	X	X	X	X	X	X
1-2. Local MEPS Definition Screen	X	X	X	X	X	X
1-3. Recruiting Station Locations Screen	X	X	X	X	X	X
1-4. Applicant Tracking Locations Screen	X	X	X	X	X	X
1-5. Packet Tracking Locations Screen	X	X	X	X	X	X
1-6. Packet Checkout Authority Screen	X	X	X	X	X	X
1-7. Lab Information Screen	X	X	X	X	X	X
	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	<u>e</u>	<u>f</u>
1-8. Physicians Screen	X	X	X	X	X	X
1-9. Consult Facilities Screen	X	X	X	X	X	X
1-10. MET Site Screen	X	X	X	X	X	X
1-11. Organization UICs and Addresses Screen	X	X	X	X	X	X
1-12. MEPS Schedule Screen	X	X	X	X	X	X
1-13. Processing SPFs Screen	X	X	X	X	X	X
1-14. Accounts Admin Screen	X	X	X	X	X	X
1-15. Roles Admin Screen	X	X	X	X	X	X

- |                             |             |
|-----------------------------|-------------|
| 1-16. Password Admin Screen | X X X X X X |
| 1-17. Duty Positions Screen | X X X X X X |

**2207.2 Interface**

- 2-1. Explain how the transferring of personnel assigned to MEPS and recruiting commands liaison offices interfaces with MIRS updating.
  
- 2-2. Explain how the opening and closing of MET sites interfaces with MIRS updating.
  
- 2-3. Explain how the filling or deleting of an Office of Personnel Management test administrator position interfaces with MIRS updating.

**2207.3 Special Conditions**

- 3-1. None to be discussed.

**2207.4 Safety Precautions**

- 4-1. Explain the safety precautions associated with operating electrical equipment.

**CERTIFICATION**

**2301 *DEP Data Processor***

Estimated completion time: 2 weeks

Prior to starting your assigned task(s), complete the following items:

Basic Knowledge: 2101 through 2105

Duties: 2201 and 2203

**2301.1 Demonstration**

Place a ✓ mark or your initials as you complete a subtask

1-1. Power-up the MIRS. \_\_\_\_\_

1-2. Power-down the MIRS. \_\_\_\_\_

1-3. Reboot the MIRS. \_\_\_\_\_

1-4. Log in the MIRS for data entry. \_\_\_\_\_

1-5. Logout the MIRS. \_\_\_\_\_

1-6. Perform a QC check on a USMEPCOM Form 714A-E. \_\_\_\_\_

1-7. Perform a QC check on a DD Form 1966/1. \_\_\_\_\_

1-8. Perform a QC check on a SF 88 and SF 93. \_\_\_\_\_

1-9. Perform a QC check on an aptitude 714ADP. \_\_\_\_\_

1-10. Perform a QC check on a USMEPCOM PCN ZHM082 (DEP-in Roster). \_\_\_\_\_

1-11. Perform a QC check on a USMEPCOM PCN ZHM083 (DEP Discharge Roster). \_\_\_\_\_

1-12. Perform a QC check on a USMEPCOM PCN ZHM085 (Prefeedback Roster). \_\_\_\_\_

1-13. Perform a QC check on a USMEPCOM PCN ZHM014 (Feedback Roster). \_\_\_\_\_

1-14. Perform a QC check on a USMEPCOM PCN 714ADP. \_\_\_\_\_

Place a ✓ mark or your initials as you

complete a subtask

- 1-15. Verify an applicant's processing status using MIRS PAMDAHO. \_\_\_\_\_
- 1-16. Verify an applicant's work history file. \_\_\_\_\_
- 1-17. Enter an automated ENTNAC into the MIRS. \_\_\_\_\_
- 1-18. Prepare a DD Form 4. \_\_\_\_\_
- 1-19. Enter an applicant's DEP discharge into the MIRS. \_\_\_\_\_
- 1-20. Reestablish an applicant's DEP information in the MIRS. \_\_\_\_\_
- 1-21. Enter a SSN-pull request into the MIRS. \_\_\_\_\_
- 1-22. Retrieve a SSN-pull request from the MIRS. \_\_\_\_\_
- 1-23. Retrieve a record retrieval request from the MIRS. \_\_\_\_\_
- 1-24. Enter an "N" status to the MIRS. \_\_\_\_\_
- 1-25. Clear an "N" status from the MIRS. \_\_\_\_\_
- 1-26. Delete DEP-in information prior to communications. \_\_\_\_\_
- 1-27. Correct applicant information in the MIRS. \_\_\_\_\_

Initials          Date

Task 2301 completed:

