

# Summary of Changes

USMEPCOM Regulation 570-3, 20 July 04

Manpower and Equipment Control

Staffing Guide for Military Entrance Processing Stations (MEPSs)

This revision has no new policy; it has administrative changes only. This change -

- Deletes a reference to X-ray NCOs and diagnostic radiology technicians at the MEPSs (table 4-5, Note).
- Adds a statement in the instructions for USMEPCOM Form 570-3-1-R-E that paragraph and line numbers should match those on the Manpower Manning Report in the Joint Personnel System (par. B-4f).

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

USMEPCOM Regulation  
No. 570-3

20 July 2004

**Effective: 20 August 2004**

**Manpower and Equipment Control  
STAFFING GUIDE FOR MILITARY ENTRANCE PROCESSING STATIONS (MEPSs)**

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**Summary.** This regulation prescribes policy on staffing and civilian end-strength reporting; this regulation also incorporates Personnel Strength Feeder Report procedures. This regulation prescribes policy and guidance for determining numbers and types of positions required for performance of United States Military Entrance Processing Command (USMEPCOM) military entrance processing station (MEPS) functions. It provides descriptions for functions of each MEPS, reflects job requirements in terms of military codes and duty titles and for civilian positions by civilian title and classification series. The regulation also prescribes USMEPCOM Form 570-3-1-R-E (Personnel Strength Feeder Report).

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

**Supplementation.** Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MRM-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management control process.** This regulation contains management control provisions but does not identify key management controls that must be evaluated.

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\*This regulation supersedes USMEPCOM Regulation 570-3, 8 July 2004.

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

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## **Chapter 1**

### **General**

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

This regulation provides guidance for determining the minimum staffing and types of positions required for performance of military entrance processing station (MEPS) functions and on civilian end-strength reporting. These positions are used to perform command, administrative support, and applicant enlistment processing in aptitude testing, physical examinations, and administrative processing. The regulation also provides guidance on preparing and submitting USMEPCOM Form 570-3-1-R-E (Personnel Strength Feeder Report).

a. The established yardsticks (see par. 2-3) are guides to determine the number of positions required for performing MEPS functions. This information also will be used to evaluate manpower requirements at the MEPS.

b. The qualitative guidance is designed to aid in designating military and civilian positions in the United States Military Entrance Processing Command (USMEPCOM) Manning Authorization Document (UMAD) for MEPS. The positions are delineated as military or civilian according to criteria established in Army Regulation (AR) 570-4 (Manpower Management). For positions to be filled by civilians, a position title and Office of Personnel Management (OPM) classification series are shown.

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

References are listed in appendix A.

#### **1-3. Abbreviations and terms**

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

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

a. The Commander, USMEPCOM, will identify human resource requirements for the organization.

b. The Director, Resource Management (MRM), Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), will determine manpower requirements based on the most effective and efficient organization and, therefore, represent the minimum essential numbers of civilian and military positions needed to accomplish valid mission responsibilities for the organization.

c. HQ USMEPCOM directors/special staff officers, sector commanders, and MEPS commanders will complete and submit USMEPCOM Form 570-3-1-R-E monthly.

#### **1-5. Policy**

a. Manpower requirements are determined according to policies and procedures prescribed in AR 570-4.

b. Manpower reporting requirements are prescribed in AR 570-4.

c. USMEPCOM Form 570-3-1-R-E (Personnel Strength Feeder Report) is required by HQ USMEPCOM for budget and staffing.

#### **1-6. Applicability**

a. **Manpower.** Yardstick allowances prescribed in this regulation apply to military and civilian requirements. Yardsticks are based on an 8-hour day, 40-hour workweek, and include normal allowances for nonproductive time such as annual and sick leave, training, orientation, and military duties.

**b. Operating situations.** Manpower requirements determined by the yardsticks in this regulation are those functions performed under normal operating situations. Unusual factors that may affect manpower requirements will be considered in determining the total requirements. This regulation does not constitute authority for the addition or deletion of positions.

**Note:** Not all identified positions may be required at each MEPS.

**c. Conservation of manpower.** While intended as a guide for determining manpower requirements, this regulation also has a related objective for the conservation of manpower resources. The yardstick allowances reflect manpower utilization practices as authorized in AR 570-4.

### **1-7. Manpower requirements validation**

This regulation is not intended to be the sole criteria for recognizing staffing requirements.

a. MRM-MP will use the most recent 12-month period of workload as the basis for any manpower requirement validation. When a MEPS workload shows an increase or decrease in any of the three elements (processing, testing, or medical), MRM-MP will determine the new requirements at the end of the 12-month period.

b. MEPSs that sustain an increase in workload for a minimum period of 3 to 6 months may request a temporary hire through their sector to MRM-MP. The MEPS commander must justify requested requirements and support the recommendations with quantitative workload data.

