

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

USMEPCOM Regulation  
No. 10-1

26 June 2002

**Effective: 26 July 2002**

**Organization and Functions**  
**UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND**

---

FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN  
Colonel, USA  
Deputy Commander/Chief of Staff

/SIGNED/  
MICHAEL P. LIECHTY  
Major, USAF  
Command Executive Officer

DISTRIBUTION:  
A (Electronic distribution only.)

---

**Summary.** This regulation defines the organization of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sector headquarters, and military entrance processing stations (MEPSs). This regulation delineates staff organizations, responsibilities, and principal functions of USMEPCOM.

**Applicability.** This regulation applies to USMEPCOM.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Commander, HQ USMEPCOM, ATTN: MRM-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management Control Program.** This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Management Control).

**Suggested Improvements.** The proponent agency of this regulation is HQ USMEPCOM, Resource Management Directorate, Manpower Force Development Division (MRM-MP). Users may send comments and suggested improvements on Department of Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to the Commander, HQ USMEPCOM, ATTN: MRM-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

---

\*This regulation supersedes USMEPCOM Reg 10-1, 31 May 1991.

## Contents

	<b>Paragraph</b>	<b>Page</b>
<b>Chapter 1</b>		
<b>Introduction</b>		
Purpose	1-1	1-1
References	1-2	1-1
Explanation of abbreviations	1-3	1-1
Responsibilities	1-4	1-1
The USMEPCOM organization	1-5	1-1
<b>Chapter 2</b>		
<b>USMEPCOM Mission, Vision, Guiding Principles, and Responsibilities</b>		
Mission	2-1	2-1
Vision	2-2	2-1
Guiding principles	2-3	2-1
Responsibilities	2-4	2-1
<b>Chapter 3</b>		
<b>HQ USMEPCOM Organization and Functions</b>		
The Command Group	3-1	3-1
Personal staff	3-2	3-2
Special staff offices	3-3	3-3
Directorate staff	3-4	3-6
<b>Chapter 4</b>		
<b>Sector Organization and Functions</b>		
Sector command group	4-1	4-1
Sector operations group	4-2	4-1
Sector support group	4-3	4-2
<b>Chapter 5</b>		
<b>MEPS Organization and Functions</b>		
MEPS organization	5-1	5-1
MEPS headquarters group	5-2	5-1
MEPS operations group	5-3	5-2
<b>Appendixes</b>		
<b>A. References</b>		
<b>B. Geographical Areas of Responsibility</b>		
<b>Glossary</b>		

## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation sets forth mission responsibilities, organizational structure, and functions of Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), Eastern and Western Sectors, and military entrance processing stations (MEPSs). The Department of Defense Directive (DODD) 1145.2 (United States Military Entrance Processing Command) provides policy for command, control, management, administration, and support of USMEPCOM, and designates responsibility for research and development for the Armed Services Vocational Aptitude Battery (ASVAB). Department of the Army General Order No. 1, 22 February 2002, Establishment of the United States Army Accessions Command, gives executive agency authority over USMEPCOM to the United States Accessions Command, effective 15 February 2002. A diagram of the USMEPCOM relationship within the Department of Defense (DOD) is at figure 1-1.

### **1-2. References**

Required and related publications are listed at appendix A.

### **1-3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

The Director, Resource Management, USMEPCOM, will write and coordinate this regulation.

### **1-5. The USMEPCOM organization**

The USMEPCOM organization encompasses the Headquarters, Eastern and Western Sectors, and 65 MEPSs.

**a. HQ USMEPCOM.** The Headquarters (fig. 1-2) is comprised of a command group, personal staff, special staff offices, and directorates as follows:

#### **(1) Command group**

Commander  
Deputy Commander/Chief of Staff  
Command Executive Administration  
USMEPCOM Liaison, Washington, DC

#### **(2) Personal staff**

Staff Judge Advocate  
Command Surgeon  
Inspector General  
Senior Enlisted Advisor/Command Sergeant Major

#### **(3) Special staff offices**

Public Affairs Office  
Civilian Personnel Office  
Equal Opportunity/Equal Employment Opportunity Office  
Internal Review and Audit Compliance

**(4) Directorates**

Director, Human Resources  
Director, Operations  
Director, Program Analysis and Evaluation  
Director, Medical, Plans, and Policy  
Director, Resource Management  
Director, Information Technology  
Director, Facilities

**b. Eastern and Western Sectors.** Both sectors are organized into three groups as follows:

**(1) Command group**

Sector commander  
Sector deputy commander/executive officer  
Sector command sergeant major  
Sector surgeon  
Sector equal opportunity noncommissioned officer

**(2) Sector operations group**

**(3) Sector support group**

**c. The MEPSs.** Each MEPS is organized into two groups as follows:

**(1) MEPS headquarters group**

**(2) MEPS operations group**

Processing element  
Medical element  
Testing element

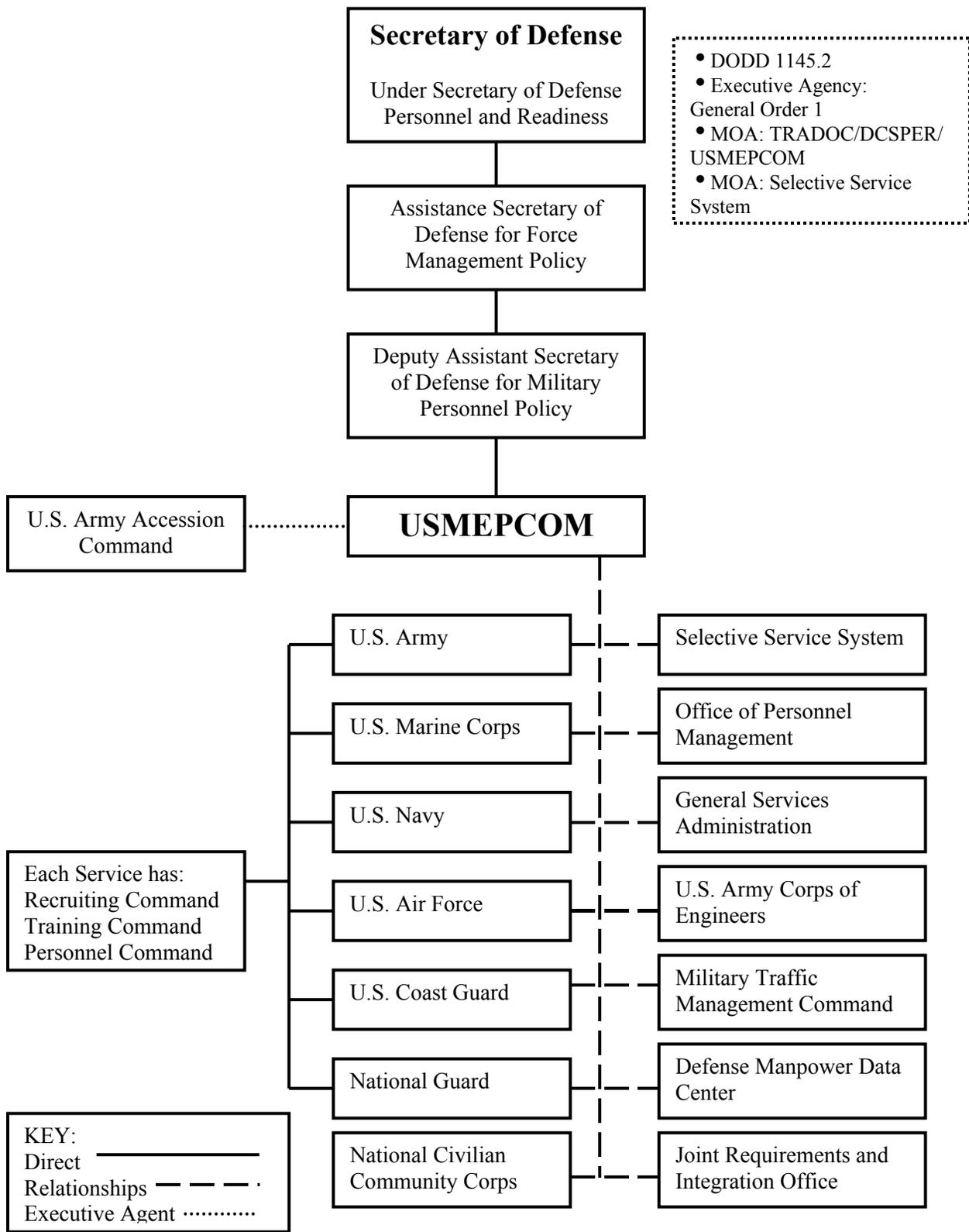
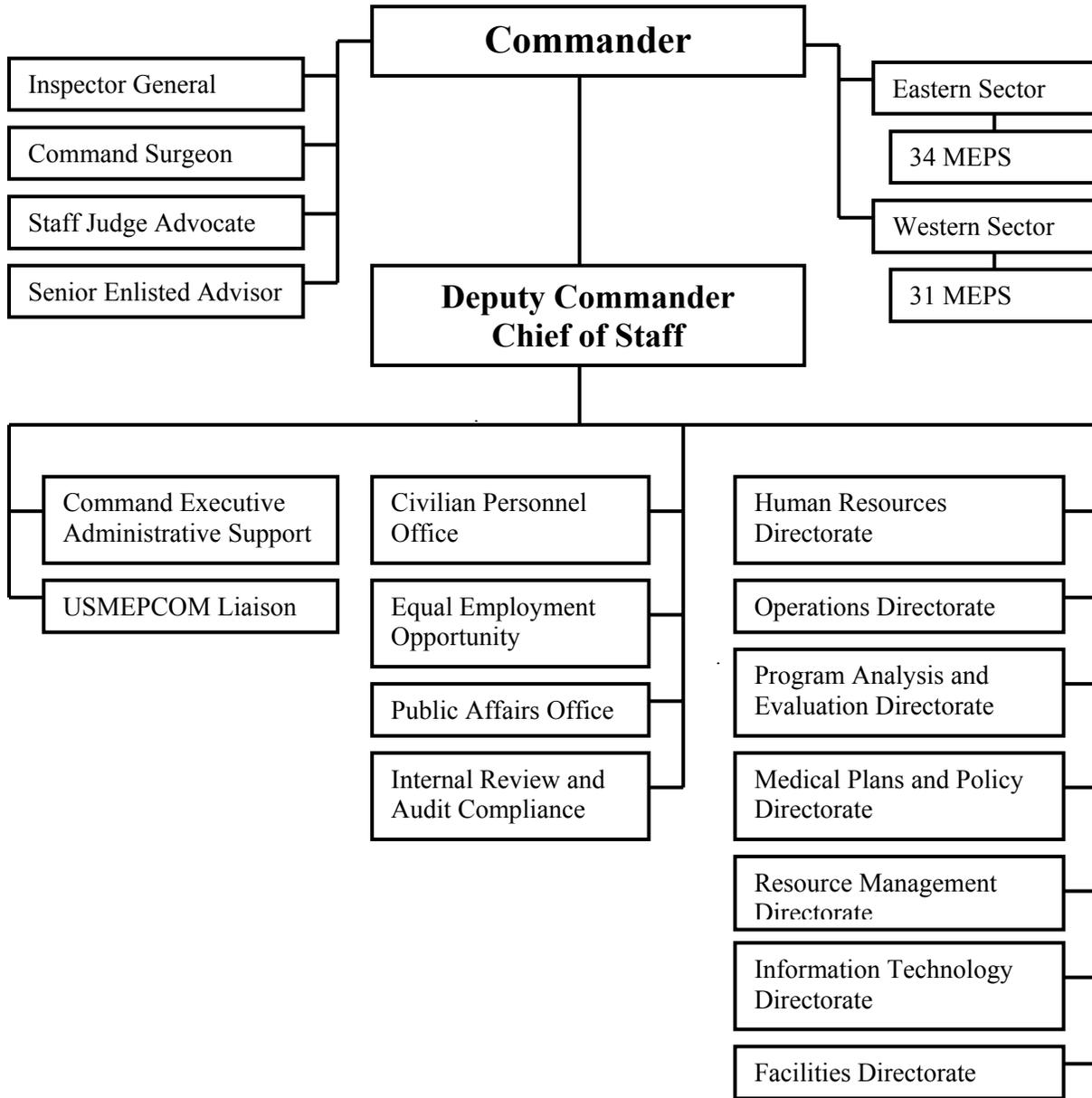


