

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Pamphlet
No. 420-3-2

Effective date: April 9, 2021
Facilities Engineering
USMEPCOM Repair, Maintenance, and Alteration
Pamphlet

FOR THE COMMANDER:

J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Pamphlet is approved for public release.

Executive Summary. For use of this pamphlet, see United States Military Entrance Processing Command (USMEPCOM) Regulation 420-3 (USMEPCOM Facilities Management), chapter 6. The repair, maintenance, and alteration (RMA) of a military entrance processing station (MEPS) and remote processing station (RPS) is an activity in which the MEPS/RPS commander is instrumental. This pamphlet is a working tool to assist the MEPS/RPS commander in maintaining a professional facility in function and appearance. This is the "How To" book that incorporates the regulatory guidance Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) must adhere to.

Applicability. This pamphlet applies to battalions, sectors and MEPS/RPSs.

Supplementation. Supplementation of this pamphlet is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-4/MEFL-FD (Facilities). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**This pamphlet supersedes USMEPCOM Regulation 420-3, January 19, 2006

This regulation contains a number of major revisions and must be reviewed in its entirety to have a clear understanding of all revisions.

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Chapter 1 Commander's Overview

1-1. Purpose

The purpose of this pamphlet is to assist the MEPS/RPS commander in maintaining a professional facility in function and appearance. It is to be used in coordination with USMEPCOM Regulation 420-3 (USMEPCOM Facilities Management).

1-2 Background

a. Maintenance of a facility is a never-ending cycle necessary to maintain your facility in an acceptable appearance and functioning properly. MEPS/RPS are located in General Services Administration (GSA) areas Federal buildings, GSA-leased space, and on military installations. MEPS/RPSs located on military installations will confer with their host installation for the specific procedures unique to their installation.

b. The Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), J-4 (Facilities and Acquisitions) (J-4/MEFL-FD) staff cannot visit all the facilities and must rely on the MEPS/RPS commander or other USMEPCOM staff for input on RMA requests. It is recommended that the MEPS/RPS commander establish the Administrative Service Technician (AST) as the principle project coordinator for facility issues. From the beginning of the process, commanders will be involved, informed, and approve space alterations.

c. MEPS/RPS located in Federal buildings or GSA-leased space have a GSA building manager. It is important for the MEPS/RPS to establish a rapport with the GSA Building Manager as this person is the point of contact (POC) for RMAs, custodial, and utility services. MEPS/RPS on military installations have the DEH, BCE, or PWC to provide necessary services for a MEPS/RPS. In a GSA- leased facility, there is a manager who represents the owner. This individual will take care of the day-to- day requirements as determined in the lease. The GSA building manager must contract through the owner's representative for services above and beyond the lease requirements.

1-3. Definitions

a. Repair. Repair means fixing something that is broken. Repairs require quick fixes and are generally associated with safety, health, or other hazards that, if not fixed quickly, will cause more extensive damage to the facility.

b. Maintenance. Maintenance refers to the replacement of an item due to wear-and-tear. Interior finishes generally fall into this category.

c. Alteration. Alteration denotes the physical movement of structural items of the facility to modify a room's use.

d. Tenant. An agency that rents or occupies a building for an established period of time. All MEPS/RPS are tenants.

e. Structural. Structural denotes the installation or removal of walls, doors, windows or plumbing fixtures. These items result in charges to the Government and may result in an increased cost to the lease.

1-4. Required forms

a. USMEPCOM Form 420-3-1-R-E. The MEPS/RPS will submit USMEPCOM Form 420-3-1-R-E (Facility Work Request) through battalion, sector to HQ USMEPCOM, J-4/MEFL-FD, for any RMA. USMEPCOM Form 420-3-1-R-E is available on SPEAR.

b. GSA Form 2957. GSA Form 2957 (Reimbursable Work Authorization) is used by HQ USMEPCOM to request work from GSA and pay for the work once completed. Instructions for completion of GSA Form 2957 are located on the back of the form. All reimbursable work authorizations (RWAs) funding facility work request (FWR) projects are generated at the HQ USMEPCOM level.