### **1-8. USMEPCOM Form 570-3-1-R-E**

HQ USMEPCOM directors/special staff officers and sector and MEPS commanders will complete USMEPCOM Form 570-3-1-R-E and fax the signed form to HQ USMEPCOM (ATTN: MRM-MP) monthly by the first working day of the month following the last working day of the reported month.

a. Complete USMEPCOM Form 570-3-1-R-E electronically (or by typing or printing in black ink) and file a copy (file number 570-4j1.T15. Keep in current file area until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 15 years old.)

b. Instructions for completing USMEPCOM Form 570-3-1-R-E are at appendix B.

### **1-9. SF 52 (Request for Personnel Action)**

Commanders must prepare a Standard Form (SF) 52 (Request for Personnel Action) for any personnel action that occurs within USMEPCOM units concerning civilian personnel.

a. Commanders will fax actions affecting the status of billets (i.e., recruits/hires, temporary hires, terminations, resignations, leave-without-pay status, changes to grade, name changes, promotions and reassignments) to HQ USMEPCOM (MRM-MP) before sending the action to the servicing civilian personnel office (CPO) for processing. Both sides of the SF 52 must be completed and submitted.

b. When the SF 52 is staffed through your servicing CPO, the CPO will issue an SF 50 (Notification of Personnel Action). The commander will fax a copy of this final action to HQ USMEPCOM (MRM-MP) or send it with the monthly USMEPCOM Form 570-3-1-R-E.

### **1-10. Revision**

This regulation is revised when changes in mission, programs, procedures technology, and doctrine are made affecting the sectors and MEPSs.

## Chapter 2 Staffing - MEPS Elements and Codes

### 2-1. Staffing table code structure

In this regulation, MEPS staffing is arranged in a series of staffing elements, each representing a section of the MEPS. These elements are identified numerically in accordance with the staffing table code structure developed for this activity. Each MEPS code series number contains the prefix “564”; major functional areas are identified by a two-digit code ending in “0” (e.g., 564-10 for the headquarters group).

### 2-2. Contents of elements

**a. Organizational chart.** The organizational chart at figure 3-1 reflects the elements in a MEPS and indicates the code number of the staffing tables.

**b. Functional statements.** Each staffing element is prefaced by a brief general summary of the functions typically performed.

**c. Staffing tables.** Staffing tables provide specific guidance for determining the manpower and position requirements. The staffing table codes are provided in table 2-1.

<b>Staffing Table Code</b>	<b>Staffing Table</b>
564-10	MEPS headquarters group
564-20	Operations group
564-30	Processing element
564-40	Testing element
564-50	Medical element

### 2-3. Yardstick

The term “yardstick” refers to any expression of the number of manpower required to perform a specific function given a specific workload. Yardsticks are used as guides during manpower validation studies to determine manpower requirements.

### 2-4. Local appraisal

Local appraisal is used for functions where variables affecting requirements for manpower have precluded development of a yardstick. Manpower requirements for these functions will be based on local evaluation of workload and other determinants. No element of the MEPS is staffed solely on local appraisal; however, the recognition of certain positions may be determined by local appraisal.

### 2-5. Military position duty titles

Military positions are identified by military title, code, and grade unless utilizing military personnel is specifically precluded by AR 570-4 (or other service-specific regulations) or positions are consistently filled by civilians.

### 2-6. Code

The code indicates the appropriate occupational classification of the position, reflecting the specific skills and knowledge required for performance of the duties involved.

### 2-7. Military grade

Grades of officer positions shown in the staffing tables are based on current grade authorizations contained in DA Pamphlet 611-21 (Military Occupational Classification and Structure). Grades for enlisted positions are based on current standards of grade authorizations in DA Pamphlet 611-21.

## 2-8. Position delineation

In the position delineation column of the yardstick source (see tables 4-1 through 4-5), the letters M (military) and C (civilian) reflect the position delineation contained in AR 570-4. Although a position is delineated for military or civilian occupancy, factors such as the rotation base requirements or availability of skills at required locations may require staffing other than that indicated in this regulation. As rotation base requirements continually change, the application of these requirements will be directed by Headquarters Department of the Army (HQDA).