**2302 Accession/Shipper Data Entry**

Estimated completion time: 2 weeks

Prior to starting your assigned task(s), complete the following items:

- Basic Knowledge: 2101 through 2105
- Duties: 2201 and 2203

**2302.1 Demonstration**

Place a ✓ mark or your initials as you

- complete a subtask
- 1-1. Power-up the MIRS. \_\_\_\_\_
  - 1-2. Power-down the MIRS. \_\_\_\_\_
  - 1-3. Reboot the MIRS. \_\_\_\_\_
  - 1-4. Log in the MIRS for data entry. \_\_\_\_\_
  - 1-5. Logout the MIRS. \_\_\_\_\_
  - 1-6. Perform a QC check on a DD Form 1966/1. \_\_\_\_\_
  - 1-7. Verify a DD Form 1966/1. \_\_\_\_\_
  - 1-8. Verify an aptitude and physical examination validation. \_\_\_\_\_
  - 1-9. Enter accession information into the MIRS. \_\_\_\_\_
  - 1-10. Perform a QC check on a USMEPCOM PCN ZHM084 (Accession Roster). \_\_\_\_\_
  - 1-11. Perform a QC check on a USMEPCOM PCN ZHM085 (Prefeedback Reconciliation Roster). \_\_\_\_\_
  - 1-12. Perform a QC check on a USMEPCOM PCN ZHM104 (Feedback Report). \_\_\_\_\_
  - 1-13. Produce a USMEPCOM PCN ZHM101 (DEP-Out Roster (Daily)). \_\_\_\_\_
  - 1-14. Produce a USMEPCOM PCN ZHM102 (Projected DEP-out Roster (Monthly)). \_\_\_\_\_
  - 1-15. Prepare a DD Form 4. \_\_\_\_\_
  - 1-16. Reestablish an applicant's DEP data in the MIRS. \_\_\_\_\_
  - 1-17. Perform a mini-database query. \_\_\_\_\_
  - 1-18. Perform a QC check on a USMEPCOM PCN 714ADP. \_\_\_\_\_
  - 1-19. Enter a SSN-pull request into the MIRS. \_\_\_\_\_
  - 1-20. Enter a record retrievals request into the MIRS. \_\_\_\_\_
  - 1-21. Retrieve SSN-pull request from the MIRS. \_\_\_\_\_

Place a ✓ mark or your initials as you complete a subtask

- 1-22. Retrieve a record retrieval request from the MIRS. \_\_\_\_\_
- 1-23. Enter an "N" status into the MIRS. \_\_\_\_\_
- 1-24. Clear an "N" status from the MIRS. \_\_\_\_\_
- 1-25. Delete shipper information from MIRS prior to communications. \_\_\_\_\_
- 1-26. Correct an applicant's information in the MIRS. \_\_\_\_\_

Initials          Date

Task 2302 completed:

**2303 *MIRS Communicator***

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 2101 through 2105  
Duties: 2201 and 2202

**2303.1 Demonstration**

Place a ✓ mark or your initials as you complete a subtask

- 1-1. Conduct morning communications. \_\_\_\_\_
- 1-2. Enter walk-in USMEPCOM Form 727-E into the MIRS. \_\_\_\_\_
- 1-3. Enter a SSN-pull request into the MIRS. \_\_\_\_\_
- 1-4. Enter a record retrieval request into the MIRS. \_\_\_\_\_
- 1-5. Retrieve a SSN-pull request from the MIRS. \_\_\_\_\_
- 1-6. Retrieve a record retrieval request from the MIRS. \_\_\_\_\_

Place a ✓ mark or your initials as you complete a subtask

- 1-7. Manually produce, breakdown, and distribute the following MIRS products:
  - a. USMEPCOM PCN ZHM001 (ENTNAC Status Report) \_\_\_\_\_

