

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

USMEPCOM Regulation
No. 600-8

7 May 1997

Personnel - General
ADDITIONAL DUTY APPOINTMENTS/POSITION DESCRIPTIONS

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:

A

Summary. This regulation prescribes additional duty appointments and position descriptions of the additional duties that must be made at Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sectors, and military entrance processing stations (MEPS).

Applicability. This regulation applies to HQ USMEPCOM, sectors, and MEPS.

Supplementation. Supplementation of this regulation and establishment of forms other than United States Military Entrance Processing Command (USMEPCOM) forms are prohibited without prior approval from HQ USMEPCOM, ATTN: MRM-MD, 2500 Green Bay Road, North Chicago, IL 60064-3094.

*This regulation supersedes USMEPCOM Reg 600-8, 28 June 1991.

Interim changes. Interim changes to this regulation are not official unless they are

authenticated by the HQ USMEPCOM, Director, Information Management Directorate. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MRM-MD. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MRM-MD.

Management control process. This regulation is not subject to the requirements of Army Regulation (AR) 11-2. This regulation does not contain management control provisions.

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Glossary

1. Purpose

The purpose of this regulation is to prescribe required additional duty appointments and a description of the additional duty.

2. References

Required publications and forms and prescribed file numbers are at appendix A.

3. Explanation of terms

Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities

Directors, special staff section officers, and sector and MEPS commanders are responsible for

appointing individuals to required additional duties.

5. Course of action

Proponents (directorates and special staff offices) will take the following action when a new additional duty appointment is required, or when an existing additional duty appointment must be revised. A list of proponents and additional duties they are responsible for are at appendix B.

- a. Prepare an additional duty position description following format of other additional duty positions reflected in appendix C.
- b. Using a USMEPCOM Form 25-50-3-R-E, (Staff Summary Sheet) forward the description to HQ USMEPCOM, Manpower/Force Development Division (MRM-MD), for review and determination whether duties and manhours impact on manning. Upon completion of review, forward summary sheets to the Deputy Commander/Chief of Staff for approval or disapproval.
- c. The required additional duty appointments identified in this regulation will be made in writing and signed by the director, special staff officer or sector/MEPS commander concerned. Permanent additional duty appointments/designations will not be made to cover situations which may occur on an annual or infrequent basis.
- d. A duty appointment database for sectors and MEPS will be established. The database will be maintained on a personal computer using a spreadsheet or word processing program. All required additional duty appointments and prescribing directives will be listed, and the appointee's grade and name inserted after the appointment title.
- e. Appointment lists need not be reaccomplished upon change of command, however, new commanders will review existing appointments and either issue a memorandum continuing the appointments or make desired changes and validate by initialing. Copies of appointment memorandum/spreadsheets will not be forwarded to HQ USMEPCOM or sector. They will be maintained in the MEPS under file number 1b.

6. Methods

- a. Directors, special staff officers, sector and MEPS commanders may make additional duty appointments by one of the following methods:
 - (1) Individual duty appointment by name.
 - (2) Consolidated list of duty appointments by name.
 - (3) By billet/position (e.g., additional duties assigned to the first sergeant, to the operations officer, additional duties assigned to the assistant operations officer, etc.).

(4) Any combination of the above.

(a) When this method is used, and the position will be vacant for an extended period of time (e.g, gapped billet, delay in replacement fill, etc.), commanders will appoint another individual to assume the duties until the billet is occupied, at which time the new appointment will be made.

(b) Additional duty appointments for alternates will be made only in cases of lengthy absences (leaves, hospitalization, school, temporary duty, etc.) of the primary appointee, or as required by regulations. The primary appointee will resume the duty upon return to duty.

b. Directors, special and staff officers, sector and MEPS commanders will ensure assigned personnel are provided a copy of the appropriate additional duty position description contained in appendix C, that appropriate reference material is available to perform the duty, and that they are thoroughly briefed on their additional duties.

c. Commanders will ensure the Standard Form (SF) 450 (Confidential Financial Disclosure Reports) is completed by persons appointed as the Amusement Vending Machine (AVMF) Warranted Contracting Officer or any other additional duties where an individual is designated on orders as a "contracting officer representative." Budget assistants do not need to submit SFs 450.

d. The procedures in this regulation do not apply to situations where a supporting activity or installation may require separate appointment documents/signature authority, etc.

Appendix A References

Section I

Required Publications

29 CFR, Parts 1614.104 and 1614.105

Cited in appendix C.

AFR 35-35

Individualized Newcomer Treatment and Orientation (INTRO) Program. Cited in appendix C.

AR 25-1

Army Information Resources Management Program. Cited in appendix C.

AR 25-30

The Army Integrated Publishing and Printing Program. Cited in appendix C.

AR 25-51

Official Mail and Distribution Management. Cited in appendix C.

AR 25-55

The Department of the Army Freedom of Information Act Program. Cited in appendix C.

AR 25-400-2

The Modern Army Recordkeeping System. Cited in appendix C.

AR 40-5

Preventive Medicine. Cited in appendix C.

AR 40-14

Occupational Ionizing Radiation Personnel Dosimetry (DLAR 1000.28). Cited in appendix C.

AR 40-501

Standards of Medical Fitness. Cited in appendix C.

AR 55-13

Appointment of Transportation Officers and Acting Transportation Officers. Cited in appendix C.

AR 55-355

Defense Traffic Management Regulation NAVSUPINST 4600.70; (Navy, Marine Corps, and the Coast Guard, AFR 75-2, MCO P4600.14B, DLAR 4500.13). Cited in appendix C.

AR 58-1

Management, Acquisition and Use of Administrative Use Motor Vehicles. Cited in appendix C.

AR 190-13

The Army Physical Security Program. Cited in appendix C.

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive). Cited in appendix C.

AR 210-50

Housing Management. Cited in appendix C.

AR 340-21

The Army Privacy Program. Cited in appendix C.

AR 350-37

Individual Training Evaluation Program (ITEP). Cited in appendix C.

AR 380-5

Department of the Army Information Security Program. Cited in appendix C.

AR 380-67

The Department of the Army Personnel Security Program. Cited in appendix C.

AR 385-10

Army Safety Program. Cited in appendix C.

AR 385-32

Protective Clothing and Equipment. Cited in appendix C.

AR 385-40

Accident Reporting and Records. Cited in appendix C.

AR 385-55

Prevention of Motor Vehicle Accidents. Cited in appendix C.

AR 420-90

Fire Protection. Cited in appendix C.

AR 600-9

The Army Weight Control Program. Cited in appendix C.

AR 600-20

Army Command Policy. Cited in appendix C.

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). Cited in appendix C.

AR 600-63

Army Health Promotion. Cited in appendix C.

AR 600-85

Alcohol and Drug Abuse Prevention and Control Program. Cited in appendix C.

AR 601-280

Army Retention Program. Cited in appendix C.

AR 672-20

Incentive Awards. Cited in appendix C.

AR 672-74

Army Accident Prevention Awards Program. Cited in appendix C.

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level. Cited in appendix C.

AR 735-5

Policies and Procedures for Property Accountability Update HDBK. Cited in appendix C.

AR 750-1

Army Materiel Maintenance Policy and Retail Maintenance Operations. Cited in appendix C.

Army Federal Acquisition Regulation Supplement

Cited in appendix C.

CE-611-1

Handbook for Administering the ASVAB. Cited in appendix C.

DA Pam 310-10

The Standard Army Publication System. Cited in appendix C.

DA Pam 310-15

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Forms Management and Standardization. Cited in appendix C.

DA Pam 350-37

Handbook for Administration of the Individual Training Evaluation Program. Cited in appendix C.

DA Pam 738-750

Functional Users Manual for the Army Maintenance Management Systems (TAMMS). Cited in appendix C.

DOD 4525.6-M, Vol II

Cited in appendix C.

DOD 4525.8-M

DOD Official Mail Manual. Cited in appendix C.

DOD 4000.19

Interservice, Interdepartmental and Interagency Support. Cited in appendix C.

DOD 5200.28-M

ADP Security Manual, Techniques and Procedures for Implementing, Deactivating, Testing and Evaluating - Secure Resource - Sharing ADP Systems. Cited in appendix C.

DOD 5500.7-R

Standards of Conduct. Cited in appendix C.

Federal Acquisition Regulation

Cited in appendix C.

OPNAVINST 1000.23A

Personnel Support Detachment Liaison Handbook. Cited in appendix C.

OPNAVINST 6110.1D

Physical Readiness Program. Cited in appendix C.

TB Med 52-1

Management and Control of Diagnostic X-ray, Therapeutic X-ray, and Gamma-Beam Equipment. Cited in appendix C.

USMEPCOM Mobilization Plan 1-90

Cited in appendix C.

USMEPCOM Public Affairs Representative Handbook

Cited in appendix C.

USMEPCOM Reg 5-5

Security, Safety, and Special Programs. Cited in appendix C.

USMEPCOM Reg 25-10

Telecommunications Management. Cited in appendix C.

USMEPCOM Pam 25-31

Initial Distribution and Resupply of Publications and Blank Forms. Cited in appendix C.

USMEPCOM Reg 25-50

Official Mail and Distribution Management Program (OMDMP). Cited in appendix C.

USMEPCOM Reg 40-1

Medical Processing and Examinations. Cited in appendix C.

USMEPCOM Reg 40-8

Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program. Cited in appendix C.

USMEPCOM Reg 55-2

Enlistee Travel. Cited in appendix C.

USMEPCOM Reg 58-1

Vehicle Management. Cited in appendix C.

USMEPCOM Reg 210-4

Unaccompanied Personnel Leased Housing. Cited in appendix C.

USMEPCOM Reg 215-1

Amusement Vending Machine Fund. Cited in appendix C.

USMEPCOM Reg 350-1

Training Program. Cited in appendix C.

USMEPCOM Reg 360-1

USMEPCOM Command Information, Public Information, and Community Relations. Cited in appendix C.

USMEPCOM Memo 420-1

Repair, Maintenance, and Alteration Procedures for Building 3400. Cited in appendix C.

USMEPCOM Reg 420-2

Repair, Maintenance, and Alterations and Relocations. Cited in appendix C.

USMEPCOM Reg 500-1

United States Military Entrance Processing Command (USMEPCOM) Joint Augmentation Unit (JAU) Retiree Preassignment Program. Cited in appendix C.

USMEPCOM Reg 601-4

Student Testing Program. Cited in appendix C.

USMEPCOM Reg 611-1

Enlistment Qualification Tests. Cited in appendix C.

USMEPCOM Reg 700-3

Materiel Management and Supply Operations. Cited in appendix C.

USMEPCOM Reg 715-3

Contracting for Meals and Lodging. Cited in appendix C.

USMEPCOM Reg 750-1

Maintenance of Equipment. Cited in appendix C.

USMEPCOM Suppl 1 to AR 340-21

The Army Privacy Program. Cited in appendix C.

USMEPCOM Suppl 1 to AR 600-20

Army Command Policy. Cited in appendix C.

Section II

Required Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms. Cited in "Suggested Improvements" paragraph.

DD Form 1141

Record of Occupational Exposure to Ionizing Radiation. Cited in appendix C.

SF 450

Confidential Financial Disclosure Report. Cited in paragraph 6c.

USMEPCOM Form 25-50-3-R-E

Staff Summary Sheet. Cited in paragraph 5b.

USMEPCOM FORM 611-1-11-R-E

Statement of Destruction of Test Material. Cited in appendix C.

Section III

Prescribed file number

1b

Office general management. Cited in paragraph 5e.

