

# Summary of Changes

USMEPCOM Regulation 25-30, 27 July 04  
Information Management: Publishing and Printing  
Dictionary of USMEPCOM-Unique Abbreviations and Terms

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

- Updates references (app. A).
- Updates the lists of USMEPCOM-unique abbreviations and terms (apps. B and C).

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

USMEPCOM Regulation  
No. 25-30

27 July 2004

**Effective: 27 August 2004**

**Information Management: Publishing and Printing  
DICTIONARY OF USMEPCOM-UNIQUE ABBREVIATIONS AND TERMS**

---

FOR THE COMMANDER:

OFFICIAL:

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

/SIGNED/

SALLY J. HALL  
Lieutenant Colonel, United States Army  
Command Executive Officer

DISTRIBUTION:

A (Electronic distribution)

---

**Summary.** This regulation prescribes policy on creating abbreviations and terms specific to the United States Military Entrance Processing Command (USMEPCOM). This regulation provides lists of USMEPCOM-unique abbreviations and terms.

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

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is Headquarters United States Military Entrance Processing Command (HQ USMEPCOM). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management control process.** This regulation is not subject to the requirements of USMEPCOM Regulation 11-4 (Management Control).

## Contents

	<b>Paragraph</b>	<b>Page</b>
Purpose	1	1
References	2	1
Explanation of abbreviations and terms	3	1
Responsibilities	4	1
Policy	5	1
Prescribed USMEPCOM-unique abbreviations and terms	6	2
Creating an USMEPCOM-unique abbreviations and terms	7	2
USMEPCOM-unique abbreviations and terms	8	2

### Appendixes

- A. References
- B. USMEPCOM-Unique Abbreviations
- C. USMEPCOM-Unique Terms

### Glossary

#### 1. Purpose

To provide a ready reference of authorized United States Military Entrance Processing Command (USMEPCOM)-unique abbreviations.

#### 2. References

Required publications and the required form are listed in appendix A.

#### 3. Explanation of abbreviations and terms

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

#### 4. Responsibilities

a. The Command Executive Office, Support Services (MCEA-SS), will collect the acronyms and terms and prepare this regulation.

b. Headquarters United States Military Entrance Processing Command (HQ USMEPCOM) directors and special staff officers will—

(1) Ensure abbreviations and terms created within their area are prescribed by a USMEPCOM regulation.

(2) Ensure abbreviations and terms do not contradict definitions established by other USMEPCOM administrative publications.

#### 5. Policy

a. Only USMEPCOM regulations prescribe Commandwide use of USMEPCOM-unique abbreviations and terms. Abbreviations and terms redefined in the current prescribing directive will take precedence over the abbreviations and terms defined in this regulation and any other USMEPCOM publication.

b. Abbreviations and terms created for use at one level (e.g., directorate, division, section) do not require a prescribing directive.

**6. Prescribed USMEPCOM-unique abbreviations and terms**

USMEPCOM regulations may prescribe USMEPCOM-unique abbreviations and terms. Proponents will not create any abbreviation or term defined in any other publication unless it is distinctly different in meaning or application for USMEPCOM. The prescribing directive will list USMEPCOM-unique abbreviations and terms in the glossary. (See USMEPCOM Regulation 25-33 (USMEPCOM Publications Program) for guidance on preparing a glossary.)

**7. Creating USMEPCOM-unique abbreviations and terms**

Before creating a USMEPCOM-unique abbreviation or term, HQ USMEPCOM proponents will check the following publications to ensure the abbreviation or term was not defined by another USMEPCOM or higher level agency publication.

- a. This regulation.
- b. If applicable, the glossaries of USMEPCOM publications containing an effective date later than the effective date of this regulation.
- c. Army Regulation (AR) 310-25 (Dictionary of United States Army Terms (Short Title: AD)).
- d. AR 310-50 (Authorized Abbreviations, Brevity Codes, and Acronyms).
- e. Joint Publication 1-02 (Department of Defense Dictionary of Military and Associated Terms).
- f. Other applicable internal and/or external publications.

**8. USMEPCOM-unique abbreviations and terms**

This regulation lists USMEPCOM-unique abbreviations (app. B) and terms (app. C). These lists provide the prescribing directive and the proponent for each abbreviation and term.

