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HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
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**Facilities Engineering**  
**USMEPCOM Facilities Relocation**

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FOR THE COMMANDER:

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Deputy Commander/Chief of Staff

**DISTRIBUTION:**

Unlimited. This Pamphlet is approved for public release.

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**Executive Summary.** For use of this pamphlet see United States Military Entrance Processing Command (USMEPCOM) Regulation 420-3 (USMEPCOM Facilities Management). This pamphlet is the overview of the relocation process of a military entrance processing station (MEPS) and remote processing station (RPS)

**Applicability.** This pamphlet applies to all elements of USMEPCOM facilities management.

**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.

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\*\*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 Relocation Overview**

### **1-1. Background**

a. Relocations are a requirement at times for United States Military Entrance Processing Command (USMEPCOM) since many of our military entrance processing stations (MEPS/RPS) and remote processing stations (RPS) are in commercial- leased space. In 1984, Congress passed the Competition in Contracting Act, a law requiring Government contracts to be re-advertised periodically to ensure fair market access and a competitive price. Hence, when a lease expires, a station must relocate to a new facility if it offers a more competitive rental rate. MEPS/RPS relocations also result when military or other federally controlled space becomes available that would meet the needs of USMEPCOM. Employee parking is factored into a relocation only in terms public parking being available within a 3 block proximity. Available visitor parking is not a factor when determining to relocate or not.

b. Space requirements for MEPS/RPS will be based on the approved Department of the Army Office of the Assistant Chief of Staff for Installation Management Space Allocation Standards, dated 25 September 2000.

### **1-2. Roles and responsibilities**

Executing a relocation is a lengthy and coordination-intensive process. A typical relocation action takes about 36 months.

a. Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) is responsible for the overall relocation process through the staff proponent, HQ USMEPCOM, J-4 (Facilities). J-4/MEFL-FD will serve as the point of contact (POC) for all issues regarding the relocation. J-4/MEFL-FD

b. The MEPS/RPS is the USMEPCOM representative in the field and is responsible for actions handled at the local level as well as unique actions associated with the relocation. It is recommended that the MEPS/RPS commander designate a MEPS/RPS project coordinator (PC) as a single POC to work through MEPS/RPS-related issues.

c. When HQ USMEPCOM, proposes a relocation greater than 30 miles from the current location, J-4/MEFL-FD will notify the HQ USMEPCOM Civilian Personnel Office (J-4/MEFL-PSJ-4/MEFL-FS).

d. J-4/MEFL-FD will inform the MEPS/RPS commander when a relocation is planned so that the MEPS/RPS can coordinate, through their servicing civilian personnel office (CPO), regarding union involvement, and notify J-4/MEFL-FD of any union contact via copy furnished, email, or telephone.

e. If the relocation involves a change in service airport, HQ USMEPCOM, J-3 will, in conjunction with MEPS/RPS, determine and coordinate changes to Passenger Standing Route Orders.

### **1-3 Relocation process and timelines**

Table 1-1 below provides the lease acquisition schedule.

<b>Table 1-1 Relocation process and timelines</b>	
<b>Event</b>	<b>Time in months</b>
J-4/MEFL-FD submits requirements package to	4
GSA prepares SFO.	4
HQ reviews SFO.	1
GSA advertises.	2
GSA conducts market survey.	2
GSA conducts negotiations and awards lease.	4
J-4/MEFL-FD with GSA designs floor plans.	7
Construction.	12
<b>Total</b>	<b>36 months</b>

**1-4. Naming MEPS/RPS**

All relocated MEPS/RPS will be named after the primary metropolitan area with allowances for MEPS/RPS located on military installations.

**Chapter 2  
Design**

**2-1. Background**

a. Once the lease has been awarded, the relocation process is under a contractual timeline. As part of the General Services Administration (GSA) lease award, a building footprint is furnished by the lessor or GSA architect. A footprint is a basic outline showing the exterior walls of the building, interior structural elements, and standard required spaces such as public restrooms, utility rooms, and fire exit corridors. The J-4/MEFL-FD program manager (PM), in coordination with GSA and the MEPS/RPS, develops a space block layout of the MEPS/RPS sections based on the configuration of the building footprint. When completed, appropriate HQ Directorates and the MEPS/RPS review the initial layout design. While reviewing the initial layout design, the MEPS/RPS should consider the placement of furniture and equipment in relation to applicant flow through the facility. The PM will travel to the MEPS/RPS and with key station personnel validate and review the design requirements. Once the layout design is fully staffed, finalized, and approved it is formally sent by J-4/MEFL-FD to GSA. GSA then takes the layout design and develops the construction documents. As part of this construction document development, typically three reviews are accomplished during the design phase. These reviews are completed at the schematic (35 percent), design development (65 percent), and construction documents (95 percent) completion points. The final product is a comprehensive set of construction documents covering all the requirements of the new station.

b. For any MEPS/RPS relocating to a military installation, the J-4/MEFL-FD PM will directly assist in the coordination in order to identify a suitable facility located on the installation. The J-4/MEFL-FD PM and MEPS/RPS will then obtain a building footprint and follow the same steps as outlined above. When the layout design is fully staffed, finalized, and approved, the J-4/MEFL-FD PM will send it to the U.S. Army Corps of Engineers (COE) or host military installation who will develop the construction documents.