Figure 1-1. The USMEPCOM relationship within DOD



**Figure 1-2. USMEPCOM Headquarters Organization**

## **Chapter 2**

### **USMEPCOM Mission, Vision, Guiding Principles, and Responsibilities**

#### **2-1. Mission**

The USMEPCOM mission statement:

“Ensure the quality of military accessions during peacetime and mobilization in accordance with established standards.”

#### **2-2. Vision**

As a leader of the joint accession process, the vision is to—

- a. Deliver accurate, near real-time accession information and superior entrance processing anywhere and anytime.
- b. Serve as a catalyst for continuous improvements within the accession community to provide a qualified force.

#### **2-3. Guiding principles**

- a. Integrity
- b. Service
- c. Teamwork
- d. Respect

#### **2-4. Responsibilities**

- a. Provide medical examinations and enlistment qualification tests to applicants for enlistment in the military services. This includes examinations and aptitude tests for Reserve component personnel and the United States Coast Guard (USCG).
- b. Assist the military services in ensuring enlistment standards (aptitude, physical, education, and moral character) are met according to applicable service directives.
- c. Provide centralized management of enlistment and student testing programs.
- d. Process qualified applicants for enlistment in the military services, including the Reserve components and the USCG.
- e. When required, provide medical examinations and enlistment qualification tests to Selective Service System (SSS) registrants and process, induct, and arrange transportation for these persons to their respective services.
- f. Provide support for medical and aptitude testing to other Federal agencies when approved by the Department of the Army (DA) as Executive Agent or by the Office of the Secretary of Defense (OSD).
- g. Provide automatic data processing (ADP) support of the accession processing system, including SSS requirements.

h. Control and administer the ASVAB and publish regulations or pamphlets prescribing procedures for:

- (1) The DOD Enlistment Testing Program.
- (2) The DOD Student Testing Program.
- (3) Armed Forces Qualification Test verification testing.
- (4) Special-purpose testing.
- (5) Test security and accountability.

## **Chapter 3**

### **HQ USMEPCOM Organization and Functions**

#### **3-1. The Command Group**

**a. The Commander (MCDR).** The Commander commands and controls USMEPCOM, a jointly-staffed organization responsible for qualification of applicants for service in the United States Armed Forces in peacetime and during mobilization. The Commander is responsible for mission accomplishment, training, budget, good order and discipline, quality of life, morale, and for ensuring the enforcement of accession standards and policies regarding enlistment qualification. The MCDR commands assigned DA civilian employees and Army, Navy, Marine Corps, Air Force, and Coast Guard military personnel. Maintains liaison with OSD, the recruiting services, United States Army Training and Doctrine Command (TRADOC), SSS, Military Traffic Management Command (MTMC), and other governmental and non-governmental activities on matters affecting USMEPCOM entrance processing operations.

**Source authority:** DOD Directive (DODD) 1145.2, Army Regulation (AR) 601-270/Air Force Regulation (AFR) 33-7/Marine Corps Order (MCO) P1100.75A

**b. The Deputy Commander/Chief of Staff (MDC/MCS).** The MDC/MCS serves as principal advisor to the Commander and assists in matters pertaining to the organization, its mission, Command policy, command and control, morale, and performance. The MDC/MCS represents the Commander and maintains liaison with major subordinate sector headquarters, OSD (Military Personnel Policy and Accession Policy), the headquarters for each of the service recruiting commands, training centers, Selective Service, and other Federal agencies. The MDC/MCS manages and coordinates the organization's overall headquarters staff effort including operations; resource management; medical; human resources; information management; civilian personnel; internal review; equal opportunity; public affairs; facilities; legal; plans, analysis, and evaluation; and the Command Group.

#### **c. The Command Executive Administration.**

**(1) Command Executive Officer.** The Command Executive Officer serves as the executive officer to the Commander and the Deputy Commander/Chief of Staff. The Executive Officer provides guidance to the USMEPCOM staff on policy and tasking, maintains Command policies and guidance, and provides executive assistance to the Commander.

**(2) Command Executive Non-Commissioned Officer (NCO).** The Command Executive NCO is responsible for the day-to-day administration of Command Group operations. The Command Executive NCO ensures effective coordination among staff elements and the Commander, the Deputy Commander/Chief of Staff, the Executive Officer, and the Command Sergeant Major (CSM). The Command Executive NCO is the primary administrator for the nationwide command message system network and also manages the Command Group internal headquarters tasking system, sends headquarters taskers to the field, and processes correspondence for the Command Group.

**(3) Support Services (MCEA-SS).** MCEA-SS is responsible for records management, printing, administrative publications, forms management, copier management, and the Privacy Act and Freedom of Information Act Programs.

**Source authority:** AR 25-30, AR 25-50, AR 25-55, AR 25-400-2, AR 340-21, AR 25-1

**USMEPCOM guidance:** USMEPCOM Regulations 25-30, 25-33, 25-3, Supplement 1 to AR 340-21, USMEPCOM Pamphlets 25-30, 25-31, 25-32, USMEPCOM Memo 25-51

**d. The USMEPCOM Liaison (MCL).** The MCL represents USMEPCOM to Congress, DOD, service departments, and other Federal agencies on USMEPCOM policies, functions, and requirements. The Liaison represents USMEPCOM on DOD, service department, or other Federal agency committees and task forces. The Liaison also—

- (1) Coordinates USMEPCOM interests between USMEPCOM and SSS with DOD and Congress.
- (2) Collects and provides information to the Command and other agencies having decision-making responsibilities for USMEPCOM.
- (3) Advises the MDC/MCS on important issues that affect USMEPCOM.
- (4) Formulates recommendations or appropriate courses of action requiring Command decision or emphasis.

**Source authority:** AR 1-9, AR 1-20

### 3-2. Personal staff

Personal staff are the Staff Judge Advocate (MJA), the Command Surgeon (MMD), the Inspector General (MIG), and the Senior Enlisted Advisor/Command Sergeant Major.

**a. The Staff Judge Advocate (MJA).** The Staff Judge Advocate serves as principal legal advisor to the Commander, Deputy Commander/Chief of Staff, sector commanders, MEPS commanders, and headquarters staff. The Staff Judge Advocate coordinates with judge advocates of all services and attorneys and officials of various agencies on legal matters concerning USMEPCOM. The scope of legal matters includes military justice and administrative personnel actions, procurement, claims for or against the United States, litigation for or against the United States, labor and employment law, ethics, Government information practices, and general administrative law.

**Source authority:** Article 6: Uniform Code of Military Justice; Air Force Instruction (AFI) 51-202; AR 5-9; AR 27-10; AR 27-20; AR 27-40; Judge Advocate General Instruction (JAGINST) 5800.7C; COMDTINST M 5810.1D

**USMEPCOM guidance:** USMEPCOM Regulations 27-1, 600-22

**b. The Command Surgeon (MMD).** The Command Surgeon serves as the principal medical advisor for health matters throughout USMEPCOM. The Command Surgeon—

- (1) Develops medical policy, plans, and procedures.
- (2) Exercises staff supervision over the total medical program.
- (3) Serves as the primary coordinator with medical authorities at DOD and service levels.
- (4) Is dual-hatted as the Director of the Medical, Plans and Policy Directorate.

**Source authority:** See paragraph 3-4d.

**c. The Inspector General, USMEPCOM (MIG).** The Inspector General reports pertinent issues such as the state of discipline, morale, efficiency, and economy that may affect the Command mission performance to the Commander. The Inspector General also is the Chief, Inspector General Office, which has two divisions as follows:

**(1) Inspection Division.** The Inspection Division conducts general and special inspections including an occupational safety and health inspection of MEPSs. The Division—

- (a) Assesses the effectiveness of the Command, the leadership climate, and resource management.
- (b) Determines the state of economy, efficiency, discipline, morale, and team spirit at the MEPSs.
- (c) Provides guidance on the use of inspector general (IG) inspection findings.
- (d) Coordinates areas of special interest with the USMEPCOM staff and also informs the field of special interest areas to be inspected and reports findings to the MCDR.
- (e) Receives complaints from civilian and military personnel as an integral part of the inspection process.

**(2) Administrative/Assistance/Investigation Division.** The Administrative/Investigation Division conducts and reports on inquiries and investigations directed by higher headquarters, the MCDR, the MDC/MCS, sector commanders, and the IG.

- (a) Receives, processes, and follows-up on complaints and requests for assistance directed to the IG.
- (b) Reviews and processes reports of investigations conducted by other commanders involving current IG inquiries.

