

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

USMEPCOM Regulation
No. 601-1

7 December 1988

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

Summary. This regulation gives instructions for the use of forms that are used by each sponsoring military service component, contract dining facilities, and contract lodging facilities. These forms include: the USMEPCOM Forms, 727-series, 728, 729, and 732. It also explains the use of the USMEPCOM Form 926E, the Standard Form 1034, and the USMEPCOM Form 704.

Applicability. This regulation is applicable to all military service and component (including Coast Guard) recruiting activities using Military Entrance Processing Station (MEPS) facilities and services.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEPCRM-FM-B, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by HQ USMEPCOM, Director, Personnel and Administration Directorate, ATTN: MEPCPA-AR.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MFPCRM-FM-B. 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: MEPCRM-FM-B.

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1. PURPOSE.

This regulation prescribes policy, responsibilities, and procedures for scheduling, reporting, and providing meals and lodgings to individuals for MEPS processing.

2. REFERENCES.

Related publications are listed below:

- a. AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).
- b. AR 40-501 (Medical Services--Standards of Medical Fitness).
- c. AR 601-270 (Military Entrance Processing Station (MEPS)).
- d. USMEPCOM Reg 25-5 (Military Entrance Processing Reporting System (MEPRS) Data Element Dictionary).
- e. USMEPCOM Reg 37-1 (USMEPCOM Financial Management).
- f. USMEPCOM Reg 680-1 (Military Entrance Processing Reporting System).
- g. USMEPCOM Suppl 1 to AR 310-2 (Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications).

3. EXPLANATION OF TERMS.

a. Local Enlistees. Local enlistees are defined as those individuals who reside in or are recruited from the metropolitan area in which the MEPS is located. Meal/lodging services for these individuals will be provided, when deemed appropriate, by the recruiting service.

b. Chargeable costs for meals and lodgings. Includes costs of meals and lodgings provided to applicants and other enlistees, as authorized on an individual basis by the service recruiting representative. This includes meals served within the MEPS as well as those at other eating facilities. Depending upon service procedures, costs may be charged to an open allotment or be charged to USMEPCOM funds with subsequent recoupment of funds through reimbursable billing procedures.

(1) Pre-entry costs. In the case of Army, Navy, Marine Corps, or Coast Guard processees, pre-entry costs are those costs incurred prior to an individual actually being sworn into active service (these include the costs for meals and lodgings for delayed entry program personnel until they have been sworn into active military service).

(2) Post-entry costs. In the case of Army, Navy, Marine Corps, or Coast Guard processees, post-entry costs are those costs incurred after the individual has actually been sworn into active service.

(3) In the case of Air Force and Army National Guard enlistees, all costs are considered to be pre-entry costs.

4. RESPONSIBILITIES.

a. The Commander, USMEPCOM is responsible for prescribing and monitoring operational policies and procedures for the MEPS.

b. The appropriate brigade/group/area/district recruiting commander and USMEPCOM sector commander are responsible for ensuring the procedures of this regulation are implemented.

c. The MEPS commanders are responsible for coordinating the implementation of this regulation at the local level with all users of MEPS services.

d. All forwarding agencies/service recruiting commands are responsible for ensuring that its recruiting units comply with the provisions of this regulation and that their service recruiters fully brief the applicants on how the system will work before they are sent to the MEPS.

5. POLICIES.

a. Care must be taken to ensure these procedures do not involve actions by the MEPS and recruiting services which are not in consonance with the current contract. Unless the contracting officer is present, MEPS commanders are not authorized to negotiate changes or deal directly with owners/managers of commercial messing and lodging facilities concerning provisions of the contract. Coordination with the appropriate contracting officer will be required to determine to what extent contracts need to be modified to support

this system and to ensure contracts incorporate the requirements of this regulation. If problems cannot be resolved with supporting contracting officers by MEPS commanders, the matter will be referred through channels to HQ USMEPCOM, ATTN: MEPCRM-FM-B.

b. The USMEPCOM Form 727-series will be prepared by each sponsoring military service component or forwarding agency in accordance with this regulation.

c. Field recruiters must inform all enlistees that they will be required to produce proper identifying document(s) to the vendor to obtain lodging/meal services. Reference is made to appendix H, paragraph H-7 (Identification (ID) and Verification Process).

d. Vendors will be briefed on their responsibilities and provided with sufficient documentation and instructions to accomplish the procedures outlined in appendix H.

e. Meals/lodgings will not be provided to other than applicants or individuals that are authorized to process at the MEPS.

f. Individuals projected for processing will have priority over those that were not projected.

g. The MEPS/sectors will actively attempt to minimize walk-ins.

h. Walk-ins will be returned to the control of the recruiter if they cannot be processed because of capacity restrictions.

6. PROCEDURES.

The purpose of the forms and procedures described herein is to schedule, control, and account for individual processing and for meals and lodgings provided by commercial vendors. The following steps describe the sequence of events and the forms used to accomplish this task:

a. The first step consists of scheduling individuals to be processed at the MEPS. The notification is accomplished through the use of the USMEPCOM Form 727-series, a form that is completed by the sponsoring service. The USMEPCOM Form 727-series consists of five forms as follows:

(1) The USMEPCOM Form 727-Copy 1 (Processing List). The purpose of this form is to give the MEPS basic data about the individual, including name, social security number (SSN), sex, arrival date and time, etc. The receipt of this data enables the MEPS to schedule the workload (i.e.: ensure sufficient physicians are available to accomplish medical examinations, HIV screening, operations and testing personnel are available, and overtime is scheduled if the workload warrants). A sample of USMEPCOM Form 727-Copy 1 is at figure A-1, with detailed instructions and policies concerning completion at appendix A.

(2) The USMEPCOM Form 727-Copy 2 (Lodging Authorization and Receipt Voucher). The purpose of this form is to inform the commercial lodging vendor of individuals authorized lodgings, and it also serves as a receipt for the lodging since it is signed by the individual. The receipt portion becomes important at a later step in the procedure when the sponsoring service is billed by the MEPS/sector for the services provided. Appendix B provides instructions for completing this form.