Appendix B**HQ USMEPCOM Proponents of Additional Duty Appointments**

<u>PROPONENT AND ADDITIONAL DUTIES</u>	<u>APPOINTING ACTIVITY</u>
CIVILIAN PERSONNEL OFFICE	
Incentive Awards Board Member	HQ USMEPCOM, sector, MEPS
EQUAL EMPLOYMENT OPPORTUNITY OFFICE	
Equal Employment Opportunity (EEO) Counselor	MEPS
Equal Opportunity (EO) Representative	MEPS
FACILITIES DIRECTORATE	
Architect/Engr Division	
Building Coordinator	MEPS
HUMAN RESOURCES DIRECTORATE	
Personnel Division	
Individual Newcomer Treatment and Orientation (INTRO) Program Monitor	HQ USMEPCOM, sector, MEPS
Navy Personnel Support Detachment Liaison Representative (PSDLR)	Sector, MEPS
Unit Retention NCO	MEPS
Programs Division	
Safety Manager	Sector, MEPS
Security Manager	Sector, MEPS
Unit Alcohol and Drug Coordinator, (Primary/Alternate)	Sector, MEPS
Training Division	
Deputy Training Standards Officer (DTSO)	MEPS
Training Coordinator	Sector, MEPS
INFORMATION MANAGEMENT DIRECTORATE	
Automation Architecture and Design Division	
Information Systems Security Officer (ISSO)	Sector, MEPS
Systems Administrator	HQ USMEPCOM, sector
Support Services Division	
Copier Manager (formerly the Records Management Coordinator)	Sector, MEPS
Files Manager	Sector, MEPS

PROPONENT AND ADDITIONAL DUTIES**APPOINTING ACTIVITY**

Unit Publication and Forms Management Officer
 Privacy Act and Freedom of Information
 Act Coordinator

Sector, MEPS
 Sector, MEPS

Official Mail and Distribution Center

Unit Mail Clerk/Orderly
 (formerly Distribution Personnel Authorized to
 Open Mail and the Official Mail Handler)
 Official Mail Manager (OMM)

Sector, MEPS

Sector, MEPS

USAISC-USMEPCOM

Telecommunications Control Officer (TCCO)

Sector, MEPS

MEDICAL PLANS AND POLICY DIRECTORATE

Body Fat Determinator/Examiner
 Breath Alcohol Testing (BAT) Examiner
 Drug Testing Coordinator
 Drug Testing Observer
 Radiological Protection Officer (primary/alternate)

HQ USMEPCOM, sector, MEPS
 MEPS
 MEPS

MEPS

OPERATIONS DIRECTORATE**Testing/Processing Division**

Test Administrator (TA)
 Test Control Officer (TCO), Alternate Test
 Control Officer (ATCO)
 Mobilization/Emergency Contingency Plans
 (MOB/ECP) Officer
 Office of Personnel Management Program (OPM)
 Manager

MEPS
 MEPS

Sector, MEPS

MEPS

PROGRAM ANALYSIS AND EVALUATION DIRECTORATE

None

PUBLIC AFFAIRS OFFICE

Public Affairs Representative

Sector, MEPS

PROPONENT AND ADDITIONAL DUTIES**APPOINTING ACTIVITY****RESOURCE MANAGEMENT DIRECTORATE****Contracting Support Division**

Contracting Officer's Representative (COR)/Quality HQ USMEPCOM, sector, MEPS

Assurance Evaluator (QAE)

International Merchant Purchase Authorization

HQ USMEPCOM, sector, MEPS

Card (IMPAC) Credit Card Holder

Financial Services Division

Amusement Vending Machine Fund (AVMF)

MEPS, sector

Committee Member

Amusement Vending Machine Fund (AVMF)

MEPS

Committee President

Amusement Vending Machine Fund (AVMF)

MEPS

Assistant Fund Manager

Amusement Vending Machine Fund (AVMF)

MEPS, Sector

Fund Manager

Amusement Vending Machine Fund (AVMF)

MEPS

Ordering Officer

Amusement Vending Machine Fund (AVMF)

HQ USMEPCOM

Warranted Contracting Officer

Time and Attendance Certifying Official

HQ USMEPCOM, sector, MEPS

Time and Attendance Keeper

HQ USMEPCOM, sector, MEPS

Logistics Division

Acting Transportation Officer (ATO)

Sector, MEPS

Maintenance Monitor

MEPS

Property Book Officer (PBO)

Sector, MEPS

Transportation Agent

Sector, MEPS

Unit Housing Representative

MEPS

Appendix C
Additional Duty Position Descriptions

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Title of Duty: Acting Transportation Officer (ATO)

Reference(s): AR 55-13, AR 55-355, and USMEPCOM Reg 55-2

Designation: Written appointment is required to designate.

General Description of Duties: The ATO will be appointed by the MEPS commander IAW AR 55-13 and AR 55-355, paragraph 4-3. The appointed ATO must be a commissioned officer, warrant officer, or qualified Department of Defense employee. When a civilian employee is appointed as ATO, prior approval of HQ USMEPCOM is required. The MEPS commander may also appoint an individual as the travel agent (TA) to assist the ATO. This will ensure continued uninterrupted shipping of enlistees. All transportation documents signed by the TA must be signed IAW AR 55-355, paragraph 4-2b. The ATO performs official liaison with the commercial passenger carriers which service the activity. Obtain service, furnish travel documents and information for enlistees, MEPS personnel, and other Government personnel traveling on official business. Maintain control over, safeguards, accounts for, and properly issues government travel requests, meal tickets (Defense Department Form 652), and tickets or tokens procured by bulk purchase. Prepare and submit transportation reports required by higher headquarters. Provide supervisory assistance and training for personnel appointed as TA and is responsible for the actions of the appointed TA. The responsibilities and duties of the TA will closely parallel that of the ATO during normal day-to-day operations.

Job Training Requirements: The ATO receives job knowledge training primarily by reading the references cited above, local SOPs, and daily coordination with Military Traffic Management Command representatives and the servicing commercial travel agent. The ATO provides supervisory assistance and training for individuals appointed as TA's.

Specific Job Tasks: The ATO's accomplish the mission by performing the following:

1. Provide seat reservations (space blocking) to carriers.

Frequency: Monthly

Time Requirement: 2 hours

a. Provide to carriers a list of recruits who are updates, no shows, or add ons.

Frequency: Daily

Time Requirement: 15 minutes

b. Seat confirmations (24 hours prior to departure).

Frequency: Daily

Time Requirement: 15 minutes

c. Cancels unneeded seats.

Frequency: Daily

Time Requirement: 15 minutes

2. If required to perform specific job task 8, the contracting officer's representative will file a SF 450 (Executive Branch Confidential Disclosure Report Form) within 30 days of the "date of appointment" to these duties. Also a SF 450 dated NLT 31 October will be filed annually to reach the USMEPCOM Command Judge Advocate NLT 30 November. A new report must be filed each year, even if there are no changes to the report filed previously. Filers must also complete annual ethics training.

Frequency: As required, but at least annually

Time Requirement: Varies

3. Arrange transportation for nonprior Service enlistees. Arrange ground transportation to non-passenger standing route order locations. Advises individual if Government travel request is not acceptable and cash is required.

Frequency: Daily

Time Requirement: 1 hour

4. Arranges transportation for MEPS personnel traveling on temporary duty.

Frequency: As required

Time Requirement: 45 minutes

5. Arranges for group travel and designates group leader.

Frequency: Daily

Time Requirement: 1 hour

6. Provides travel briefing to all travelers prior to departure.

Frequency: Daily

Time Requirement: 20 - 30 minutes per group

7. Prepares Government travel requests and meal tickets.

Frequency: Daily, if not supported by commercial travel agency. Weekly or

Time Requirement: 1 1/2 hours

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monthly, if using local payment of airlines or Government travel accounts.

8. Function as the contracting officer representative (COR)/Quality Assurance Evaluator (QAE) for contracted commercial travel office, if required.

Frequency: Monthly

Time Requirement: 2 hours

9. Arrange transportation and prepare cost charge transportation requests for transient Service members without funds and to replace lost tickets:

Frequency: As required

Time Requirement: 1 hour

10. Responsible for security, control, and issue of negotiable Government travel request and meal ticket documents.

Frequency: Daily

Time Requirement: 1 1/2 hours

11. Validate, reconcile and process commercial carrier invoices for payment in accordance with the Government travel service using the American Express account system.

Frequency: Monthly

Time Requirement: 4 hours

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division, DSN 792-3680, extension 7373 or commercial (847) 688-3680, extension 7373.

Title of Duty: Amusement Vending Machine Fund (AVMF) Committee Member

Reference(s): USMEPCOM Reg 215-1

Designation: Written appointment is required to designate.

General Description of Duties: As a member of the AVMF committee, appointed by the MEPS commander, the individual will be responsible for participating in meetings which have been convened to discuss fund operations, evaluate all nonguest beneficiaries nominations, participate as a voting member of the committee for approval/disapproval of fund expenditures.

Job Training Requirements: The AVMF committee members receive informal training and instructions from the AVMF manager and or AVMF committee president.

Specific Job Tasks: The AVMF committee members accomplish the assigned mission by performing the following tasks:

1. Evaluate proposals for AVMF expenditures.

Frequency: Whenever the fund committee convenes

Time Requirement: 1-2 hours

2. Review minutes prior to submission to commander.

Frequency: After the meeting has been adjourned

Time Requirement: Varies

3. Review annual AVMF budget.

Frequency: Annually

Time Requirement: 1-2 hours

HQ USMEPCOM PROPONENT: Resource Management Directorate, Policy Branch DSN: 792-3680, extension 7333 or commercial (847) 688-3680, extension 7333.

Title of Duty: Amusement Vending Machine Fund (AVMF) Warranted Contracting Officer

Reference(s): USMEPCOM Reg 215-1, DOD 5500.7-R

Designation: Written appointment is required to designate and must be warranted in writing by the USMEPCOM Commander.

General Description of Duties: As the AVMF warranted contracting officer, is the sole agent authorized to make awards for purchases of less than \$5,000, using AVMF nonappropriated funds. Each MEPS will have at least one warranted AVMF contracting officer who will adhere to the strict rules of obligation, competition, solicitation, and award. The warranted contracting officer will work closely with the AVMF committee and fund manager to ensure all requirements of USMEPCOM Reg 215-1 are met. When ordering officers are appointed at the MEPS, the warranted contracting officer will perform surveillance of all ordering officer's actions. Incumbent is also required to file a SF 450 (Executive Branch Confidential Disclosure Report Form), IAW DOD 5500.7-R, (Standards of Conduct).

Job Training Requirements: All warranted contracting officers will complete the USMEPCOM AVMF Contracting Officer's correspondence course, offered by the Contract Support Division, Resource Management Directorate, HQ USMEPCOM.

Specific Job Tasks: The AVMF warranted contracting officer accomplishes the assigned mission by performing the following duties:

1. File a SF 450 within 30 days of the "date of appointment" to these duties and then annually, but NLT 31 October, to reach the USMEPCOM Command Judge Advocate NLT 30 November. A new report must be filed each year, even if there are no changes to the report filed previously. Filers must also complete annual ethics training.

Frequency: As required, but at least annually

Time Requirement: Varies

2. Obligate the AVMF by awarding contracts for purchase.

Frequency: As required

Time Requirement: Varies

3. Compare sources and prices of items/services to ensure a fair and competitive price is reached.

Frequency: With each action

Time Requirement: Varies

4. Conducts dialog with AVMF committee and fund manager.

Frequency: Whenever the committee meets

Time Requirement: 1-2 hours

5. Review all ordering officer actions.

Frequency: At least quarterly

Time Requirement: 2-4 hours

6. Train ordering officer.

Frequency: With appointment of ordering officer

Time Requirement: 2-3 hours

HQ USMEPCOM PROPONENT: Resource Management Directorate, Policy Branch, DSN 792-3680, extension 7333 or commercial (847) 688-3680, extension 7333.

Title of Duty: Amusement Vending Machine Fund (AVMF) Manager

Reference(s): USMEPCOM Reg 215-1, DOD 5500.7-R.

Designation: Written appointment is required to designate.

General Description of Duties: As AVMF manager, the appointed individual will be responsible for supervising the operation of the fund committee, maintaining accountability of

the fund's cash and property, and serve as recorder of the fund committee meetings. The fund manager will receive, safeguard, and account for all monies and AVMF assets, implement all management policies as pertains to AVMF operations, be financially liable for losses of funds and property, ensure cash accountability is maintained in compliance with governing regulation, physically review all MEPS AVMF records with the commander at least quarterly, prepare annual AVMF budget, and prepare and submit all required monthly reports. The AVMF manager also serves as the Contracting Officer Representative (COR) for the amusement and vending machine contract. Incumbent is also required to file a SF 450 (Executive Branch Confidential Disclosure Report Form) IAW DOD 5500.7-R.

Job Training Requirements: The AVMF manager receives job knowledge training primarily from MEPCOM Fund Management Course and by reviewing USMEPCOM Reg 215-1 and from the preceding fund manager. Additional training may be requested from HQ USMEPCOM proponent (see below), and during Training Assistance visits conducted by HQ USMEPCOM personnel.

Specific Job Tasks: The AVMF manager accomplishes the assigned mission by performing the following duties:

1. Supervise AVMF committee operations.

Frequency: Whenever the fund convenes

Time Requirement: Varies

2. Receive and safeguard all AVMF money and assets.

Frequency: Daily

Time Requirement: 1- 2 hours

3. Maintain AVMF records, bank accounts, and reports.

Frequency: Daily

Time Requirement: 1-2 hours

4. Review AVMF records with MEPS commander.

Frequency: Quarterly

Time Requirement: 1 hour

5. Prepare annual AVMF budget.

Frequency: Annually

Time Requirement: 2 hours

HQ USMEPCOM PROPONENT: Resource Management Directorate, Policy Branch, DSN

792-3680, extension 7333 or commercial (847) 688-3680, extension 7333.

Title of Duty: Body Fat Determinator/Examiner

Reference(s): AR 600-9, AR 40-501, OPNAVINST 6110.1D, and USMEPCOM Reg 40-1.

Designation: Written appointment is required to designate.

General Description of Duties: Determine body fat percentage on applicants presented at the MEPS IAW the above references.

Job Training Requirements: Knowledge of Service and USMEPCOM regulations. Have at

least 1 hour hands-on training in determining body fat using circumferences, height and weight method as outlined in Service regulations.

Specific Job Tasks: The Body Fat Determinator/Examiner accomplishes their assigned mission by performing the following duties.

1. Determine body fat percentage.

Frequency: As necessary

Time Requirement: 5 minutes

2. Annotate body fat percentage results on SF 88 (Medical Examination).

Frequency: As necessary

Time Requirement: 2 minutes

HQ USMEPCOM PROPONENT: Medical Plans and Policy Directorate, Professional Division, DSN 792-3680, extension 7132 or commercial (847) 688-3680, extension 7132.