**Source authority:** AR 15-6, AR 20-1, AR 335-15

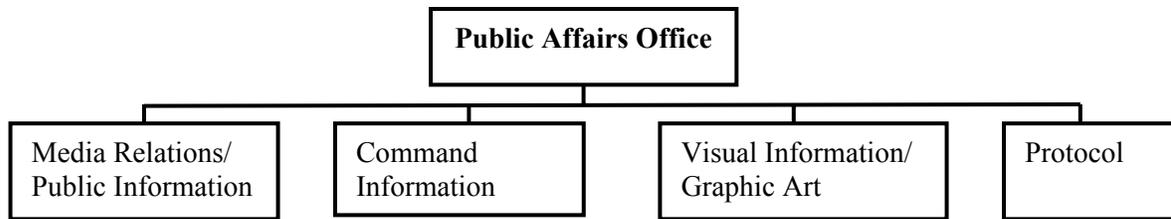
**USMEPCOM guidance:** USMEPCOM Regulation 20-1

**d. The Senior Enlisted Advisor/Command Sergeant Major (MSEA).** The MSEA serves as the USMEPCOM Command Sergeant Major and senior NCO adviser to the Commander on matters concerning noncommissioned officers and enlisted personnel. The MSEA represents issues on behalf of USMEPCOM service members to the Commander and counsels service members in personnel management, training, and logistics matters.

### **3-3. Special staff offices**

The special staff offices assist and advise the Commander in specialized areas. Special staff offices have full authority to act on matters within their functional area. Special staff offices support, advise, and coordinate actions with other staff agencies having an interest in the subject matter. The special staff are Public Affairs Office (MPA), Civilian Personnel Office (MCP), Equal Employment Opportunity (MEEO/EO), and Internal Review and Audit Compliance (MIR).

**a. Public Affairs Office (MPA).** MPA plans and implements operational public affairs activities within USMEPCOM, developing and executing information strategies, facilitating media operations and community relations, and conducting public affairs planning and training. MPA (fig. 3-1.) has four divisions as follows:



**Figure 3-1. Organization of Public Affairs Office**

**(1) Media Relations/Public Information (MPA-PI).** MPA-PI administers the Public Information Program acting as the Command spokesperson to the public and Government agencies. This division also manages the Hometown News Release Program in cooperation with the Hometown News Center.

**(2) Command Information (MPA-CI).** Command Information administers the Command Information Program that governs the release of information to the Command's internal audiences. MPA-CI—

- (a) Promotes the Command or personnel and unit accomplishments.
- (b) Prepares Command briefings.
- (c) Provides briefing charts to subordinate commands.
- (d) Maintains audiovisual equipment.

(e) Writes speeches for presentation by the USMEPCOM Commander and the USMEPCOM Deputy Commander/Chief of Staff.

**(3) Visual Information/Graphic Art (MPA-VI).** MPA-VI—

- (a) Administers the audiovisual program.
- (b) Produces graphics art, film, and videotape productions for Command public affairs projects.

**(4) Protocol.** Protocol plans, choreographs, and executes all aspects of visits to HQ USMEPCOM and subordinate units by flag officers, commanders and chiefs of staff of major organizations, government officials, and all foreign nationals.

**Source authority:** DODD 5500.7, DOD 5500.7-R, AR 37-47, AR 360-1, DA Pam 600-60

**USMEPCOM guidance:** USMEPCOM Regulations 25-90, 360-1

**b. Civilian Personnel Office (MCP).** MCP is the principal advisor on civilian personnel plans, programs, policies, procedures, and principles. The MCP—

(1) Advises on position management and classification, recruitment and placement, management-employee relations, labor relations, training, interservice/intraservice civilian personnel support agreements, civilian incentive awards, and civilian personnel technical services.

(2) Executes a Command Civilian Personnel Management Program that governs civilian personnel management according to applicable policies, programs, regulations, procedures, and guidelines.

(3) Maintains overall responsibility for providing advice and assistance command-wide for civilian training.

(4) Administers and evaluates the Civilian Incentive Awards Program.

(5) Manages the Command High-Grade Program.

(6) Manages the Command Suggestion Program.

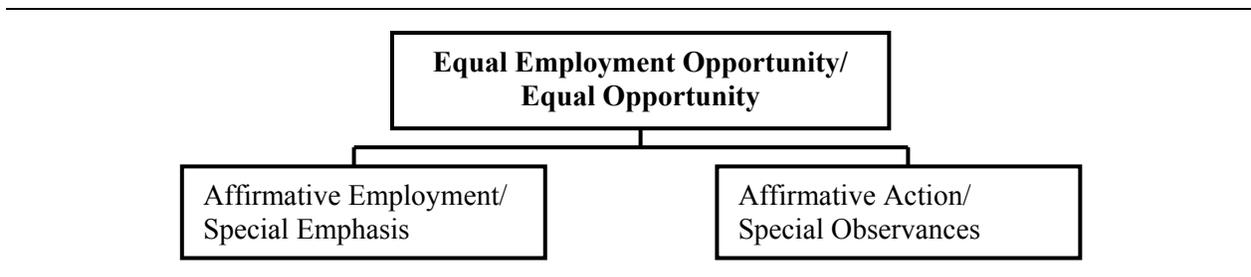
(7) Provides command-wide assistance regarding workers compensation.

(8) Serves as the Command liaison to DA and DOD for civilian personnel regionalization and automation activities.

**Source authority:** Title 5: United States Code, Title 5: Code of Federal Regulations (CFR)

**USMEPCOM guidance:** USMEPCOM Regulation 690-13

**c. Equal Employment Opportunity/Equal Opportunity (MEEO/EO).** MEEO/EO serves as the principal advisor on matters pertaining to equal employment opportunity, equal opportunity, and affirmative employment. MEEO/EO develops, coordinates, and evaluates policies, programs, and plans ensuring command-wide programs are in accordance with requirements of laws and regulations. MEEO/EO (fig. 3-2) has two general areas as follows:



**Figure 3-2. Organization Equal Employment Opportunity/Equal Opportunity**

**(1) Affirmative Employment/Special Emphasis.** The Affirmative Employment/Special Emphasis area maintains a continuing affirmative program to promote equal opportunity and to identify and eliminate illegal discriminatory practices and policies. The program—

(a) Ensures employees and supervisors of civilian employees receive periodic training regarding equal employment opportunity and the prevention of sexual harassment.

(b) Promotes full utilization of knowledge, skills, and abilities of the entire workforce without regard to race, color, religion, sex, national origin, age, or handicap.

(c) Maintains availability of alternative dispute resolution procedures.

(d) Oversees discrimination complaint procedures to ensure prompt, fair, and impartial procession of complaints.

**(2) Affirmative Action/Special Observances.** The Affirmative Action/Special Observances area formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment of service members based solely on merit, fitness, and capability, which supports readiness. This office also—

(a) Identifies discriminatory practices affecting service members and implements corrective actions, conducts equal opportunity (EO) training on a continuing basis and conducts climate assessments to monitor the human relations climate throughout the organization.

(b) Provides advisory assistance in planning special and ethnic observances.

(c) Serves as advisor to commanders and investigating officers in the investigation and resolution of complaints of discrimination lodged by service members.

**Source authority:** DODD 1350.2; DODD 1440.1; 29 CFR, Part 1614; EEO MD-110; AR 600-7; AR 690-12; AR 690-600

**USMEPCOM guidance:** USMEPCOM Regulations 600-24, 690-11

**d. Internal Review and Audit Compliance (MIR).** The MIR office serves as the Commander's principal advisor for audit matters. The office directs, manages, and executes the full range of audit services and—

(1) Develops the Command's annual audit plan.

(2) Serves as the Command's liaison with external agencies.

(3) Administers the management-control process for the Command.

(4) Maintains the Command's Fraud, Waste, and Abuse Hotline.

(5) Establishes and maintains an audit-recommendations tracking system and a follow-up system for internal and external audit reports.

(6) Establishes and executes a Quality Assurance Program.

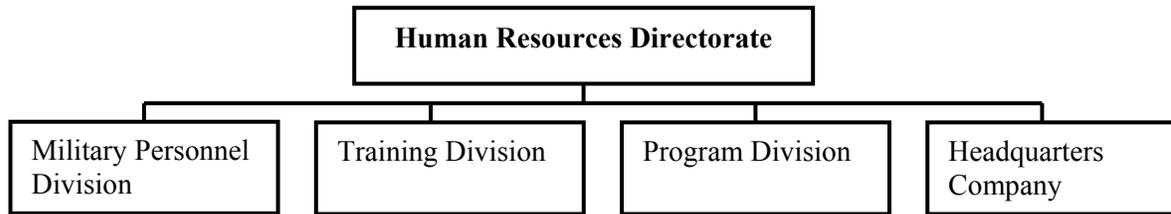
**Source authority:** Public Law 97-255 (as amended by Public Law 96 Stat 814 [31 USC 3512(b)]), Public Law 95-452 (as amended by Public Law 97-252, DOD Authorization Act, 1983), Office of Management and Budget (OMB) Circular No. A-123, Government Accounting Office (GOA) Auditing Standards, DODD 5010.38, DODD 7600.2, DODD 7650.3, AR 11-2, AR 11-7, AR 36-2, AR 35-5

**USMEPCOM guidance:** USMEPCOM Regulation 11-4

### **3-4. Directorate staff**

The directorates at HQ USMEPCOM are Human Resources (MHR); Operations (MOP); Program Analysis and Evaluation (PAE); Medical, Plans and Policy (MMD); Resource Management (MRM); Information Technology (MIT); and Facilities (MFA). Directors have full authority to act on matters within their functional areas.

**a. Human Resources Directorate (MHR).** MHR provides Command support for military personnel actions; Command-sponsored training; individual training and education; safety, security, emergency management and assistance; substance abuse prevention; White House and congressional inquiries; and other related matters to the Commander, staff, sectors, and MEPS. MHR (fig. 3-3) has four divisions: Military Personnel, Training, Programs, and Headquarters Company.



**Figure 3-3. Organization of Human Resources Directorate**

**(1) Military Personnel Division (MHR-PE).** MHR-PE coordinates personnel actions with OSD; Joint Chiefs of Staff; the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA); and the military personnel centers. MHR-PE maintains, analyzes, and reports the Command military personnel strength and readiness posture; coordinates with Army, Air Force, Navy, Marine Corps, and Coast Guard personnel commands/centers on assignment of military personnel and replacements; and advises USMEPCOM commanders on service-specific sponsorship program requirements. MHR-PE provides technical guidance and advice to the staff and commanders on military personnel programs, policies, and procedures that affect USMEPCOM personnel. The Division maintains and manages an automated military and civilian personnel database through the Joint Personnel System (JPS) and also manages and maintains the Command Military Awards and Decorations Program.

**(2) Training Division (MHR-TR).** MHR-TR manages and coordinates military and civilian professional, personal, and Command-sponsored training and education with commanders, staff, contractors, and vendors. The Division formulates Command training policies, procedures, and requirements; coordinates and publishes the Command annual planning calendar; and maintains the Command training library and video resources.