(3) The USMEPCOM Form 727-Copy 3 (Supper Meal Authorization and Receipt Voucher). This form serves to inform the commercial vendor of individuals authorized supper. This may or may not be the same commercial vendor that provides lodgings. Appendix B provides instructions for completing this form.

(4) The USMEPCOM Form 727-Copy 4 (Breakfast Meal Authorization and Receipt Voucher). The purpose' and use of this form is the same as that for USMEPCOM Form 727-Copy 2 and 727-Copy 3, except that it authorizes breakfast. Appendix B provides instructions for completing this form.

(5) The USMEPCOM Form 727-Copy ((Dinner) (Lunch) Meal Authorization and Receipt Voucher). The purpose of this form is the same as that for USMEPCOM Form 727-Copy 2 through 727-Copy 4, except that it authorizes lunch. Appendix B provides instructions for completing this form.

b. The next step is to provide for meals/lodgings for individuals whose names did not appear, for whatever reason, on the initial USMEPCOM Form 727-series. This is accomplished through the use of an USMEPCOM Form 728, (Applicant Meals/Lodging Authorization and Receipt Voucher for Late Arrivals Add-ons). Appendix C provides instructions for completing this form.

c. Once meal/lodging services are provided, the commercial vendor must inform the MEPS of the actual charges incurred. In order to simplify this step, the MEPS provides a supply of USMEPCOM Forms 729 (Daily Invoice Lodging/Meal Services) to the vendor. The vendor completes this form daily for the charges incurred, attaches the completed USMEPCOM Form 727-series to the original copy of the USMEPCOM Form 729, and forwards the entire package to the MEPS. Appendix D provides instructions for completing this form.

d. Upon receipt of the USMEPCOM Form 729 and supporting documents from the commercial vendor, the MEPS completes USMEPCOM Form 732-E (Record of Daily Contract Lodging and Meal Services) or USMEPCOM Form 732 and/or 732-2 if hardware or software malfunctions require the use of the manual form. The purpose of this form is to accumulate, on a daily basis, the cost information provided by the commercial vendor. A separate form is maintained for each accounting period (1 month). At the end of the accounting period, the daily entries are totaled to arrive at monthly costs. Thus, this form is merely a worksheet to provide a convenient method of detailed cost accumulation to the MEPS. Appendix E provides instructions for completing this form.

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e. The final step in the procedure is to bill the sponsoring service for the meals/lodging costs incurred during an accounting period (1 month). This step is accomplished by the MEPS utilizing USMEPCOM Form 926-E (Invoice and Certificate of Performance for Meals and Lodgings) or USMEPCOM Form 926 (manual version). Appendix F provides instructions for completing this form. The entries for USMEPCOM Forms 926 or 926E are derived from USMEPCOM Form 729. The MEPS then prepares a Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal), which results in a payment to the vendor. At the same time, the identical information is entered in the accounting system, using forms prescribed by the servicing finance office, and a billing to the recruiting services is generated. The recruiting services then reimburse USMEPCOM for the funds expended for meals and lodgings

f. In addition to the forms and procedures described above, the USMEPCOM Form 704 (Individual Processing Worksheet) can be used by the recruiting counselors, located in the MEPS, to record names of individuals called in by field recruiters. Its use is designed to facilitate the completion of the USMEPCOM Form 727-series. Names should be typed or printed legibly on the USMEPCOM Form 727-series in alphabetical order to facilitate applicant check-in at the MEPS. Use of this form is optional. Appendix G provides instructions for completing this form.

g. The MEPCOM forms described above will be requisitioned from HQ USMEPCOM JAW USMEPCOM Suppl 1 to AR 310-2.

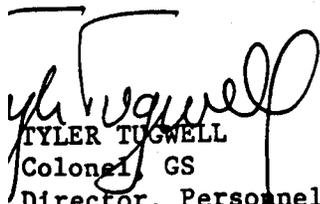
h. The USMEPCOM Form 727-series, with its associated USMEPCOM Forms 729 and 732 (RCS Exempt: AR 335-15, paragraph 5-2(6)), will be filed under file number 37-21a and arranged by month on a fiscal year basis.

(MEPCOPT-0)

FOR THE COMMANDER:

OFFICIAL:

WILLIAM E. KAIL
Colonel, GS
Chief of Staff


TYLER TUGWELL
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Director, Personnel,
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A & D

APPENDIX A
USMEPCOM FORM 727-COPY 1 (PROCESSING LIST)

A-1. INITIATION OF USMEPCOM FORM 727-COPY 1.

a. Service counselors/forwarding agencies will complete USMEPCOM Form 727-Copy 1, (figure A-1) when scheduling individuals for MEPS processing. Separate sets will be used for males and females when separate contracts are used for lodging or when a MEPS provides in-house billets for males.

b. Service counselors will complete USMEPCOM Form 727-Copy 1, for holdovers and add-ons. Walk-ins will be added to the appropriate original USMEPCOM Form 727-Copy 1 upon arrival at the MEPS.

c. The USMEPCOM Form 127-Copy 1, will be used for reporting projected daily workload to MEPS. Sponsoring service counselors will submit completed lists to the servicing MEPS on a daily basis. MEPS workload and resource requirements, including meals and lodgings, local transportation, fee-basis physicians, etc., will be determined by review and evaluation of the listed workload projections, as well as arrival times and modes of transportation. The USMEPCOM Form 727-Copy 1, will:

(1) Be submitted to arrive at the MEPS at a time designated by the MEPS commander.

(2) List each individual alphabetically by name and indicate aptitude, medical, and enlistment processing requirements.

(3) Be submitted to the MEPS directly by the sponsoring agency/recruiting service (or an authorized representative located at the MEPS).

(4) Be submitted in full five part sets.

(5) Be annotated by the MEPS to indicate discrepancies between projected and actual workload (e.g., no-show, add-on, walk-in).