## 2-9. Civilian positions

For positions designated in the position delineation column (see tables 4-1 through 4-5) for civilian employees, the appropriate job title and classification series are shown. The actual title series and grade used by the MEPS are based on the standard job issued by HQ USMEPCOM, Civilian Personnel Office (MCP). Civilian job titles, as shown for general schedule (GS) and wage grade (WG) positions are determined according to the Office of Personnel Management (OPM) Handbook of Occupational Groups and Series of Classes, OPM Position Classification Standards, and other OPM and HQDA titling instructions. Final title, series, and grade determinations are made either directly by MCP, or by approval of servicing personnel actions by MCP before implementation.

## 2-10. Using the yardstick staffing equation

- a. A yardstick staffing equation exists for each MEPS element based on the linear equation:

$$Y = a + [b_1(x_1) + b_2(x_2)], \text{ where:}$$

Y = monthly man hours required to accomplish work

a = core staff fixed man hours (constant given value)

b = interval costs (constant given value)

x = average monthly workload for a particular element

- b. Solving a selected equation will compute the value of Y, which is the total number of monthly man-hours required to accomplish the work in that element. This number is divided by the Army availability factor (AAF) of 145 to determine the manpower requirements. To solve an equation: first, refer to the element's staffing table (tables 4-1 through 4-5) to obtain the a and b values. Next, obtain the average monthly workload from the Quantitative Information Comparison Redesign (QuIC-R). Solve the equation by determining the manpower requirements from the manpower breakpoint in table 2-2.

<b>Manpower</b>	<b>Breakpoint</b>
1	1.07
2	2.15
3	3.23
4	4.30
5	5.39
6	6.46
7	7.50
8	8.50
9	9.50
10	10.50
11	11.50
12	12.50
13	13.50
14	14.50

The following example shows the manpower requirements for an abstract MEPS processing element with five directed requirements accomplishing an average of 2700 monthly accessions and 2400 delayed entry program (DEP)-ins:

- Y = monthly man hours required
  - a = 725 (fixed man hours) (145 available man hours x 5 directed requirements)
  - b1 = .50 (hrs) x 1 = latest monthly average number of accessions processed
  - b2 = 1.78 (hrs) x 2 = latest monthly average number of DEP-ins processed
  - x = latest monthly average total accessions and DEP-ins processed
- The monthly average number of accessions and DEP-ins processed

Accessions:	2700	divided by 12 months =	225	x	.50 =	112.50
DEP-ins:	2400	divided by 12 months =	200	x	1.78 =	<u>356.00</u>
						+ 725.00
		TOTAL				1193.50
		x 1.20 indirect work =				1432.20
		divided by 145 =				9.88
		TOTAL				10

The example above computed allowed man-hours at 1432.20. These hours convert to the manpower equivalent of 9.88 requirements based on the 145 AAF. To find which way to round, compare 9.88 to 9.50 in the table value in table 2-2). The result was rounded up because 9.88 is greater than 9.50. Thus 9.88 equates to 10 requirements.

**2-11. Manpower breakpoint**

This regulation uses the peacetime fractional manpower breakpoint (see table 2-2) prescribed by AR 570-5 (Manpower Staffing Standards System). When manpower breakpoint is exceeded, round up to the next higher requirement.

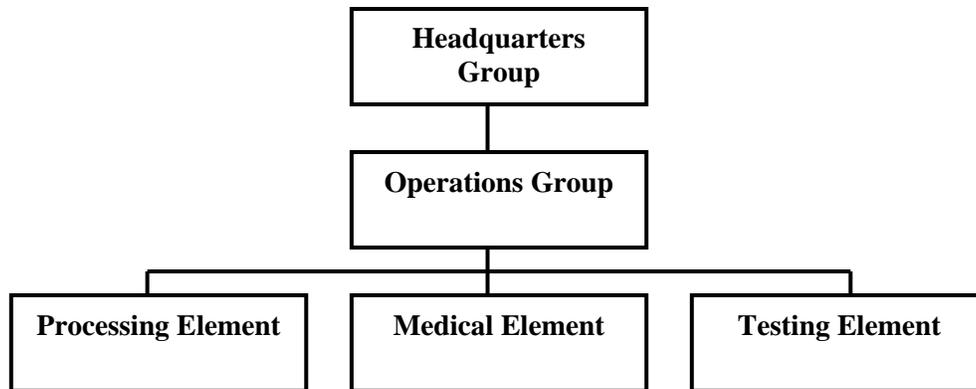
**Chapter 3**  
**Mission and Organization of the MEPS**

**3-1. Mission**

According to AR 601-270 and as defined in USMEPCOM Regulation 10-1, the mission of the MEPS is to aptitudinally test, medically examine, morally qualify, administratively process, enlist, and ship applicants for the Armed Forces of the United States, Reserve Components, and U.S. Coast Guard. When directed, aptitudinally test, medically examine, determine acceptability, administratively process, allocate, induct, and ship Selective Service registrants. When requested, the MEPS may provide medical examinations and processing services to non-applicants from various federal agencies given such services can be provided within approved resources.