Title of Duty: Breath Alcohol Testing (BAT) Examiner

Reference: USMEPCOM Reg 40-8

Designation: Written appointment is required to designate.

General Description of Duties: The appointed person ensures the BAT is properly executed in the MEPS, and perform quality assurance checks on equipment and documents.

Job Training Requirements: Receive job knowledge primarily by reviewing USMEPCOM Reg 40-8 and through on the job training with counterparts in the medical section.

Specific Job Tasks: Accomplishes the assigned mission by performing the following:

1. Perform daily quality checks to ensure only required applicants take the test and that equipment is working properly.

Frequency: Daily

Time Requirement: 1 hour

2. Provide training for all newly assigned medical personnel.

Frequency: As required

Time Requirement: 2 hours

3. Inventory supplies required for testing.

Frequency: Daily

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Medical Plans and Policy Directorate, Professional Division, DSN 792-3680, extension 7132 or commercial (847) 688-3680, extension 7132.

Title of Duty: Building Coordinator

Reference(s): USMEPCOM Reg 420-2 and USMEPCOM Memo 420-1

Designation: Written appointment is not required to designate.

General Description of Duties: As building coordinator, the designated individual will be responsible for managing facility issues for the MEPS and sector headquarters. The building coordinator will serve as the liaison between the MEPS, sector headquarters, and HQ USMEPCOM Facilities Office, and also with the local General Services Administration building manager, Base Civil Engineer, Director of Engineering and Housing, Public Works Center, or Corps of Engineer Real Estate Officer, as applicable. The building coordinator will prepare

facility work requests as required, to correct facility deficiencies, serve as advisor to the commander on facility related matters and monitor the performance of janitorial personnel.

Job Training Requirements: The building coordinator receives job knowledge training primarily by reviewing USMEPCOM Reg 420-2 and USMEPCOM Memo 420-1.

Specific Job Tasks: The building coordinator accomplishes the assigned mission by performing the following duties:

1. Perform biweekly facility walk through inspections of the MEPS and sector headquarters.

Frequency: Biweekly

Time Requirement: 20 minutes

2. Prepare facility work requests for facility deficiencies.

Frequency: As needed

Time Requirement: 1 hour

3. Monitor performance of janitorial personnel.

Frequency: Daily

Time Requirement: 20 minutes

HQ USMEPCOM PROPONENT: Facilities Directorate, Architect/Engineer Division, DSN 792-3680, extension 7252 or commercial (847) 688-3680, extension 7252.

Title of Duty: Contracting Officer's Representative (COR)/Quality Assurance Evaluator (QAE)

Reference(s): Federal Acquisition Regulation, Army Federal Acquisition Regulation Supplement, DOD 5500.7-R, USMEPCOM Reg 715-3, Letter of Appointment issued by the supporting procurement office.

Designation: Written appointment is required to designate.

General Description of Duties: As a COR, the appointed individual acts as the authorized representative of the supporting contracting officer in administering contracts. Such duties include, but are not limited to, surveillance of the contractors performance, to ensure the contractor is complying with the contract. The specific duties, responsibilities, and limitations are outlined in the Letter of Appointment prepared by the supporting contracting officer. In

some cases, primarily the Air Force, the supporting contracting officer will appoint a QAE, which is the same as appointing a COR. The MEPS commander may also appoint a QAE. When appointed, the duties are primarily to assist the appointed COR/QAE and to monitor the contractor's performance to ensure compliance with the contract specifications. A copy of the appointment will be provided to the supporting contracting office and a copy placed in the COR's file, if a COR has been appointed.

Job Training Requirements: The COR and/or QAE will attend a COR course of instruction that results in a certificate of course completion. Several options are available - a COR course conducted by the supporting contracting officer or installation, the COR correspondence course offered through the US Army Logistics Management Center, Fort Lee, Virginia, or a COR course offered through a Learning Resource Center. Appointee must also complete an annual ethics training course of instruction.

Specific Job Tasks: The COR/QAE perform the following duties:

1. File a SF 450 (Executive Branch Confidential Disclosure Report Form) within 30 days of the date of appointment to these duties and then annually, but not later than (NLT) 31 October, to reach the Command Judge Advocate NLT 30 November. A new report must be filed each year, even if there are no changes to the report filed previously. Filers must also complete annual ethics training.

Frequency: As required, but at least annually

Time Requirement: Varies

2. Read and understand the provisions of the contract. Inspect/evaluate the contractor's performance/facilities in accordance with the contract's quality assurance plan to ensure

compliance with the contract specifications. Notifies the contracting officer, in writing, of all deficiencies and problems.

Frequency: Twice monthly

Time Requirement: 2 - 3 hours

3. Maintains COR/QAE file as directed by the appointing contracting officer. If a COR/QAE is not appointed by the supporting contracting officer, then a COR/QAE will be appointed by the MEPS commander. The COR/QAE will maintain a file of all inspection records, report of all deficiencies found and reported to the contracting office, all correspondence submitted to the vendor and/or contracting office, and records of all telephone conversations with the vendor and/or contracting office.

Frequency: Twice monthly

Time Requirement: 10 minutes

4. Maintain direct contact and communication with the contractor with respect to day-to-day operations to ensure a smooth operation, and to resolve situations, problems, or differences as they occur. Also maintain direct contact and communication with the supporting contracting office to ensure mutual understanding and support.

Frequency: As necessary

Time Requirement: As necessary

5. Maintain close coordination with the MEPS support group supervisor to monitor actual use versus the contract estimates. Where variances occur, ensure the contracting officer is notified, in writing, so that appropriate contractual action can be taken.

Frequency: Semiannually

Time Requirement: 1 hour

6. Notify the supporting contracting office at least 90 days before the expiration of the current option year of the MEPS' intent to exercise or not exercise the option clause to extend current contracts for another year. Ensure the estimates agree with the actual usage for the past 12 months. Notify the supporting contracting officer of any changes required.

Frequency: Annually

Time Requirement: 1 hour

7. Prepare DD Form 1351-3 (Performance Work Statement) for the meals and lodging and noon meal contracts and submit to the supporting contracting office 6 to 8 months before the current contract expires. Ensure DD Form 1351-3 agrees with the sample in USMEPCOM Reg 715-3. Ensure the estimated numbers reflected in the contract, and on the purchase request, are based upon the actual usage for the past 12 months, submit a copy of the entire package to HQ

USMEPCOM, Resource Management Directorate, Contracting Support Division, at the same time the purchase request and the DD Form 1351-3 is sent to the supporting contracting office.

Frequency: Annually

Time Requirement: 40 hours

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division, DSN 792-3680, extension 7370 or commercial (847) 688-3680, extension 7370.

Title of Duty: Copier Manager

Reference(s): AR 25-1, AR 25-30, USMEPCOM Reg 700-3

Designation: Written appointment is required to designate.

General Description of Duties: The designated individual serves as key operator. Incumbent is responsible for removing paper jams, ensuring copier paper, toner, etc., are near the copier when needed. Complete and submit quarterly copier usage reports to HQ USMEPCOM, ATTN: Command Copier Manager. Prepare necessary paperwork to obtain replacement copies under the Cost-Per-Copy Program available through MEPS supporting installation. Notify the Command Copier Manager when new copiers are delivered and work closely with the copier manager to ensure purchased copiers are installed as scheduled. Ensure old copiers are turned in IAW USMEPCOM Reg 700-3. Ensure copier repairs and maintenance calls are logged in.

Job Training Requirements: Receive job knowledge primarily by reviewing the references.

Additional guidance is provided telephonically or in writing, by the Command Copier Manager or the Command Records Administrator.

Specific Job Tasks.

1. Ensure copier supplies are available. Requisition is accomplished IAW local procedures. Look up prices of items, prepare required paperwork, coordinate necessary forms or correspondence, and obtains signature.

Frequency: Quarterly

Time Requirements: 30 minutes

2. Complete quarterly copier usage report for each copier (average 3 to 4 copiers). Read copier meters and report monthly volume. Calculate supply costs, cost of each copy, maintenance, depreciation, and reports calculation results on required form. Submit report to HQ USMEPCOM, ATTN: MIM-SS.

Frequency: Quarterly

Time Requirements: 1 1/2 hours

3. When copiers require replacement before the 5-year life cycle replacement is due, prepare and submit a letter of justification and a copy of the maintenance log.

Frequency: When needed

Time Requirements: 1 hour.

HQ USMEPCOM PROPONENT: Information Management Directorate, Support Services Division, DSN: 792-3680, extension 7738 or commercial (847) 688-3680, extension 7738.

Title of Duty: Deputy Training Standards Officer (DTSO)

Reference: AR 350-37 and USMEPCOM Reg 350-1

Designation: Written appointment is required to designate.

General Description of Duties: The appointed/designated individual is responsible for planning and performing administrative functions for the Individual Training Evaluation Program. The DTSO will act as liaison between the Training Standards Officer (TSO) and the MEPS commander.

Job Qualifications: The DTSO will either be a commissioned or warrant officer, a senior NCO in the grade of E-7 or above, or a DA civilian employee in the grade of GS-6 or above. The DTSO will have a security clearance no lower than CONFIDENTIAL and at least equal to the highest level of material being handled.

Job Training Requirements: Receive job knowledge training primarily by reviewing AR 350-

37, USMEPCOM Reg 350-1, and the local standing operating procedures. Additional training may be obtained by contacting the assigned TSO, and requesting the self-paced training course for unit administrators.

Specific Job Tasks: The DTSO accomplishes the assigned mission by performing the following duties.

1. Collect unit soldier population data for use by the TSO.

Frequency: As needed

Time Requirement: 15 minutes

2. Publicize test period information.

Frequency: As needed

Time Requirement: 15 minutes

3. Prepare unit self-development test schedules in coordination with the MEPS commander and/or the TSO.

Frequency: As needed

Time Requirement: 1 hour

4. Receive reports and information from the TSO and forwards notices, Soldier's Manual supplements, and individual soldier's reports to the MEPS commander. Advises the unit commander of any equipment that a soldier must bring to a self-development test site.

Frequency: As needed

Time Requirement: 2 hours

5. Receive self-development test materials from the TSO, and store, secure, and account for the materials as directed by the TSO. The DTSOs, who are NCOs below the grade of E-8, will not receive controlled (that is, FOUO or classified) self-development test materials for their own military occupational specialty until after the DTSOs have taken their own self-development test.

Frequency: As needed

Time Requirement: 2 hours

6. Assure availability of adequate test sites and required equipment if needed for administration of a self-development test.

Frequency: As needed

Time Requirement: 2 hours

7. Brief self-development test site managers on the duties and functions, and provide necessary test information and materials to them.

Frequency: As needed

Time Requirement: 30 minutes

8. Coordinate actions on scheduled soldiers who fail to appear for testing.

Frequency: As needed

Time Requirement: 15 minutes

9. Schedule and reschedule soldiers in the unit for deferred testing as necessary.

Frequency: As needed

Time Requirement: 15 minutes

10. Prepare mark sense forms for soldiers taking the common task test when this responsibility is delegated below the level of the TSO.

Frequency: As needed

Time Requirement: 1 hour

11. Prepare mark sense forms for soldiers who are unexcused no-shows for a self-development test.

Frequency: As needed

Time Requirement: 15 minutes

12. Return self-development test materials and completed marksense forms to the TSO, following administration of a self-development test.

Frequency: As needed

Time Requirement: 2 hours

13. Forward to the TSO inquiries on test content and requests for self-development test scores and rescoring of soldiers' mark sense forms.

Frequency: As needed

Time Requirement: 1 hour

14. Forward individual soldier reports to the unit commander and to the servicing military personnel office.

Frequency: As needed

Time Requirement: 1 hour

15. Provide advice and assistance on testing, when requested.

Frequency: As needed

Time Requirement: 15 minutes

HQ USMEPCOM PROPONENT: Human Resources Directorate, Training Policy Division, DSN 792-3680, extension 7185 or commercial (847) 688-3680, extension 7185.

Title of Duty: Drug Testing Coordinator

Reference: USMEPCOM Reg 40-8

Designation: Written appointment is required to designate.

General Description of Duties: The appointed person conducts the drug alcohol testing (DAT) program in the MEPS. The coordinator ensures DAT is properly executed in the MEPS, perform quality assurance checks on documents and specimens, ensure chain of custody is maintained, and sign for specimens leaving the MEPS.

Job Training Requirements: Receive job knowledge primarily by reviewing USMEPCOM Reg 40-8 and through on the job training with counterparts in the medical section.

Specific Job Tasks: Accomplishes the assigned mission by performing the following:

1. Perform daily quality checks to ensure specimens are properly packaged, signed, and forwarded to the testing laboratory.

Frequency: Daily

Time Requirement: 1 hour

2. Provide training for all newly assigned medical personnel.

Frequency: As required

Time Requirement: 2 hours

3. Inventory supplies required for testing.

Frequency: Daily

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Medical Plans and Policy Directorate, Professional Division, DSN 792-3680, extension 7132 or commercial (847) 688-3680, extension 7132.