(6) Reflect the scheduled date and hour of arrival at the servicing MEPS location and the mode of transportation to be used (i.e., local, bus, Privately Owned Vehicle, etc.) by each individual. These entries are required for scheduling and authorizing meals, lodgings, and local transportation requirements, as well as for preplanning and scheduling intra-MEPS processing flows.

d. The list may be augmented with add-ons up to the limit determined by the MEPS commander, based upon the MEPS capacity to process and enlist the individuals projected for that purpose. Service counselors will make every effort to minimize add-ons.

e. Service counselors are required to initiate additional USMEPCOM Form 727-Copy 1 to accommodate add-ons and holdovers.

f. Upon receipt of the completed USMEPCOM Form 727-Copy 1 for MEPS internal use in monitoring MEPS applicant processing, the originals of USMEPCOM Forms 727-Copies 2 through 5 will be forwarded to the contract facility (vendor) as the authorization and receipt documentation for supplying appropriate services to individuals listed on each form.

A-2. INITIAL COMPLETION OF USMEPCOM FORM 727-COPY 1 BY ARMED FORCES SERVICE COUNSELORS/FORWARDING AGENCIES.

a. Service counselors/forwarding agencies will complete USMEPCOM Form 727-Copy 1 as indicated below (typing or legible printing is authorized):

(1) Item 1 - Processing Date. Enter the date the individual is scheduled to report to the MEPS for processing in year, month, day (YYMMDD) format; i.e., 870701.

(2) Item 2 - Military Service. Enter the component name of the military service requesting the processing actions; i.e., Air Force Reserve, Army National Guard, etc. The MEPS that service (same service) dual recruiting units can require each recruiting units identified separately on a 727-Copy 1 in this block.

(3) Item 3 - Identification.

(a) Name. Type or print in alphabetical order, the last name, the first name, and middle initial of each individual processing--the last name will be in all capital letters. Marine Reserve personnel will be identified by placing "(K)" before the last name; e.g., (K) JONES, John E.

(b) SSN. Enter the individual's nine-digit SSN; e.g., 123-45-6789.

(c) Sex. Enter the abbreviation "M" for male or "F" for female.

(d) Recruiter ID number. Enter the last four numbers of the SSN or designated ID number of the recruiter responsible for sending the individual to the MEPS for processing, and the identification number of the recruiting station ID (not to exceed five positions) to which the responsible recruiter is assigned; e.g., 1234/35999 (these can be stacked- SSN on top and station ID on bottom).

(4) Item 4 - Arrival Data.

(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. Enter the hour the individual is scheduled to arrive at the initial arrival point of the city in which the MEPS is located (i.e., if the individual is scheduled to arrive at the bus terminal at 1830, the entry would be "1830").

(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 POV, "G" for Government automobile, "L" for local, and "0" for other.

NOTE: The above entries are reproduced on USMEPCOM Forms 727-Copies 2 through 5 upon completion of USMEPCOM Form 727-Copy 1.

(5) Item 5 - Processing Requirements and Information.

(a) General. Enter the Armed Forces Qualification Test (AFQT) score and the three position education certification (years of education achieved and education designator) for each individual; e.g., "11S" is a high school senior who intends to graduate, "12L" is an individual who has completed 12 years of education with a certificate conferred at completion of high school (see USMEPCOM Reg 25-5).

(b) Aptitude. Enter an "X" in the appropriate test column. If the test requirement is not identified on the form, enter an "X" in the "special" column and use the "REMARKS" column to further describe the test. For individuals already aptitudinally qualified, the MET site and date of test will be entered in the "REMARKS" column. This entry will assist the MEPS to ensure the official test scores are available for the recruiting service counselors/liaisons.

(c) 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. For prior service individuals, "PS" will be used in lieu of an "X" and the appropriate medical examination; i.e., "Ch 2" for a Chapter 2 enlistment standard medical examination, or "Ch 3" for a Chapter 3 retention standard medical examination (see AR 40-501) will be annotated in the "REMARKS" column.

(d) Operations processing. An "X" will be placed in the appropriate column(s) 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 medical processing requirements.

(e) Application Time Flow. The recording of departure and arrival times for individuals completing medical and operations processing, and return from service counselors are entered here. Two additional blocks are available for MEPS use as deemed appropriate.

(f) Shipping to/Remarks. If the individual is shipping out, indicate here where the individual is shipping. The "REMARKS" portion of

this column is used for any explanatory remarks required to ensure MEPS personnel understand the scheduled processing requirement.

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

(h) Total. Entry for this item is required when the PL is comprised of only one page (subtotal entry is 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.

(6) Item 6 (Signature and Title of Service Counselor). The recruiting service official who is responsible for completion of the PL and authorization of lodgings and meals reflected on USMEPCOM Forms 727-Copies 2 through 5, will sign each page of the PL.

(7) Item 7 (Signature and Title of MEPS Official). Only designated personnel authorized by the MEPS commander will sign this item; usually Control Desk personnel.

(8) Page numbering. Pages will be numbered as follows:

(a) One-page PL. Enter "1" of "1."

(b) Two-page PL. Enter "1" of "2" on the first page and "2" of "2" on the second page, etc.

b. Prior to submitting the USMEPCOM Form 727-Copy 1, the service counselor will enter "LAST APPLICANT SCHEDULED." Subsequent processing will be handled IAW procedures established above.

c. As indicated above, the completion of USMEPCOM Form 727-Copy 1 causes simultaneous entries on USMEPCOM Forms 727-Copies 2 through 5. Attention to detail and accuracy in completing this form is essential.

A-3. COMPLETION OF USMEPCOM FORM 727 (HOLDOVERS OR ADD-ONS).

a. Under the Meal and Lodging Voucher System, service counselors/forwarding agencies will make entries on USMEPCOM Form 727-Copy 1 as follows:

(1) Holdovers. Procedures for completion of the USMEPCOM Form 727-series are prescribed in paragraphs A-3b and A-3c below. The MEPS may consolidate all holdovers on one set/sheet of the forms for all services or for each individual service.

(2) Add-ons. Names of the applicants will be added to USMEPCOM Form 727-Copy 1, and appropriate meal authorization vouchers (usually for the dinner/lunch meal) for

the applicable military service/forwarding agency.

b. Service counselors/forwarding agencies will make the following entries (typed or printed legibly) on USMEPCOM Form 727-Copy 1:

(1) Item 1 - Processing Date. Enter the processing date in the year, month, day (YMMDD) format; e.g., if the individual commenced processing on 2 August, and is held over to complete processing, the entry would be "870802."

