



Knoxville MEPS Important Information for Applicant Guests

Knoxville MEPS looks forward to welcoming you witness your loved one take the Oath of Enlistment prior to shipping to basic training. They will join an honored tradition of service to something greater, showing great selflessness, courage, and commitment just by volunteering to serve. We are honored to welcome them, and you, into the military family.

Below you will find information about visiting Knoxville MEPS. Please read it in its entirety before your visit.

Viewing the Oath of Enlistment ceremony:

- Active-Duty applicants who are about to ship to basic training as well as National Guard and Reserve applicants are authorized **two** adult guests to attend their Oath of Enlistment. Guests under the age of 18 do not count toward an applicant's two visitors. Additional visitors require prior approval from the MEPS.
- Guests are allowed in the MEPS for shippers from **0900-1100**. Oath times vary throughout the day.
- Applicants are expected to report the names of their two guests to the Control Desk prior to 0900 to ensure you are an invited guest of the MEPS. Please report to the John Duncan Federal Building at **0845** to begin making your way through the federal building security.
- If you exit the MEPS prior to your applicant's Oath of Enlistment, you **will not** be permitted re-entry into the MEPS.
- Guests **MUST EXIT** the MEPS following the ceremony.
- Disruptive guests will be asked to leave.

Getting here

- Knoxville MEPS is located at the John Duncan Federal Building (6th Floor) in downtown Knoxville, TN.
 - 710 Locust Street Suite 600, Knoxville, TN 37902
- After clearing security immediately make your way to the 6th floor to check into the MEPS.
- Requirements to enter the John Duncan Federal Building
 - Entering the building routinely takes **10-15 minutes** but could take longer. Please plan accordingly.
 - Acceptable forms of ID for entrance are as follows (These are non-negotiable per the Federal Protective Services. MEPS has no authority over the standards of the Federal Building Security Personnel. Copies or photos will not be accepted.):
 - Valid, unexpired Driver's License or State ID
 - Valid, unexpired US Passport
 - Valid, unexpired US Uniformed Services Identification Card
 - Consular Report of Birth Abroad (CBRA) issued by the US Department of State



- Valid, unexpired Permanent Resident Card Form (Form I-551) issued by DHS or INS
- Unexpired employment authorization document (EAD) issued by DHS (Form I-766 or I-688B)
- Unexpired foreign passport with a valid, unexpired US visa affixed accompanied by the approved I-94 Form
- Certificate of Naturalization issued by the DHS (Form N-550 or N-570)
- Certificate of Citizenship (Form N-560 or N-561)

Parking

- Parking for the John Duncan Federal Building can be found at numerous paid parking meters or parking garages within the vicinity.
- Knoxville MEPS and the John Duncan Federal Building are not held liable or responsible for any parking fines you may incur.

Security

- Minors must be accompanied by an adult. They do not require an I.D.
- All guests will go through a security screening to include metal detector, X-ray machine, bag check.
 - To decrease check-in times, guests are encouraged not to bring bags.
 - No weapons are permitted inside the John Duncan Federal Building (Pocket Knives, Pepper Spray, Mace, Credit Card Knives, Firearms regardless of permit status, etc.). Presence of these contraband items when checking into Security will result in a federal fine and removal from the Federal Building.
- Guests ***must*** sign in and out on a visitor log and wear a visitor badge while at the MEPS.
- ***TOBACCO USE IS A ZERO TOLERANCE POLICY.*** Any tobacco/vape use will result in immediate removal from the Federal Building by FPS.

Photography

- Photo and video are ***only authorized*** in the Oath Ceremony room.

Refreshments

- Vending machines are available for drinks and snacks along with water fountains.

Point of Contact

- If you have questions, please contact:
 - Your applicant's military branch liaison office located at the Knoxville MEPS.
 - Navy: 865-291-9359
 - Marine Corps: 865-291-9346
 - Air Force: 865-291-9362
 - Army: 865-291-9365
 - Your applicant's recruiter.