**Appendix A  
References**

**Department of Defense** (<http://www.defenselink.mil/pubs>)

**Army** (<http://www.usapa.army.mil>)

**Marine Corps** (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

**Navy** (<http://neds.nebt.daps.mil>)

**Air Force** (<http://afpubs.hq.af.mil>)

**Coast Guard** (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

**USMEPCOM** (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

**GSA and Standard Forms**

(<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

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

**Required Publications**

**AR 310-25**

Dictionary of United States Army Terms (Short Title: AD). Cited in paragraph 7c.

**AR 310-50**

Authorized Abbreviations, Brevity Codes, and Acronyms. Cited in paragraph 7d.

**Joint Publication 1-02**

Department of Defense Dictionary of Military and Associated Terms. Cited in paragraph 7e.

**USMEPCOM Regulation 25-33**

USMEPCOM Publications Program. Cited in paragraph 6.

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

None

**Section III**

**Prescribed Publications** (Publications prescribed by this regulation.)

None

**Section IV** (The forms needed to comply with this publication.)  
**Required Forms**

None

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

None

**Section VI** (The file numbers this regulation prescribes for the user to file specific documents.)  
**Prescribed File Numbers**

None

**Appendix B**  
**USMEPCOM-Unique Abbreviations**

This appendix lists acronyms and abbreviations with their definitions as prescribed for use within USMEPCOM. The prescribing USMEPCOM publication and HQ USMEPCOM proponent is listed in parenthesis after the definition.

<b>ACMO</b> acting chief medical officer	(USMEPCOM Reg 40-1/MMD)
<b>ATCO</b> alternate test control officer	(USMEPCOM Reg 611-1/MOP)
<b>CRDB</b> Centralized relational database	(USMEPCOM Reg 680-3/MOP)
<b>CSL</b> command sector liaison	(USMEPCOM Reg 601-4/MOP)
<b>EMAP</b> Emergency Management and Assistance Plan	(USMEPCOM Reg 680-3/MHR)
<b>ESP</b> emergency security/safety procedures	(USMEPCOM Reg 5-5/MHR)
<b>ESS</b> education services specialist	(USMEPCOM Reg 601-4/MOP)
<b>IMENS</b> Information Mission Elements Need Statement	(USMEPCOM Reg 25-3/MIT)
<b>MEAD</b> USMEPCOM Equipment Authorization Document	(USMEPCOM Reg 700-3/MRM)
<b>MEPNET</b> [US]MEPCOM Intranet	(USMEPCOM Reg 25-3/MIT)
<b>MEQS</b> mission essential qualifications standards	(USMEPCOM Reg 350-1/MHR)
<b>PAI</b> preaccession interview	(USMEPCOM Reg 601-23/MOP)
<b>PEI</b> preenlistment interview	(USMEPCOM Reg 601-23/MOP)
<b>PL</b> processing list	(USMEPCOM Reg 680-3/MOP)
<b>PULHES</b> physical profile serial code	(USMEPCOM Reg 680-3/MOP)

27 July 2004

USMEPCOM Regulation 25-30

**RID**

Record identification

(USMEPCOM 680-3/MOP)

**RJ**

reevaluation justified

(USMEPCOM Reg 40-1/MMD)

**RMA**

repair, maintenance, and alteration

(USMEPCOM Reg 420-2/MFA)

**SCP**

System change proposals

(USMEPCOM Reg 680-3/MOP)

**SRC**

Service-required code

(USMEPCOM Reg 680-3/MOP)

**STS**

Student Testing System

(USMEPCOM Reg 601-4/MOP)

**SUB**

software updates to baseline

(USMEPCOM Reg 680-3/MOP)

**TC**

test coordinator

(USMEPCOM Reg 601-4/MOP)

**UAT**

user acceptance testing

(USMEPCOM Reg 680-3/MOP)

**USMIRS**

USMEPCOM Integrated Resource System

(USMEPCOM Reg 680-3/MOP)

## **Appendix C**

### **USEMEPCOM-Unique Terms**

This appendix lists terms with their definitions as prescribed for use within USMEPCOM. The prescribing USMEPCOM publication and HQ USMEPCOM proponent is listed in parenthesis after the definition.