(2) Item 2 - Military Service. Enter the military service, a dash, and the word "HOLDOVERS;" e.g., Army-HOLDOVERS or ALL SERVICE-HOLDOVERS.

(3) Item 3 - Identification.

(a) Name. Enter the name as shown on the initial PL. When lists/vouchers contain names of holdovers for all military services, the military service will be listed in capital letters in parentheses after each name; e.g., JONES, John J. (NAVY).

(b) SSN. Enter the individual's nine-digit SSN as shown on the initial PL.

(c) Sex. Enter "M" for male or "F" for female.

(d) Recruiter ID/Station ID. Enter the last four numbers of the SSN, or designated ID number, from the initial processing list of the recruiter responsible for sending the individual to the MEPS for processing, and the identification number of the recruiting station ID (not to exceed five positions) to which the responsible recruiter is assigned.

(4) Item 4 - Arrival Data.

(a) Date. Enter the date shown on the initial PL.

(b) Hour. Enter the hour shown on the initial PL.

(c) Mode. Enter the mode of transportation shown on the initial PL.

NOTE: The above entries are simultaneously reproduced on USMEPCOM Forms 727-Copies 2 through 5, by completion of USMEPCOM Form 727-Copy 1.

(5) Item 5 (Processing Requirements and Information). This item will be used to identify processing requirements that were not completed.

(a) General. Refer to paragraph A-2a(5)(a) in completing this area.

(b) Aptitude. An "X" will be placed in the appropriate column

to denote testing requirements not completed. If the test requirement is not identified on the form, enter the identification (abbreviated) in the special column and use the "REMARKS" column, if required, to further describe the test.

(c) Medical. An "X" will be placed in the appropriate column to denote medical processing requirements not completed.

(d) Operations processing. An "X" will be placed in the appropriate column(s) to denote processing requirements not completed.

(e) Applicant Time Flow. The recording of departure and arrival times for individuals completing medical and operations processing, and return from service counselors are entered here. Two additional blocks are available for MEPS use as deemed appropriate.

(f) Shipping to/Remarks. If the individual is shipping out, indicate here where the individual is shipping. The "REMARKS" portion of this column is used for any explanatory remarks required to ensure MEPS personnel understand the processing requirements.

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

(7) Total. Entry for this item is required when the PL is comprised of only one page (subtotal entry is not required) and on the last page when the PL is comprised of two or more pages (e.g., when a processing list is comprised of three pages, subtotals will be reflected on all three pages and the total will be entered on the last page (page 3)).

(8) Item 6 - (Signature and Title of Service Counselor). The MEPS official responsible for completion of the PL and authorization of meals and lodging will sign each page of the PL.

(9) Item 7 - Signature and Title of MEPS Official. The MEPS official responsible for completion of the PL and authorization of meals and lodging will sign each page of the PL.

(10) Page numbering. Pages will be numbered as follows:

(a) One-page PL. Enter "1" of "1."

(b) Two-page PL. Enter "1" of "2" on first page and "2" of "2" on the second page, etc.

c. Service counselors/forwarding agencies will complete the USMEPCOM Form 727-Copies 2 through 5 in accordance with para B-lc(4).

A-4. MEDICAL RECONCILIATION OF USMEPCOM FORM 727-COPY 1. Medical personnel will reconcile each day's actions by using the "Med WKID" and "Med Status" blocks at the far left side of the USMEPCOM Form 727-Copy 1.

APPENDIX B
 USMEPCOM FORM 727, COPIES 2 THROUGH 5
 (LODGING AUTHORIZATION AND RECEIPT VOUCHER,
 BREAKFAST MEALS AUTHORIZATION RECEIPT VOUCHER,
 SUPPER MEAL AUTHORIZATION AND RECEIPT VOUCHER,
 DINNER (LUNCH) MEAL AUTHORIZATION RECEIPT VOUCHER)

B-1. COMPLETION OF USMEPCOM FORM 727-COPIES 2 THROUGH 5.

a. The counselors/liaisons are responsible for initiating USMEPCOM Form 727-Copies 1 through 5. The procedures for completing the form are outlined below.

b. Authorization of services will be determined by the recruiting service based on the status of the individual.

c. This form is used for initial authorization as well as for holdovers, walk-ins and add-ons.

(1) Item 1 - Authorization Date. The USMEPCOM Forms 727-Copies 2 through 5 are prepared and delivered to the servicing MEPS on the day before the scheduled processing date; i.e., 1 Oct 88. An example of the assignment of authorization dates to vouchers for meals and lodgings is shown below:

DATE OF	AUTHORIZATION DATE FOR			
Processing Date	Lodging	Supper	Breakfast	Dinner (Lunch)
	Copy-2	Copy-3	Copy-4	Copy-5
881002	1 Oct xx	1 Oct xx	2 Oct xx	2 Oct xx

(2) Items 2, 3, 5, and 6 are completed upon initiation of USMEPCOM Form 727 and the statement "Last Applicant Scheduled" is typed after the name of the last applicant listed. The carbons should then be "snapped out" and "tear offs" removed.

(3) Item 4 - Vendor. The name of the vendor that is under contract to furnish the service will be annotated by the MEPS.

(4) Item 7 - Authorization (Status/Room). This column serves a dual purpose of reflecting the status of the individual being processed at the time each of the services (lodging/meal) is received and of providing authorization for the service to be rendered. No entry is required if an individual is not entitled to meals or lodging service.

(a) Status - Applicant (App) column. The initials of the counselor or liaison will be entered in this column when the individual is in an applicant status and is authorized to receive meals or lodging. A vertical line can be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

(b) Status - Enlistee (Enl) column. The initials of the counselor or liaison will be entered in this column when the individual is in an enlistee status (i.e., has entered on active military duty or US Air Force DEP), and is authorized to receive meals and lodging. A vertical line can be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

(c) Room - Single/Double column. The counselor or liaison will indicate the room authorization by initialing in the single room or double room space. A vertical line can be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

(5) Item 8 - Receipt. This column is to be signed by the individual upon receipt of room assignment or meal. For lodging services, the vendor will also indicate room number assignment in the final column of the item.