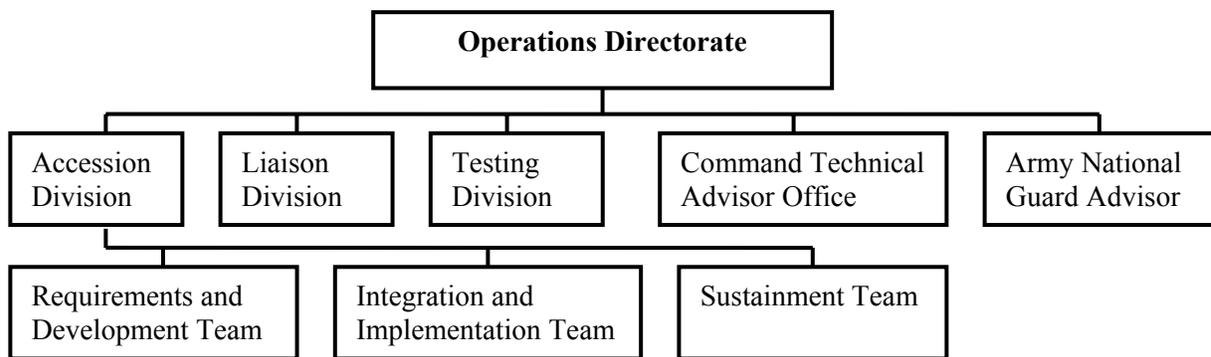
**(3) Programs Division (MHR-PR).** MHR-PR develops, manages, and coordinates policies, procedures, and requirements for Command security, occupational health and safety, fire and accident prevention, substance abuse prevention and detection, terrorism counteraction, emergency management, serious incident reporting, and congressional and White House inquiries. The Division also maintains the Command annual security planning and execution plan.

**(4) Headquarters Company (MHR-HC).** MHR-HC performs personnel administration and reviews evaluation reports for assigned and attached Army personnel. MHR-HC serves as the point of contact for military pay matters and executes military personnel programs such as drug and alcohol testing, weight control, dependant care, and counseling programs. The Company conducts military boards for awards and promotions and coordinates Command ceremonies for military and civilian personnel. MHR-HC assigns additional duties, manages the Major Army Command Joint Service Color Guard, and maintains duty rosters for flag detail, command duty officer, and drivers. The Company also acts as liaison for Headquarters base support for Morale, Welfare, and Recreation issues; health care; housing; personnel readiness; and command and control issues. The Company also manages the Headquarters Fitness Facility and manages the Official Mail Distribution and Control Center (MHR-HC-MP).

**Source authority:** DODD O-2000.12-H; DODD 1010.1; DODD 4525.6-M, Volumes I and II; DODD 4525-8-M; Title 29 CFR 1960; AR 25-51; AR 190-40; AR 350-41; AR 380-67; AR 690-400; DA Pam 350-59; MCO 6100.10B; OPNAVINST 6110.1F

**USMEPCOM guidance:** USMEPCOM Regulations 1-1, 5-5, 25-50, 350-1, 600-23

**b. Operations Directorate (MOP).** MOP develops operational plans and policy coordinating sectors and MEPS operations and manages the associated enlistment processing systems. MOP is the technical and functional representative to the various DOD working groups. MOP also interfaces with the recruiting services, other personnel procurement agencies, and service reception and training centers. MOP is the liaison with Office of Assistant Secretary of Defense, Defense Manpower Data Center (DMDC), and service laboratories. The Directorate (fig. 3-4) has Accession Division, Liaison Division, Testing Division, the Command Technical Advisor Office, and the Army National Guard Advisor.



**Figure 3-4. Organization of Operations Directorate**

**(1) Accession Division (MOP-AD).** The MOP-AD provides guidance and responsibility for the supervision, control, and monitoring of MEPS enlistment processing procedures and the applicant processing operation. MOP-AD is the functional representative for the Command's reporting system, United States Military Entrance Processing Command Integrated Resource System (MIRS). MOP-AD interfaces with the recruiting services, other personnel procurement agencies, service reception and training centers, DOD and Command staff for the development of directives and policies on MEPS operations. The Division also serves as the functional chairman at the Defense Accession Data Systems Integration Working Group and provides staff-officer support during meetings. MOP-AD provides operational training to MEPS commanders, operations officers, and NCOs. The division has three teams as follows:

**(a) Requirements and Development Team,** which focuses on future development of systems to support new applicant and MEPS processes and requirements. The Team also focuses on the development of new prospective customers and business expansions that further the mission of the accession community.

**(b) Integration and Implementation Team,** which develops plans, testing, and directive guidance for the integration and implementation of finalized new concepts and process improvements. The Team serves as the single point of contact to integrate any policy or procedural change involving MIRS.

(c) **Sustainment Team**, which focuses on the accomplishments and maintenance of the daily applicant processing mission. The Team provides internal and external customer support, training, an information repository, and experts in operations, regulations, and current processes, and coordination and liaison for non-applicant processing programs with other Federal agencies. The Team also manages and maintains function issues concerning MIRS; is the USMEPCOM point of contact for mobilization; manages, maintains, and determines the requirements for system interface agreements and memorandums of understanding with the accession community; and is responsible for the coordination and planning of special projects.

(2) **Liaison Division (MOP-LA)**. The MOP-LA serves as the Command liaison to the services and the recruiting and training commands concerning the accession process. MOP-LA plans, organizes, and coordinates the Joint Accession Group, the Accession Oversight Council, the Reception Center Commanders Conference, and the Reception Center Committee meeting with the involved commands and DOD and civilian agencies. MOP-LA also identifies and resolves operational issues affecting recruit travel with sectors, MEPS, recruiting commands, training and reception centers, and the MTMC.

(3) **Testing Division (MOP-TD)**. MOP-TD develops policies and procedures for the enlistment and student testing programs. MOP-TD also provides guidance and training to Overseas Testing. The Division coordinates schedules and administration of enlistment and student testing with the Office of Personnel Management (OPM); manages the student testing database; and coordinates the development, production, and distribution of ASVAB materials with DMDC and the Government Printing Office.

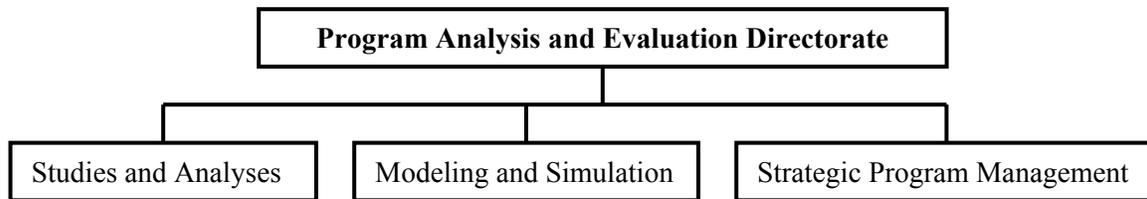
(4) **Command Technical Advisor Office (MOP-TA)**. MOP-TA serves as technical advisor on matters concerning the ASVAB and selected special purpose testing instruments. Serves as the DOD/DMCS/service liaison and consultant in technical areas related to vocational aptitudes, psychological testing, guidance and counseling tools, and psychological testing. Oversees joint service-funded and service-specific testing research and development activities. Monitors test score quality and provides functional requirements for automated test-score reporting in the student testing program, the enlistment testing program, and various special purpose testing programs.

(5) **Army National Guard (ARNG) Liaison Officer**. The ARNG Liaison Officer advises and assists the MCDR and staff on ARNG issues. Provides liaison between USMEPCOM, National Guard Bureau (NGB), States, Territories, and ARNG guidance counselors in the MEPS and Army reception and training centers. Assists Headquarters and sector commanders in preparation of studies, reports comparisons, and projections of ARNG applicant use. The Liaison Officer provides policy information and regulatory guidance and interprets its effect, and also participates in conferences and meetings conducted by States' adjutant generals, NGB, and USMEPCOM to provide information of interest to the appropriate agencies.

**Source authority:** DODD 1304.12, MCO P1100.75B, Office of the Chief of Naval Operations Instruction (OPNAVINST) 1100.4B, Air Education Training Command Instruction (AETCI) 36-2002, AFI 36-2002

**USMEPCOM guidance:** USMEPCOM Regulations 55-2, 601-4, 601-6, 601-23, 611-1, 611-3, 680-1, 680-2

c. **Program Analysis and Evaluation Directorate (MAE)**. MAE conducts studies and analyses to analyze and support USMEPCOM processes, operations, and systems designs; modeling and simulation programs; and strategic program management. MAE (fig. 3-5) has three functional areas: Studies and Analyses, Modeling and Simulation, and Strategic Program Management.



**Figure 3-5. Organization of Program Analysis and Evaluation Directorate**

**(1) Studies and Analyses.** This area manages the Command workload information reporting system to include updating requirements and training users. This area also maintains an independent functional analysis capability to support HQ USMEPCOM staff and functional customers to improve processes, operational and systems design, and to measure USMEPCOM performance objectives.

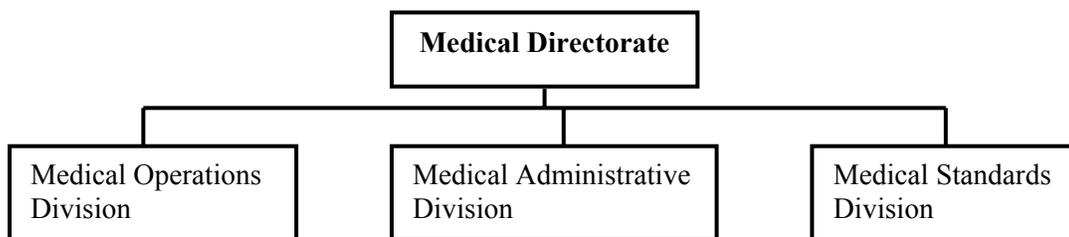
**(2) Modeling and Simulation.** This area develops models and systems to support operations and course-of-action analyses. This area also performs “what if” analysis of changes to processes and cost data at the MEPS, sector, and Command levels.

**(3) Strategic Program Management.** This area manages the USMEPCOM Strategic Plan and the Command Configuration and Innovation Management Program, including prioritization of USMEPCOM cross-functional projects for these programs. This area also manages the Command Campaign Plan to ensure all projects and studies are mapped to the USMEPCOM Strategic Plan.

**Source authority:** MIL-STD-498, AR 5-17, DA Pam 25-6, MIL-HDBK-61

**USMEPCOM guidance:** USMEPCOM Regulation 5-6

**d. Medical, Plans and Policy Directorate (MMD).** MMD monitors the USMEPCOM medical examination program, including the quality of MEPS medical examinations and medical quality of accessions to military services, and provides professional and technical policy guidance to the sectors and MEPS. MMD manages the Human Immunodeficiency Virus Program, the drug and alcohol test, and the MEPS medical equipment program. The Directorate (fig. 3-6) has three divisions: Medical Operations, Medical Administration, and Medical Standards.