**2-2. Changes in requirements**

The design phase allows the MEPS/RPS personnel to influence the floor plan design of the new station. The design phase process determines basic requirements: United States Military Entrance Processing Command Integrated Resource System (USMIRS), Computer Adaptive Testing-Armed Services Vocational Aptitude Battery (CAT-ASVAB) peripheral quantities and their locations, locations of all data outlets including television jacks, speakers, servers, network equipment and all special construction requirements. Door locations, number and location of data outlets, including power and special requirements, will not be finalized until the 95 percent design review. Faxes require dedicated phone lines and certain equipment requires dedicated power outlets. After the 35 percent review, there should be no changes to room layouts or wall locations. At the end of the 95 percent design review, there should be no further changes.

**2-3. Required actions**

Table 2-1 below provides the actions required during the design phase.

<b>Table 2-1 Design phase/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
J-4/MEFL-FD PM receives building footprint from GSA	GSA	0 months
J-4/MEFL-FD PM meets with station personnel to develop design criteria.	J-4/MEFL-FD, MEPS/RPS	1 month
GSA develops initial design; emails plan for MEPCOM review.	J-4/MEFL-FD (MEPS/RPS/GSA / sector, HQ directorates)	2 months

<b>Table 2-1 (continued)</b>		
<b>Design phase/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
J-4/MEFL-FD PM emails MEPCOM plan comments to GSA to develop 100% documents.	J-4/MEFL-FD	0 months
Schematic (35 percent) review.	J-4/MEFL-FD (MEPS/RPS/GSA/ sector, HQ directorates)	1.5 months
Design development (65 percent) review.	J-4/MEFL-FD (MEPS/RPS/GSA/ sector, HQ directorates)	1.5 months
Construction documents (95 percent) review.	J-4/MEFL-FD, MEPS/RPS	1 month

**Chapter 3  
Construction**

**3-1. Background**

Construction management is a key role of HQ USMEPCOM. Dollars, operational efficiency, and quality-of-life are at stake. Additionally, USMEPCOM must ensure value and that contractual obligations are being met. No MEPS/RPS employee will direct or instruct the contractor/lessor to take any specific action or otherwise obligate the Government. MEPS/RPS commanders should coordinate recommended changes through battalion and sector with the USMEPCOM J-4/MEFL-FD PM. It is imperative that the Command speak with one voice. All approved changes, through J-4/MEFL-FD, will be forwarded to the contracting officer (KO) in writing. The intent is to have a useable facility, within budget, as approved by HQ USMEPCOM and accepted by the KO, with no outstanding issues.

**3-2. Construction changes**

Once construction starts, subjective design changes will not be considered. However, due to design oversights, latent conditions, neglected review comments, and other coordination errors, some changes may be necessary. These requested changes may have a critical mission impact or lead to changes in the contract amount, schedule, or code compliance. All changes requested during the construction phase will be submitted, in writing, by J-4/MEFL-FD PM. These changes will be submitted to the Government KO who will determine if the change is to be incorporated and the cost of the change.

**3-3. Required actions**

Table 3-1 below provides the actions required during the construction phase.

<b>Action</b>	<b>Responsibility –lead (assist)</b>	<b>Time to completion</b>
Request and attend on-site pre-construction meeting.	J-4/MEFL-FD, MEPS/RPS, GSA, installation	0 months
Obtain and distribute construction schedule.	J-4/MEFL-FD, GSA, installation	0 months
Schedule construction management meetings/inspections.	GSA, J-4/MEFL-FD, MEPS/RPS, GSA, installation	0-12 months
Identify construction changes in writing.	J-4/MEFL-FD, MEPS/RPS, GSA, installation	0-12 months
Schedule and attend final on-site construction inspection and identify all discrepancies.	GSA, J-4/MEFL-FD, MEPS/RPS, GSA, installation	0 months
Schedule “punch list review” inspection.	J-4/MEFL-FD, MEMEPSMEPS/RPS, GSA, installation	1 month

**Chapter 4**  
**Medical Equipment**

**4-1. Background**

Medical equipment, especially the audiometric booth and other testing equipment, is very sensitive and can be problematic to relocate. Special consideration must be given to the facility construction, the physical move, and the final installation of medical equipment. J-4/MEFL-FD is responsible for the design and construction of proper space for medical equipment. Relocation of current or new audiometric booths is the responsibility of HQ USMEPCOM. Preferred is to procure a new audiometric booth with a relocation. However if an existing audiometric booth is to be relocated, close coordination is required in order to accomplish over the move weekend. Requirements will be coordinated with the MEPS/RPS. Authorized medical equipment is identified in the HQ USMEPCOM Medical Material Allowance List. Provisions will be made to provide proper space and utility support for this equipment. Installing a new audiometric booth should be accomplished prior to the move weekend to allow time for the installation and sound level testing.

**4-2. Required actions**

Table 4-1 below provides the required actions regarding medical equipment.

<b>Table 4-1</b>		
<b>Medical equipment/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Coordinate audiometric booth with room specifications layout, to include door swing.	J-4/MEFL-FD, J-4/MEFL-LD	1 month
Coordinate on medical equipment maintenance support and recalibration of applicant weighing scales.	J-4/MEFL-LD, MEPS/RPS	1 month
Identify medical equipment which will require a separate move contract.	J-4/MEFL-FD, J-4/MEFL-LD, MEPS/RPS	1 months
Award contract to move equipment.	J-4/MEFL-LD	3 months

**Chapter 5  
Furniture and Office Equipment**

**5-1. Background**

Relocation provides a logical opportunity to replace old furniture and equipment with new. J-4/MEFL-FD Service liaison requirements for new furniture and approved equipment will be inventoried and included. Ideally, new furniture and equipment will be scheduled for delivery to the new location after acceptance of the space and prior to, or during, the actual move. If this is not possible, and the existing furniture needs to be moved, care will be taken to ensure that the new furniture will fit into the new spaces. Prior to the new furniture arriving, MEPS/RPS commanders will coordinate removal of the old furniture. All old furniture will be removed in order for the installers to stage and assemble the new furniture. Old furniture will be transferred to DRMO by the MEPS/RPS or removed by the new furniture installer.