- b. USMEPCOM PCN ZHM002 (Drug and Alcohol Processing Eligibility Roster) \_\_\_\_\_
- c. USMEPCOM PCN ZHM003 (Report of Daily ENTNAC) \_\_\_\_\_
- d. USMEPCOM PCN ZHM084 (Accession Roster) \_\_\_\_\_
- e. USMEPCOM PCN ZHM089 (Prior Service Verification/ Projection DEP Purge Report) \_\_\_\_\_
- f. USMEPCOM PCN ZHM090 (USMEPCOM Message Network) \_\_\_\_\_
- g. USMEPCOM PCN ZHM093 (Prior Record Roster) \_\_\_\_\_
- h. USMEPCOM PCN ZHM094 (Suspect Invalid SSN Roster) \_\_\_\_\_
- i. USMEPCOM PCN ZHM101 (Projected DEP-Out Roster) \_\_\_\_\_
- j. USMEPCOM PCN ZHM103 (Purge Roster) \_\_\_\_\_
- k. USMEPCOM PCN ZHM107 (Errored Records Roster) \_\_\_\_\_
- l. USMEPCOM PCN ZHM108 (Communications Report) \_\_\_\_\_
- m. USMEPCOM PCN ZHM109 (Files Initialization Report) \_\_\_\_\_
- n. USMEPCOM PCN ZHM110 (MIRS-ARADS Discrepancy Data) \_\_\_\_\_
- o. USMEPCOM PCN ZHM124 (Daily Work Load Roll-up) \_\_\_\_\_
- 1-8. Bring ARADS on-line using the MIRS. \_\_\_\_\_
- 1-9. Clear an "N" status from the MIRS. \_\_\_\_\_
- 1-10. Clear a "C" status from the MIRS. \_\_\_\_\_
- 1-11. Perform a QC check on a USMEPCOM Form 714A-E. \_\_\_\_\_
- 1-12. Perform a QC check on a USMEPCOM Form 727-E. \_\_\_\_\_
- 1-13. Perform a mini-database query. \_\_\_\_\_
- 1-14. Enter a projection USMEPCOM Form 727-E into the MIRS. \_\_\_\_\_
- 1-15. Enter a supplemental USMEPCOM Form 727-E into the MIRS. \_\_\_\_\_

Place a ✓ mark or your initials as you complete a subtask

1-16. Take ARADS off-line from the MIRS. \_\_\_\_\_

1-17. Conduct an end-of-day communications. \_\_\_\_\_

Initials      Date

Task 2303 completed:

**2304 *Medical Data Entry***

Estimated completion time: 3 weeks

Prior to starting your assigned task(s), complete the following items:

Basic Knowledge: 2101 through 2105

Duties: 2201 and 2204

**2304.1 Demonstration**

Place a ✓ mark or  
your initials as you  
complete a subtask

1-1. Power-up the MIRS. \_\_\_\_\_

1-2. Power-down the MIRS. \_\_\_\_\_

1-3. Reboot the MIRS. \_\_\_\_\_

1-4. Log in the MIRS for data entry. \_\_\_\_\_

1-5. Logout the MIRS. \_\_\_\_\_

1-6. Perform a QC check on a SF 88 and SF 93. \_\_\_\_\_

1-7. Perform a QC check on PCN ZHM002 (Drug and Alcohol  
Processing Eligibility Roster). \_\_\_\_\_

1-8. Perform a QC check on PCN ZHM005 (HIV Results Roster). \_\_\_\_\_

Place a ✓ mark or  
your initials as you  
complete a subtask

1-9. Perform a QC check on PCN ZHM081 (Medical Roster). \_\_\_\_\_

1-10. Perform a QC check on PCN ZHM085 (Prefeedback  
Reconciliation Roster). \_\_\_\_\_

1-11. Perform a QC check on PCN ZHM100 (HIV Results Pending  
Roster). \_\_\_\_\_

- 1-12. Perform a QC check on PCN ZHM104 (Feedback Report).\_\_\_\_\_
- 1-13. Perform a QC check on PCN ZHM125 (Mini-Database MEDPACK Report). \_\_\_\_\_
- 1-14. Perform a QC check on USMEPCOM Form 714A-E. \_\_\_\_\_
- 1-15. Perform a QC check on USMEPCOM PCN 714ADP. \_\_\_\_\_
- 1-16. Code a USMEPCOM Form 714A-E. \_\_\_\_\_
- 1-17. Enter a full physical data into the MIRS. \_\_\_\_\_
- 1-18. Enter a physical inspection data into the MIRS. \_\_\_\_\_
- 1-19. Enter a shipper inspection data into the MIRS. \_\_\_\_\_
- 1-20. Enter a phase II shipper inspection data into the MIRS. \_\_\_\_\_
- 1-21. Enter a medical prescreen data into the MIRS. \_\_\_\_\_
- 1-22. Enter a medical consult data into the MIRS. \_\_\_\_\_
- 1-23. Enter a medical letter data into the MIRS. \_\_\_\_\_
- 1-24. Enter a BAT result into the MIRS. \_\_\_\_\_
- 1-25. Enter a DAT result into the MIRS. \_\_\_\_\_
- 1-26. Enter an HIV result into the MIRS. \_\_\_\_\_
- 1-27. Enter a SSN-pull request into the MIRS. \_\_\_\_\_
- 1-28. Retrieve a SSN-pull from the MIRS. \_\_\_\_\_
- 1-29. Enter a record retrieval request into the MIRS. \_\_\_\_\_

