

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

Change
No. 2

27 January 1994

**Personnel Procurement
PROCESSING LIST - AUTHORIZATION, CONTROL,
AND ACCOUNTING FOR MEALS AND LODGING SERVICES**

Summary. The USMEPCOM Form 727-Copy 1 (Processing List (PL)) has been redesigned. A new column called "601234" has been inserted.

Appendix A gives instructions for completing the column on the revised USMEPCOM Form 727-Copy 1. The redesign implements a quality control checklist item which indicates that an applicant has been briefed on the separation policy and has been furnished a copy of USMEPCOM Form 601-23-4 (Restrictions on Personal Conduct in the Armed Forces) during the preenlistment/preaccession interview and prior to their initial oath of enlistment. A new DOD separation policy and restrictions on personal conduct in the Armed Forces was announced by the Secretary of Defense on 22 December 1993.

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

1. USMEPCOM Reg 601-1, 2 February 1990, is changed as follows:

Remove page

Insert page

A-3 through A-4

A-3 through A-4.1

2. Material which has been changed is indicated by an asterisk.

3. File this change in front of the publication.

C2, USMEPCOM Reg 601-1

27 January 1994

(MCR)

FOR THE COMMANDER:

OFFICIAL:

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A&D

(d) Rctg Sta NO/ID. Enter the recruiting station ID (up to five characters) to which the recruiter is assigned (e.g., AB02, 125AD, etc.). The recruiter's last four numbers in his or her SSN may be entered in addition to the recruiting station ID.

If provided, list the recruiter's last four on top of the station ID (e.g., 3456/AB02).

(4) Item 4 - Lodging (Arr Date).

(a) Date. Enter the date the individual is scheduled to arrive at the initial point (bus terminal, etc.) of the city in which the MEPS is located (i.e., if the individual is scheduled to arrive at the bus terminal on 30 April, the entry would be "30").

(b) Hour in Mil Time. Enter, in military time, the time an individual is scheduled to arrive at the lodging facility.

(c) Mode. This entry relates to the type of transportation to be used by the individual. Enter "B" for bus, "R" for rail, "P" for privately owned vehicle, "G" for Government vehicle, "A" for airplane, and "O" for other.

(5) Item 5 - Service Processing Requirements/Information.

(a) Testing. "CR" stands for current. Enter the processee's current AFQT score, if previously ASVAB tested. Entry is mandatory if the processee is required to be ASVAB qualified for the sponsoring Service and is being scheduled for medical processing. If the processee has tested and the AFQT score is not known, place an "X" in this column and provide additional information in the "REMARKS" column (e.g., MET site and date of test, processing on student test scores, etc.). These types of entry will assist the MEPS to ensure the official test scores are available for the recruiting Service counselors and liaisons. If MEPS in-house production ASVAB testing is required, place an "X" in the column under ASVAB. If only Adaptability Screening Profile (ASP) testing is required, place an "X" in the "ASP Only" column. If a Service special test is required, place an "X" under the "SPECIAL" column and identify the special test required in the "REMARKS" column. NOTE: Each individual scheduled for testing (i.e., ASVAB, ASP Only, Special, etc.) must provide a fully completed and accurate USMEPCOM Form 714-A prior to testing.

(b) Medical. An "X" will be placed in the appropriate column to denote medical processing requirements. The requirement for a special examination will be explained in the "REMARKS"

column. When individuals are to receive a Chapter 3 retention standard medical examination (AR 40-501), place a "3" under the "Full Ex" column.

(c) Enlistment. An "X" will be placed in the appropriate column to denote processing requirements. If no entry is made, the MEPS will return the individual to the appropriate recruiting Service representative after completion of aptitude and/or medical processing requirements.

(d) Ship. Place an "X" in this column for all individuals to be shipped by the MEPS.

(6) Item 6 - MEPS Processing.

(a) Applicant Time Flow. Self explanatory; recording check-in, departure and arrival time for individuals completing various phases of MEPS processing (medical, operations, etc.); and time return to and from Service counselors or liaisons are entered here.

(b) Enlisted. If the individual was enlisted (a DEP-in or an accession), place a "D" for DEP-in or an "A" for accession/DEP-out enlistment in this column.

* (b).1 Instructions for adding column 601234 to USMEPCOM Form 727 copy 1. Pending form revision, the following procedures will be completed on all PLs: Immediately to the right of the "Enlisted" column, a vertical line will be drawn generating a separate column. The column heading will be labeled "601234". The column should be approximately 1/4-inch in width. MEPS personnel will place an "X" in this column indicating that an applicant was briefed on the separation policy and provided a copy of USMEPCOM Form 601-23-4 during the preenlistment/preaccession interview and prior to the initial oath of enlistment.

(c) MEPS/Service - Shipping To/Remarks (As Required). This data block is used for any explanatory remarks required to ensure MEPS personnel are aware of pertinent processing information. The MEPS and recruiting Service personnel can establish local "REMARKS" requirements that best suit their processing needs.

(d) Subtotal. Entry for this item is required only when the PL is composed of two or more pages. Entries will reflect the totals of each processing requirement listed on the page.

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(e) Total. Entry for this item is required when the PL is comprised of only one page (subtotal entry not required) and on the last page when the PL is comprised of two or more pages. Subtotals will be reflected on each page when two or more pages are used, and the total will be entered on the last page.

(7) Item 7 - Signature & Title of Service Representative. The recruiting Service official responsible for completion of the PL and authorization of lodgings and meals reflected on the PL, copies 2 through 5, will sign each page of the PL.

(8) Item 8 - Signature & Title of MEPS Official. Only designated personnel authorized by the MEPS commander will sign this item; usually control desk personnel.

(9) Item 9 - Roster Reconciled By: (Initial). The MEPS person that reconciled the Medical Roster (ZHM081), DEP-in Roster (ZHM082), or the Accession Roster (ZHM084) will initial in the appropriate block to indicate the roster was reconciled. Daily roster reconciliation is required.