

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

Change
No. 1

11 August 1993

Information Management: Publishing and Printing
INITIAL DISTRIBUTION AND RESUPPLY OF PUBLICATIONS AND BLANK FORMS

Summary. This change deletes the requirement of 180-day stockage of Department of Defense (DD) Forms and Standard Forms (SFs), and 120-day stockage of United States Military Entrance Processing Command mission essential forms. It implements stockage levels as outlined in USMEPCOM Reg 700-3.

Suggested improvements. The proponent agency of this pamphlet is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCR-SS. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MCR-SS, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

1. USMEPCOM Pam 25-31, 13 June 1990, is changed as follows:

Page 2. Paragraph 5c(1)(a), (b), (c), and (d) is superseded as follows:

(a) MEPS will establish a system whereby stockage of the following mission essential blank forms will parallel with the medical material outlined in USMEPCOM Reg 700-3, paragraph 2-2b(1)(b):

Department of Defense (DD) Forms:

4/1, 4/2, and 4/3	Enlistment/Reenlistment Document
93	Record of Emergency Data
652	Meal Ticket (Accountable)
652N	Meal Ticket "
652MC	Meal Ticket "
2005	Privacy Act Statement - Health Care Record

Standard Forms (SF):

88	(USMEPCOM Overprint) Report of Medical Examination
93	(USMEPCOM Overprint) Report of Medical History
507	Clinical Record
513	Medical Records

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519B Radiologic Consultation Request/Report
1169 Transportation Request (Accountable)

(b) Maintenance of DA Form 479 (Publication and Blank Form Stock Record Card) is recommended to record usage and determine reorder point.

(c) Resupply of forms. MEPS must reorder forms as soon as the correctly established reorder point is reached. The quantity ordered for a particular form should not exceed the requisitioning objective. MEPS must use the average order and ship time to compute the requisitioning objective and reorder point.

Page B-23. Figure B-1 is rescinded.

2. File this change in front of the publication.

(MCR-SS)

FOR THE COMMANDER:

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DISTRIBUTION:

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