**3-2. Organization**

Figure 3-1 provides the organization of a MEPS.



**Figure 3-1. MEPS organization chart**

## **Chapter 4 Staffing Sections**

### **4-1. Section I -MEPS headquarters group (code 564-10)**

The MEPS headquarters group commands, directs, and coordinates the four subordinate elements of the MEPS: overall administrative, personnel, logistical, and financial services. This group participates as a member of the Interservice Recruiting Committee and coordinates MEPS interaction with the supported recruiting commanders to resolve mutual problems.

a. 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 include requisitioning, sponsoring, and inprocessing of military personnel; validating unit manning rosters and personnel qualification records; administering personnel utilization policies and unit reenlistment programs; and processing military personnel actions. Personnel management functions also include administering MEPS civilian personnel management actions, maintaining liaison with the servicing CPO, and maintaining MEPS personnel data in the Joint Personnel System (JPS).

c. Logistical functions include requisitioning, receipt, storage, and issuance of individual, organizational, and expendable supplies and equipment. This function coordinates procurement, base operations support, MEPS transportation requirements, property accountability, and facilities management. It also maintains supervisory control of motor vehicles assigned to the MEPS, prepares requests for real estate requirements and janitorial service contracts, and coordinates contract negotiations for the meals and lodging program and for interservice support agreements.

d. Financial functions include preparation of budget estimates for the MEPS budget. This function plans and programs the review and management of expenditures; maintains the Database Commitment Accounting System (DCAS); prepares various commitment/obligation documents, periodic budget and obligation reports, and funding documents; and executes the financial plans and maintenance of the meals and lodging program.

e. Table 4-1 depicts the MEPS headquarters group.

### **4-2. Section II -operations group (code 564-20)**

The operations group performs liaison with recruiting commands, enlistment recruiters, and service liaisons to resolve problems with applicant records; also investigates fraudulent enlistment allegations and congressional inquires. This group is responsible for the management of applicant and non-applicant policy and procedure for the subordinate elements: processing (section III), testing (section IV), and medical (section V). (Detailed subordinate element responsibilities are in pars. 4-3 through 4-5). The operations group—

a. Prepares briefing and orientates new recruiters and monitors daily status of United States Military Entrance Processing Command Integrated Resource System (USMIRS)-generated reports.

b. Administers briefings and oath of enlistment to applicants and ensures applicant signs the contract (DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)) correctly.

c. Keeps commander abreast of applicant flow and current processing concerns.

d. Ensures operational computer systems for USMIRS and personal computers are operational, including system programs.

- e. Table 4-2 depicts the MEPS operations group.

#### **4-3. Section III -processing element(code 564-30)**

The processing element controls, coordinates, and supervises administrative applicant processing activities. This element completes administrative functions for applicants entering the Armed Forces of the United States, Coast Guard, and various Federal agencies, and reports these actions using USMIRS. 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, files and disposes of applicant records according to current directives. It also arranges meals and lodging into the Armed Forces and Reserve components.

- b. Completes DD Form 4. Performs a one-on-one interview with enlistees to complete DD Form 93 (Record of Emergency Data). Interview preaccession and preenlistment applicants and performs quality control review of all enlistment documents with the applicant. Reviews requests for Entrance National Agency Checks and fingerprints applicants. Conducts quality control and duplicates, collates, and distributes documents according to service requirements. Makes transportation arrangements, certifies and issues travel documents, conducts travel briefing, and reconciles the centrally billed accounts.

- c. Table 4-3 depicts the processing element.

#### **4-4. Section IV -testing element (code 564-40)**

- a. **Enlistment tests.** The testing element administers tests to applicants to determine their aptitude and qualification for enlistment in the Armed Forces and U.S. Coast Guard according to eligibility requirements established by the services. Tasks include administering enlistment tests to applicants in the station and at designated mobile examining team sites and scoring tests. Administers and scores special tests to determine applicants' qualifications for specific enlistment options. Re-computes student test scores for individual service requirements. Coordinates enlistment, special, and student test schedules. Performs liaison with the OPM area representatives for matters pertaining to OPM-conducted testing. Inspects test sites as required by directives. Requisitions test material and maintains accountability and security as required by directives.