(6) No Item 9 on the USMEPCOM Form 727-Copy 2.

(7) Item 9 - Cost. On USMEPCOM Form 727-Copies 3 through 5 only. Vendors, who furnish meals under a contract which calls for the Government to pay for only the ACTUAL COST of food items chosen by the individual (up to the specified meals cost ceiling), will have the individual enter the ACTUAL COST OF ITEMS chosen. The applicant will enter the amount after receipting for the service (by signing) in column 8, Signature (Individual Receiving Service), "DO NOT PRINT."

(8) Item 10 or 11 identified (Recruiting Official) - Signature and Title (DRC-Counselor/RMS-Liaison Representative), will be signed by the counselor or liaison submitting the form.

(9) Item 10 or 11 identified (MEPS Official) - Signature and Title (Required for: Add-ons, Walk-ins and Holdovers), will be signed by the MEPS Commander or a designated representative when providing services to holdovers, walk-ins and add-ons only.

(10) Item 11 or 12 identified - Certification. This block will be signed by the vendor or an authorized representative, prior to returning the form to the MEPS. This serves as certification that services were provided as authorized and in accordance with contractual agreement.

B-2. GUARANTEED LODGING OR MEALS REQUIREMENTS. In cases where a MEPS is obligated by contract to guarantee by specific time the number of meals and/or

lodging that are required, the counselors or liaisons will annotate the authorization voucher after the entry "LAST APPLICANT SCHEDULED" with the words "The number of guaranteed (meals or lodgings) is ____."

B-3. DELIVERY OF VOUCHERS TO CONTRACT ESTABLISHMENTS. The original copy of the USMEPCOM Form 727-Copies 2 through 5, will be forwarded by the MEPS to the appropriate contract establishment on a daily basis by the most practical means. Vouchers should be delivered prior to the arrival of individuals at the contract establishment. In cases where several establishments are used to supply the service to individuals listed on the voucher, sufficient legible copies will be made/reproduced (by office copying process) to supply each establishment a copy.

B-4. REVIEW, VERIFICATION AND VALIDATION OF COMPLETED VOUCHERS RECEIVED FROM CONTRACT ESTABLISHMENTS.

a. The MEPS will review, verify, and validate completed USMEPCOM Form 727-Copies 2 through 5, received from contract establishments. This action will be performed daily upon receipt of completed vouchers. This review will include, but is not limited to the following:

(1) Compliance with system procedures and requirements, contract agreements and rates.

(2) Accuracy of amounts claimed for each service rendered; abuse and suspected mismanagement or malpractice.

(3) Detection of use of meal and lodging services by scheduled individuals who did not report to the MEPS for processing.

b. Suspected signature forgeries, fraudulent entries or other abuses will be reported to the MEPS commander for review. If, in the judgment of the commander further research is required, the case must be referred to the servicing military installation investigative activity.

APPENDIX C

USMEPCOM FORM 728 (APPLICANT MEAL/LODGING AUTHORIZATION AND RECEIPT
VOUCHER FOR LATE ARRIVAL ADD-ONS)

C-1. COMPLETION OF USMEPCOM FORM 728.

a. A supply of this form (single cutsheet) will be furnished applicable lodging, supper and breakfast meal contractors for their use in providing these services to bona fide applicant late arrivals, whose names were not entered on USMEPCOM Form 727 and related authorization vouchers (USMEPCOM Forms 727-Copies 2 through 4 only) by military services.

b. Processees who require a supper meal after completing the processing, enlisting, etc., before they begin their travel, will be handled as "walk-ins or add-ons" for authorization purposes through the use of USMEPCOM Form 728.

c. The names of the late arrival "add-ons" will be added to USMEPCOM Form 727 and the authorization voucher for USMEPCOM Form 728.

d. Identification (ID) and verification process. Telephone or personal contact with the liaison/counselor or a designated representative (names of individuals will be furnished in writing to the contract establishments by the contracting MEPS) will be required prior to furnishing any service to the processees whose names are not included on the completed voucher.

e. The following entries will be made on USMEPCOM Form 728:

<u>COLUMN</u>	<u>ENTRY</u>
a. Date	Enter date the form is prepared
b. Vendor	Enter the name of contract establishment
c. Name	Print (or type) the name (last, first, MI) of the individual receiving the service. A separate line will be used for each service supplied an individual.
d. SSN	Enter the social security number assigned to applicant. Occasionally, an applicant may not have an assigned SSN. If this is the case, enter "None".
e. Sex	Enter "M" for male, "F" for female.

- | <u>COLUMN</u> | <u>ENTRY</u> |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| f. Arrival Information: | |
| (1) Date | Enter the date (day and month) applicant arrived at contract establishment.
Example: "1 Jun 85" |
| (2) Hour | Show time of day the applicant arrived at contract establishment requesting the service. Example: "7:00 PM" |
| g. Military Service | Enter appropriate military service, (i.e., "Army," "Navy," "Air Force," "Marine Corps") for which the applicant is to be processed. |
| h. Kind of Service | Show the type of service being provided:
Lodgings: "LS for single, "LD" for double, "S" for supper; and "B" for the breakfast meal. Each service furnished the individual will require a separate line entry. |
| i. Approval Received | List information as appropriate.
From (Name and Title of MEPS/
Recruiting Official or Applicant Records Example:
(1) JOHN SMITH
MEPS Commander
(2) Name of Authorizing Recruiting
Official
(3) APPLICANT RECORDS
DD Form 4, and Social Security Card |
| j. Signature of Applicant | Obtain the signature of the individual receiving the service at the time the service Receiving Service is rendered. |
| k. Price of the Meal | For those vendors who furnish meals under contracts that call for reimbursement of the actual cost of food and beverage (non-alcoholic) chosen, the applicant will enter the actual cost of items chosen, up to the contractual dollar ceiling of the meal, after his/her signature. |

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1. Date Received Enter the actual date services were received

C-2. CERTIFIED CORRECT. This block is not currently in use.