Title of Duty: Drug Testing Observer

Reference: USMEPCOM Reg 40-8

Designation: Written appointment is required to designate.

General Description of Duties: The appointed person observes urine donation in the MEPS. The observer ensures that only Army and Air Force applicants provide specimens. The MEPS commander is responsible for ensuring that urine donation is properly executed and a chain of custody is maintained.

Job Training Requirements: Receive job knowledge primarily by reviewing USMEPCOM Reg 40-8 and through on the job training with counterparts in the medical section.

Specific Job Tasks: Accomplish the assigned mission by performing the following:

1. Perform daily quality checks to ensure required applicants provide uncontaminated specimens.

Frequency: Daily

Time Requirement: 1 hour

2. Provide training for all newly assigned medical personnel.

Frequency: As required

Time Requirement: 2 hours

3. Inventory supplies required for testing.

Frequency: Daily

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Medical Plans and Policy Directorate, Professional Division, DSN 792-3680, extension 7132 or commercial (847) 688-3680, extension 7132.

Title of Duty: Equal Employment Opportunity (EEO) Counselor

Reference(s): 29 Code of Federal Regulations (CFR), parts 1614.104 and 1614.105.

Designation: Written appointment is required to designate.

General Description of Duties: Not all MEPS are required to appoint an equal employment opportunity counselor. Commanders must review requirements of their installation support agreements to determine organizational needs. The counselor conducts inquiries during the informal stage of the EEO complaint process. Advises management and employees regarding allegations of discrimination raised and attempts to facilitate resolution at lowest possible level. Counselors also assist employees in accessing the formal complaint process. Employees assigned to the MEPS will only serve as counselors for other organizations serviced by the supporting installation EEO office, unless otherwise authorized by the Command Equal Employment Opportunity Manager.

Job Training Requirements: Certification is obtained through attendance of an EEO counselor course conducted by the Office of Personnel Management, or by one of the Services.

Specific Job Tasks: Ensure appropriate advice is provided to concerned parties in accordance with regulatory guidance and in a timely manner.

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USMEPCOM Reg 600-8

Frequency: As needed

Time Requirement: As required

HQ USMEPCOM PROPONENT: Equal Employment Opportunity Office, DSN 792-3680, extension 7536 or commercial (847) 688-3680, extension 7536.

Title of Duty: Equal Opportunity (EO) Representative

Reference(s): AR 600-20 and USMEPCOM Suppl 1 to AR 600-20

Designation: Written appointment is required to designate.

General Description of Duties: As EO Representative, the MEPS commander briefs all military newcomers on the EO program, provides training to all military personnel and civilian supervisors of military personnel semiannually on EO program, investigates and reports all incidents of possible discrimination to include sexual harassment involving military personnel. Completes reports as required. May informally appoint a member of their staff to assist in any administrative requirements of the EO programs.

Job Training Requirements: The MEPS commander receives job knowledge training by reviewing AR 600-20 and USMEPCOM Suppl 1 to AR 600-20. Additional training can be accomplished by requesting assistance through the sector headquarters or Command EO Advisor.

Specific Job Tasks: Accomplishes the assigned mission by performing the following duties:

1. Provide all military newcomers a briefing on EO Program.

Frequency: Upon arrival

Time Requirement: 15 minutes

2. Provide semiannually training on EO Program to all military personnel.

Frequency: Semiannually

Time Requirement: 1 hour

3. Investigate and report all alleged incidents of discrimination to include sexual harassment involving military personnel to sector headquarters EO advisor.

Frequency: As needed

Time Requirement: 14 days

4. Complete quarterly reports on cases involving military personnel in incidents of sexual harassment and discrimination and forward to sector headquarters.

Frequency: Quarterly

Time Requirement: 1 hour

5. Complete Quarterly Equal Opportunity Narrative Report. As required by USMEPCOM Suppl 1 to AR 600-20.

Frequency: Quarterly

Time Requirement: As required

HQ USMEPCOM PROPONENT: Equal Employment/Equal Opportunity Office, DSN 792-3680, extension 7536 or commercial (847) 688-3680, extension 7536.

Title of Duty: Files Manager

Reference: AR 25-400-2

Designation: Written appointment is required to designate.

General Description of Duties: As files manager, the appointed individual is responsible for managing the Records Management Program at the MEPS. As a representative of the MEPS commander, the files manager will serve as the single point of contact between the MEPS and the HQ USMEPCOM Command Files Manager. The files manager is responsible for ensuring that the action officer and personnel who accomplish filing tasks at the MEPS receive training in the Modern Army Recordkeeping System (MARKS), to include establishing and maintaining files under the MARKS filing system, and destroying, transferring and retiring records, when appropriate. The files manager will review all MEPS files annually, at the beginning of the fiscal year or calendar year as applicable.

Job Training Requirements: Receive job knowledge training by reviewing AR 25-400-2, telephone conference with the Command Records Manager when deemed necessary, by the Command Records Manager. The MEPS files manager is encouraged to enroll in the following correspondence courses: Using Military Publications and Establishing Files (AG0218) and MARKS (AG0404).

Specific Job Tasks: Accomplish the assigned mission by performing the following duties:

1. Provide MARKS filing training to all newly assigned military and civilian personnel who will be responsible for filing in their respective assigned duties.

Frequency: Upon assignment

Time Requirement: 1 hour

2. MEPS files list and files are updated and posted with changes.

Frequency: Upon receipt of the MEPS files list from the Command Records Manager as needed by consulting the MARKS regulation

Time Requirement: 5 - 30 minutes

3. Review each section's files list to ensure correctness and format adherence.

Frequency: Annually (beginning of FY or CY)

Time Requirement: 30 - 45 minutes

4. Inspect each section's files to ensure correctness, proper labeling, and file set up.

Frequency: Annually (beginning of FY or CY)

Time Requirement: 1 - 2 hours

5. Prepare and forward SF 135 in advance of shipping records to the Federal records centers or records holding areas IAW MARKS.

Frequency: As appropriate

Time Requirement: 30 minutes

6. Package and ship records to the records holding area or Federal Records Centers.

Frequency: As appropriate

Time Requirement: 30 - 60 minutes

HQ USMEPCOM PROPONENT: Information Management Directorate, Support Services Division, DSN 792-3680, extension 7740 or commercial (847) 688-3680, extension 7740.

Title of Duty: Incentive Awards Board Member

Reference(s): AR 672-20

Designation: Written appointment is required to designate.

General Description of Duties: As an Incentive Awards Board Member, the designated individuals review award nominations and make recommendations to the Commander or Deputy Commander/Chief of Staff on awards for their approval or needing the Commander's endorsement.

Job Training Requirements: Training is done through review of AR 672-20 and as provided by the Civilian Personnel Office, HQ USMEPCOM, on an as needed basis.

Specific Job Tasks: To review awards:

Frequency: As needed

Time Requirement: 1 - 2 hours

HQ USMEPCOM PROPONENT: Civilian Personnel Office, DSN 792-3680, extension 7206 or commercial (847) 688-3680, extension 7206.

Title of Duty: Information Systems Security Officer (ISSO)

Reference(s): DOD 5200.28-M and National Computer Security Center (NCSC) NCSC-TG-027

General Description of Duties: As the Information Systems Security Officer, the appointed/designated individual will be responsible for managing the Automated Information Systems (AIS) security resources at the assigned site. The ISSO serves as the primary point of contact for AIS security at the site and is the principal advisor to the site commander on all AIS security related matters. The ISSO is responsible for ensuring site personnel receive initial and annual computer security training and awareness.

Job Training: The Information Systems Security Officer position requires a solid technical background, good management skills, and the ability to deal well with people at all levels from top management to individual users. At a minimum, the ISSO should have the following qualifications: 2 years experience in a computer related field, 1 year of experience in computer security, or mandatory attendance at a computer security training course, familiarization with the operating system of the AIS and/or a technical degree is desirable in computer science, mathematics, electrical engineering or a related field.

Specific Job Tasks: The Information Systems Security Officer accomplishes their assigned mission by performing the following duties:

1. Ensure the AIS is operated, used, maintained and disposed of in accordance with USMEPCOM internal security policies and practices.

Frequency: As required

Time Requirement: Cannot be determined

2. Enforce security policies and safeguards on all personnel having access to the AIS for which the ISSO has responsibility.

Frequency: As required

Time Requirement: Cannot be determined

3. Audit trails are reviewed periodically (e.g., weekly or daily). File audit records for future reference.

Frequency: Daily/weekly

Time Requirement: 15 minutes

4. Initiate protective or corrective measures if a security problem is discovered.

Frequency: As required

Time Requirement: Cannot be determined

5. Report security incidents in accordance with the references above, and to the Headquarters Information Systems Security Manager (ISSM).

Frequency: As required

Time Requirement: Cannot be determined

6. Report the security status of the AIS, as required by the designated accreditation authority (DAA).

Frequency: Annually

Time Requirement: 4 - 6 hours

7. Evaluate known vulnerabilities to ascertain if additional safeguards are needed.

Frequency: Annually

Time Requirement: 8 hours

8. Prepare or oversee the preparation of the accreditation documentation.

Frequency: Annually

Time Requirement: 2 hours

9. Ensure that a Terminal Area Security Officer (TASO) is appointed/designated for each terminal or contiguous group of terminals that are not under the direct control of the ISSO.

Frequency: As required

Time Requirement: 15 minutes

10. The ISSO shall be aware of the directives that address the protection of unclassified sensitive (US2) information.

Frequency: As required

Time Requirement: Cannot be determined

11. In coordination with site physical security personnel the ISSO is responsible for ensuring physical safeguards are in place.

Frequency: Annually

Time Requirement: Cannot be determined

12. The ISSO provides technical contributions concerning the overall AIS security plans to ensure the availability of critical resources and to facilitate system availability in an emergency situation.

Frequency: As required

Time Requirement: Cannot be determined

13. Establish a system for issuing, protecting, and changing system passwords.

Frequency: As required

Time Requirement: Cannot be determined

NOTE: Frequency and time requirements for above tasks will vary because the responsibility for the AIS security rests with all members of the organization and not just the AIS security personnel.

HQ USMEPCOM PROPONENT: Information Management Directorate, Micro Support Division, DSN 792-3680, extension 7710 or commercial (847) 688-3680, extension 7710.

Title of Duty: International Merchant Purchase Authorization Card (IMPAC) Credit Cardholder

Reference(s): Federal Acquisition Regulation, Army Federal Acquisition Regulation Supplement, USMEPCOM Credit Card SOP, DOD 5500.7-R.

Designation: Written appointment is required to be designated.

General Description of Duties: Sector and MEPS commanders will appoint no more than two credit cardholders who will adhere to the strict rules of obligation, competition, solicitation, and award. Credit cardholders are authorized to make awards for purchases of less than \$2,500, using appropriated funds. Incumbents are also required to file a SF 450 (Executive Branch Confidential Disclosure Report Form), IAW DOD 5500.7-R, only if they will make cumulative purchases of \$25,000 or more in a calendar year.

Job Training Requirements: Credit cardholders will complete the credit card training specified in the USMEPCOM Credit Card SOP.

Specific Job Tasks: Credit cardholders accomplish the assigned mission by performing the following duties:

1. Award contracts for purchase using credit cards.

Frequency: As required

Time Requirement: Varies

2. Review and verify monthly credit card statement.

Frequency: Monthly

Time Requirement: 1 - 2 hours

3. Submit monthly report of action .

Frequency: Monthly

Time Requirement: 1/2 - 1 hours

4. File a SF 450 within 30 days of the “date of appointment” to these duties and then annually, but NLT 31 October to reach the USMEPCOM Command Judge Advocate NLT 30 November. A new report must be filed each year, even if there are no changes to the report filed previously. Filers must also complete annual ethics training.

Frequency: As required, but at least annually

Time Requirement: Varies

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division, DSN 792-3680, extension 7370 or commercial (847) 688-3680, extension 7370.

Title of Duty: Individual Newcomer Treatment and Orientation Program Monitor

Reference(s): Air Force Regulation (AFR) 35-35

Designation: Written appointment is required to designate.

General Description of Duties: The individual appointed will ensure all Air Force personnel on assignment to USMEPCOM are appointed a sponsor to assist them in relocating to their new duty assignment. The appointee may be from any Service. Act as the general overall point of contact for issues that may arise when the sponsor cannot be located. Advise personnel appointed as sponsor to coordinate with HQ Company, to ensure welcome package includes letter from unit.

Job Training Requirement: Must be familiar with AFR 35-35, and have a positive attitude to assist incoming personnel in absence of the sponsor.

Specific Job Tasks: Identify sponsor for incoming personnel within 5 workdays of notification. Contact sponsor upon arrival of incoming personnel and request comments concerning the effectiveness of the program.

Frequency: As needed

Time Requirement: 40 minutes

HQ USMEPCOM PROPONENT: Human Resources Directorate, Personnel Division, DSN 792-3680, extension 7171 or commercial (847) 688-3680, extension 7171.

Title of Duty: Maintenance Monitor

Reference(s): AR 58-1, AR 750-1, DA Pam 738-750, USMEPCOM Reg 58-1, USMEPCOM Reg 750-1, Technical Bulletin Medical (TB Med) 521

Designation: Written appointment is required to designate.