- b. **Student tests.** Conducts student testing of high school and collegiate students. Scores, prints, and distributes test results and associated products for student tests according to current directives. Markets and promotes the student testing program according to current directives. Coordinates marketing activities with the recruiting services according to local marketing plans. Monitors achievement of student testing goals.

- c. Table 4-4 depicts the testing element.

#### **4-5. Section V -medical element (code 564-50)**

The medical element performs physical examinations and inspections for applicants to determine their medical qualifications for entry into the Armed Forces. This element also performs physical examinations for non-applicants including prior-service applicants, officer candidates, persons applying for appointment to commissioned officer status, healthcare professionals, Reserve Officer personnel obtaining retention physicals, and for personnel from other Federal agencies. The medical element—

- a. Performs a complete physical which includes conducting medical orientation briefings, performing breath alcohol testing, taking blood and urine samples for drug and alcohol tests and for human

immunodeficiency virus (HIV) screening, measuring height and weight; taking blood pressure and pulse; and conducting orthopedic/neurological screening and vision- and audiometric-acuity testing. Additionally, conducts eye refraction, physical strength, body fat, and other tests as required, and conducts a physician’s medical review and evaluation on each applicant.

b. Performs administrative tasks including coding and data entry of medical information (e.g., full physical, inspection, HIV results, disqualification data). Schedules fee-basis physicians, arranges for medical consultations and for review of physician’s letters and medical forms. Maintains logs, prepares congressional inquiry packages, addresses liaison inquires. Also conducts quality control of medical forms and applicant packets, reconciles USMEPCOM Forms 727, and prepares Drug and Alcohol Testing (DAT) and HIV shipments and posts results, and types various correspondence.

c. Coordinates the procurement of expendable medical supplies. Performs section facility and equipment maintenance. Also performs sanitary inspections of the MEPS, contract lodging, and meal facilities.

d. Table 4-5 depicts the medical element.

<b>Table 4-1</b>								
<b>MEPS Headquarters Group (Code 564-10)</b>								
<b>Yardstick Title:</b> The number of personnel requirements in the headquarters group.								
<b>Yardstick Staffing Definition:</b> The additional number of personnel is recognized when MEPS earn 20 or more military requirements in the MEPS. MEPS earn a budget technician GS-05 when workload equates to 15 accessions and DEP-ins a day								
<b>Yardstick Source:</b> USMEPCOM Manning Authorization Document (UMAD) maintained by USMEPCOM (MHR-MP).								
<b>Requirements Earned</b>					<b>a*</b>	<b>b*</b>	<b>c*</b>	<b>d*</b>
<b>Manpower Requirement</b>								
<b>Line</b>	<b>Duty Title</b>	<b>Code</b>	<b>Grade</b>	<b>Position Delineation</b>	<b>Number and Type of Positions</b>			
1	Commander	42A	O4/O5	M	1	1	1	1
2	1SG	42LSM	E8	M	1	1	1	1
3	Supply Tech	02005	GS5	C	1	1	1	1
4	Budget Tech	00561	GS7	C	1	1	1	1
5	Secretary	00318	GS5	C	1	1	1	1
6	Medical Officer (General Practitioner)	00602	GS12	C	1	1	1	1
7	Personnel Admin Sgt	42A20	E5	M		1		1
8	Budget Tech	00561	GS5	C			1	1
<b>*Notes:</b>								
a. All MEPS (minimum core staffing of six).								
b. Personnel administrative sergeant position will be recognized when the MEPS earns 20 or more military requirements.								
c. MEPS earn a budget technician GS-05 when the workload equates to 15 accessions and DEP-ins a day.								
d. MEPS that earn both positions—personnel administrative sergeant and budget technician, GS-05.								

<b>Table 4-2</b>					
<b>Operations Group (Code 564-20)</b>					
<b>Yardstick Staff Equation:</b> Direct Requirements					
<b>Yardstick Staffing Definition:</b> NA					
<b>Yardstick Source:</b> NA					
<b>Requirements Earned</b>					*
<b>Manpower Requirement</b>					2
<b>Line</b>	<b>Duty Title</b>	<b>Code</b>	<b>Grade</b>	<b>Position Delineation</b>	<b>Number and Types of Positions</b>
1	Operations Officer	42B	03/04	M	1
2	Computer Specialist	02210	GS9	C	1
3**	Assistant Operations Officer	42B	O3	M	
<b>Notes:</b>					
*Direct requirements					
**Assistant operations officer authorized when there is an 05 MEPS commander.					