C-3. SIGNATURE AND TITLE (VENDOR OR REPRESENTATIVE, AGENT). Each USMEPCOM Form 728 will be signed and dated by the vendor or authorized representative (agent). This serves as certification that services were provided as authorized and in accordance with contractual agreement.

APPENDIX D
USMEPCOM FORM 729 (DAILY INVOICE LODGING/MEALS SERVICES)

D-1. COMPLETION OF USMEPCOM FORM 729. USMEPCOM Form 729, will be used by the contractor to facilitate the daily billing for services rendered.

a. This form is a carbon-interleaved set of two forms provided the contract establishment in billing of services rendered.

b. The contractor will complete the invoice and attach all supporting (receipted) authorization and receipt vouchers for all components of each service to the original copy of the invoice. The MEPS will collect the vouchers from the vendor or the contractor will deliver invoice to the MEPS (depending on the terms of the contract). The second copy will be retained by the contractor. These forms will be provided on a daily basis.

D-2. THE FOLLOWING ENTRIES WILL BE MADE:

a. Vendor. Enter (stamp) the name of contract establishment.

b. Contract Number. Enter the number assigned to the contract between the MEPS and the vendor ordering the services included on the invoice.

c. Authorization Dates. Enter the date(s) the services were rendered.

d. Sections I and II.

(1) RATE. Enter the contract rate for each type of service for which reimbursement is being claimed.

(2) NUMBER FURNISHED. Enter the number of each type lodging (single and double) and each type of meal furnished, by military service, and the total for all military services.

(3) AMOUNT \$. Enter the total dollar amount being claimed.

(a) This entry is optional since dollar amounts (number furnished multiplied by the rate) can easily be determined by both the contractor and MEPS. Also, dollar amount (based on some contractual agreements) is based on volume of services supplied, and can only be determined at end of month.

(b) If vendor is to be paid for the actual cost of the meal only, enter the total amount due as tabulated from the appropriate voucher.

D-3. SIGNATURE (VENDOR OR AGENT). USMEPCOM Form 729 will be signed by the vendor or authorized agent certifying that bill is correct and that payment for services has not been received.

APPENDIX E

USMEPCOM FORM 732 (RECORD OF DAILY CONTRACT LODGING/MEAL SERVICES)

COMPLETION OF USMEPCOM FORM 732, 732E (PARTS 1 and 2) AND 732-2E (PARTS 1 AND 2).

a. These forms will be used by the MEPS to record, by service, the number and amount of meals and lodging services rendered daily to applicants (pre-entry) and enlistees (post-entry) for a period of 1 month. Use of these forms will provide a running day-by-day record of the number of services furnished and cumulative totals of services and cost. These forms will be used to prepare the month-end USMEPCOM Form 926 or 926E.

b. A separate record will be prepared for each component of the military service for all meals or lodging service provided by a single vendor.

c. The USMEPCOM Form 732E and 732-2E, generated by the Meals and Lodging Spreadsheet application program (USMEPCOM Pam 25-3-1-2 Meals and Lodging Spreadsheet Users Manual (Intel 310 Version)) or USMEPCOM Pam 25-3-1-3 Meals and Lodging Spreadsheet Users Manual (Zenith 248 Version)) should be used for recording daily meals and lodging services unless hardware or software malfunction requires the use of the manual form. A one month supply of the manual form must be maintained at the MEPS. The directions for posting the electronic spreadsheet and printing the electronic forms are found in the USMEPCOM Pams 25-3-1-2 and 25-3-1-3.

d. Instructions for completing the manual USMEPCOM Form 732 are as follows

(1) Items 1 through 5 are self-explanatory.

(2) Items 6 - The date is self-explanatory and can be written in for each individual USMEPCOM Form 727 series on the date actually used.

(3) Item 7 - Pre-entry. Enter the number of applicants having received the service.

(4) Item 8 - Post-entry. Enter the number of enlistees having received the service.

(5) Item 9 - Pre-entry. Enter the total dollar amount for services rendered to applicants. Example: If 25 applicants eat the breakfast meal at \$2.50 per meal, a total of \$62 would be entered in the paid pre-entry column.

(6) Item 10 - Post-entry. Enter the total dollar amount for service rendered to enlistees.

(7) Items 11 and 12 - Lodging Pre- and Post-Entry. The number of applicants and enlistees will be broken down to single and double lodging. Single lodging will be entered under the "S" for pre- and post-entry. Double lodging will be entered under the "D".

(8) Items 13 and 14 - Lodging paid Pre- and Post-Entry. Dollar totals for single and double lodging will be entered in the appropriate pre-and post-entry columns.

(9) Items 15 and 16 - Total paid in Pre- and Post-Entry. Enter the dollar of all services received by pre- and post-entry.

(10) Item 17 - Paid Total. Enter the dollar total of the day's expenditures of both pre- and post-entry.

(11) item 18 - Cumulative Daily Cost. Enter the dollar total of block 17 plus previous cumulative total to give a daily running total of all expenditures for the month to date.

(12) Item 19 - Total. The totals of each separate service (i.e., breakfast, lunch, supper, etc.) will be totaled in this column by number of pre- and post-entry people who received these services and by total dollar cost for services rendered to pre- and post-entry. Cost total when added together equals the cumulative total for the month.

APPENDIX F
USMEPCOM FORM 926
(INVOICE AND CERTIFICATE OF PERFORMANCE FOR LODGING/MEALS)

F-1. USMEPCOM Form 926 and 926E. This form is completed monthly by the MEPS. It serves as the invoice and receiving report and is used in preparing documents to be forwarded to the servicing Finance and Accounting Office to initiate payment to the vendor.

a. A separate form (USMEPCOM Form 926E) or set of forms (USMEPCOM Form 926) will be prepared by the MEPS for each component of each military service for meals and lodgings furnished by the individual vendor.

b. The source of information used to complete the USMEPCOM Forms 926E or 926 is the USMEPCOM Forms 732E, 732E-2E or 732.

c. The USMEPCOM Form 926E, generated by using the Meals and Lodging Spreadsheet application program (USMEPCOM Pams 25-3-1-2 and 25-3-1-3) should be used for billing purposes unless hardware or software malfunctions require the use of the manual form. A one month supply of manual forms must be maintained at each MEPS in the adequate numbers to facilitate payment processing. The directions for completing the electronic form are found in the USMEPCOM Pams 25-3-1-2 and 25-3-1-3.

d. Directions for the manual completion of the USMEPCOM Form 936 is as follows:

(1) Items 1 thru 6 are self explanatory.