**5-2. Required actions**

Table 5-1 below provides the required actions regarding furniture and office equipment.

<b>Table 5-1 Furniture and office equipment/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Develop new furniture plan	J-4/MEFL-FD, MEPS/RPS, GSA or COE	2 month
Submit furniture/equipment requirements for cost estimate.	J-4/MEFL-FD, GSA or COE	1 months
Provide funding and start procurement and installation process	J-4/MEFL-FD, J-8, GSA or COE	6 months

## Chapter 6 USMIRS Network

### 6-1. USMIRS and MEPS/RPS relocation

This section covers all aspects of installing the cable networks and relocating USMIRS hardware and software, the wide-area network (WAN), and CAT-ASVAB to the new location. J-6 works with J-4/MEFL-FD to orchestrate the relocation. J-4/MEFL-FD provides guidance and coordinates scheduling information.

### 6-2. Required actions

a. Prior to the move, J-6 will coordinate with J-4/MEFL-FD. J-6 will review the construction plans or conduct a site survey to determine utility requirements, equipment locations, and expansion cable drops. J-6 will coordinate the installation of United States Army Human Resource Command equipment with United States Army Human Resources. The J-6 representative will coordinate requirements with the MEPS/RPS Telecommunications Control Officer. J-6 will execute contracts for the actual USMIRS, CAT-ASVAB, and WAN installations. USMEPCOM J-6 will contract with local provider for devices using analog service.

b. Moving a MEPS/RPS with no disruption to applicant processing is the goal. Experience dictates that a MEPS/RPS will lose one processing day in conjunction with a weekend move. The following tasks are performed during the actual physical move:

(1) J-6 personnel/Contractor will inventory, label, pack, and move all servers and network equipment to a staging area in the new location. After the MEPS/RPS network furniture and equipment are in place, installation of the MEPS/RPS file server, network equipment and all associated cabling and routers will begin. J-6/MEIT will have a system network specialist on site to do any system maintenance, table changes, and communication testing.

(2) In the new location, all servers and network equipment will be installed as designated by J-6 and MEPS/RPS coordinators. When all equipment is tested and operational, the networks will be brought up and validated by a J-6 representative.

### 6-3. Network and MEPS/RPS renovation

This section discusses keeping the network operational during renovation. J-4/MEFL-FD provides guidance and scheduling information. The following tasks will be performed as required; however, steps may be added or omitted depending on unique circumstances:

a. Coordinate with J-4/MEFL-FD on building design documents. Participate in a site survey, if deemed necessary by J-6, to determine equipment locations and cable drops that need to be relocated or added.

b. The cable network contract will be determined on a case-by-case basis. Cable network installation may be included in the overall work contract between J-4/MEFL-FD and GSA.

**Note:** Additional equipment for the network will be the responsibility of HQ USMEPCOM, J-6.

c. Phased renovations require multiple contracting efforts and will be planned and coordinated by J- 4.

d. Most workstations and peripherals are considered “plug-n-go” and can be moved easily throughout the MEPS/RPS; however, the racks and switches should not be moved. For in-place renovation projects, moving servers and switches should be considered only if justified by the cost.

**Chapter 7**  
**Telecommunications**

**7-1. Background**

J-6 has overall responsibility for providing unified telecommunications at the new location. Telephone equipment and telephone service are two distinct requirements. Both are provided/coordinated by HQ USMEPCOM. If telephone numbers will change, J-6 will ensure that the service provider is notified to forward calls for a minimum of 30 days following the move. These calls will be redirected to the MEPS/RPS new main number. During the relocation, the MEPS/RPS will coordinate with J-6 to have local and long distance telephone service provided. J-6 will provide telephone equipment and service to the military service liaisons. A telephone equipment room with electrical power will be provided as well as all conduit drops and boxes in the walls. MEPS/RPS will coordinate with J-6 to allow for installation of phone lines on military installations. Exchange of required information should be completed prior to the day of change of service. This exchange of information should take place between the MEPS/RPS and the respective service provider. This information is needed in order to program the voicemail system, names, extensions, holidays and non-working days, and normal work hours. Notify USMEPCOM when switchover will begin so calls can be forwarded. Additionally, check existing cellular phones and pagers to ensure they are operational.

**7-2. Required actions**

Table 7-1 below provides the required actions regarding telecommunications.