<b>Table 4-3 Processing Element (Code 564-30)</b>																					
<b>Yardstick Staff Equation:</b> $y = a + [b1 (x1) + b2 (x2)]$ , results multiplied by 1.20 to account for indirect work and divided by monthly availability factor of 145 hours. $a = 725$ (fixed manhours) $b1 = .50 \times 1 =$ latest monthly average number of accessions processed. $b2 = 1.78 \times 2 =$ latest monthly average number DEP-ins processed.																					
<b>Yardstick Title:</b> The latest monthly average number of accessions and DEP-ins processed.																					
<b>Yardstick Staffing Definition:</b> The latest monthly average number of Active, Reserve, and National Guard accessions plus the active and Reserve DEP-ins processed.																					
<b>Yardstick Source:</b> QuIC-R Data prepared by HQ USMEPCOM, Program Analysis & Evaluation Directorate (MAE).																					
<b>Requirements Earned</b>					<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>Manpower Breakpoint*</b>					<b>5.39</b>	<b>6.46</b>	<b>7.5</b>	<b>8.5</b>	<b>9.5</b>	<b>10.5</b>	<b>11.5</b>	<b>12.5</b>	<b>13.5</b>	<b>14.5</b>	<b>15.5</b>	<b>16.5</b>	<b>17.5</b>	<b>18.5</b>	<b>19.5</b>	<b>20.5</b>	<b>21.5</b>
<b>Line</b>	<b>Duty Title</b>	<b>Code</b>	<b>Grade</b>	<b>Position Delineation</b>	<b>Number and Types of Positions</b>																
1	Processing NCOIC	42L40	E7	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Human Resource Assistant	00203	GS4	C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Processing Specialist	42L20	E5	M	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
4	Travel Specialist	42L20	E5	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>*Note:</b> When a manpower breakpoint is exceeded, round up to the next highest requirement. A lead human resource assistant (GS-05) position may be desired when the number of processing specialists and human resources assistant exceeds three or more in the processing element.																					

<b>Table 4-4 Testing Element (Code 564-40)</b>																	
<b>Yardstick Staff Equation:</b> $y = a + [b1 (x1) + b2 (x2)]$ , results multiplied by 1.20 to account for indirect work and divided by monthly availability factor of 145 hours. a = 725 (fixed manhours)      b1 = .0625 x 1 = latest monthly enlistment test. b2 = .0609 x 2 = latest monthly student test.																	
<b>Yardstick Title:</b> The latest monthly average number of enlisted and student tests administered.																	
<b>Yardstick Staffing Definition:</b> The latest month's average number of enlisted and student tests administered is obtained by adding the total number of enlisted and student tests administered and dividing by the appropriate number of months.																	
<b>Yardstick Source:</b> QuIC-R Data prepared by HQ USMEPCOM, Program Analysis and Evaluation Directorate (MAE)																	
<b>Requirements Earned</b>					5	6	7	8	9	10	11	12	13	14	15	<b>Civilian Positions</b>	
<b>Manpower Breakpoint*</b>					5.39	6.46	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5		
Line	Duty Title	Code	Grade	Pos Del	<b>Number and Types of Positions</b>											Job Title	Series
1	Test Control Officer	42B	O2	M	1	1	1	1	1	1	1	1	1	1	1		
2	Test NCO	42L30	E6	M	1	1	1	1	1	1	1	1	1	1	1		
3	Test Specialist	42L20	E5	M	1	2	3	4	5	6	7	8	9	10	11	Test Clerk	GS-0204-04
4	Education Services Specialist	01740	GS11	C	1	1	1	1	1	1	1	1	1	1	1		
5	Test Coordinator	00303	GS5	C	1	1	1	1	1	1	1	1	1	1	1		
<b>*Note:</b> When a manpower breakpoint is exceeded, round up to the next highest requirement.																	



## **Appendix A**

### **References**

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

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/home.do?tabId=0>

**Section I** (The publications required to comply with the publication.)

#### ***Required Publications***

##### **AR 570-4**

Manpower Management. Cited in paragraphs 1-1, 1-5a and b, 1-6c, 2-5, and 2-8.

##### **AR 570-5**

Manpower Staffing Standards System. Cited in paragraph 2-11.

##### **DA Pamphlet 611-21**

Military Occupational Classification and Structure. Cited in paragraph 2-7.

**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 publication.)

#### ***Related Publications***

##### **AR 601-270**

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

##### **USMEPCOM Regulation 10-1**

United States Military Entrance Processing Command. Cited in paragraphs 3-1 and 3-2.