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

A 6-hour period of time guaranteed to recruiting services within which they may work new delayed entry program (DEP) contracts and Reserve/National Guard accession contracts. (USMEPCOM Reg 601-23/MOP)

#### **accession data**

An enlistment into the Regular or Reserve component of any of the Armed Forces. This category includes DEP-out enlistments into a Regular or Reserve component of the Armed Forces. (USMEPCOM Reg 680-3/MOP))

#### **additional information**

Previously undisclosed or concealed information obtained from an applicant during military entrance processing station (MEPS) processing that may have a bearing on the enlistment qualifications of the applicant. (USMEPCOM Reg 601-23/MOP)

#### **alternate processing initiatives**

Significant changes to established or traditional applicant processing procedures. (USMEPCOM Reg 601-23/MOP)

#### **applicant**

Any individual who is processed at a MEPS or by a MET site, including nonapplicant, enlistees, registrants, or inductees. (USMEPCOM Reg 680-3/MOP)

#### **applicant status code**

A single alpha entry, which follows the WKID and reflects the status of the applicant upon completion of each different phase of MEPS processing. It also identifies an applicant's eligibility for further processing and enlistment in the Armed Forces. (USMEPCOM Reg 680-3/MOP)

#### **aptitude data**

Information depicting the results of an aptitude test taken by an applicant being considered for entry into a branch of the armed services. (USMEPCOM Reg 680-3/MOP))

#### **authentication**

Evidence by proper signature or seal that a document is genuine and official. (USMEPCOM Reg 601-23/MOP)

#### **Centralized Relational Database (CRDB)**

The CRDB resides on the HQ USMEPCOM Host computer and collects workload, manages record/data/projection ownership, processes data to and from external agencies and manages data exchange between the local military entrance processing station (MEPS) databases. (USMEPCOM Reg 680-3/MOP)

#### **classifiable fingerprints**

Clear and distinct fingerprints which enable the FBI to identify and interpret all characteristics necessary for classification. (USMEPCOM Reg 601-23/MOP)

**control desk**

The activity within the MEPS that monitors and controls processing by directing individuals to various sections and performing certain QA procedures. (USMEPCOM Reg 680-3/MOP)

**coordinator**

Person appointed in writing to conduct breath alcohol tests or drug tests. (USMEPCOM Reg 40-8/MMD)

**data block**

A group of logically collected data elements, such as personal data, which includes name, SSN, DOB. A data unit which has a unique meaning, such as sex, population group, DOB, etc. (USMEPCOM Reg 680-3/MOP)

**day test session**

Test session that starts between the hours of 0600 and 1600. (USMEPCOM Reg 611-1/MOP)

**DEP packet**

Documents pertaining to DEP-ins, which the MEPS turns over to the recruiting services for retention during the DEP period. (USMEPCOM Reg 680-3/MOP)

**enlistment ASVAB**

A version of the ASVAB administered in the MEPS and at MET sites. The enlistment ASVAB is used solely for the examination of individuals specifically applying for enlistment. (USMEPCOM Reg 680-3/MOP)

**enlistment packet**

A set of enlistment-related documents forwarded by the MEPS to various service personnel centers/agencies. (USMEPCOM Reg 680-3/MOP)

**existed prior to service**

Pertains to a medical or moral problem of an enlistee which is discovered within 6 months after entry on active duty, but existed prior to enlistment. (USMEPCOM Reg 40-1/MMD)

**extended-hours processing**

Applicant processing above that of normal processing capability provided by the MEPS and rendered in direct response to a recruiting service request, which will enable the service to attain its periodic recruiting mission on the last recruiting day of the month. (USMEPCOM Reg 601-23/MOP)

**fee-basis physician**

A nongovernment-service civilian doctor, physician assistant, or nurse practitioner used by the MEPS in addition to, or in lieu of, the CMO to conduct medical examinations in the station. (USMEPCOM Reg 40-1/MMD)

**holdover**

An individual who starts but fails to complete testing, medical, and/or administrative processing and is to return the next workday for completion, or has completed processing and awaits overnight for transportation back to his or her home or initial duty station. (USMEPCOM Reg 680-3/MOP)

**host retrieve process**

The process used to retrieve applicant data from the RDB. The host retrieve process is initiated when a SSN is entered into a USMIRS screen for an applicant not owned by (resident on) the local MEPS USMIRS. (USMEPCOM Reg 680-3/MOP)

**improper recruiting practice**

Any intentional action(s) or omission(s) or negligence into the performance of duty by a recruiter, which occurs during the processing of a prospect or applicant for enlistment and which result(s) in the attempted enlistment of a person who does not meet all established enlistment prerequisites. (USMEPCOM Reg 601-23/MOP)

**inductee**

An individual registered with the Selective Service System who has been inducted into the armed services. (USMEPCOM Reg 680-3/MOP)

**in-house testing**

Testing within the physical confines of the MEPS. (USMEPCOM Reg 611-1/MOP)