<b>Table 7-1</b>		
<b>Telecommunications/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Evaluate VoIP phone system requirements during design. If required, request new phone system with special features such as music on hold, Defense Switched Network , voice mail, uninterruptible power, maintenance contract, auto attendant, speed dial, hold, transfer, telephone paging, speaker, forward capabilities, and new telephone numbers.	MEPS/RPS, , J-4/MEFL-FD, J-6	6 months
Inform service liaisons of estimated move date when determined. Update as necessary.	MEPS/RPS, J-4/MEFL-FD	5 months
Check existing cellular phones and pagers to ensure they are operational.	MEPS/RPS	4 months
Confirm with service liaisons the specific number of telephone/fax outlets required.	MEPS/RPS	4 months

<b>Table 7-1 (continued)</b>		
<b>Telecommunications/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Submit telecommunications request to HQ USMEPCOM, ATTN: J-6/MEIT-CSD-EDC. If requested by J-6/MEIT-CSD-EDC, include written estimates from local vendors for required materials and services. The MEPS/RPS approved performance work statement will be forwarded to the contracting office responsible for servicing the phone system. Vendor estimates should include overtime costs for relocations taking place outside normal business hours/days.	MEPS/RPS, J-6	4 months
Award contracts for telephone service and equipment removal, relocation, and installation based on requirements. Internal wiring for telephone lines will be installed during construction. Telephone equipment will be installed at the time of the move.	J-6, J-4/MEFL-FD	2 months
Ensure, prior to the move, that all phone lines involved in the relocation, including the J-4/MEFL-PS security system dedicated line, and all fax and computer modem lines have been identified.	MEPS/RPS	2 months
Notify headquarters, sectors, all MEPS/RPS, and the IRC of any phone number changes.	MEPS/RPS, J-6	1 week
Coordinate with current phone company to disconnect old lines with a message listing any new phone numbers.	MEPS/RPS, J-6	1 week

**Chapter 8**  
**Safety and Security**

**8-1. Background**

There are many applicable building codes, such as the Uniform Building Code, National Life Safety Code, National Electric Code, and others, that establish safety and minimum acceptable standards for construction methodologies and materials. In addition, standard requirements of GSA/Federal Installations and the HQ USMEPCOM Special Requirements provide for additional safety and security measures unique to the Government and this Command.

**a. Overview.** J-4/MEFL-PS is the staff proponent for determining and establishing unique safety and security requirements for new facilities and renovations.

**b. Key plan.** Upon receipt of the construction document floor plan, MEPS/RPS should verify room numbers and room signs; determine which doors will need locks and those that will not. Minimize the number and type of locks required to meet safety and security requirements.

**c. Outdoor/parking lot lighting.** During the design review phase, consider if the outdoor/parking lot lighting is sufficient for safety at night. If outdoor lighting is insufficient, MEPS/RPS should coordinate with the J-4/MEFL-FD and J-4/MEFL-PS.

**8.2 Required actions**

Table 8-1 below provides the required actions regarding safety and security.

<b>Table 8-1 Safety and security/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Determine requirements for intrusion detection system (IDS), closed circuit television, access control, duress systems and security guard personnel at new location.	J-4/MEFL-FD, J-4/MEFL-PS	0 months
Forward system statement of work to GSA or contractor for design.	J-4/MEFL-FD, J-4/MEFL-PS	1 months
During the design phase, coordinate requirements and location of keyed locks, cipher locks, dead bolts, cabinet locks, secure storage rooms, and containers. Also develop key schedule.	J-4/MEFL-FD, J-4/MEFL-PS, MEPS/RPS	0-6 months
Test all fire alarms, smoke detectors, sprinkler systems, and security alarm/devices during final inspection.	GSA, MEPS/RPS	0 months
Apply, via the chain of command, for reaccreditations of all ADP equipment.	MEPS/RPS, J-6	0 months

**Chapter 9**  
**Recruiting Command Coordination**

**9-1. Background**

Not all actions involved in a relocation fall under the cognizance of HQ USMEPCOM. Though we are chartered by DoDM 1145.02 to provide office space and furniture to service liaisons, some office requirements (e.g., computer disconnections, moves and reconnections, facsimile machine connections, automated data processing (ADP) trunk lines, and telephone service) are the responsibility of the respective recruiting command. HQ USMEPCOM will provide telephone equipment, to include both data and voice wiring, and initial server hook-up for all liaisons. The MEPS/RPS commander will coordinate with the Interservice Recruiting Committee (IRC). The MEPS/RPS PC will work with the service liaisons to inform recruiting commands of their areas of responsibility.

**9-2. Required actions**

Table 9-1 below provides the required actions regarding coordination with the recruiting command.

<b>Table 9-1</b>		
<b>Recruiting command coordination/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Project introduction letter to MIRC commanders.	Sector	11 months
Follow-up letter to IRC commanders informing them of actions under their cognizance (i.e., requesting new phone/fax service, keeping their recruiting service advised).	MEPS/RPS	8 months
Written progress reports to IRC commanders on status of the relocation specific to completion of required actions of the liaisons.	MEPS/RPS	6 months
Conduct appropriate scheduled meetings with Section Chiefs and Senior Service liaisons.	MEPS/RPS	6 months
Coordinate courtesy shippers with other MEPS/RPS within your cluster; advise IRC of MEPS/RPS offering this support	MEPS/RPS	3 months

## **Chapter 10**

### **Project Status Meetings**

#### **10-1. Background**

The relocation or renovation process is a coordination-intensive action. This fact drives the need for project status meetings J-4/MEFL-FD in coordination with GSA, COE or host military installation will conduct and coordinate such meetings. The focus of the project status meetings is to establish the project timelines and status updates for design and construction, and to introduce the principle players. Meetings are typically conducted weekly or bimonthly depending on the complexity of the project.