**Section III** (The forms needed to comply with the publication.)

#### ***Required Forms***

##### **DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States. Cited in paragraphs 4-2b and 4-3b.

##### **DD Form 93**

Record of Emergency Data. Cited in paragraph 4-3b.

##### **SF 52**

Request for Personnel Action. Cited in paragraph 1-7.

##### **USMEPCOM Form 727**

Processing List (PL). Cited in paragraph 4-3a.

***Section IV***  
***Prescribed Forms***

(The forms prescribed by this publication. Users must use these forms to comply with this publication.)

**USMEPCOM Form 570-3-1-R-E**  
Personnel Strength Feeder Report

***Section V***  
***Prescribed File Numbers***

(The file numbers prescribed by this publication. Users must use these for the specified file requirements of this publication.)

**570-4j1**

Manpower reports – Offices of the Army Staff – Year-end reports. Cited in paragraphs 1-8a.

**Appendix B**  
**Instructions for USMEPCOM Form 570-3-1-R-E**

**B-1. SECTION 1 - UNIT DESIGNATION**

**a. Block 1: To:** Enter HQ USMEPCOM Manpower Division (MRM-MP), 2834 Green Bay Road, North Chicago, IL 60064-3094.

**b. Block 2: From:** Enter directorate/special staff office, sector, or MEPS sending the report.

**c. Block 3: Date:** Enter the date the report was prepared.

**B-2. SECTION II - CIVILIAN PERSONNEL END STRENGTH**

**a. Column 4: CATEGORY:** Codes for types of civilian employment and the Army Management Structure Code (AMSCO). Categories are as follows:

(1) GS-FTP - General Schedule (GS), full-time permanent (FTP).

(2) GS-FTT - General Schedule, full-time temporary (FTT).

(3) GS-PTP % workweek worked - General Schedule, part-time permanent (PTP).

(4) GS-PTT % workweek worked - General Schedule, part-time temporary (PTT).

(5) GS-WAE % workweek worked - General Schedule, when actually employed (WAE).

(6) WG-FTP - Wage grade, full-time permanent.

(7) WG-OTHER (identify) % workweek worked - Wage grade, PTP, or FTT.

**b. Columns 5 through 12 (various titles):** Enter the total actual number of civilian employees on board as of close of business on the last day of each month in the appropriate column (blocks 5 through 12), adding any gains and deducting losses from section II.

**Note:** Users will report part-time employees in the actual end strength and calculate the percentage of workweeks part-time employees are scheduled to work. To determine percentage to be reported for part-time employees, divide the number of hours regularly scheduled for the employee by 40, the number of hours in a workweek. Round off the resulting figure to the nearest one decimal place and enter the figure on the form as appropriate.

**c. Block 13: TOTAL:** Total each column.

**d. Block 14: Other (specify):** Enter the number of other categories of civilians employed during the reported month (for example, summer hires).

**B-3. SECTION III - MONTHLY RECAP**

**a. Block 15: End strength brought forward:** Enter the end strength from the previous month's report.

**b. Blocks 16, (+) plus gains; and 17, (-) less losses:** Enter gains and losses, as appropriate, during the month being reported.

**c. Block 18: Total:** Enter the total end strength for the report month. One end strength will be entered for each part-time employee.

**Note:** As an accuracy check, the preceding month's strength, plus reported gains and minus losses for the reported month, must equal the reported month's strength.

**B-4. SECTION IV - CIVILIAN GAINS AND LOSSES (complete columns 19 – 27 for each entry)**

Users will enter information for each civilian gain or loss for the reported month, as explained below. A current employee who changes position or category must be reported as a gain and as a loss on two separate lines.

**a. Column 19: NAME -** Use the official payroll name. Do not use common or nicknames.

**b. Column 20 - G/L:** Enter "G" or "L" to show whether the person is a gain or loss.

**c. Column 21 - DATE:** Enter the date of gain or loss.

**d. Column 22 - CATEGORY & GRADE:** Enter the code as GS or WG, and FTP, PTT, PTP, FTT, or WAE (for example, FTP GS-5).

**e. Column 23 - POSITION TITLE & SERIES:** Self explanatory.

**f. Column 24, UMAD PARA; and Column 25, UMAD LINE –** Paragraph and line numbers should be the same as listed on the Manpower Manning Report in the Joint Personnel System (JPS). Identify temporary personnel with the letter "T" as indicated on the JPS. For tracking purposes, temporary personnel will be double-slotted against a corresponding permanent position on the UMAD.