**Figure 3-6. Organization of Medical Directorate**

**(1) Medical Operations Division (MMD-OD).** MMD-OD develops operational plans, policies, and procedures relating to the MEPS medical processing. This Division provides medical expertise for Command research and development initiatives for new medical programs and procedures. This Division

also is the contracting officer’s representative (COR) for various medical research and development projects and is the Command Surgeon’s representative for medical logistics.

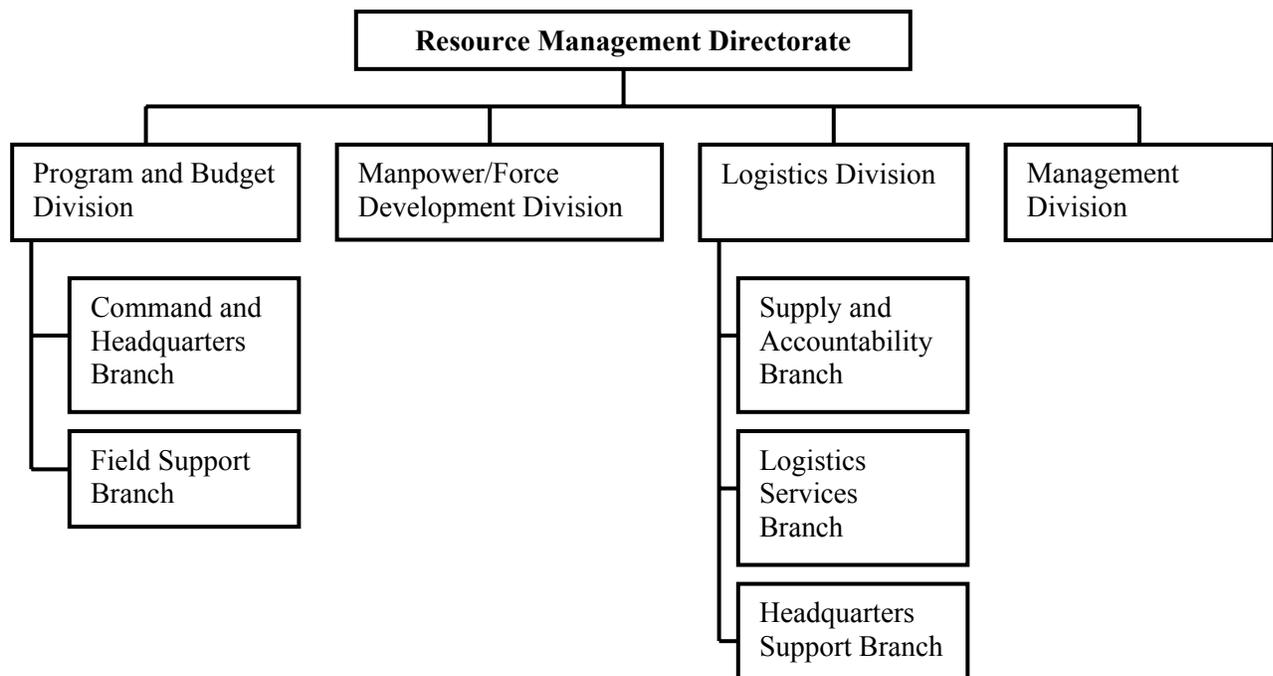
**(2) Medical Administrative Division (MMD-AD).** MMD-AD develops administrative procedures and policy for MEPS medical processing. The Division also oversees the administration of the Defense Health Program (DHP) budget for all levels of the Command and is the COR for the fee-basis practitioners (FBP) contract.

**(3) Medical Standards Division (MMD-SS).** MMD-SS develops plans, policies, and procedures for the USMEPCOM medical examination program. Provides professional and technical policy guidance to the sector surgeons and the chief medical officers at the MEPSs.

**Source authority:** DODD 6130.3, Navy Medical (NAVMED) P-117, AFI 48-123, AR 40-68, AR 40-501, AR 600-9

**USMEPCOM guidance:** USMEPCOM Regulations 40-1, 40-8

**e. Resource Management Directorate (MRM).** MRM plans, develops, and oversees the Command’s resources. MRM establishes Command policies for budget and financial management, fiscal issues, manpower, logistics, and management practices, and provides technical supervision of resource management activities. MRM also maintains liaison with DOD, DA, and TRADOC. MRM has four divisions (fig. 3-7): Program and Budget, Manpower/Force Development, Logistics, and Management.



**Figure 3-7. Organization of Resource Management Directorate**

**(1) Program and Budget Division (MRM-PB).** MRM-PB is responsible for planning, programming, budgeting, execution, and reporting of USMEPCOM dollars including Operations and Maintenance, Army; Other Procurement, Army; and the DHP.

**(a) Command and Headquarters Branch (MRM-PB-CH)** develops, submits, and defends USMEPCOM budgets including the program objective memorandum (POM) of 5 to 6 outyears. The Branch is responsible for the Working and Senior Program Budget Advisory Committee meetings. MRM-PB-CH receives and distributes funding to all allotment serial numbers, reviews and audits accounting transactions, and prepares monthly accounting reports. The Branch also enters all Headquarters obligations into the Standard Army Financial System.

**(b) Field Support Branch (MRM-PB-FS)** is responsible for overseeing field budget and accounting functions. MRM-PB-FS distributes funding to sectors and MEPSs, provides budget and accounting guidance to the field, monitors field obligations and disbursements, and acts as liaison between field elements and Defense Network Operations-Indianapolis. The Branch also performs staff assistance visits to sectors and MEPSs providing training, performing budget and accounting functions during personnel vacancies/absences, and assisting commanders.

**(2) Manpower/Force Development Division (MRM-MP)** develops plans, policy, and procedures for the manpower program. MRM-MP documents changes to the Army Table of Distribution and Allowances based on current and future program budget guidance, develops and manages the USMEPCOM Manning Authorization Document incorporating data from the five services' manning documents, develops organizational structure and changes, and documents the organizational structure and civilian personnel data into the JPS. The Division conducts manpower studies to assess workload and associated manpower requirements. MRM-MP also manages the Command's civilian authorizations and requirements and validates requests for civilian hires.

**(3) Logistics Division (MRM-LO).** MRM-LO develops, coordinates, executes, and recommends plans, policies, and procedures for logistical and contracting support of the USMEPCOM mission. The Division manages and defines policy for the applicant meals and lodging program, develops procedures and appointment standards for nonappropriated fund (NAF) contracting officers, and executes procurement warrants.

**(a) Supply and Accountability Branch (MRM-LO-P)** provides logistical management support for property accountability, materiel maintenance, and the Command Logistics Evaluation Assistance Program. The Branch controls and coordinates the Command's assignment of the DOD activity address codes.

**(b) Logistics Services Branch (MRM-LO-S)** manages interservice support agreements, medical equipment maintenance, unaccompanied personnel leased housing, administrative and special purpose use vehicles, and participation in the DOD Precious Metals Recovery Program.

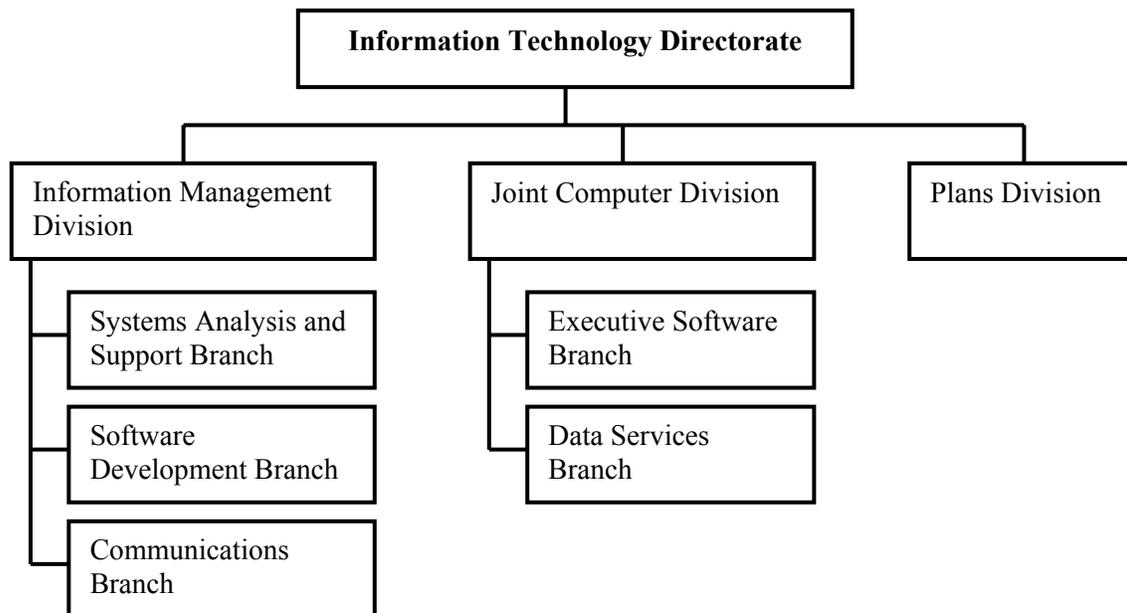
**(c) Headquarters Support Branch (MRM-LO-H)** manages the USMEPCOM Department of Defense Purchasing Card Program and provides liaison to supporting procurement offices assisting MEPSs for purchases of goods and services. The Branch also supports Headquarters ground transportation requirements and manages assigned vehicles.

**(4) Management Division (MRM-MD).** MRM-MD advises and assists the Commander and staff on current private sector business practices and organization management. MRM-MD develops assessments, alternatives, recommendations, and supporting methodologies to resolve deficiencies and cost data analysis studies. The Division analyzes the existing management environment. The Division also advises, develops, monitors, and manages Command policies for the administration of military pay, travel policies, the Government travel card program for individually billed accounts and centrally billed accounts for enlistee travel, the Defense Civilian Pay System Program, the Defense Travel System Program for Nonapplicants, Commercial Activities Program, the Efficiency Review Program, the Financial Management System, and the USMEPCOM Amusement Vending Machine Fund NAF program.