Note: Local building managers will also be of assistance.

c. DD Form 448. DD Form 448 (Military Interdepartmental Purchase Requests) is used by MEPS/RPS on military installations to pay for required work. The Department of Public Works (DPW), BCE, PWC or U.S. Army Corps of Engineers (COE) representative will provide instructions for completing this form. All military interdepartmental purchase requests (MIPRs) funding FWR projects are generated at the HQ USMEPCOM level.

d. DD Form 448-2. DD Form 448-2 (Acceptance of MIPR) accompanies DD Form 448 to the DPW, BCE, PWC or COE and is signed by the representative and returned to HQ USMEPCOM, J-4/MEFL-FD and J-8/MERM, signifying acceptance of the funds.

1-5. Self help

Self-help projects to fix small problems or make changes within the MEPS/RPS require approval from your GSA building manager, host installation and J-4/MEFL-FD. Some GSA, host installation representatives or lessors will not permit self-help type projects and will bill for the work. Obtain permission in writing to avoid disputes that may result in the work being unauthorized.

Chapter 2

Reporting Procedures

2-1. Purpose

The purpose of the required reports is to provide information between HQ USMEPCOM, J-4/MEFL-FD; battalions; sectors; and MEPS/RPS. The reports also provide an internal management system for J-4/MEFA-FD and HQ USMEPCOM to identify maintenance trends within the Command, establish an audit trail, provide updated information to our database, and verify compliance with policy.

2-2. Actions required

J-4/MEFL-FD will provide project updates and RMA status reports for all approved projects, and will publish updated reports weekly. Facilities Matrix slides indicating the status of all RMA projects will also be published weekly. The Project Matrix may be found on SPEAR, J-4/MEFL-FD.

Appendix A

Instructions for Completing USMEPCOM Form 420-3-1-R-E

A-1. Purpose

The facility work request (FWR) is initiated by the MEPS/RPS to request repairs, maintenance, or alteration of their facility. The FWR is designed to provide J-4/MEFL-FD with all the information required to validate, prioritize, and execute the request.

A-2. Completion instructions. The following is the step-by-step procedure for requesting any alteration, maintenance, or repair facility project for all MEPS/RPS regardless of cost. If any of the below items are not included in the request package, the project will not be approved or funded until J-4/MEFL-FD receives all the information.

1. Fill out a USMEPCOM Form 420-3-1-R-E as completely as possible (include room names and numbers, drawings, sketches, and/or exact description of work).
2. Contact the Government Building Manager (GSA or host installation) and request a government cost estimate with a date on it (these are typically good for 90 days, some longer, hence the reason for the date).
3. Provide the name, address, phone number, and e-mail for both the Technical and Budget contacts of the PWC, DPW, GSA, or BCE Government POC (these must be contacts who are **not** MEPS/RPS personnel).
4. Send all of the above items through the battalion and the Eastern or Western Sector HQ. If approved by battalion and respective sectors, it will then be forwarded to Facilities Directorate (J-4-MEFA) for final review and approval for funding. This packet must be submitted through the battalion and sector first as sending it to HQ USMEPCOM first will slow down the process and delay project funding.

A-3. Disposition

Completed UMF 420-3-1-R-E will be retained under Record Number 420-1g/200A, Building Maintenance Files. Keep in office file until no longer needed for conducting business, but not longer than 6 years, then destroy.

Appendix B
Glossary

AE
architectural and engineering

AWP
annual work plan

BCE
base civil engineer

COE
U.S. Army Corps of Engineers

COR
contracting officer's representative

DEH
Director of Engineering and Housing

DPW
Department of Public Works

FWR
facility work request

GSA
General Services Administration

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

ISA
installation support activity

MIPR
military interdepartmental purchase request

POC
point of contact

PWC
public works center

RPS
remote processing station

RMA*
repair, maintenance, and alteration

RWA

reimbursable work authorization

SOW

scope of work

USMIRS

U.S. Military Entrance Processing Command Interactive Resources System

WAN

wide area network