**Chapter 11**  
**Support Contracts**

**11-1. Background**

There are a host of support contracts that keep a MEPS/RPS functioning. The MEPS/RPS Administrative Service Technician (AST) has a list of contracts that include the following: telephone service, janitorial service, meals and lodging, applicant lunches, vending machines, copiers, maintenance, security alarm monitoring, USMIRS equipment and optical marks reader maintenance, cable television, taxi service, medical waste disposal, bus transportation, courier service vendor, human immunodeficiency virus and drug and alcohol testing. There may be other contracts unique to the individual MEPS/RPS. Contract administration is a MEPS/RPS responsibility. If contract modifications necessitated by the relocation are not ready by the operational date at the new location there will be a lapse in contracted services. Many of these contracts will be show stoppers if unavailable. Military installations require coordinating interservice support agreements (ISSAs) to define the functions/services provided by the host command and by the tenants. The MEPS/RPS Administrative Service Technician (AST) will coordinate with USMEPCOM to have military interdepartmental purchase requests (MIPRs) pay the host command for all requested services and utilities prior to the move. Contract and work schedules designed for the move-in may need to be adjusted after 6 months. Prior to the move, consider landscaping and landscaping contracts (e.g., watering, mowing), and placement of outdoor signs.

**11-2. Required actions**

Table 11-1 below provides the actions required in establishing support contracts.

<b>Table 11-1</b>		
<b>Support contracts/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Review all contracts to assess all required modifications.	MEPS/RPS, J-4/MEFL-FD, J-4/MEFL-LD, MEDC-AC	8 months
If moving onto an installation, coordinate with the installation contracting office to establish an ISSA.	MEPS/RPS, J-4/MEFL-FD, J-4/MEFL-LD, MEDC-AC	8 months
Notify vendors of impending relocation and new address.	MEPS/RPS, J-4/MEFL-FD, J-4/MEFL-LD, MEDC-AC	7 months
Coordinate with the CO to make contract modifications.	MEPS/RPS, J-4/MEFL-FD, J-4/MEFL-LD, MEDC-AC	5 months

**Chapter 12**  
**The Move**

**12-1. Background**

The move takes place over a weekend and involves 3 days (Friday, Saturday, and Sunday). Figure B-1 is a sample memorandum of instruction (MOI) for relocation to a new facility. The MEPS/RPS is responsible for overseeing the move and coordinating the events. J-4/MEFL-FD will coordinate with GSA or local supporting transportation office to execute the various moving contracts. Typically, the contract will move all standard office furniture and equipment. A special move contract may be required for sensitive medical equipment. The MEPS/RPS USMIRS and CAT-ASVAB network systems removal, packing, moving, installing, and validating will be contracted by J-6. It is critical that MEPS/RPS and Service liaison employees do not disconnect, pack or move any server or test workstations equipment or cabling. Following determination of primary and secondary move contracts, the next issue is to finalize a move date; this is determined by J-4/MEFL-FD and the MEPS/RPS. The following issues will be considered: applicant processing numbers, support contracts, holidays, Saturday openings, mission days, and training days. Request IRC input and coordination. If required, the MEPS/RPS should request additional overtime funding prior to the actual relocation. While conducting the post move inventory, compile a list of damages resulting from the move that are covered by the moving contract for repair or replacement.

**12-2. Required actions**

Table 12-1 below provides the required actions regarding the move.

<b>Table 12-1</b>		
<b>The move/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Determine who is responsible for the move.	J-4/MEFL-FD, J-4/MEFL-LD	0 months
Prepare a statement of work and coordinate a contract award.	J-4/MEFL-FD, MEFL-LD, MEPS/RPS	0-1 month
Identify what specialty contracts will be needed.	J-4/MEFL-FD, J-4/MEFL-LD, MEPS/RPS	0-1 months
Publish MOI for the move.	MEPS/RPS	3-6 months
Coordinate with the recruiting services for <u>service unique items</u> .	MEPS/RPS	3-6 months
Conduct property inventory 1 week before and within 1 week after move.	MEPS/RPS, J-4/MEFL-FD, J-4/MEFL-LD	Per move date
Complete an after action report 30 days following Grand Opening Ceremony.	MEPS/RPS	As scheduled

**Chapter 13**  
**Grand Opening Ceremony**

**13-1. Background**

Dedication ceremonies are a strong tradition at HQ USMEPCOM. The purpose of these ceremonies is to call special attention to the role of the Command in areas served by the MEPS/RPS. The target date for the grand opening ceremony is 60 to 90 days following relocation; however, it may be later based on factors including furniture, funding and delivery and/or availability of guest speakers. The USMEPCOM Public Affairs Handbook, available on SPEAR, contains detailed information to guide the MEPS/RPS through all phases of the ceremony.

**13-2. Required actions**

Refer to the USMEPCOM Public Affairs Handbook for detailed required actions. Table 13-1 below provides a summary of the required actions for the grand opening ceremony.

<b>Table 13-1 Grand Opening Ceremony/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Review Public Affairs Handbook.	MEPS/RPS	4 months
Appoint project officer who coordinates with HQ USMEPCOM PAO.	MEPS/RPS	3 months
Establish date of ceremony.	MEPS/RPS/Sector/PAO	3 months
Determine guest speaker and invitation list	MEPS/RPS/Sector/PAO	2 months
Establish target date for printing programs and invitations.	MEPS/RPS/PAO	6 Weeks
Schedule and conduct ceremony rehearsals.	MEPS/RPS/PAO	1 week
Coordinate VIP seating with MEPCOM PAO.	MEPS/RPS/PAO	1 day prior
Conduct Grand Opening Ceremony.	MEPS/RPS/PAO	As scheduled
Submit after action report.	MEPS/RPS	Ceremony + 4 weeks

**Appendix A**  
**Relocation Memorandum of Instruction (MOI)**

**A-1. Relocation MOI**

This appendix contains a sample memorandum (fig. A-1) used to convey instructions about moving a military entrance processing station (MEPS/RPS) facility. This memorandum is used to define all of the roles and the responsibilities for the physical move of the MEPS/RPS. The MOI identifies timelines as well as the point of contact (POC) for all relocation actions leading up to the actual move.