(2) Item 7, (Meals/Rate) is the established costs or actual costs as provided in the contract.

(3) Item 8, (Pre-entry costs) the total number of meals provided and the total cost.

(4) Item 9, (Post-entry costs) the total number of meals provided and the total cost.

(5) Item 10, a summary total of Items 8 and 9.

(6) Item 11, (Lodging/Rate) as provided in the contract.

(7) Item 12, (Pre-entry costs) the total number of lodgings provided and the total cost.

(8) Item 13, (Post-entry costs), the total number of lodgings provided and the total cost.

(9) Item 14, a summary total of Items 12 and 13.

(10) Item 15, certification by the vendor or his representative will be completed and legible on each set of USMEPCOM Form 926. Signature line must be dated.

(11) Item 16, prior to certification by the liaison/counselor, USMEPCOM Form 732 will be thoroughly reviewed and all entries verified. Signature line must be dated.

(12) Item 17, self explanatory. Signature line must be dated. F-2. The original and four copies of the completed and certified USMEPCOM Form 926E or 926 will be forwarded to arrive at the servicing Finance and Accounting Office at the time designated by the sector.

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APPENDIX G

USMEPCOM FORM 704 (INDIVIDUAL PROCESSING DATA WORKSHEET)

G-1. The USMEPCOM FORM 704. This (OPTIONAL) form may be used by service counselors/liaisons to record the names of individuals called in by the field recruiting force, and for use in arranging the names of individuals in alphabetical order on the processing list.

G-2. Items for completion are self-explanatory.

APPENDIX H
INSTRUCTIONS FOR VENDORS (CONTRACTORS) FOR
THE MEAL AND LODGING VOUCHER SYSTEM

H-1. VOUCHER SYSTEM. The Meal and Lodging Voucher System requires a minimum of administration and provides security and control features, to include a clear trail for audit purposes.

H-2. FORMS USED.

a. USMEPCOM Form 727-Copies 2 through 5 will be prepared by each of the liaisons/counselors and other forwarding agencies. Instructions concerning completion of authorization vouchers are contained in paragraph H-8. Vouchers used are listed below:

<u>FORM NUMBER</u>	<u>TITLE</u>
USMEPCOM Form 727-Copy 2 (Light Blue)	Lodging Authorization and Receipt Voucher
USMEPCOM Form 727-Copy 3 (Green)	Supper Meal Authorization and Receipt Voucher
USMEPCOM Form 727-Copy 4 (Pink)	Breakfast Meal Authorization and Receipt Voucher
USMEPCOM Form 727-Copy 5 and (Light Yellow)	Dinner (Lunch) Meal Authorization Receipt Voucher

b. USMEPCOM Form 728 (Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons) (figure C-1). A supply of this voucher will be provided contract establishments. After compliance with identification and verification process listed in paragraph H-7, use this form to furnish meals/lodgings to late arrival applicants whose names are not included on the appropriate authorization voucher.

c. USMEPCOM Form 729 (Daily Invoice Lodging/Meal Services). A supply of this form will be provided to contract establishments for convenience in billing MEPS for services rendered. It is a carbon interleaved set of two forms. Upon completion, the original will be collected by the MEPS or delivered to the MEPS by the contractor (depending on the terms of the contract). The second copy will be maintained by the contract establishment. Instructions for completion are contained in appendix D, this regulation.

H-3. DELIVERY OF AUTHORIZATION VOUCHERS. USMEPCOM Form 727-Copies 2 through 5 will be furnished contract establishments daily, Mondays through Fridays, excluding holidays. Vouchers will list the names of applicants for the military service that are entitled to the service covered by the voucher. Only individuals with the authorization entry described in paragraph H-6 will be authorized the service. Some of the individuals authorized the service will not claim the service.

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In this case, only those actually receiving the service or the guaranteed daily number specified in accordance with the contract, whichever is the greatest, will be included in the claim for reimbursement.

H-4. DELIVERY OF DAILY INVOICE FOR SERVICES RENDERED (WITH SUPPORTING VOUCHERS) TO MEPS. Meal and lodging authorization and receipt documents will be collected by the MEPS or delivered to the MEPS by the contractor (depending on the terms of the contract) on the next work day following the date on which the services were rendered.

H-5. ACTUAL COST OF MEALS. Vendors who furnish meals under a contract which calls for the Government to pay for only the ACTUAL COST of food items chosen by the processee (up to the specified meals cost ceiling) will have the processee enter the ACTUAL COST of items chosen in column 9 of USMEPCOM Form 727-Copies 3 through 5, as appropriate. The applicant will enter the amount after receipting for the service (by his signature) in column 8 of USMEPCOM Form 727-Copies 3 through 5 as appropriate.

H-6. AUTHORIZATION OF SERVICES. The liaison's/counselor's initials entered in either the "applicant" or "enlistee" subcolumn of the authorization column of the voucher, in line with the individual's name, will serve as authorization for the vendor to supply the service. The identification and verification process described in paragraph H-7 will be complied with prior to furnishing the service. On occasion, through error or oversight, the authorization column will not be annotated with initials of the liaison/counselor. Then as the individual listed but not authorized reports to the contract establishment, the vendor will first establish the individual's identity using the procedures in paragraph H-7. Upon establishing identity, the vendor will then provide the individual with the required services and a checkmark will be entered in the authorization subcolumn entitled "applicant." The hour the individual was furnished the service will be entered in the "hour of arrival" column of the voucher.