**invalid test**

An ASVAB test/retest of which the scores/results are nullified for enlistment because, for example, of cheating, illness, etc. (USMEPCOM Reg 611-1/MOP)

**minor project update**

A report produced by the Facilities Directorate for tracking projects between \$25,001 and \$200,000. Key milestones for projects are listed. (USMEPCOM Reg 420-2/MFA)

**MET site**

A mobile examining test location outside the MEPS used for the administration of the ASVAB. It may be staffed by either military or OPM personnel. (USMEPCOM Reg 611-1/MOP)

**night test session**

Test session that starts between the hours of 1400 and 0559. (USMEPCOM Reg 611-1/MOP)

**normal processing**

The extension of service to the applicant and the recruiter which permits the full implementation of the Red Carpet program and is provided within the standard workday/week. (USMEPCOM Reg 601-23/MOP)

**no-show**

An individual projected for processing on the USMEPCOM Form 727-E who fails to arrive at the prescribed date to begin the scheduled processing. (USMEPCOM Reg 680-3/MOP)

**observer**

Person authorized in writing to physically escort applicants and observe urine collection. (USMEPCOM Reg 40-8/MMD)

**packet**

A personnel folder, form, or envelope at the MEPS containing information on an applicant who has not yet become a member of a service component or who has been discharged from the DEP or a non-applicant. (USMEPCOM Reg 680-3/MOP)

**peak capacity**

The maximum number of weighted exams a MEPS can perform in the standard workday given its medical staffing and facilities. (USMEPCOM Reg 601-23/MOP)

**preaccession interview (PAI)**

An additional interview given by MEPS personnel (before the administration of the active duty oath of enlistment) to enlistees being discharged from the DEP to access. This is an additional aid to the services

in preventing fraudulent entry into the Armed Forces, detecting paperwork errors, and detecting improper recruiting activities. (USMEPCOM Reg 601-23/MOP)

**preenlistment interview (PEI)**

An interview given by MEPS personnel before enlistment in the DEP regular components (except DEP-outs, the Reserves, or National Guard) to the applicant for the purpose of assisting the recruiting services in the prevention of fraudulent entry into the Armed Forces and improper recruiting activities. This interview is also used to verify the accuracy of the information contained in the enlistment paperwork. (USMEPCOM Reg 601-23/MOP)

**prescreening errors**

Any physical disqualification as determined by the CMO, which occurred because of a condition that could have been detected by the recruiting service, via medical prescreening, using the DD Form 2807-2. (USMEPCOM Reg 40-1/MMD)

**processing**

Any work accomplished for an applicant, nonapplicant, enlistee, registrant, or inductee within the military MEPS/MET site, to include aptitude testing, special purpose testing, medical examination, physical inspection, or contract and associated paperwork. (USMEPCOM Reg 680-3/MOP)

**processing list (USMEPCOM Form 727-E)**

USMEPCOM Form 727-E (Processing List). The form is a roster of applicants by service, name, and SSN, which identifies processing actions for that day. A copy is used for meals and lodging contract facilities to identify applicants needing service. (USMEPCOM Reg 680-3/MOP)

**projection**

Pertains to scheduling the MEPS work load. Specifically, an individual scheduled to process the next workday and identified to the MEPS on a USMEPCOM Form 727-E early enough to allow completion of a USMIRS query and manual files searches as well as communication of data to HQ USMEPCOM. The MEPS must receive these forms (which may be initial or supplemental USMEPCOM Forms 727-E) before the deadlines established by the MEPS commander. (Also see "walk-in.") (USMEPCOM Reg 680-3/MOP)

**qualified not enlisted**

A qualified applicant who does not enlist. This denotes a potential enlistee who has satisfactorily completed MEPS aptitude and medical processing. (USMEPCOM Reg 680-3/MOP)

**recruiter ID**

An ID of the recruiter by SSN or service-unique number, responsible for processing an individual through a MEPS. (USMEPCOM Reg 680-3/MOP)

**reestablish record**

Reenter all previously submitted data for a record that has been deleted from the active database. (USMEPCOM Reg 680-3/MOP)

**reevaluation justified (RJ)**

A term applied to an individual found not qualified for military service due to a current, remedial medical condition whose condition will be reevaluated at a later date. (USMEPCOM Reg 40-1/MMD)

**reject error**

The type of condition that causes a submitted record to be rejected in its entirety and requires resubmission/retransmission of the record. (USMEPCOM Reg 680-3/MOP)