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Figure A-1. Sample relocation memorandum of instruction

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(LETTERHEAD)

MCO-XXX

(Date)

MEMORANDUM FOR IRC MEMBERS

SENIOR LIAISONS MEPS/RPS  
STAFF CDR,  
USMEPCOM, ATTN: /MEFL-FD  
CDR, E OR W SEC, USMEPCOM

SUBJECT: Memorandum of Instruction (MOI) (name) Military Entrance Processing Station (MEPS/RPS) Facility Move.

PURPOSE: This MOI establishes the requirements, responsibilities, and procedures for the preparation and implementation of the (name) MEPS/RPS relocation in (Month/Year).

SCOPE: This MOI applies to all personnel assigned and service liaisons attached to the (name) MEPS/RPS.

CONCEPT: The (name) MEPS/RPS will relocate from the current location to (address of new location).

- a. The projected move dates are set for (date).
  - b. The (name) MEPS/RPS processing will cease (date) at 1600. Reopening of the MEPS/RPS will be on (date) with full processing commencing at the normal scheduled time.
  - c. Courtesy Shippers. Commanders of the (city) MEPS/RPS have agreed to courtesy ship applicants on (date closed for move). Service Liaisons should coordinate this action with Service Liaisons at the respective MEPS/RPS.
  - d. Section Chiefs will ensure the proper transition of equipment, key systems, testing safes, telephone instruments, and other equipment which may be installed/moved prior to the movement of furniture and other equipment.
  - e. The facility move is funded by Surface Deployment and Distribution Command local transportation office will procure a moving company's services. The moving company will provide packing boxes. Each employee is responsible for packing their own desk items as outlined in the Employee Packing Instructions (attachment 3)
-

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f. The Administrative Service Technician (AST) will distribute boxes to all Section Chiefs and Senior Service Liaisons. Responsibility remains with the sections and liaisons to pack into these boxes, all loose contents of desks, bookcases, counters and shelves. The moving company will move filing cabinets with contents inside.

g. Personnel may begin packing boxes (date) packing will be completed by close of business (COB) (date). Ensure that items critical to your day-to-day operations (forms, phone lists, etc.) are packed last. The move will begin at 0700, (date) and continue until all furniture, equipment and boxes are moved.

h. The moving company will provide various colored labels; sections are responsible for tagging all furniture, equipment and boxes with the colored label designated. Areas in the new facility will be assigned a color and all furniture with that color tag will be moved to the new facility by color designation.

i. During the actual movement of furniture and equipment, a minimum number of MEPS/RPS and service liaison personnel will be required to be present at both the current and new facilities.

j. Friday thru Sunday, (date) will be moving days for all personnel assigned to the MEPS/RPS, including Liaison personnel. Senior Liaisons are responsible for ensuring their areas are prepared for full processing at the new location on (date) at regular scheduled processing time.

k. A preliminary test of all systems and equipment will take place on (date) and if required on (date).

l. The Grand Opening Ceremony for the new facility is scheduled for (date).

#### RESPONSIBILITIES:

a. Commander, (name) MEPS/RPS

(1) Supervise planning and coordination of all aspects of the (name) MEPS/RPS move.

(2) Ensure that the MEPS/RPS resumes full processing at the new facility on (date).

(3) Coordinate Service Liaison responsibilities with IRC members.

- 
- (4) Inform IRC members on status of facility move at regular meetings.
  - (5) Ensure leader support throughout the move.
  - (6) Prepare and publish facility move MOI.
  - (7) Ensure appropriate press releases are coordinated for the move.

b. Station SEA

- (1) Sign over keys to current location as directed by GSA.
- (2) Ensure all appropriate change of address notifications are made.
- (3) Point of Contact (POC) for MEPS/RPS.
- (4) Facility move coordinator.
- (5) Coordinate detailed moving plan with commercial mover.
- (6) Supervise progress of Service Liaison move with contract moving company.
- (7) Coordinate installation of MEPS/RPS telephone system, modems and facsimile machine.
- (8) Set up and occupy an advance office at the new location on (date).
- (9) Coordinate with budget to ensure all equipment is ready to move by (date).
- (10) Ensure all furniture, equipment and packing boxes in the Headquarters Section are tagged with correct color-coded labels.
- (11) Supervise packing of the Headquarters Section.

c. Operations Officer

- (1) Monitor commercial bulk move at current location until complete.

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(2) Damage control and accountability officer at the current location until all furniture and equipment is cleared.

(3) Revise external SOP for new location, if necessary.

(4) Act as OIC party at the current location until completion of the move.

(5) Coordinate movement of USMIRS equipment.

(6) Coordinate shipper transportation from the new location site to transportation center(s) and hotel.

d. Test Control Officer/Assistant Operations Officer

(1) Ensure all locks and key control functions are working at the new location.

(2) Serve as damage control and accountability officer at the new location during the move.