General Description of Duties: A maintenance monitor will be appointed by the MEPS commander, in writing. The maintenance monitor will ensure that operator preventive maintenance (PM) is being properly performed on all items of equipment in the MEPS. Equipment includes all medical and nonmedical equipment, vehicles, heating and air-conditioning systems.

Job Training Requirements: The maintenance monitor receives job training primarily by reading the references cited above, local SOPs and communication with HQ USMEPCOM personnel.

Specific Job Tasks: Accomplishes functions by performing the following duties:

1. Conduct maintenance inspections to evaluate user/operator and organizational maintenance performance and procedures.

Frequency: Monthly

Time Requirement: 2 hours

2. Ensure faults found during inspections are corrected, and users/operators are instructed in proper operator PM procedures.

Frequency: Daily

Time Requirement: 1 hour

3. Ensure inspections of medical equipment operator PM are incorporated into the semiannual PM checks and services performed by the supporting medical maintenance activity.

Frequency: As required

Time Requirement: 45 minutes

4. Investigate evidence of abuse and initiate corrective action.

Frequency: As required

Time Requirement: 1 hour

5. Ensure current user/operator instruction manuals are available on-site to the user/operator of all equipment.

Frequency: Daily

Time Requirement: 30 minutes

6. Ensure the supporting medical maintenance activity is provided a listing of medical equipment on a semiannual basis (31 Mar and 30 Sep). Listing should include nomenclature, manufacturer, model, serial number, date put in service, and unit price.

Frequency: Monthly

Time Requirement: 2 hours

7. Ensure routine daily, weekly, and monthly operator PM inspections are performed on all equipment in accordance with the operator PM checklists provided in USMEPCOM Reg 750-1.

Frequency: As required

Time Requirement: 1 hour

8. After each monthly review of the operator's PM checklist, sign and date the back of the operator's PM checklist, certifying that PM has been performed for the month.

Frequency: Daily

Time Requirement: 30 minutes

9. Ensure a DA Form 2407 (Maintenance Request) is initiated immediately for equipment failure or for maintenance services beyond those accomplished as part of the operator's PM services.

Frequency: Monthly

Time Requirement: 4 hours

10. Ensure a knowledgeable person from the appropriate section is available at all times when maintenance teams from the supporting medical department activities, medical center, depot, or equipment manufacturer are working on equipment. Ensure appropriate entries are posted to DA Form 2409 (Equipment Maintenance Log (Consolidated)).

Frequency: Monthly

Time Requirement: 4 hours

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division, DSN 792-3680, extension 7366 or commercial (847) 688-3680, extension 7366.

Title of Duty: Mobilization/Emergency Contingency Plans (MOB/ECP) Officer

Reference(s): USMEPCOM Reg 5-5, USMEPCOM Reg 500-1, and HQ USMEPCOM Mobilization Plan 1-90.

Designation: Written appointment is required to designate.

General Description of Duties: As plans officer for mobilization and emergency contingency planning, the individual assigned to this additional duty is responsible for ensuring mobilization and emergency contingency plans are viable, effective, and are stand-alone plans. The MOB/ECP plans officer ensures both plans remain current, are reviewed annually, or within 90 days following a change of command. Verifies that support agreements for each plan are current, and are modified as necessary. The MOB/ECP plans officer will confirm key personnel are thoroughly knowledgeable of their responsibility should a plan be implemented, and that all personnel receive annual briefings and training on mobilization and emergency contingency planning.

Job Training Requirements: Although there is no formal training required for this additional duty, USMEPCOM provides introductory training during the Operations Officer Training Course. The MOB/ECP plans officer will acquire the skills necessary to perform the duty by becoming thoroughly familiar with the above reference(s) and by developing a detailed understanding of requirements contained therein. Requests assistance from MOB officer, USMEPCOM, as necessary.

Specific Job Tasks:

1. Review mobilization and emergency contingency plans, and report plans to USMEPCOM.

Frequency: Continuous, annual report

Time Requirement: Varies

2. Review mobilization tables of distribution and allowances and ensures that all required correspondence is completed.

Frequency: As required

Time Requirement: 4 hours

3. Conduct briefing for key personnel.

Frequency: Quarterly

Time Requirement: 1 hour

4. Conduct briefings for all personnel.

Frequency: Annual

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Operations Directorate, DSN 792-3680, extension 7500 or commercial (847) 688-3680, extension 7500.

Title of Duty: Navy Personnel Support Detachment Liaison Representative (PSDLR)

Reference(s): OPNAVISNT 1000.23A

Designation: Written appointment is required to designate.

General Description of Duties: The PSDLR is responsible for keeping all Navy personnel, and other interested personnel within the Command, informed of all Navy policy changes that may impact on pay, personnel, and transportation matters. The representative acts as a point of contact for Command members as well as Personnel Support Detachment (PERSUPPDET) personnel concerning PERSUPPDET/customer Command interface. Maintains close liaison with PERSUPPDET personnel to ensure continual quality enhancement of customer service.

Job Training Requirements: A personnelman or yeoman is highly recommended. Familiarity with the above references are necessary.

Specific Job Tasks. Accomplish the mission by performing the customer and interface functions listed in OPNAVINST 1000.23A.

Frequency: Daily as required

Time Requirement: 30 - 45 minutes

HQ USMEPCOM PROPONENT: Human Resources Directorate, Personnel Division, DSN 792-3680, extension 7173 or commercial (847) 688-3680, extension 7173.

Title of Duty: Office of Personnel Management (OPM) Program Manager

Reference: USMEPCOM Reg 611-1

Designation: Written appointment is required to designate.

General Description of Duties: The designated individual is responsible for coordinating with OPM personnel for the administration of the Armed Services Vocational Aptitude Battery (ASVAB), by OPM test administrators (TA), at mobile examining team sites and scheduled schools. The assistant operations officer (TCO) serves as the point of contact between the MEPS and the OPM area service center. The assistant operations officer (TCO) will ensure OPM TAs are properly trained in the administration of the ASVAB and the associated procedures.

Job Training Requirements: Receive job knowledge training by attending the Operations Group Leaders Course. Job training knowledge can also be acquired by reviewing the OPM Memorandum of Understanding, the Career Entry (CE) 611-1 (Handbook for Administering the ASVAB). Additional training can be accomplished by requesting assistance from the HQ USMEPCOM OPM Program Manager.

Specific Job Tasks:

1. Performs daily review of the OPM testing schedule.

Frequency: Daily

Time Requirement: 10 minutes

2. Performs daily review of OPM Form 697-A.

Frequency: Daily

Time Requirement: 20 minutes

3. Review testing schedule with the OPM service center point of contact.

Frequency: Quarterly

Time Requirement: 2 hours

4. Performs inspection of mobile examining team sites.

Frequency: Annually

Time Requirement: 4 hours each

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5. Performs observation and evaluation of OPM TA.

Frequency: Annually

Time Requirement: 6 hours per TA

6. Provides training for OPM TAs in coordination with the OPM service center.

Frequency: Annually

Time Requirement: 8 hours

7. Provides student and enlistment testing schedules to the OPM service center.

Frequency: Quarterly

Time Requirement: 3 hours

HQ USMEPCOM PROPONENT: Operations Directorate, Testing Division, DSN 792-3680, extension 7515 or commercial (847) 688-3680, extension 7515.

Title of Duty: Official Mail Manager (OMM)

Reference(s): USMEPCOM Reg 25-50

Designation: Written appointment is required to designate.

General Description of Duties: As OMM, the appointed designated individual is responsible for overseeing Official Mail Distribution Center operations. Report any known suspected postal offenses and irregularities to the commander. Training distribution personnel authorized to open official mail and official mail handlers. Monitor spoiled meter tapes and ensure the proper disposition of spoiled postage. Conduct unscheduled and unannounced semiannual postal inspections.

Job Training: The OMMs receive job knowledge through on-the-job training, reviewing the above reference, and contact with the HQ USMEPCOM OMM.

Specific Job Tasks: The OMMs accomplish their assigned mission by performing the following duties:

1. Supervise mail practices.

Frequency: Daily

Time Requirement: 8 hours

2. Report misuse of official mail to the commander of the alleged violators.

Frequency: As needed

Time Requirement: 10 minutes

3. Establish controls of postal expenditures to create cost effectiveness.

Frequency: As needed

Time Requirement: 2 hours

4. Keeps the commander informed on the effectiveness of the Official Mail Control Program.

Frequency: As needed

Time Requirement: 20 minutes

5. Represents the commander with the command's personnel, higher commands, and the local United States Postal Service (USPS) officials.

Frequency: As needed

Time Requirement: 30 minutes

6. Inspect incoming and outgoing mail.

Frequency: Weekly

Time Requirement: 15 minutes

7. Provide training to unit mail clerks and mail orderlies.

Frequency: As needed

Time Requirement: 30 minutes

8. Monitor spoiled meter postage to ensure proper disposition.

Frequency: Daily

Time Requirement: 10 minutes

9. Know your meter representative.

Frequency: As needed

Time Requirement: 10 minutes

10. Know the USPS account representative and postmaster.

Frequency: As needed

Time Requirement: 10 minutes

11. Whenever possible, belong to and attend meetings of the local USPS sponsored postal customer council.

Frequency: As needed

Time Requirement: 1 hour

12. Conduct semiannual unscheduled and unannounced inspections.

Frequency: Every 6 months

Time Requirement: 30 minutes

13. Review the Positive Accountability Postage Administrative System (PAPAS) Report for corrections.

Frequency: Quarterly

Time Requirement: 30 minutes

HQ USMEPCOM PROPONENT: Information Management Directorate, Support Services Division, DSN 792-3680, extension 7748 or commercial (847) 688-3680, extension 7748.

Title of Duty: Privacy Act and Freedom of Information Act Coordinator

Reference(s): AR 25-1, AR 25-55, AR 340-21, USMEPCOM Suppl 1 to AR 340-21

General Description of Duties: Responsible for processing requests for release of information under the Privacy Act and the Freedom of Information Act.

Job Training Requirements: Must become familiar with the above references. References contain enough information to teach the designee the policies and procedures for both acts. Additional assistance can be obtained from the Command Legal Officer or the Command Privacy Act and Freedom of Information Act Coordinator.

Specific Job Tasks. Prepare letters of acknowledgment to individuals submitting written requests for release of information under either of the acts. Make a copy of requested records, if available, and forwards them with the written request to HQ USMEPCOM, ATTN: MIM-SS (Command Privacy Act Coordinator). If records are not available, provide an explanation as to where the records are to the Command Privacy Act Coordinator. This information will be used by the coordinator when preparing a reply to the requester.

1. Prepare a letter of acknowledgment to the requestor, advising that the request has been forwarded to HQ USMEPCOM for processing and direct reply. Obtain internal coordination and signature for release.

Frequency: As required

Time Requirement: 15 minutes

2. Search for, make copy of documents, if available, and mail requestor's letter, letter of acknowledgment, and available documents to HQ USMEPCOM.

Frequency: As required

Time Requirement: 15 minutes

3. Applicants, or parents/guardians of applicants, often visit the MEPS to obtain a copy of the applicant's medical records. No medical records will be released without first coordinating with the Command Privacy Act Officer, Command Attorney, or the Command Legal Advisor.

Frequency: As required

Time Requirement: 15 minutes

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4. Freedom of Information requests must always be processed by HQ USMEPCOM. MEPS and sector privacy act coordinators will prepare and obtain signature of an acknowledgment letter, search for and make a copy of requested information, if available, and forward all documents to the Command Privacy Act Coordinator.

Frequency: As required

Time Requirement: 30 minutes

HQ USMEPCOM PROPONENT: Information Management Directorate, Support Services Division, DSN 792-3680, extension 7737 or commercial (847) 688-3680, extension 7737.

Title of Duty: Property Book Officer (PBO)

Reference(s): AR 710-2, AR 735-5, and USMEPCOM Reg 700-3

Designation: Written appointment is required to designate.

General Description of Duties: MEPS commanders are responsible for the accountability and safeguarding of Government property used in support of their operations. They have the option of maintaining the property book or appointing a PBO to perform the accounting functions. When the commander elects to appoint a PBO, the appointment will be in writing. Appointments are limited to DOD commissioned officers, warrant officers, or civilian employees (GS-5 or higher grade). When absences of 30 days or longer are to occur (leave, temporary duty, school, hospitalization, the commander will either assume property book accountability or appoint an interim PBO.

Job Training Requirements: The PBO receives job training primarily by reading the above references, local standing operating procedures, and through telephonic communication with HQ USMEPCOM logistics personnel.

Specific Job Tasks: Accomplish functions by performing the following duties:

1. Supervise property accountability:

Frequency: Daily

Time Requirement: As needed

2. Maintain property records:

Frequency: Daily

Time Requirement: As needed

3. Supplies stockage and storage:

Frequency: Daily

Time Requirement: As needed

4. Maintain equipment authorization documents:

Frequency: Daily

Time Requirement: As needed

5. Evaluate equipment and supplies requirements and assigns priorities:

Frequency: Daily

Time Requirement: As needed

6. Coordinate and monitor the maintenance and repair of equipment and furniture:

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Frequency: Daily

Time Requirement: As needed

7. Conduct necessary property inventories:

Frequency: Daily

Time Requirement: As needed

8. Coordinate with the supply technician:

Frequency: Daily

Time Requirement: As needed

NOTE: The above tasks require a total of about 1 hour daily.