**Source authority:** DODI 4000.19, Department of the Army Support Agreement Handbook, Defense Finance Accounting System (DFAS) 37-1, AR 37-49, AR 570-4, Common Table of Allowances (CTA) 50-909, DFAS 37-100 Series

**USMEPCOM guidance:** USMEPCOM Regulations 5-2, 37-1, 37-14, 37-15, 58-1, 210-4, 215-1, 570-1, 601-1, 700-3, 715-3, 750-1

**f. Information Technology Directorate (MIT).** MIT plans, develops, budgets for, and implements the Command information management program. MIT provides hardware and software support for the Command including automated data processing equipment (ADPE) installation, configuration, testing, operations, and maintenance. MIT also provides continuous host-computer operations for the Command and the SSS during peacetime and mobilization. MIT (fig. 3-8) has three divisions as follows:



**Figure 3-8. Organization of Information Technology Directorate**

**(1) Information Management Division (MIT-IM).**

**(a) Systems Analysis and Support Branch (MIT-IM-SA).** MIT-IM-SA provides systems analysis, design, and supporting documentation of automation initiatives. The Branch plans, coordinates, and supervises the testing, fielding, and integration of new, upgraded, and modernized information systems. MIT-IM-SA provides technical support to Command users of automated systems and maintains contact with the functional proponents within the Command and with outside users. MIT-IM-SA also provides and prepares the Command 5-Year-Life-Cycle Plan, manages the Information Management Element Needs Program, and conducts analysis and research of new automation technologies the Command.

**(b) Software Development Branch (MIT-IM-SD).** The MIT-IM-SD manages, develops, and maintains computer software systems in support of the USMEPCOM applicant processing mission and mobilization exercise requirements. MIT-IM-SD administers testing databases and provides automated

systems support to the enlistment and student testing programs. The Branch also ensures that data integrity and security systems are installed and maintained, and can interface with outside agencies in developing mission-oriented technical applications.

**(c) Communications Branch (MIT-IM-CD).** MIT-IM-CD manages, develops, and maintains the operational readiness, maintenance, and installation of communications and computer systems. The Branch manages the Command electronic-mail message system, serves as the Command Webmaster, and provides oversight for Web-related functions and operations. MIT-IM-CD develops, installs, and monitors the USMEPCOM Intranet and sensitive data security and provides help-desk support. MIT-IM-CD also controls and coordinates the procurement, installation, and maintenance of telecommunications resources and services and provides guidance on the acquisition, installation, authorization, and disposition of commercial-off-the-shelf software.

**(2) Joint Computer Division (MIT-JC).**

**(a) Executive Software Branch (MIT-JC-ES).** MIT-JC-ES plans, coordinates, and executes the loading, testing, and maintenance of host-system communication operating system software and vendor-supplied software products. MIT-JC-ES installs, configures, maintains, and troubleshoots telecommunications ADPE. The Division also maintains an ADP technical library and systems documentation and develops and maintains user executive software products required at the host continuity of operations plan (COOP) site.

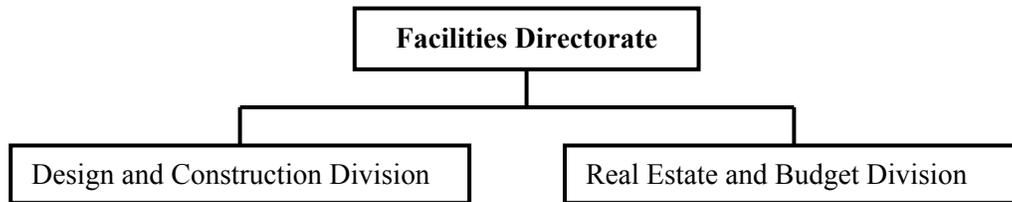
**(b) Data Services Branch (MIT-JC-DS).** MIT-JC-DS manages, schedules, and performs host computer operations and input/output control. MIT-JC-DS prepares and adjusts the host job processing schedule and maintains processing control within the automated job schedule, schedules hardware maintenance and reports machine credits, and maintains the onsite USMEPCOM machine-readable tape library and offsite media storage. The Branch also provides computer operations support at the host COOP site.

**(3) Plans Division (MIT-PD).** MIT-PD develops, coordinates, implements, and monitors host information technology projects, plans, and programs. The Division performs studies to evaluate ADPE utilization, computer standards, and performance; develops and prepares technical specifications and justifications for ADPE, software, and service contract procurement; manages the ADPE and software replacement program in support of host operations; manages costs associated with service and maintenance contracts, software leases, hardware/software leases, hardware/software purchases, and reimbursable costs for outside agencies; serves as the COR for contracts related to the host computer facility; and maintains host inventory, utilization, and charge-back data. The Division also develops, coordinates, manages, and implements the host ADP COOP.

**Source authority:** AR 25-1, AR 380-19, DA Pamphlet 25-1-1

**USMEPCOM guidance:** USMEPCOM Regulations 25-2, 25-3, 25-5, 25-9, 25-10

**g. Facilities Directorate (MFA).** MFA develops plans, policies, procedures, and budgets on facilities management. MFA maintains liaison with HQDA, Assistant Chief of Staff for Installation Management, General Service Administration (GSA), United States Army Corps of Engineers (COE), Office of the Chief of Engineers, and other DOD staff agencies. MFA (fig. 3-9) has two divisions as follows:



**Figure 3-9. Organization Facilities Directorate**

**(1) Design and Construction Division (MFA-AE).** MFA-AE provides policy, direction, and oversight for the implementation of architectural, engineering, and construction services in support of the USMEPCOM program for new and renovated facilities. MFA-AE provides design and construction resource advocacy within the POM process; develops and submits Military Construction, Army, for new facilities through HQDA; coordinates MEPS relocation actions; and conducts in-process reviews with the USMEPCOM staff. MFA-AE manages repairs, maintenance, and upgrades at the MEPSs through the Annual Work Plan and performs market surveys with the GSA and the COE.

**(2) Real Estate and Budget Division (MFA-RB).** MFA-RB monitors and reviews commercial, Federal, and military facility space to initiate the appropriate action to acquire, dispose, relocate, or reconfigure space. MFA-RB initiates, develops, coordinates, and recommends acquisition plans, policies, and procedures for facilities management programs and develops MEPS space-allocation criteria. The Division maintains and reports status of the Command real-estate inventory; coordinates contractual lease enforcement with appropriate COE, GSA, or military installation offices; and performs market surveys for new space with the GSA and/or COE. MFA-RB provides information to the programming, budgeting, and year-end funding process; coordinates and executes budget requirements for support of facilities; and reviews, analyzes, and approves funds availability for reimbursable work authorizations.

**Source authority:** 10 USC 2662, Executive Order 12072, Executive Order 13006, AR 405-10, AR 405-70, Engineer Regulation (ER) 405-1-12, 41 CFR, Part 101-17, 41 CFR 101-18

**USMEPCOM guidance:** USMEPCOM Regulation 420-2

## **Chapter 4**

### **Sector Organization and Functions**

#### **4-1. Sector command group**

**a. Sector commander.** The sector commander commands and controls sector headquarters and assigned MEPS as directed by the Commander, USMEPCOM, and serves as Deputy Commander, USMEPCOM, for the assigned sector. The sector commander—

(1) Reviews procedures and recommends changes to the Commander, USMEPCOM, for the ongoing improvement of MEPS operations.

(2) Maintains liaison with recruiting commanders (through the Midlevel Interservice Recruitment Committee (MIRC) of the Armed Forces and Reserve components), appropriate OPM Region Directors, and representatives of other Federal agencies.

(3) Approves and prioritizes alternate work projects from MEPSs.

**b. Sector deputy commander/executive officer.** The sector deputy commander/executive officer represents the sector commander as directed and assumes command when authorized. The deputy commander/executive officer performs the duties assigned by the Deputy Commander/Chief of Staff, USMEPCOM, and acts as chief of staff for sector headquarters.

**c. Sector command sergeant major.** The sector command sergeant major serves as the senior NCO of the sector and as the principal enlisted advisor on policy matters about enlisted personnel. The sector command sergeant major provides information, assessment, and judgement on the morale, discipline, motivation, retention, training, and problems of enlisted personnel throughout the sector; and also maintains liaison with the senior enlisted persons of MIRC organizations.

**d. The sector surgeon.** The sector surgeon advises and assists the sector commander on medical matters and executes policy and direction within the sector as directed by the Command Surgeon. The sector surgeon also supervises the sector medical programs, provides technical medical and professional guidance and training to MEPS chief medical officers (CMOs), evaluates CMO performances, and reviews CMO and FBP credentials and certification to ensure standards are met. The sector surgeon also acts as MEPS CMO as needed.

**e. Sector EO NCO.** The sector EO NCO serves as the sector advisor for and provides assistance to implement the Command EO Program.

#### **4-2. Sector operations group**

The sector operations group advises and assists the sector commander in operational planning, interpretation, and administration of policies and procedures for enlistment processing. The sector operations group—

a. Provides coordination and assistance to assigned MEPS with daily tactical operations, USMEPCOM policies, and interpretation regarding operational issues.

b. Visits MEPSs, as directed, to assist in the resolution of problems.

c. Provides training to ensure compliance with appropriate USMEPCOM regulations and policies.

d. Assists MEPS commanders conducting and improving applicant processing procedures.

e. Monitors serious incident reports from MEPS and alerts the chain of command and appropriate action officers as necessary.

f. Develops an emergency management plan that meets the Command standard for security, safety, and special programs.

#### **4-3. Sector support group**

The sector support group provides personnel, administrative, and logistical support for the operation of the sector headquarters. The sector support group—

a. Advises and assists the sector commander and staff on sector military personnel management and headquarters administration.

b. Processes evaluation reports, awards, relief-for-cause actions; administrative separations; the sponsorship program; requests for schools; and reassignment, extension, and deferment requests.

c. Maintains the sector database commitment accounting system.

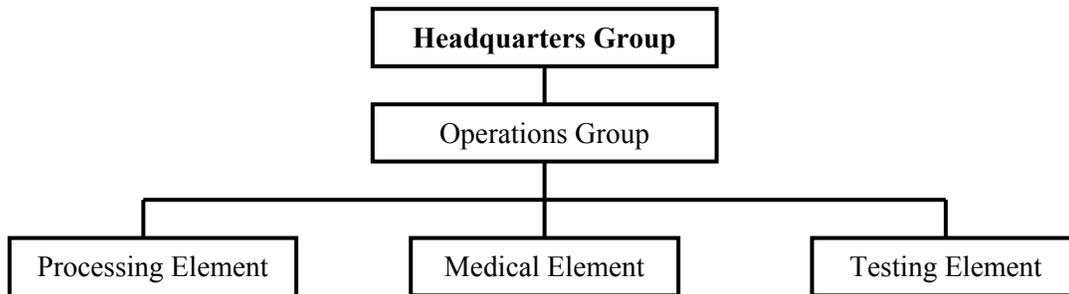
d. Maintains automated property book and associated supply records for the sector headquarters.