(3) Ensure an accountable test material inventory is completed and documented using USMEPCOM Form 611-1-1-R-E (Annual or Joint Inventory of Accountable Test Material) and USMEPCOM Form 611-1-8-R-E (Inventory of MEPS/RPS Accountable Test Material) prior to and upon completion of the move.

e. Operations NCO

(1) Supervise Operations Group set-up at new location to include applicant lounge, liaison waiting/TV room, game room and dining room.

(2) Ensure all furniture, equipment and packing boxes in Operations are tagged with correct color-coded labels.

(3) Supervise packing of Operations Section.

(4) Assist all vendors and sub-contractors during installation of equipment and services at the new location.

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(5) Monitor contract for movement of filing systems in files room.

g. Testing NCO

(1) Supervise security required during the move of testing material and safes.

(2) Ensure all furniture, equipment and boxes in testing are tagged with correct color-coded labels.

(3) Supervise packing of Testing Section for the new location.

(4) Supervise testing workstations testing room and staff lounge setup at new location.

h. Medical NCO

(1) Coordinate installation and testing of audio booths and equipment.

(2) Coordinate calibration of scales in new location.

(3) Supervise packing of Medical Section.

(4) Ensure all furniture, equipment and packing boxes in Medical Section are tagged with correct color-coded labels.

i. Administrative Service Technician (AST)

(1) Supervise packing of supply room and all storage areas.

(2) Tag all furniture, equipment and packing boxes in Supply with correct color-coded labels.

(3) Coordinate all furniture turn-in requirements.

(4) Inventory and request replacement of items as necessary.

(5) Coordinate required number of boxes for MEPS/RPS and Service Liaisons packing requirements and distribute accordingly.

(6) Coordinate with GSA or building manager and obtain two keys per door lock at new location.

- 
- (7) Compile excess furniture listings upon closure at the current location.
  - (8) Coordinate advance partial move of Headquarters and Supply on (date).
  - (9) Adjust hand receipts as necessary.
  - (10) Issue color-coded labels to each area as appropriate.
  - (11) Conduct a property inventory one week prior to and one week following the move.
  - (12) Coordinate copier machine preparation for movement with the dealer.

j. Senior Liaisons

- (1) Supervise packing of your Liaison Offices.
- (2) Provide personnel in current and new locations during the move.
- (3) Coordinate and monitor installation of any service computer systems.
- (4) Supervise set-up of new offices on (date).
- (5) Ensure all equipment, furniture and packing boxes in area of responsibility are tagged with correct labels.
- (6) Coordinate for relocation of any copiers or special equipment which may require special attention and/or a separate contract to move.

k. Travel Clerk

- (1) Ensure that all computer equipment and printers are prepared for shipment as required.
- (2) Tag all furniture, equipment and packing boxes with correct color-coded labels.
- (3) Ensure all items on shelves and in desks are boxed NLT close of business on (date).
- (4) Inform MTMC CO of the proposed relocation.

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## COORDINATION

- a. Relocation Checklist (attachment 1)
- b. Point of Contact List (attachment 2)
- c. Employee Instructions for Packing and Moving (attachment 3). Complete all packing by COB (date). It is strongly recommended that individuals move all personal items themselves. **NO CLAIMS WILL BE PROCESSED FOR ANY PERSONAL ITEMS LOST OR DAMAGED DURING THE MOVE.**
- d. Section Chiefs and Senior Liaisons will plan the furniture and equipment layout for the new facility. A copy of this plan should be posted in the respective area at the new facility to assist in placement of furniture/equipment. Movers will only move an item once, so ensure it is placed correctly the first time.
- e. The moving company will only move those items on which labels have been affixed. If you have equipment/furniture that you will not be using at the new facility (partitions, desks, etc.) do not label it. Coordinate with the MEPS/RPS Administrative Service Technician (AST) to remove any items from the hand receipt.
- f. Moving labels: Employee Instructions for packing and Moving (attachment 3) shows proper placement of labels on furniture, equipment and boxes. Designation of colors will be determined prior to the move and the Supply Technician will provide you with the required number of labels.
- g. Move schedule (attachment 4) lists bulk and separate moving vendors.
- h. Moving sequence (attachment 5) is the MEPS/RPS plan for packing and moving.
- i. Move duty uniform: Military and civilian personnel may wear comfortable civilian clothes (jeans, tee shirts, sweat shirts, etc.). Work schedules will be determined by NCOs.
- j. Liaisons will submit all applicant and shipper projections for (date) to Operations at the current location NLT (date).
- k. All personnel who have keys to the current location will turn them in to the station leader by 1200, (date). Exceptions will be coordinated with the station leader. The station leader will issue keys to the new location prior to (date).

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COMMAND AND SIGNAL

a. Telephone service.

(1) Telephone service in the current location will be disconnected (date) and begin in the new location (date).

(2) Telephone service for each liaison will vary according to the vendor providing the equipment.

b. Location of commander.

(1) The commander will be at the new location beginning (date). The MEPS/RPS flag will be transferred to the new location on (date).

(2) MEPS/RPS Operations Officer will remain at the current location until the bulk move is completed.

Point of contact for the move is (name), commercial (telephone number).