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division, DSN 792-3680, extension 7366 or commercial (847) 688-3680, extension 7366.

Title of Duty: Public Affairs Representative

Reference(s): USMEPCOM Reg 360-1

Designation: Written appointment is required to designate.

General Description of Duties: Advise and assist the MEPS commander in all public affairs activities, including: media management, command information, and community relations endeavors. Write stories for internal and public release. Review, approve, and edit copy submitted by MEPS or collateral personnel. Submits all copy to HQ USMEPCOM, ATTN: MPA for publication. Take photographs in the MEPS as required. Assist commanders in all contacts with news media. Schedule MEPS community relations resources. Download information from HQ USMEPCOM Public Affairs Office, including "Command Information News" and distribute to all MEPS personnel.

Job Training Requirements: Basic knowledge of journalistic principles and writing skills. Required to be knowledgeable of above references.

Specific Job Tasks: Accomplish the mission by performing the following duties.

1. Submit names and necessary information on arrivals, departures, applause (awards, promotions, etc.), run for your life, etc., to the MESSENGER for publication.

Frequency: Monthly

Time Requirement: 1 hour

2. Research and write articles for the MESSENGER.

Frequency: Per MEPS commander

Time Requirement: 1 - 4 hours a month

3. Review and approve articles written by others for submission to the MESSENGER.

Frequency: As required.

Time Requirement: 1 - 4 hours a month

4. Photograph significant events at the MEPS.

Frequency: Per MEPS commander

Time Requirement: 1 - 2 hours a month

5. Notify the Command Public Affairs Officer before responding to media requests.

Frequency: As required

Time Requirement: Varies

6. Advise the MEPS commander of community relations opportunities, and coordinate and schedule MEPS community relations resources.

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Frequency: Per MEPS commander

Time Requirement: 2 - 3 hours a month

7. Download and circulate the "Command Information News."

Frequency: Per MEPS commander

Time Requirement: 3 - 4 hours a month

HQ USMEPCOM PROPONENT: Public Affairs Office, 792-3680, extension 7220 or commercial (847) 688-3680, extension 7220.

Title of Duty: Radiological Protection Officer (Primary/Alternate)

Reference(s): AR 40-14 and USMEPCOM Reg 40-1

Designation: Written appointment is required to designate.

General Description of Duties: Performs duty as custodian of Department of Defense (DD) Form 1141(Record of Occupational Exposure to Ionizing Radiation). Annotate entries on the reverse of DD Form 1141 at least once each calendar quarter for personnel exposed to ionizing radiation. Issues personnel monitoring device to ionizing radiation exposed individuals and ensures their wear.

Job Training Requirements: Review AR 40-14/RUN.28 and instructions on the reverse of DD Form 1141.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Provide appropriate storage for monitoring devices.

Frequency: As necessary

Time Requirement: Undetermined

2. Issue personnel monitoring device to exposed personnel.

Frequency: As necessary

Time Requirement: 5 minutes

3. Ensure the wear of monitoring devices.

Frequency: Daily

Time Requirement: 5 minutes

4. Mail monitoring devices for reading to: Chief, USAIRDC, U.S. Army TMDE, ATTN: AMXTM-S-LR-DR, Lexington, KY 40511-5102.

Frequency: Quarterly

Time Requirement: 5 minutes

5. Receive ionizing radiation results from the U.S. Army TMDE.

Frequency: Quarterly

Time Requirement: 5 minutes

6. Annotate results of monitoring devices for radiation exposure on DD Form 1141.

Frequency: Quarterly

Time Requirement: 15 minutes

7. Advise personnel, in writing, of their total exposure to ionizing radiation.

Frequency: Annually

Time Requirement: 20 minutes

HQ USMEPCOM PROPONENT: Medical Plans and Policy Directorate, DSN 792-3680,

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extension 7132 or commercial (847) 688-3680, extension 7132.

Title of Duty: Safety Manager

Reference(s): AR 40-5, AR 385-10, AR 385-40, AR 385-32, AR 385-55, AR 420-90, AR 600-55, AR 600-63, AR 672-74

Designation: Written appointment is required to designate.

General Description of Duties: The individual designated is responsible for managing the safety and fire prevention program within the sector and MEPS. As a representative of the sector/MEPS commander, the safety manager will serve as the single point of contact between the sector, MEPS, and Command Safety Manager and the local safety, fire prevention, and occupational health support agencies. The safety manager is also responsible for ensuring unit personnel receive an initial general safety and fire prevention education and training, perform safety, fire prevention and occupational health inspections, ensure all unit accidents are reported and investigated, ensure end-of-day fire inspections are conducted, conduct annual fire evacuation drills, manage the hazard reporting and abatement program, ensure the pre-spring/summer and pre-fall/winter safety briefings are conducted, and ensure supervisors provide the initial safety training to their respective newly assigned personnel, and serve as advisor to the commander on safety, fire prevention and occupational health related matters.

Job Training Requirements: The safety manager must be in the civilian grade of GS-4 or higher and/or military in the grade E-5 or higher. The safety manager receives job knowledge training primarily by reviewing all the above References, local standing operating procedures, and telephone conferences with the Command Safety Manager. Additional training can be accomplished by requesting assistance from the local General Services Administration, city, county, or state, and DOD Installation Fire Prevention agencies responsible for supporting the sector and MEPS.

Specific Job Tasks: Accomplishes the mission by performing the following duties.

1. Perform daily safety and fire prevention walk through inspections of their sector/MEPS.

Frequency: Daily

Time Requirement: 20 minutes

2. Perform in-depth quarterly safety and fire prevention inspections.

Frequency: Quarterly

Time Requirement: 2 hours

3. Provide all newly assigned military and civilian personnel with safety and fire prevention briefings.

Frequency: Upon Assignment

Time Requirement: 15 minutes

4. Provide fire extinguisher training to assigned and attached personnel.

Frequency: Upon Assignment

Time Requirement: 15 minutes

5. Provide educational briefings twice a year (spring/summer and fall/winter) which cover potential safety and fire hazards and their prevention.

Frequency: Semiannual

Time Requirement: 30 minutes

6. Provide and inspect fire extinguishers, which are USMEPCOM property.

Frequency: Daily/Quarterly

Time Requirement: 15 minutes - 2 hours

7. Update and post emergency safety and fire evacuation plans and muster location charts.

Frequency: Daily/Quarterly

Time Requirement: 15 minutes - 2 hours

8. Investigate and report safety and fire incidents to the Command Safety Manager.

Frequency: Daily/Quarterly

Time Requirement: 15 minutes - 2 hours

9. Provide separate metal containers for the disposal of waste smoking materials, and educate all personnel on their use.

Frequency: As required

Time Requirement: 2 hours

10. Review and update the safety and fire protection SOPs.

Frequency: As required

Time Requirement: 2 hours

11. Conduct annual fire evacuation drills.

Frequency: Annual

Time Requirement: 30 minutes

HQ USMEPCOM PROPONENT: Human Resources Directorate, Programs Division, DSN 792-3680, extension 7188 or commercial (847) 688-3680, extension 7188.

Title of Duty: Security Manager

Reference(s): AR 190-13, AR 190-51, AR 380-5, AR 380-67, and USMEPCOM Reg 5-5

Designation: Written appointment is required to designate.

General Description of Duties: The security manager should be at least grade E-5 and possess

sufficient skills, integrity, and maturity to carry out the duties. Should also have sufficient retain ability to be on station for at least 2 years. The manager is responsible for managing all aspects of the security program to include, but not limited to, the crime prevention, physical security survey, key control, personnel information management system security data monitoring, and personnel security investigation programs within the unit.

Job Training Requirements: An excellent familiarity of the above references and local SOPs. At present there is no established security manager's course, however, the Command Security Manager and staff are available to provide guidance and assistance.

Specific Job Tasks: Accomplish the mission by performing the following:

1. Provide an inbriefing to all new personnel regarding USMEPCOM policy on physical and personal security and functions related thereto.

Frequency: Upon assignment

Time Requirement: 15 minutes

2. Conduct initial and refresher crime prevention training, in conjunction with the Headquarters Crime Prevention Month program.

Frequency: Once a year, or as needed

Time Requirement: 1 hour

3. Responsible for all aspects of key control inventory for all assigned personnel.

Frequency: Quarterly, or as needed

Time Requirement: 1 hour

4. Coordinate with the nearest Provost Marshal Office or Government Services Administration office to conduct a physical security survey of the unit.

Frequency: Every 3 years

Time Requirement: N/A

5. Assist personnel with personal security investigations of newly assigned personnel, when requested by gaining organizations or when tasked by the Command Security Manager.

Frequency: As required

Time Requirement: 1 hour

6. Monitors the personnel information management system security information and ensure all required security data is present on individuals. When information is not present, notify the Command Security Manager.

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Frequency: Every 2 weeks

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Human Resources Directorate, Program Division, DSN 792-3680, extension 7189 or commercial (847) 688-3680, extension 7189.

Title of Duty: Systems Administrator (SA)

Reference: USMEPCOM Reg 25-3

Designation: Written appointment is required to designate.

General Description of Duties: Acts as the focal point for all matters concerning automated data processing (ADP). Responsible for troubleshooting hardware/software problems, performing simple maintenance (both hardware and software), ensures existing system software is operational and applies system software upgrades/modifications for functional area specific software. Serves as the automation liaison with Information Management Directorate (MIM).

Answers automation questions from end users and escalates complex questions to MIM. Prepares and/or coordinates all Information Mission Elements Need Statements (IMENS) for equipment and software. Maintains a file of approved IMENS. Ensures a current inventory of ADP resources is maintained in coordination with the property book officer/hand receipt holder/supply officer. Acquaints new users with ADP software and hardware operation. Assist users with equipment and application difficulties. Keeps master software diskettes for functional area specific software in a secure library and separated from the ADP hardware. Maintains a library and inventory of ADP hardware and software manuals. Ensure preventative maintenance schedules are adhered to and ad hoc maintenance is performed.

Is the Terminal Area Security Officer (TASO). Serves as the point of contact for all aspects of computer security and enforces automation security procedures. Ensures anti-virus software is installed on all computers and all users are trained in the use of virus protection.

Job Training Requirements: The SA attends HQ USMEPCOM sponsored classes in order to become proficient on standard software/hardware installation and maintenance.

Specific Job Tasks: Accomplishes the mission by performing the following duties:

1. Process and maintain all approved IMENS for ADP equipment and software.

Frequency: As required

Time Requirement: 1/2 hour/week

2. Ensure a current ADP inventory is maintained.

Frequency: Quarterly

Time Requirement: 1 hour/quarter

3. Apply changes to functional area specific applications software. (Command software will be maintained by MIM.)

Frequency: As required

Time Requirement: 4 hours/quarter

4. Assist users with equipment and/or software problems.

Frequency: As required

Time Requirement: 3 hours/week

5. Keeps master software diskettes of functional area specific software in a secure library separate from the ADP hardware.

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Frequency: Quarterly

Time Requirement: 1 hour/quarter

6. Maintains a library and inventory of software manuals.

Frequency: As required

Time Requirement: 1 hour/month

7. Perform minor equipment maintenance (i.e., replace printer toner cartridges or relocate/hookup equipment).

Frequency: As required

Time Requirement: 1 hour/month

8. ADP security monitoring.

Frequency: Weekly

Time Requirement: 1 hour/month

9. Coordinate ADP issues with primary MIM computer analyst.

Frequency: As required

Time Required: 1 hour/week

10. Acquaint new users with software and hardware operation.

Frequency: As required

Time Required: 2 hours/month

HQ USMEPCOM PROPONENT: Information Management Directorate, Systems Analysis and Support Division, DSN 792-3680, extension 7707 or commercial (847) 688-3680, extension 7707.

Title of Duty: Telecommunications Control Officer (TCCO)

Reference(s): AR 25-1 and USMEPCOM Reg 25-10

Designation: Written appointment is required to designate.

General Description of Duties: Commissioned officers, warrant officers, noncommissioned officers in grade E-6 through E-9, or civilians in grade GS-6 and above, can be appointed as the TCCO. The TCCO will be responsible for verifying and certifying local and long distance telephone bills and submitting requests for telephone lines and telephone equipment.

Job Training Requirements: Receive job knowledge training by reviewing the reference or by information and guidance provided at annual commanders training conferences. Additional

guidance and assistance can be obtained by contacting HQ USMEPCOM, Resource Management Directorate, Telecommunications Division.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Review all local and long distance telephone bills received monthly from servicing telephone companies. (**NOTE:** Some companies combine both services onto one bill.)

a. Upon receipt, stamp or type the date of receipt at the top of the first page of the original copy of the telephone bill.

Frequency: Monthly

Time Requirement: 5 minutes

b. Review and verify that all local and long distance calls are Government official.

Frequency: Monthly

Time Requirement: 1 hour

c. If there are no questionable calls on the bill, certify on the original copy of the bill that services and toll calls listed are Government official and proper for payment.