**replication**

The near real time process that occurs every 5 minutes between CRDB and USMIRS databases to ensure data transactions/WKIDs are applied to applicable SSN records. (USMEPCOM Reg 680-3/MOP)

**ringer**

Any person taking the ASVAB for another person. (USMEPCOM Reg 611-1/MOP)

**service slice**

The number of applicants per service per day that can be processed at the MEPS when peak capacity is reached. (USMEPCOM Reg 601-23/MOP)

**shipped/shipper**

Accessions/inductees released from the MEPS reception stations or initial duty stations. (USMEPCOM Reg 680-3/MOP)

**special purpose test**

Test used to determine qualifications of applicants for specific occupational specialties. (USMEPCOM Reg 611-1/MOP)

**SSN conflict status**

A strategy that allows MEPS to continue processing an applicant (vice rejecting the record) when a SSN conflict is detected by USMIRS. (USMEPCOM Reg 680-3/MOP)

**stand-alone publication**

A USMEPCOM publication that contains all the information the user needs and does not refer the user to external publications. Stand-alone publications may include required external publications only when they are absolutely crucial and approved by MCEA-SS. (USMEPCOM Reg 25-33/MCEA-SS)

**status code**

A code identifying the enlistment qualification status of an individual being processed. (USMEPCOM Reg 680-3/MOP)

**Student Armed Services Vocational Aptitude Battery**

A version of the ASVAB administered in education facilities. The results may be used for enlistment. (USMEPCOM Reg 680-3/MOP)

**supplemental USMEPCOM Form 727-E**

A USMEPCOM Form 727-E submitted by a service to the MEPS after the initial USMEPCOM Form 727-E deadline set by the MEPS commander, but in time to be included in the communication of projections to HQ USMEPCOM. Applicants listed on a supplemental USMEPCOM Form 727-E are considered projections. (USMEPCOM Reg 680-3/MOP)

**transaction**

The addition/deletion/modification of data to the Host CRDB. (USMEPCOM Reg 680-3/MOP)

**USMEPCOM Integrated Reporting System (USMIRS)**

The processing and enlistment software application that is run by the computer systems resident in each MEPS. (USMEPCOM Reg 680-3/MOP)

**unclassifiable fingerprints**

One or more fingerprints on a card found to be unclassifiable by the FBI, causing return of the fingerprint card to the MEPS. (USMEPCOM Reg 601-23/MOP)

**USMEPCOM requirements package**

A standard package of specifications, tailored to USMEPCOM, used as the standard for all facility construction and repair. Contains information on specific room requirements and detailed drawing of special layouts. (USMEPCOM Reg 420-2/MFA)

**USMEPCOM space allocation standard**

A standard listing of square footage requirements used to determine the amount of space a MEPS requires. Total square footage is determined by number and grade of personnel assigned to a MEPS, forecast of applicant processing work load and special equipment. (USMEPCOM Reg 420-2/MFA)

**waiver code**

Information indicating whether or not an enlistment waiver was granted. (USMEPCOM Reg 680-3/MOP)

**walk-in**

An individual who arrives at the MEPS for processing without being scheduled on a USMEPCOM Form 727-E. (USMEPCOM Reg 680-3/MOP)

**weighted exams**

A method of calculating medical section workload at a MEPS in terms of male and female physical examinations. Weighted exams are calculated using the formula in USMEPCOM Regulation 40-1, figure 1-1. (USMEPCOM Reg 601-23/MOP)

## **Glossary**

### ***Section I***

#### ***Abbreviations***

##### **AR**

Army regulation

##### **DA**

Department of the Army

##### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

##### **MEPS**

military entrance processing station

##### **USMEPCOM**

United States Military Entrance Processing Command

### ***Section II***

#### ***Terms***

##### **abbreviation**

A standard abbreviation, acronym, or brevity code.

##### **acronym**

A word formed from the initial letters of a name or parts of a series of words. For example, USMEPCOM is an acronym for United States Military Entrance Processing Command, MEPS is an acronym for military entrance processing station.

##### **brevity code**

A shortened form of a frequently used unclassified phrase, sentence, or group of sentences. For example, COMSEC means communications security, MEPNET is the [US]MEPCOM Intranet.

##### **proponent**

The agency responsible for writing and issuing a publication, also the person within that agency who writes the publication.

##### **prescribing directive**

The publication that directs a policy to be carried out, a procedure to be followed, a form, handbook, or poster to be used, and a report to be submitted.

##### **term**

Words or phrases that have a precise meaning.