Place a ✓ mark or your initials as you complete a subtask

- 1-30. Retrieve a record retrieval from the MIRS. \_\_\_\_\_
- 1-31. Request a mini-database query from the MIRS. \_\_\_\_\_
- 1-32. Correct an applicant's medical data in MIRS. \_\_\_\_\_
- 1-33. Delete an applicant's medical data from the MIRS. \_\_\_\_\_
- 1-34. Correct an applicant's personal data in the MIRS. \_\_\_\_\_

- 1-35. Enter an "N" status into the MIRS. \_\_\_\_\_
- 1-36. Reestablish an applicant's medical data. \_\_\_\_\_
- 1-37. Correct a fatal errored record in the MIRS. \_\_\_\_\_

Initials      Date

Task 2304 completed:

**2305 *Testing Data Entry***

Estimated completion time: 4 weeks

Prior to starting your assigned task(s), complete the following items:

Basic Knowledge: 2101 through 2105  
Duties: 2201 and 2206

**2305.1 Demonstration**

Place a ✓ mark or  
your initials as you  
complete a subtask

- 1-1. Power-up the MIRS. \_\_\_\_\_
- 1-2. Power-down the MIRS. \_\_\_\_\_
- 1-3. Reboot the MIRS. \_\_\_\_\_
- 1-4. Log in the MIRS for data entry. \_\_\_\_\_

Place a ✓ mark or  
your initials as you  
complete a subtask

- 1-5. Logout the MIRS. \_\_\_\_\_
- 1-6. Log in the MIRS' ATS program. \_\_\_\_\_
- 1-7. Log in the MIRS' STS program. \_\_\_\_\_
- 1-8. Run the MIRS' Check Test program. \_\_\_\_\_
- 1-9. Score an enlistment ASVAB answer sheet using the MIRS. \_\_\_\_\_
- 1-10. Score a student ASVAB answer sheet using the MIRS. \_\_\_\_\_

- 1-11. Perform a QC check on USMEPCOM Form 714A-E. \_\_\_\_\_
- 1-12. Code a USMEPCOM Form 714A-E. \_\_\_\_\_
- 1-13. Perform a QC check on PCN 714ADP. \_\_\_\_\_
- 1-14. Perform a QC check on PCN ZHM080 (Prefeedback Reconciliation Roster). \_\_\_\_\_
- 1-15. Perform a QC check on PCN ZHM085 (Prefeedback Reconciliation Roster). \_\_\_\_\_
- 1-16. Perform a QC check on PCN ZHM088 (ATS Results Roster). \_\_\_\_\_
- 1-17. Perform a QC check on PCN ZHM104(Feedback Report). \_\_\_\_\_
- 1-18. Correct a fatal errored record in the MIRS. \_\_\_\_\_
- 1-19. Merge an initial enlistment ASVAB test into the MIRS. \_\_\_\_\_
- 1-20. Merge an enlistment ASVAB retest (enlistment to enlistment) into the MIRS. \_\_\_\_\_
- 1-21. Merge an enlistment ASVAB retest (student to enlistment) into the MIRS. \_\_\_\_\_
- 1-22. Merge an enlistment ASVAB retest (other MEPS processors) into the MIRS. \_\_\_\_\_
- 1-23. Merge an enlistment test for applicant changing Services/ components into the MIRS. \_\_\_\_\_
- 1-24. Merge an initial student ASVAB test into the MIRS. \_\_\_\_\_
- 1-25. Merge a student ASVAB retest (enlistment/student to student) into the MIRS. \_\_\_\_\_
- 1-26. Enter the following special purpose test results into the MIRS:
  - a. AFAST \_\_\_\_\_
  - b. AFDAT \_\_\_\_\_
  - c. AP \_\_\_\_\_
  - d. ECLT \_\_\_\_\_
  - e. EDPT \_\_\_\_\_