**Source authority:** USMEPCOM Regulations 1-1, 5-2, 5-5, 5-6, 11-4, 20-1, 25-3, 25-5, 25-9, 25-10, 25-30, 25-32, 25-33, 25-50, 25-90, 27-1, 37-1, 37-14, 37-15, 40-1, 40-8, 55-2, 58-1, 210-4, 215-1, 350-1, 360-1, 420-2, 570-1, 600-22, 600-23, 600-24, 601-1, 601-4, 601-6, 601-23, 611-1, 611-3, 680-1, 680-2, 690-11, 690-13, 700-3, 715-3, 750-1, Supplement 1 to AR 340-21, USMEPCOM Pamphlets 25-2, 25-31

## Chapter 5 MEPS Organization and Functions

### 5-1. MEPS organization

Each MEPS (fig. 5-1) is organized into two groups and three elements as follows:



**Figure 5-1. Organization of a MEPS**

### 5-2. MEPS headquarters group

Commands, directs, and coordinates the operations group and the three subordinate elements. Participates as a member of the Interservice Recruiting Committee (IRC) and coordinates MEPS interaction with the supported recruiting commanders for the purpose of resolving mutual problems. Performs and coordinates overall administrative, personnel, logistical, and financial services for the MEPS as follows:

**a. Administrative functions.** Administrative functions include receipt and dispatch of mail and distribution, preparation of correspondence, receipt and distribution of blank forms and publications, maintenance of publications and correspondence files, records management, and emergency contingency and mobilization planning.

**b. Personnel management functions.** Personnel management functions include requisitioning, sponsoring, and inprocessing of military personnel, preparing Standard Installation Division Personnel System (SIDPERS) transactions, validating Unit Manning Rosters and Personnel Qualification Records, administering personnel utilization policies and unit reenlistment programs, and processing military personnel actions. Personnel management also includes administering MEPS civilian personnel management actions, maintaining liaison with the servicing civilian personnel activity, and maintaining MEPS personnel data in the Joint Personnel System (JPS).

**c. Logistical functions.** Logistical functions include the requisitioning, receipt, storage, and issuance of individual, organizational, and expendable supplies and equipment; also the coordination for procurement, base operation support, MEPS transportation requirements, property accountability, and facilities management. Logistical functions maintain supervisory control of motor vehicles assigned to the MEPS, prepare requests for real estate requirements and janitorial service contracts, and initiate contract negotiations for meals and lodging and for interservice support agreements.

**d. Financial functions.** Financial functions include preparing budget estimates for the MEPS budget; planning and programming the review and management of expenditures; maintaining informal cost records; preparing various commitment/obligation documents; and preparing periodic budget and obligation reports and funding documents. Finance also executes the financial plans and maintenance of the meals and lodging program.

**5-3. MEPS operations group**

The operations group performs liaison with recruiting commands, enlistment recruiters, and service liaisons to resolve problems with applicant records; investigates fraudulent enlistment allegations and congressional inquires; and manages applicant and non-applicant policy and procedure for the processing, testing, and medical elements of the MEPS. The operations group—

- a. Prepares briefings, orientates new recruiters, and monitors daily status of MIRS-generated reports.
- b. Administers briefings and the oath of enlistment to applicants and ensures applicants sign contracts correctly.
- c. Keeps commander abreast of applicant flow and current processing concerns.
- d. Ensures the operational computer systems and programs for MIRS and personal computers are operational.
- e. Has three elements as follows:

**(1) Processing element.** The processing element controls, coordinates, and supervises administrative applicant processing activities; completes administrative functions for applicants entering the Armed Forces, the Coast Guard, and various Federal agencies; and reports these actions using MIRS. The processing element—

(a) Receives and performs orientation and overall control of applicants and non-applicants. Monitors USMEPCOM Form 727 (Processing List) (PL)) and tracks applicant flow throughout the processing day. Operates the MEPS control desk and files room, conducts file searches on applicants, and administers files and disposition of applicant records. This element also arranges meals and lodging for enlistees and administers the oath of enlistment.

(b) Completes DD Form 4 (Enlistment/Reenlistment Document). Performs a one-on-one interview with enlistee to complete DD Form 93 (Record of Emergency Data). Interviews preaccession and preenlistment applicants and performs a quality-control review of enlistment documents with the applicant. Reviews request for ENTNAC and obtains applicant fingerprints. Duplicates, collates, distributes, and performs a final quality-control check on documents in accordance with service requirements. Makes transportation arrangements, certifies and issues travel documents, conducts travel briefing, and reconciles the centrally billed accounts.

**(2) Medical processing element.** Performs physical examinations and inspections for applicants to determine their medical qualifications for entry in the Armed Forces. Also performs physical examinations for non-applicants including prior-service applicants, officer candidates, and persons applying for appointment to commissioned officer status, healthcare professionals and Reserve officer personnel obtaining retention physicals, and personnel from other Federal agencies.

(a) A complete physical examination includes a breath-alcohol test; blood and urine samples for drug and alcohol testing; and Human Immunodeficiency Virus (HIV) screening. Additionally, a physician conducts a medical review and evaluation on each applicant.

(b) Administrative tasks include coding and data entry of medical information, scheduling FBPs, arranging medical consultations and reviews of physician's letters and medical forms, preparing congressional inquiry packages, addressing liaison inquires, and conducting quality control of medical forms and applicant packets. Tasks also include preparing drug and alcohol testing and HIV shipments and posting results.

(c) Coordinates the procurement of expendable medical supplies. Performs section facility and equipment maintenance. Performs sanitary inspection of the MEPS and for contract lodging and meal facilities.

**(3) Testing element.** The testing element is responsible for the MEPS testing program. Testing—

(a) Administers and conducts enlistment testing in the MEPS and mobile examining test (MET) sites; and conducts student testing at high schools and colleges.

(b) Ensures accountable test material is secure and handled by authorized personnel only and distributes test scores and associated products to educational counselors.

(c) Administers, proctors, scores, and codes enlistment, student, and special tests and enters testing data into the applicant data reporting system.

(d) Coordinates with OPM area representatives for the scheduling of test administrators to conduct school test sessions.

(e) Inspects MET sites.

(f) Reports cases of suspected testing fraud.

**Source authority:** USMEPCOM Regulations 1-1, 5-2, 5-5, 5-6, 11-4, 20-1, 25-3, 25-5, 25-9, 25-10, 25-30, 25-32, 25-33, 25-50, 25-90, 27-1, 37-1, 37-14, 37-15, 40-1, 40-8, 55-2, 58-1, 210-4, 215-1, 350-1, 360-1, 420-2, 570-1, 600-22, 600-23, 600-24, 601-1, 601-4, 601-6, 601-23, 611-1, 611-3, 680-1, 680-2, 690-11, 690-13, 700-3, 715-3, 750-1, Supplement 1 to AR 340-21, USMEPCOM Pamphlets 25-2, 25-31

**Appendix A**  
**References**

**Section I** (The publication(s) needed to comply with this regulation.)

**Required Publication(s)**

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

Military Entrance Processing Station (MEPS). Cited in paragraph 3-1a, 5-1a.

**DODD 1145.2**

United States Military Entrance Processing Command. Cited in paragraph 3-1a.

**Section II** (The publication(s) are merely a source of additional information. Users may read them to

**Related Publication(s)** better understand the subject, but do not have to read them to comply with this publication.)

**5 CFR**

Administrative Personnel

**29 CFR, Part 1614**

Federal Sector Equal Employment Opportunity

**29 CFR, Part 1960**

Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters

**41 CFR, Part 101-17**

Assignment and Utilization of Space

**41 CFR, Part 101-18**

Acquisition of Real Property

**AETCI 36-2002**

Recruiting Procedures for the Air Force

**AFI 36-2002**

Regular Air Force and Special Category Accessions

**AFI 48-123**

Medical Examinations and Standards

**AFI 51-202**

Nonjudicial Punishment

**AR 1-9**

White House Liaison, Communications, and Inspections

**AR 1-20**

Legislative Liaison

**AR 5-9**

Area Support Responsibilities

**AR 5-17**

The Army Ideas for Excellence Program

**AR 11-2**

Management Control

**AR 11-7**

Internal Review and Audit Compliance Program

**AR 15-6**

Procedures for Investigating Officers and Boards of Officers

**AR 20-1**

Inspector General Activities and Procedures

**AR 25-1**

Army Information Management

**AR 25-30**

The Army Publishing Program

**AR 25-50**

Preparing and Managing Correspondence

**AR 25-51**

Official Mail and Distribution Management

**AR 25-55**

The Department of the Army Freedom on Information Act Program

**AR 25-400-2**

The Modern Army Recordkeeping System (MARKS)

**AR 27-10**

Military Justice

**AR 27-20**

Claims

**AR 27-40**

Litigation

**AR 36-2**

Audit Reports and Follow-Up

**AR 36-5**

Auditing Service in the Department of the Army

**AR 37-47**

Representation Funds of the Secretary of the Army

**AR 37-49**

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities

**AR 40-68**

Quality Assurance Administration

**AR 40-501**

Standards of Medical Fitness

**AR 190-40**

Serious Incident Report

**AR 335-15**

Management Information Control System

**AR 340-21**

The Army Privacy Program

**AR 350-41**

Training in Units

**AR 360-1**

The Army Public Affairs Program

**AR 380-19**

Information Systems Security

**AR 380-67**

The Department of the Army Personnel Security Program

**AR 405-10**

Acquisition of Real Property and Interests Therein

**AR 405-70**

Utilization of Real Property

**AR 570-4**

Manpower Management

**AR 600-7**

Nondiscrimination of the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army

**AR 600-9**

The Army Weight Control Program

**AR 690-12**

Equal Employment Opportunity and Affirmative Action

**AR 690-400**

Total Army Performance Evaluation System (Chapter 4302)

**AR 690-600**

Equal Employment Opportunity Discrimination Complaints

**Article 6, Uniform Code of Military Justice (UCMJ)**

Spying and Espionage

**COMDTINST M 5810.1D**

Military Justice Manual

**CTA 50-909**

Field and Garrison Furnishings and Equipment

**DA Pam 25-1-1**

Installation Information Services

**DA Pam 25-6**

Configuration Management for Automated Information Systems

**DA Pam 350-59**

Army Correspondence Course Program Catalog

**DA Pam 600-60**

A Guide to Protocol and Etiquette for Official Entertainment

**Department of the Army Support Agreement Handbook**

**DFAS 37-1**

Army Accounting and Fund Control

**DFAS-IN Manual 37-100 Series**

The Army Management Structure

**DOD 4525.6-M, volume I**

DOD Postal Manual

**DOD 4525.6-M, volume II**

DOD Postal Manual

**DOD 4525.8-M**

DOD Official Mail Manual

**DOD 5500.7-R**

Joint Ethics Regulation (JER)