H-7. IDENTIFICATION (ID) AND VERIFICATION PROCESS. This process is important and will be complied with prior to furnishing the service. Each individual must properly identify himself/herself by producing identification document(s) in the preference order listed below. Upon presentation of ID document, data contained thereon will be verified against the ID entries listed on voucher.

- a. Social Security Card.
- b. Drivers License.
- c. Applicant Records.
- d. Telephone or personal contact with recruiting officials (names of individuals to be contacted will be furnished contract establishments by the contracting MEPS).

e. USMEPCOM Form 704. (See figure G-1),

NOTE: The identification process in (1), (2), and (3) above applies only to processees whose names have been entered on the voucher by the military recruiting service or the MEPS. Identification required for processees whose names are not included on completed vouchers will be by telephone or personal contact with recruiting officials (names of individuals to be contacted will be furnished contract establishments by the contracting MEPS),

H-8. COMPLETION OF LODGING/MEAL AUTHORIZATION VOUCHERS (USMEPCOM FORM 727-Copies 2 through 5). Upon completion of the identification process prescribed by paragraph H-7, the following entries will be made:

a. Type Accommodations (applicable only to lodging contractors) USMEPCOM Form 727-Copy 2). An "X" entered in either the "single" or "double" room column denotes type of accommodation to be furnished the individual. The room number assigned may be entered in space provided on the form (lodgings will not be supplied individuals identified with an asterisk (*) preceding their name).

b. Signature of Applicant/Enlistee. Each page of the vouchers provide a line number identification (1 thru 15) for each individual that is listed on the voucher. The signature block is identified with the same number to aid in obtaining the signature of the individual. USMEPCOM Form 727-Copy 2 through 5 will be signed by the processee actually receiving the service.

c. Actual Cost of Meals. For those vendors who furnish meals under a contract which calls for reimbursement for the ACTUAL COST of the meal only, the processee will enter the actual cost of item taken (up to the dollar ceiling of the contracted meal) in column 9.

H-9. USMEPCOM FORM 728 (APPLICANT MEAL/LODGING AUTHORIZATION AND RECEIPT VOUCHER FOR LATE ARRIVAL ADD-ONS) (figure C-1). The following entries will be made:

<u>COLUMN</u>	<u>ENTRY</u>
a. Date	Enter date the form is prepared.
b. Vendor	Enter the name of contract establishment.
c. Name of A separate service supplied an	Print (or type) the name (last, first, MI) the individual receiving the service. A separate line will be used for each individual.
d. SSN to the may not	Enter the Social Security Number assigned applicant. Occasionally, an applicant have

<u>COLUMN</u>	<u>ENTRY</u>
	an assigned SSN. If this is the case, enter "None."
e. Sex	Enter "M" for male, "F" for female.
f. Arrival Information:	
(1) Date:	Enter the date (day and month applicant arrived at contract establishment. Example: "1 Jun 85."
(2) Hour:	Show time of day the applicant arrived at contract establishment requesting the service. Example: "7:00 PM."
g. Military Service	Enter appropriate military service, (i.e., "Army," "Navy," "Air Force", "Marine Corps") for which the applicant is to be processed.
h. Kind of Service	Show the type of service being provided: Lodgings: "LS" for single, "LT for double, "S" for supper, and "B" for the breakfast meal. Each service furnished the individual will require a separate line entry.
i. Approval Received from (Name and Title of MEPS/ Recruiting Official or Applicant Records)	List information as appropriate. Example: (1) MAJ John Smith MEPS Commander (2) Name of Authorizing Recruiting Official (3) APPLICANT RECORDS DD Form 4, and Social Security Card
j. Signature of Applicant	Obtain the signature of the individual receiving the service.
k. Price of the Meal	For those vendors who furnish meals under contracts that call for reimbursement of the actual cost of food and beverage (nonalcoholic) chosen, the applicant will enter the actual cost of items chosen, up to the contractual dollar ceiling of the meal, after his/her signature.

H-10. CERTIFICATION by Vendor or Agent. Each page of USMEPCOM Form 727-Copies 2 through 5 will be signed and dated by the vendor or authorized representative (agent). This serves as certification that services were provided as authorized and in accordance with contractual agreement.

H-11. USMEPCOM FORM 729 (DAILY INVOICE LODGING/MEAL SERVICES). This form is a carbon-interleaved set of two forms. Upon completion, the original with applicable supporting authorization vouchers attached, will be collected by the contracting MEPS or delivered by the contractor depending on what the contract dictates. These forms will be provided on a daily basis. The second copy will be maintained by contract establishments. The following entries will be made:

a. Vendor. Enter (stamp) the name of contract establishment.

b. Contract Number. Enter the number assigned to contract between the MEPS and the vendor ordering the services included on the invoice.

c. Authorization Dates. Enter the date(s) the services were rendered.

d. Sections I and II.

(1) RATE. Enter the contract rate for each type of service for which reimbursement is being claimed.

(2) NUMBER FURNISHED. Enter the number of each type lodging (single and double) and each type of meal furnished, by military service, and the total for all military services.

(3) AMOUNT \$. Enter the total dollar amount being claimed.

(a) This entry is optional since dollar amounts (number furnished multiplied by the rate) can easily be determined by both the contractor and MEPS. Also, dollar amount (based on some contractual agreements) is based on volume of services supplied, and can only be determined at end of month.

(b) If vendor is to be paid for the actual cost of the meal only, enter the total amount due as tabulated from the appropriate voucher.

(4) DATE. Enter the date the invoice is prepared.

(5) CERTIFICATION by Vendor or Agent. USMEPCOM Form 729 will be signed by the vendor or authorized agent certifying that bill is correct and that payment for services has not been received.

e. Section III, Honored Vouchers (Attached). Enter the total pages of vouchers, by military service and kind of service furnished, which will be attached to the daily invoice.

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f. Section IV, Certification.

(1) DATE. Enter the date the invoice is prepared.

(2) SIGNATURE (Vendor or Agent). USMEPCOM Form 729 will be signed by the vendor or authorized agent certifying that bill is correct and that payment for services has not been received.