Frequency: Monthly

Time Requirement: 1 hour

d. If unofficial calls appear to have been made, research the bill. Bill will not be held more than 5 days. Bills must be certified and, if necessary, adjustments for collection of unofficial calls (circled in red) made at a later date.

Frequency: As required

Time Requirement: 5 minutes - 1 hour

e. For calls determined to be unofficial in nature, take action to recover all associated costs through the concerned individual's supervisor. Procedures are as follows:

(1) Provide written notification through the individual's supervisor.

(2) Give the individual up to 5 working days to make reimbursement or provide a rebuttal to the official notification. If response is not received within 5 working days, take necessary collection action.

(3) Payment must be made by check or money order, payable to Finance and Accounting Office, DFAS, Fort Benjamin Harrison, IN. Sector or MEPS location will be reflected on all checks or money orders. Send payments to HQ USMEPCOM, ATTN: Telecommunications Division (USAISC-USMEPCOM), for further processing and forwarding to DFAS, Fort Benjamin Harrison.

Frequency: As required

Time Requirement: 1 hour or less

f. Forward all original bills to HQ USMEPCOM, ATTN: Telecommunications Division (USAISC-USMEPCOM), **within 5 days** of receipt and retain one copy in unit files.

Frequency: Monthly

Time Requirement: 10 minutes

2. Request telecommunication services:

a. The TCCOs are authorized to contact a servicing telephone company, or any other communications vendor, to request assistance in obtaining cost estimates for required services (i.e., telephone lines, relocations, telephone equipment and/or other type services).

Frequency: As required

Time Requirement: Varies

b. Forward vendor's written cost estimate and a brief telephone request to HQ USMEPCOM, USAISC-USMEPCOM, Telecommunications Division for approval. The request is then reviewed, approved, and returned to the submitting unit for processing through the appropriate supporting contracting office. If TDA adjustment is necessary, coordination with the Logistics Division, Resources Management Directorate, will be accomplished by the Telecommunications Division.

Frequency: As required

Time Requirement: 10 minutes

HQ USMEPCOM PROPONENT: USAISC-USMEPCOM, Telecommunications Division, DSN 792-3680, extension 7770 or commercial (847) 688-3680, extension 7770.

Title of Duty: Test Administrator (TA)

Reference(s): USMEPCOM Reg 611-1 and USMEPCOM Reg 601-4

Designation: Written appointment is required to designate.

General Description of Duties: The MEPS commander must appoint all military and civilian personnel who are to administer tests as TAs. The TA function under the supervision of the assistant operations officer/test control officer. Duties include assembly of test session materials, supervision of proctors, following proper test administration procedures, and maintaining proper test security and control IAW the above references.

Job Training Requirements: Must acquire a complete working knowledge of the purpose of the test material required, scoring of tests, and problems which are likely to occur. The TCO must ensure designated personnel are thoroughly trained regarding the requirements of the above

references.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Ensure tests are scored and results accurately recorded.

Frequency: Daily

Time Requirement: 4 - 6 hours

2. Prepare test materials prior to conducting test session.

Frequency: Daily

Time Requirement: 1 hour

3. Ensure proper distribution of test materials to applicants and students.

Frequency: Daily

Time Requirement: 1 hour

4. Brief proctors of their duties and responsibilities.

Frequency: Daily

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Operations Directorate, Testing Division, DSN 792-3680, extension 7517 or commercial (847) 688-3680, extension 7517.

Title of Duty: Test Control Officer (TCO)/Alternate Test Control Officer (ATCO)

Reference(s): USMEPCOM Reg 611-1

Designation: Written appointment is required to designate.

General Description of Duties: Responsible for all accountable test material in the MEPS testing inventory. This includes exercising close supervision over all phases of test material, receipt, storage, protection, issue, administration, scoring and destruction of test material. Ensure accountable test material is handled by authorized personnel only, and personnel understand their responsibility with regard to accountability for material.

Job Training Requirements: Must acquire a complete working knowledge of accountable test material inventory procedures as described in the above reference. The TCO should attend HQ USMEPCOM Operations Officer's Course within 3 months of becoming the TCO, and should have visited another MEPS testing section (cross walk).

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Ensure outdated and worn material is prepared for destruction on a continuous basis.

Frequency: As needed, no greater than monthly.

Time Requirement: 1 - 8 hours, depending on amount of material and method of destruction.
No more than 20 hours annually.

2. Maintain proper levels of test material to include a 180-day stock level on all enlistment answer sheets and ASVAB Scoring Worksheet and a 120-day stock level for student and special purpose test answer sheets.

Frequency: As needed, no greater than monthly

Time Requirement: 20 hours annually

3. Conduct an inventory of all accountable material, to include page checks, and report findings to the commander.

Frequency: Annually and upon change of TCO

Time Requirement: 50 hours annually

4. Transfer accountable test material IAW USMEPCOM Reg 611-1, paragraph 2-7.

Frequency: As needed

Time Requirement: 1 hour

5. Destroy accountable test material and document on USMEPCOM Form 611-1-11-R-E (Statement of Destruction of Test Material).

Frequency: As needed

Time Requirement: 1 hour

6. Ensure a witness official is present to observe the destruction of accountable test material and sign the Statement of Destruction of Accountable test material.

Frequency: As needed

Time Requirement: 1 hour

7. Review daily inventory records and ensure material is accounted for.

Frequency: Daily **Time Requirement:** 1/2 - 1 hour daily

8. Supervise test administrator (TA) procedures to include proper handling, mailing, scoring, and distribution of material.

Frequency: Daily **Time Requirement:** 1/2-1 hour daily

9. Establish and conduct training program on proper handling and inventory procedures.

Frequency: Twice monthly **Time Requirement:** 5 - 10 hours monthly
10.

Maintain current paperwork, that includes the following; posting of SF 701 (Activity Security Checklist), training records, test loss compromises, maintaining annual/joint inventory, check the daily scoring analysis, and the Test Control and Security Statement.

Frequency: Weekly **Time Requirement:** 2 - 3 hours weekly

11. Ensure military examining team sites are inspected at least every 18 months.

Frequency: 18 months **Time Requirement:** 1 day

12. Review OPM Forms 697-A (Record Sheet for Armed Forces Applicant Examination) to ensure test sessions were conducted prior to initiating OPM payment.

Frequency: Daily **Time Requirement:** 1/2 - 1 hour

13. Procure all accountable test material.

Frequency: As needed **Time Requirement:** 1 hour

14. Prepare, review, and implement contingency plans for assumption of OPM test sessions in the unplanned absence of the assigned OPM TA.

Frequency: As needed **Time Requirement:** 2 - 3 hours

15. Develop, publish, and update the test section SOP.

Frequency: Annually **Time Requirement:** 1 - 2 hours

16. Prepare, review, and update, as required, testing contingency plans for mobilization.

Frequency: As needed **Time Requirement:** 1 - 2 hours

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HQ USMEPCOM PROPONENT: Operations Directorate, Testing Division, DSN 792-3680, extension 7517 or commercial (847) 688-3680, extension 7517.

Title of Duty: Time and Attendance Certifying Official

Reference: None

Designation: Written appointment is required to designate.

General Description of Duties: Appointee is responsible for certifying the time and attendance for a specified group of employees. The certification may be manual or electronic. Each time card is examined and compared to time sheets or other records of attendance. The certifying official signs and dates all cards and electronically certifies each one.

Job Training Requirements: None

Specific Job Tasks: Accomplish the following during each pay period, or as necessary:

Review time cards and compare to record of attendance, make corrections where necessary and sign and date.

Frequency: Biweekly

Time Requirement: 5 - 15 minutes

HQ USMEPCOM PROPONENT: Resource Management Directorate, Policy Branch, DSN 792-3680, extension 7328 or commercial (847) 688-3680, extension 7328.

Title of Duty: Training Coordinator

Reference: USMEPCOM Reg 350-1

Designation: Written appointment is required to designate.

General Description of Duties: Acts as the focal point for all matters concerning unit training. Prepare and maintain a file of all training records for individual and group training for all unit personnel. Acts as the point of contact for training matters with servicing personnel activities for unit personnel. Coordinate common task training for assigned Army personnel.

Job Training Requirements: Learn the basics of the job by reading and understanding the requirements as outlined in the above reference. Additional guidance and assistance may be received by contacting the HQ USMEPCOM Training Education Division.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Plan, schedule, and coordinate unit and individual training.

Frequency: As required

Time Requirement: 3 hours monthly

2. Acts as the primary point of contact to the servicing civilian personnel office, consolidated base personnel office, Marine inspector and instructor staff, Navy Recruiting District, Personnel Service Center, and Personnel Reporting Unit.

Frequency: As required

Time Requirement: 2 - 3 hours monthly

3. Identify and coordinate school quota requirements for all personnel via the Electronic Mail System, written memorandum, and telephone conversations with the USMEPCOM Training Officer.

Frequency: As required

Time Requirement: 2 - 3 hours monthly

4. Maintain a copy of and file all training schedules and attendance rosters under file number 350 for a period of 2 years from the date of training.

Frequency: As required

Time Requirement: 1 - 2 hours monthly

5. Ensure training course completion documents are forwarded to the appropriate administrative support center for inclusion in the official records of military and civilian personnel.

Frequency: As required

Time Requirement: 1 - 2 hours monthly

6. Forward training evaluations to the servicing civilian personnel office and maintain a copy on file for 2 years after the completion of training.

Frequency: As required

Time Requirement: 1-2 hours monthly

7. Maintain training records for all assigned personnel.

Frequency: As required

Time Requirement: 2 - 3 hours monthly

8. Assist individuals in filling out training request forms.

Frequency: As required

Time Requirement: 1 - 2 hours monthly

9. Coordinate with the servicing Army command to ensure Army military personnel are able to take common task training as required, or to keep informed of tasks that are waived because of

type of duty or location while stationed at USMEPCOM.

Frequency: As required

Time Requirement: 2 - 3 hours monthly

HQ USMEPCOM PROPONENT: Human Resources Directorate, Training Division, DSN 792-3680, extension 7185 or commercial (847) 688-3680, extension 7185.

Title of Duty: Transportation Agent

Reference(s): AR 55-355 and USMEPCOM Reg 55-2

Designation: Written appointment is required to designate.

General Description of Duties: Appointment is required to ensure continued uninterrupted shipping of enlistees. All transportation documents signed by the appointee must be signed IAW AR 55-355. Perform official liaison with commercial passenger carriers which service the activity. Obtain service, furnish travel documents and information for enlistees, MEPS personnel, and other Government personnel traveling on official business. Prepare and submit transportation reports required by higher headquarters. Responsibilities and duties closely parallel those of the ATO during normal day-to-day operations.

Job Training Requirements: Receive job knowledge training primarily by reading the references cited above, local SOPs, daily coordination with the Military Traffic Management Command and servicing commercial travel offices.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Provide the number of seat reservations (space blocking) to commercial carriers.

Frequency: Monthly

Time Requirement: 2 hours

2. Update recruits who were no shows or add ons for reservations. Confirm seat reservations 24 hours prior to departure, and cancel unneeded seats.

Frequency: Daily

Time Requirement: 15 - 45 minutes

3. Arrange transportation for nonprior service enlistees, arrange ground transportation to non-passenger standing route order locations and advise individuals if Government travel request is not acceptable and cash is required.

Frequency: Daily

Time Requirement: 1 hour

4. Arrange transportation for MEPS personnel traveling on temporary duty.

Frequency: As required

Time Requirement: 45 minutes

5. Make arrangements for group travel and designate the group leader.

Frequency: Daily

Time Requirement: 1 hour

6. Provide travel briefing to all travelers prior to departure.

Frequency: Daily per group

Time Requirement: 20 - 30 minutes

7. Function as the contracting officer representative (COR)/Quality Assurance Evaluator (QAE) for contracted commercial travel office, if required.

Frequency: Monthly

Time Requirement: 2 hours

8. Arrange transportation and prepare cost charge transportation requests for transient service members without funds and to replace lost tickets.

Frequency: As required

Time Requirement: 1 hour

9. If required to perform specific job task 7, the contracting officer representative will file a SF 450 (Confidential Disclosure Report) within 30 days of the "date of appointment" to these duties. Also a SF 450 dated NLT 31 October will be filed annually to reach the USMEPCOM Command Judge Advocate NLT 30 November. A new report must be filed each year, even if

there are no changes to the report filed previously. Filers must also complete annual ethics training.

Frequency: As required, but at least annually

Time Requirement: Varies

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division, DSN 792-3680, extension 7373 or commercial (847) 688-3680, extension 7373.

Title of Duty: Unit Alcohol and Drug Coordinator (Primary and Alternate)

Reference(s): AR 600-85 and USMEPCOM Reg 5-5

Designation: Written appointment is required to designate.

General Description of Duties: Person designated as primary can be a noncommissioned officer in grade E7 or above, a commissioned officer or a warrant officer, and the alternate can be an E6 or officer. Designated person is responsible for perform all aspects of the Alcohol and Drug Abuse Prevention Program at the sector and MEPS.