**g. Column 26: SSN (no hyphens) -** Enter the appropriate social security number (i.e., 123456789).

**h. Column 27: REMARKS -** Enter the number of regularly scheduled hours for part-time personnel. Remarks should include the status of temporary employees ("the not to exceed date or summer hire") or effective dates of extended leave without pay. If additional space is required for reporting personnel in the civilian gain or loss section, continue on the reverse side of the form.

**B-5. SECTION V PREPARER INFORMATION AND OFFICIAL AUTHORIZATION**

**a. Blocks 28 through 30 (various titles):** Enter the person's name, office assigned, and telephone number and extension, as appropriate.

**b. Block 31: Date report signed:** Self explanatory.

**c. Block 32: Signature of official or designated representative:** The official or designated representative must sign the report (i.e., MEPS commander).

**Glossary**

***Section I***  
***Abbreviations***

**AAF**

Army availability factor

**AMSCO**

Army Management Structure Code

**AR**

Army regulation

**CPO**

civilian personnel office

**DA**

Department of the Army

**DAT**

Drug and Alcohol Testing

**DEP**

delayed entry program

**DOD**

Department of Defense

**FTP**

full-time permanent

**FTT**

full-time temporary

**GS**

General Schedule

**HIV**

human immunodeficiency virus

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**HQDA**

Headquarters, Department of the Army

**JPS**

Joint Personnel System

**MEPS**

military entrance processing station

**OPM**

Office of Personnel Management

**PL**

processing list

**PTP**

part-time permanent

**PTT**

part-time temporary

**QuIC-R**

Quantitative Information Comparison Redesign

**UMAD**

USMEPCOM Manning Authorization Document

**USMIRS**

United States Military Entrance Processing Command Integrated Resource System

**WAE**

when actually employed

**WG**

wage grade

***Section II***

***Terms***

**accession**

An enlistment which increased the incremental strength of the active or reserve component of the armed services including the Coast Guard. Personnel enlisted in the DEP are not included in this category.

**Army availability factor**

The average monthly number of man-hours an employee is available to accomplish primary duties. Allowance to attend to personal needs are deducted from the total number of available monthly man-hours to arrive at the AAF. The total number of monthly hours spent on primary duties is divided by the AAF to determine manpower requirements. For our purpose, we use the peacetime TDA AAF of 145 hours to determine manpower requirements

**Army Management Structure Code (AMSCO)**

Uniform classification for use in programming, budgeting, and accounting. Entries showing civilian and Army personnel on the UMAD are identified to a program element/activity account (for example, 332713.11). AMSCO numbers are available from the USMEPCOM Manning Authorization Document.

**authorization, manpower**

The portion of the required manpower that is supported by resources to recruit and fill the position.

**average daily accessions**

The number of annual accessions divided by 251 days. This number is one part of the yardstick for the Operations Element and is used to determine manpower requirements.

**breakpoint**

The value of workload in a manpower table which separates differing levels of manpower requirements.

**delayed entry program**

Any of the various service programs to enlist personnel into a special inactive Reserve group pending enlistment into active service at projected future date.

**DEP-in**

An individual enlisting in the delayed entry program (DEP) for a specified period of time while waiting to enlist in a selected regular component is referred to as a DEP-in. Upon expiration of the DEP contract or enlistment in the regular component, the individual becomes a DEP-out. A DEP-in is not an accession.

**direct requirement**

A position requirement which is established by directive, or by work which requires a particular specialty when work load alone does not justify the position.

**end strength**

The actual on-board number of personnel as of a specific point in time. For purposes of this report, end strength will be determined as of the close of business on the last calendar day of the month. Personnel that are on leave without pay are considered losses until their return.

**enlistee**

An individual who has enlisted into the DEP or accessed into one of the armed services including the Coast Guard.

**indirect work**

Services necessary to production, but which cannot be specifically assessed against a particular product (i.e., clean up).

**part-time personnel**

Can be either permanent or temporary employees who are regularly employed on a scheduled tour of duty of less than 40 hours per workweek.

**summer hires**

General Schedule or wage grade employees with a temporary appointment, full- or part-time. Summer hires will be included in the appropriate temporary category (block 14, USMEPCOM Form 570-1-R-E). Temporary summer hire employees are counted against end strength authorizations (based on availability of funds).

**USMEPCOM Manning Authorization Document (UMAD)**

The official manpower document that provides the manpower requirements and authorizations for a USMEPCOM activity. The AMSCO is provided for each position on the document.