Place a ✓ mark or your initials as you complete a subtask

- f. DLAB \_\_\_\_\_
  - g. DLPT III \_\_\_\_\_
  - h. MDB \_\_\_\_\_
  - i. OSB \_\_\_\_\_
  - j. RCAT \_\_\_\_\_
  - 1-27. Manually enter testing data into the MIRS. \_\_\_\_\_
  - 1-28. Delete applicant and testing data from the MIRS. \_\_\_\_\_
  - 1-29. Correct an applicant's personal data in the MIRS. \_\_\_\_\_
  - 1-30. Correct an applicant's testing data in the MIRS. \_\_\_\_\_
  - 1-31. Enter the TCO interview into the MIRS. \_\_\_\_\_
  - 1-32. Clear the TCO interview from the MIRS. \_\_\_\_\_
  - 1-33. Enter an incomplete USMEPCOM Form 714A-E into the MIRS. \_\_\_\_\_
  - 1-34. Enter an invalid test into the MIRS. \_\_\_\_\_
  - 1-35. Enter an "N" status into the MIRS. \_\_\_\_\_
  - 1-36. Clear an "N" status from the MIRS. \_\_\_\_\_
  - 1-37. Enter a confirmation testing required into MIRS. \_\_\_\_\_
- Place a ✓ mark or  
your initials as you  
complete a subtask
- 1-38. Enter a conformation testing into the MIRS. \_\_\_\_\_
  - 1-39. Produce a recruiter Service copy printout using the MIRS. \_\_\_\_\_
  - 1-40. Produce a student ASVAB results sheet using the MIRS. \_\_\_\_\_
  - 1-41. Produce a student ASVAB gummed label using the MIRS. \_\_\_\_\_
  - 1-42. Produce a student ASVAB test score results roster. \_\_\_\_\_
  - 1-43. Enter a SSN-pull request into the MIRS. \_\_\_\_\_
  - 1-44. Retrieve a SSN-pull request information from the MIRS. \_\_\_\_\_
  - 1-45. Enter a record retrieval request into the MIRS. \_\_\_\_\_

- 1-46. Retrieve a record retrieval information from the MIRS. \_\_\_\_\_
- 1-47. Request a mini-database query from the MIRS. \_\_\_\_\_
- 1-48. Reestablish an applicant's testing data. \_\_\_\_\_

Initials      Date

Task 2305 completed:

**2306 System Support Data Processor**

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 2101 through 2105  
Duties: 2201 and 2204

**2306.1 Demonstration**

Place a ✓ mark or  
your initials as you  
complete a subtask

- 1-1. Correct a fatal errored record in the MIRS. \_\_\_\_\_
- 1-2. Log in the MIRS to update MIRS tables. \_\_\_\_\_
- 1-3. Update the following MIRS tables:
  - a. Users ID \_\_\_\_\_
  - b. MIRS ID \_\_\_\_\_
  - c. Swear-in Officer \_\_\_\_\_
  - d. Career Counselor \_\_\_\_\_
  - e. MET Site \_\_\_\_\_
  - f. Test Administrator \_\_\_\_\_
  - g. Telephone Number \_\_\_\_\_
  - h. ASO Accounting Data \_\_\_\_\_
- 1-4. Apply software updates. \_\_\_\_\_
- 1-5. Place printers off-line. \_\_\_\_\_

1-6. Switch printer jobs using console.

\_\_\_\_\_

1-7. Log terminals off using console.

\_\_\_\_\_

Initials

Date

Task 2306 completed:

**PROGRESS SUMMARY SHEET**

Page \_\_\_\_ of \_\_\_\_

NAME: \_\_\_\_\_ GRADE/RANK: \_\_\_\_\_

**BASIC KNOWLEDGE**

**DATE COMPLETED**

2101 USMEPCOM's Mission \_\_\_\_\_

2102 Quality Control \_\_\_\_\_

2103 Aptitude Testing \_\_\_\_\_

2104 Medical Examination \_\_\_\_\_

2105 Operational Processing \_\_\_\_\_

**JOB KNOWLEDGE**

2201 MIRS Operational Procedures \_\_\_\_\_

2202 Communications \_\_\_\_\_

2203 DEP-IN/DEP Discharge Data Entry \_\_\_\_\_

2204 Accession/Shipper Data Entry \_\_\_\_\_

2205 Medical Data Entry \_\_\_\_\_

2206 Testing Data Entry \_\_\_\_\_

2207 MIRS Updating \_\_\_\_\_

**CERTIFICATION SHEET**

NAME: \_\_\_\_\_ RATE/RANK \_\_\_\_\_

The individual, named above, has satisfactorily completed the task(s) in the following MEQS areas shown below.

	Date	Initials
2301 DEP Data Processor	_____ / _____	
2302 Accession/Shipper Data Entry	_____ / _____	
2303 MIRS Communicator	_____ / _____	
2304 Medical Data Processor	_____ / _____	
2305 Testing Data Processor	_____ / _____	
2306 System Support Data Processor	_____ / _____	

\_\_\_\_\_  
CERTIFICATION: The individual above has satisfactorily performed the task(s), orally and/or in writing, in the areas indicated above. The supporting Progress Summary Sheet is attached.

\_\_\_\_\_  
Supervisor's signature / Date