Job Training Requirements: Attend a Unit Alcohol and Drug Control orientation course at an accredited Army Drug and Alcohol Prevention Control Program (ADAPCP) facility or similar Service program. (USMEPCOM is not an accredited ADAPCP facility in this regard.)

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Develop, coordinate, and/or deliver informed preventative education and training within the MEPS.

Frequency: Quarterly

Time Requirement: 1 hour

2. Assist with inbriefing all new personnel regarding USMEPCOM's policy on alcohol and other drug abuse and functions and services designed to combat alcohol and other drug abuse.

Frequency: Upon assignment **Time Requirement:** 15 minutes

3. Administer the urinalysis testing program.

Frequency: Quarterly, at least two sweeps **Time Requirement:** Varies, can last all day and two randoms

4. Keep the commander informed of the status of the ADAPCP and the trends in alcohol and other drug abuse in the unit.

Frequency: Monthly or as required **Time Requirement:** 15 minutes

5. Maintain liaison with the servicing community counseling center.

Frequency: As required **Time Requirement:** Varies

6. Perform other administrative functions related to the ADAPCP.

Frequency: As required **Time Requirement:** 1 hour

HQ USMEPCOM PROPONENT: Human Resources Directorate, Programs Division, DSN 792-3680, extension 7191 or commercial (847) 688-3680, extension 7191.

Title of Duty: Unit Housing Representative

Reference(s): AR 210-50 and USMEPCOM Reg 210-4

Designation: Written appointment is required to designate.

General Description of Duties: The designated individual should be an officer or warrant officer. However, depending on staffing conditions, a senior noncommissioned officer (NCO, E7/E9) or a civilian in the grade of GS-7 or above, is authorized. The unit housing representative assists the MEPS commander in the administration of the leased housing program within the MEPS.

Job Training Requirements: Receive training primarily by reading the above references, keeping abreast of local housing markets through contact with local Chambers of Commerce, newspaper real estate sections, and other publications and agencies providing information on housing availability and cost. Additional guidance and assistance can be obtained by contacting the proponent.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Assist eligible members in preparing applications for Government-leased housing, and execute the request for leased housing action. Forward approved lease requests to USMEPCOM for approval.

Frequency: As required

Time Requirement: 1 hour

2. Conduct housing inspections upon assignment to quarters, annual, pretermination, change of occupant, termination, etc. Furnish an appropriate checklist to be utilized during inspections. If a NCO is appointed, the NCO must be of a higher pay grade than the occupant of the quarters being inspected.

Frequency: As required

Time Requirement: 2 hours

3. Sponsors must be advised of their responsibilities for the quarters, appliances/equipment, routine maintenance, minute repair, operation, housekeeping, etc., which would normally be expected if they were occupying on-post Government quarters. They must also be advised that they may be held pecuniarily liable for loss or damage determined to be caused by willful acts or gross negligence of occupants or their visitors, in accordance with AR 735-5.

Frequency: As required

Time Requirement: 1 hour

4. The inspector must be accompanied by the occupant. The checklist must be dated and signed by both the inspector and the occupant. Furnish one copy of the checklist to the occupant and file a copy in the MEPS lease case file.

Frequency: As required

Time Requirement: 1 hour

5. Conduct informal pretermination inspections to ensure proper cleanliness and condition of the quarters and provide ample time for occupant to correct deficiencies other than those resulting from fair wear and tear, which may have occurred during occupancy. This procedure can reduce the amount of refurbishing and/or restoration costs, and possible costs to the individual for repairs prior to being cleared from quarters. These inspections should be conducted 45 days prior to the occupant's departure.

Frequency: As required

Time Requirement: 2 hours

6. Arrange for the MEPS to expeditiously publish and distribute letter for assignment or termination of quarters for individual(s) involved. Maintain a lease case file for each unit. If practicable, arrange to accompany District Engineer representative during the joint inspection between lessor and engineer for acceptance and termination inspections of the quarters. Notify the District Engineer of any existing emergency conditions, or scheduled repairs which have not been accomplished, as reported by the tenant.

Frequency: As required

Time Requirement: 1 hour

HQ USMEPCOM PROPONENT: Resource Management Directorate, Logistics Division,

DSN 792-3680, extension 7366 or commercial (847) 688-3680, extension 7366.

Title of Duty: Unit Mail Clerk/Orderly

Reference(s): AR 25-51, DOD 4525.6-M Vol II, DOD 4525.8-M, and USMEPCOM Reg 25-50

Designation: Written appointment on DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) is required to designate.

General Description of Duties: Responsible for mail and correspondence distribution for each sector/MEPS. Ensures cost control measures are taken and all incoming and outgoing mail is reviewed, reporting any known or suspected postal offenses and irregularities to the official mail manager.

Job Training: Receive job knowledge training primarily by on-the-job training and reviewing the above references.

Specific Job Tasks: Accomplish the assigned mission by performing the following:

1. Process incoming mail.

Frequency: Daily

Time Requirement: 30 minutes

2. Distribute incoming mail to sections.

Frequency: Daily

Time Requirement: 15 minutes

3. Teach and practice mail consolidation.

Frequency: As required

Time Requirement: 10 minutes

HQ USMEPCOM PROPONENT: Information Management Directorate, Support Services Division, DSN 792-3680, extension 7748 or commercial (847) 688-3680, extension 7748.

Type of Duty: Unit Publications Officer (UPO) and Forms Management Officer (FMO)

Reference(s): AR 25-1, AR 25-30, DA Pam 310-10, DA Pam 310-15, USMEPCOM Pam 25-31

Designation: Written appointment is required to designate UPO.

General Description of Duties: The appointed person (support group supervisor or other responsible individual) is responsible for the overall management of the unit publications and blank forms and local forms program within the unit.

UPO: A UPO will be appointed by the commander of each unit. The UPO acts as the unit commander's representative in dealing with the supporting installation's publications control officer and stockroom manager and with the HQ USMEPCOM Publications and Forms Distribution Center. A copy of the appointment document and signature cards will be submitted to the supporting installation stockroom, as required, and to HQ USMEPCOM, ATTN: MIM-SS-MP. The UPO ensures the information submitted on DA Form 12-R (Request for Establishment of a Publications Account) is kept current by updating the DA Form 12-R when there is a change in the unit's UPO, safety officer, test control officer, or commander. Ensure control and storage of classified, accountable, or sensitive publications and blank forms, if applicable, and as required by their security classification. Review the annual initial distribution printout received from the Army Publications Center or from HQ USMEPCOM. Maintain a 1-2 week stock level of MIRS generated forms in case of power failure. Maintain a 30 day stock level of blank forms on hand and allows 4-6 weeks turn around time for shipment arrival. Requisition Army publications and blank forms using STARPUB and MILSTRIP software to requisition Navy blank forms and publications. Requisition Marine Corps blank forms and publications through established channels. Requisition Coast Guard forms and publications through the HQ USMEPCOM Coast Guard liaison. Requisition non-MIRS and hard copy

USMEPCOM publications and blank forms from HQ USMEPCOM, MIM-SS-MP, by submitting a completed DA Form 17.

FMO: Review, analyze, coordinate, approve or disapprove all proposed unit forms. Conducts annual review of approved local forms. Determine which forms are suitable for standardization and electronic generation. Maintain functional files for all forms within purview of the position. Maintain a current forms registration log. Ensure the use of local forms is addressed respective SOPs.

Job Training Requirements: Receive job knowledge by reviewing above references, learning local servicing installation procedures, and telephonic guidance provided by HQ USMEPCOM Records Management Noncommissioned Officer. Enrollment in the Army correspondence courses, subcourses AG 0021 (DA Publication Management), AG 0104 (Administrative Forms Management Program), and AG 0406 (Forms Management) are encouraged.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Maintain forms and publications accounts for each Service. Update DA Form 12-R, for Army accounts as explained above.

Frequency: As required

Time Required: 15 minutes

2. Requisition accountable forms (e.g., Government transportation requests and meal tickets, etc.) and Service and USMEPCOM publications and blank forms as needed.

Frequency: As required

Time Required: 30 minutes

3. Review printout of publications received at MEPS under the DA 12 series, annotate corrections on DA Form 12-99 and submit corrections.

Frequency: Once yearly

Time Required: 1 hour

4. Receive and log requests for approval of local form.

Frequency: As required

Time Requirements: 3 minutes each

5. Review and process DA Form 1167 (Request for Approval of Form).

Frequency: As required

Time Requirements: 30 minutes each

6. Assist in the preparation/correction of proposed local forms.

Frequency: As required

Time Requirements: 30 minutes each

7. Prepare copies of approved forms for numerical files.

Frequency: As required

Time Requirements: 10 minutes each

8. Prepare and maintain functional and numeric files.

Frequency: As required

Time Requirements: 20 minutes each

9. Prepare and maintain suspense files for required annual reviews.

Frequency: As required

Time Requirements: 5 minutes each

10. Prepare and send out notices for required annual review of local forms.

Frequency: Once yearly

Time Requirements: 5 minutes per form

11. Post and file responses from notices of annual review.

Frequency: Once yearly

Time Requirements: 5 minutes per form

HQ USMEPCOM PROPONENT: Information Management Directorate, Support Services Division, DSN 792-3680, extension 7738 or commercial (847) 688-3680, extension 7738.

Title of Duty: Unit Retention NCO

Reference(s): AR 601-280

Designation: Written appointment is required to designate.

General Description of Duties: Advise the commander on all matters relating to Total Army Retention Program and work closely with the Retention NCO of the Army installation providing military personnel support. Contact persons recommended for reenlistment, including those requiring waivers, to give personal aid and guidance, before reenlisting. Provide periodic statistical data to the commander. Review reenlistment data cards of newly assigned Army enlisted members to determine if reenlistment interviews have been completed as required. If not, schedule interview within 60-90 days after assignment. Maintain accountability of reenlistment data cards on all Army enlisted members in grade E6 and below. Post current self development test results to the cards. Refer Army enlisted members who are eligible to reenlist but decline, to the retention NCO of the Army installation providing military personnel support.

Job Training Requirements: Receive most of the job knowledge training primarily by reviewing the above reference and by attending the Retention NCO Course at Fort Benjamin Harrison, IN.

Specific Job Tasks: Accomplish the mission by performing the following duties:

1. Contact personnel recommended for reenlistment and provide aid and guidance.

Frequency: As needed

Time Requirement: 20 minutes

2. Provide monthly, quarterly, and cumulative statistical data to the commander.

Frequency: Monthly/quarterly

Time Requirement: 20 minutes

3. Review and update reenlistment data cards.

Frequency: As needed

Time Requirement: 20 minutes

4. Schedule reenlistment interviews for the commander.

Frequency: As needed

Time Requirement: 10 minutes

HQ USMEPCOM PROPONENT: Human Resources Directorate, Personnel Division, DSN 792-3680, extension 7176 or commercial (847) 688-3680, extension 7176.

7 May 1997

USMEPCOM Reg 600-8

Glossary

ADAPCP

Army Drug and Alcohol Prevention Control Program

ADP

automated data processing

AFR

Air Force Regulation

AIS

Automated Information Systems

AR

Army Regulation

ASVAB

Armed Services Vocational Aptitude Battery

ATCO

alternate test control officer

ATO

acting transportation officer

AVMF

Amusement Vending Machine Fund

BAT

breath alcohol testing

CE

Career entry

CFR

Code of Federal Regulations

COR

contracting officers representative

CY

calendar year

DA

Department of the Army

DAT

drug and alcohol testing

DD, DOD

Department of Defense

DFAS

Finance and Accounting Office

DTSO

deputy training standards officer

DSN

Defense System Network

EEO

equal employment opportunity

EO

equal opportunity

FMO

Forms Management Officer

FY

fiscal year

HIV

Human Immunodeficiency Virus

HQ

headquarters

HQ USMEPCOM

Headquarters United States Military Entrance Processing Command

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IAW

in accordance with

IMENS

Information Mission Elements Need Statements

IMPACT

International Merchant Purchase Authorization

INTRO

Individualized Newcomer Treatment and Orientation Program

ISC

interservice support coordinator

ISSO

information systems security officer

MARKS

Modern Army Recordkeeping System

MEPS

military entrance processing station

MEPRS

Military Entrance Processing Reporting System

MIM

Information Management Directorate

MRM-MD

HQ USMEPCOM, Manpower/Force Development Division

MOB/ECP

Mobilization/Emergency Contingency Plans

NCO

(senior) noncommissioned officer

NLT

not later than

OMM

Official mail manager

OPM

Office of Personnel Management

OPMTAS

Office of Personnel Management Test Administration

OPNAVINST

Office of Personnel Navy Instructions

PAPAS

Positive Accountability Postage Administrative System

PBO

property book officer

PERSUPPDET

Personnel Support Detachment

PM

preventive maintenance

PSDLR

Personnel Support Detachment Liaison Representative

QAE

quality assurance evaluator

SF

Standard Form

SOP

standing operating procedures

TA

test administrator; travel agent

TCCO

telecommunications control officer

TCO

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test control officer

TSO

training standards officer

UPO

Unit Publications Officer

USAISC-USMEPCOM

Telecommunications Division, United States Military Entrance Processing Command

USMEPCOM

United States Military Entrance Processing Command

USPS

United States Postal Service