**DOD O-2000.12H**

Protection of DOD Personnel and Activities Against Acts of Terrorism and Political Turbulence

**DODD 1010.1**

Military Personnel Drug Abuse Testing Program

**DODD 1304.12**

DOD Military Personnel Accession Testing Program

**DODD 1350.2**

Department of Defense Military Equal Opportunity (MEO) Program

**DODD 1440.1**

The DOD Civilian Equal Employment Opportunity (EEO) Program

**DODD 5010.38**

Management Control (MC) Program

**DODD 5500.7**

Standards of Conduct

**DODD 6130.3**

Physical Standards for Appointment, Enlistment, and Induction

**DODD 7600.2**

Audit Policies

**DODD 7650.3**

Followup on Government Accounting Office, DOD Inspector General, and Internal Audit Reports

**DODI 4000.19**

Interservice and Intragovernmental Support

**EEO MD-110**

Equal Employment Opportunity Management Directive

**ER 405-1-12**

Real Estate Handbook

**Executive Order 12072**

Federal Space Management

**Executive Order 13006**

Locating Federal Facilities on Historic Properties in Our Nation's Central Cities

**GAO Government Auditing Standards**

**JAGINST 5800.7C**

Manual of the Judge Advocate General

**MCO 6100.10B**

Weight Control and Military Appearance

**MCO P1100.75B**

Personnel Procurement Military Entrance Processing Stations (MEPS)

**MIL-HDBK-61**

Configuration Management Guidance

**MIL-STD-498**

Software Development and Documentation

**NAVMED P-117**

Manual of the Medical Department

**OMB Circular No. A-123**

Management Accountability and Control

**OPNAVINST 1100.4B**

Military Entrance Processing Station (MEPS)

**OPNAVINST 6110.1F**

Physical Readiness Program

**Public Law 97-255 (as amended by Public Law 96 Stat 814 [31 USC 3512(b)])**

Federal Managers' Financial Integrity Act of 1982

**Public Law 95-452 (as amended by Public Law 97-252, Department of Defense Authorization Act, 1983)**

Inspector General Act of 1978

**10 USC 2662**

Real Property Transactions: Reports to Congressional Committees)

**Title 5, United States Code (USC)**

Government Organization and Employees

**USMEPCOM Memo 25-51**

Office Copiers

**USMEPCOM Pam 25-2**

Management Information Control System

**USMEPCOM Pam 25-30**

Index of the United States Military Entrance Processing Command Publications

**USMEPCOM Pam 25-31**

Initial Distribution and Resupply of Publications and Blank Forms

**USMEPCOM Pam 25-32**

Index of USMEPCOM Forms and Mission Essential SF and DD/DOD Forms

**USMEPCOM Reg 1-1**

End-of-Tour Reports

**USMEPCOM Reg 5-2**

Intraservice/Intragovernmental Support

**USMEPCOM Reg 5-5**

Security, Safety, and Special Programs

**USMEPCOM Reg 5-6**

Configuration and Innovation Management Program

**USMEPCOM Reg 11-4**

Management Control

**USMEPCOM Reg 20-1**

Inspector General Inspection Program

**USMEPCOM Reg 25-3**

United States Military Entrance Processing Command Managing Automated Data Processing (ADP) Resources

**USMEPCOM Reg 25-5**

United States Military Entrance Processing Command Data Element Dictionary

**USMEPCOM Reg 25-9**

Joint Computer Center

**USMEPCOM Reg 25-10**

Telecommunications Management

**USMEPCOM Reg 25-33**

USMEPCOM Publications Program

**USMEPCOM Reg 25-30**

Dictionary of USMEPCOM-Unique Abbreviations and Terms

**USMEPCOM Reg 25-50**

Official Mail and Distribution Management Program (OMDMP)

**USMEPCOM Reg 25-90**

Visual Information (VI)

**USMEPCOM Reg 27-1**

Legal Services Support and Procedures for United States Military Entrance Processing Command Personnel

**USMEPCOM Reg 37-1**

USMEPCOM Financial Management

**USMEPCOM Reg 37-14**

Temporary Duty Travel

**USMEPCOM Reg 37-15**

Program Budget Advisory Committee (PBAC)

**USMEPCOM Reg 40-1**

Medical Processing and Examinations

**USMEPCOM Reg 40-8**

Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Programs

**USMEPCOM Reg 55-2**

Recruit Travel

**USMEPCOM Reg 58-1**

Vehicle Management

**USMEPCOM Reg 210-4**

Unaccompanied Personnel Leased Housing Program

**USMEPCOM Reg 215-1**

Amusement Vending Machine Fund

**USMEPCOM Reg 350-1**

Command Training Program

**USMEPCOM Reg 360-1**

Command Information (CI), Public Information (PI), and Community Relations (CR)

**USMEPCOM Reg 420-2**

Repair, Maintenance, Alterations, and Relocations

**USMEPCOM Reg 570-1**

Personnel Strength Feeder Report (RCS: MRM-RM-14)

**USMEPCOM Reg 600-22**

Personal Relationships

**USMEPCOM Reg 600-23**

USMEPCOM Military Personnel Program

**USMEPCOM Reg 600-24**

Equal Employment (EO) Program

**USMEPCOM Reg 601-1**

Processing List - Authorization, Control, and Accounting for Meals and Lodging Services

**USMEPCOM Reg 601-4**

Student Testing Program

**USMEPCOM Reg 601-6**

Use of Military Entrance Processing Station (MEPS) Facilities by the Reserve Component Medical Units

**USMEPCOM Reg 601-23**

Enlistment Processing

**USMEPCOM Reg 611-1**

Enlistment Qualification Tests

**USMEPCOM Reg 611-3**

Testing Quality Assurance Program

**USMEPCOM Reg 680-1**

Military Entrance Processing Reporting System (MEPRS)

**USMEPCOM Reg 680-2**

Military Entrance Processing Reporting System Monthly Operational Data Collection (RCS: MEPCOPT-3)

**USMEPCOM Reg 690-11**

Equal Employment Opportunity (EEO)

**USMEPCOM Reg 690-13**

Civilian Personnel Management Program

**USMEPCOM Reg 700-3**

Material Management and Supply Operations

**USMEPCOM Reg 715-3**

Contracting for Meals and Lodging

**USMEPCOM Reg 750-1**

Maintenance of Equipment

**USMEPCOM Suppl 1 to AR 340-21**

The Army Privacy Program

## **Appendix B**

### **Geographical Areas of Responsibility**

#### **B-1. Headquarters, United States Military Entrance Processing Command**

The Command covers the United States; Puerto Rico; Guam; the Northern Mariana Islands; American Samoa; the Freely Associated States of the Federated States of Micronesia; and the Virgin Islands.

#### **B-2. Eastern Sector, United States Military Entrance Processing Command**

**a. Eastern Sector:** Alabama, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, Wisconsin, West Virginia, Puerto Rico, and Virgin Islands.

**b. Eastern Sector MEPSs locations:**

Alabama—Montgomery  
Florida—Jacksonville, Miami, and Tampa  
Georgia—Atlanta  
Illinois—Chicago  
Indiana—Indianapolis  
Kentucky—Louisville  
Maine—Portland  
Maryland—Baltimore  
Massachusetts—Boston and Springfield  
Michigan—Detroit and Lansing  
Mississippi—Jackson  
New Jersey—Ft. Dix  
New York—Albany, Buffalo, New York City, and Syracuse  
North Carolina—Charlotte and Raleigh  
Ohio—Cleveland and Columbus  
Pennsylvania—Harrisburg and Pittsburgh  
South Carolina—Ft. Jackson  
Tennessee—Knoxville, Memphis, and Nashville  
Virginia—Beckley  
Wisconsin—Milwaukee  
West Virginia—Richmond  
Puerto Rico—San Juan

#### **B-3. Western Sector, United States Military Entrance Processing Command**

**a. Western Sector:** Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming; Guam; Northern Mariana Islands, American Samoa, and the Freely Associated States of the Federated States of Micronesia.

**b. Western Sector MEPSs locations:**

Alaska—Anchorage  
Arizona—Phoenix  
Arkansas—Little Rock

California—Los Angeles, San Diego, San Jose, and Sacramento  
Colorado—Denver  
Hawaii—Honolulu  
Idaho—Boise  
Iowa—Des Moines  
Kansas—Kansas City and St. Louis  
Louisiana—New Orleans and Shreveport  
Minnesota—Minneapolis  
Montana—Butte  
Nebraska—Omaha  
New Mexico—Albuquerque  
North Dakota—Fargo  
Oklahoma—Oklahoma City  
Oregon—Portland  
South Dakota—Sioux Falls  
Texas—Amarillo, Dallas, El Paso, Houston, and San Antonio  
Utah—Salt Lake City  
Washington—Seattle and Spokane

**Glossary**

**ADP**

automated data processing

**ADPE**

automated data processing equipment

**AFI**

Air Force Instruction

**AFR**

Air Force Regulation

**AR**

Army Regulation

**ARNG**

Army National Guard

**ASVAB**

Armed Services Vocational Aptitude Battery

**CFR**

Code of Federal Regulations

**CMO**

Chief, Medical Officer

**COE**

United States Army Corps of Engineers

**COMDTINST M**

Commandant Manual (U.S. Coast Guard)

**COOP**

Continuity of Operations Plan

**COR**

contracting officer representative

**DA**

Department of Army

**DHP**

Defense Health Program

**DMDC**

Defense Manpower Data Center

**DOD**

Department of Defense

**DODD**

Department of Defense Directive

**DODI**

Department of Defense Instruction

**EO**

equal opportunity

**ER**

Engineer regulation

**FBP**

fee basis practitioners

**GSA**

General Services Administration

**HQDA**

Headquarters, Department of the Army

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**IG**

inspector general

**IRC**

Interservice Recruitment Committee

**JPS**

Joint Personnel System

**MCO**

Marine Corps Order

**MEPS**

military entrance processing station

**MET**

mobile examining test

**MIRC**

Midlevel Interservice Recruitment Committee

**MIRS**

United States Military Entrance Processing Command Integrated Resource System

**MTMC**

Military Traffic Management Command

**NAF**

nonappropriated fund

**NAVMED**  
Navy Medical

**NCO**  
non-commissioned officer

**NGB**  
National Guard Bureau

**OPM**  
Office of Personnel Management

**OPNAVINST**  
Office of the Chief of Naval Operations Instruction

**OSD**  
Office of the Secretary of Defense

**POM**  
program objective memorandum

**SSS**  
Selective Service System

**TRADOC**  
United States Army Training and Doctrine Command

**UCMJ**  
Uniform Code of Military Justice

**USCG**  
United States Coast Guard