(Name)  
(Title)

Attachments:  
As stated

cc:  
USMEPCOM, Directors/Special Staff

**Figure A-1. Sample relocation memorandum of instruction**

**Relocation Checklist**

(attachment 1 (1 of 10))

**1. 36 thru 23 months prior to relocation:**

<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Review space requirements; notify MEPS/RPS.	J-4/MEFL-FD	36 months
b. Provide area of solicitation boundaries.	J-4/MEFL-FD	34 months
c. Submit area of solicitation and space requirements SF 81A (Request for Space) with HQ USMEPCOM Requirements Package to COE/GSA.	J-4/MEFL-FD, MEPS/RPS	33 months
d. Prepare Title 10 package for Congressional approval.	J-4/MEFL-FD, COE	31 months
e. GSA prepares solicitations for offers (SFOs).	GSA	30 months
f. Send USMEPCOM Pam 420-3-1(Relocation Pamphlet), SF 81A, and Requirements Package to MEPS/RPS for information review.	J-4/MEFL-FD	30 months
g. MEPS/RPS appoints a POC.	MEPS/RPS	26 months
h. Advertise the space.	GSA	26 months
i. Perform market survey and issue SFO.	GSA, J-4/MEFL-FD, MEPS/RPS	29 months
j. Review SFO and provide copy to MEPS/RPS.	J-4/MEFL-FD	23 months

<b>2. 23 thru 15 months prior to relocation:</b>		(attachment 1 (2 of 10))
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Project introduction letter to MIRC level commanders.	MEPS/RPS, Sector	23 months
b. Follow-up letter to IRC commanders.	MEPS/RPS	23 months
c. Receive and negotiate competitive offers.	GSA	23 months
d. Select best and final offer.	GSA	22 months
e. Award lease.	GSA	22 months
f. Notify sector and MEPS/RPS of lease award.	J-4/MEFL-FD	22 months
g. Check authorizations for furniture items. months	J-4/MEFL-FD, MEPS/RPS22	
h. Identify furniture items which need to be replaced. months	J-4/MEFL-FD, MEPS/RPS22	
i. Receive building footprint from GSA.	GSA	18 months
j. Initial layout design.	GSA, J-4/MEFL-FD	17 months
k. Identify new furniture and equipment requirements and prioritize after initial layout design is finalized. months	J-4/MEFL-FD, MEPS/RPS16	

l. Coordinate with servicing CPO for MEPS/RPS civilian personnel actions and union notification, as necessary.

MEPS/RPS, J-4/MEFL-PS  
16 months

m. J-4/MEFL-FD PM meet with station personnel for final revisions to layout.  
months

J-4/MEFL-FD, MEPS/RPS16

n. Review initial layout design within 2 weeks.

Sector,  
HQ Directorates 16 months

o. Determine location/types of USMIRS peripherals and MEPS/RPS CAT-ASVAB Test Room requirements on initial layout design.

J-6, J-4/MEFL-FD  
16 months

p. Forward layout design to GSA

J-4/MEFL-FD 16 months

**3. 15 thru 14 months prior to relocation:**

**Action**

**Responsibility –  
Lead (Assist)                      Time to  
Completion**

a. Provide inventory of all medical equipment to HQ POC for use in the design phase.

MEPS/RPS 15 months

b. Provide inventory of all USMIRS and CAT-ASVAB equipment to J-6.

MEPS/RPS 15 months

c. Determine cable runs, lengths and types; develop schematic drawing.

GSA, J-6 15 months

		(attachment 1 (4 of 10))
d. During design phase, coordinate requirements and location of keyed locks, cypher locks, dead bolts, cabinet locks, secure storage rooms, smoke detectors, fire alarms, and fire extinguishers.	MEPS/RPS,  J-4/MEFL-FD, J-4/MEFL-PS	15 months
e. Forward layout design to GSA.	J-4/MEFL-FD	15 months
f. Schematic (35 percent) design review; finalize MEPS/RPS furniture layout.	J-4/MEFL-FD, MEPS/RPS , (Sector, Directorates)	15 months
g. Review USMEPCOM Grand Opening Handbook.	MEPS/RPS	15 months
h. Submit requirements for furniture and equipment purchases to sector for funding.	MEPS/RPS	15 months
i. Memorandum to J-6/MEIT requesting USMIRS and CAT-ASVAB cables; copy furnish J-4/MEFL-FD.	MEPS/RPS, Sector	15 months
j. Determine requirements for IDS, closed circuit television, access control, duress systems and security guards at new location.	J-4/MEFL-PS, MEPS/RPS	15 months
k. Review all contracts to assess and identify modifications that will be needed as a result of relocation.	MEPS/RPS, SSO	14 months
l. Notify vendors of impending relocation and new address; solicit vendor comments as to impact, if any.	MEPS/RPS, SSO	14 months
m. Ensure design accommodates medical equipment.	J-4/MEFL-FD, J-4/MEFL-LD	14 months

n. Coordinate audio booth specs with room layout.	J-4/MEFL-FD, J-4/MEFL-LD months	14
o. Design document (65 percent) review (color and finish selection, lock schedule, interior and exterior signs) at MEPS/RPS.	J-4/MEFL-FD	14 months
	J-8	
p. If IDS is required, forward specifications to GSA for design of the system and coordinate installation.	J-4/MEFL-PS, J-4/MEFL-FD	14 months
q. Evaluate current VoIP system against layout, during design. Request new phone system, additional instruments/ numbers, and special features.	MEPS/RPS, J-6 J-4/MEFL-FD	14 months
r. Submit telecommunications request to J-6	MEPS/RPS	14 months
s. Request and attend a preconstruction meeting.	J-4/MEFL-FD, MEPS/RPS,GSA	14 months
t. Determine construction schedule and distribute to POC.	J-4/MEFL-FD	14 months
u. Construction documents (95 percent) design review to finalize drawings.	J-4/MEFL-FD, MEPS/RPS	14 months

v. Coordinate with medical department activity (MEDDAC) on relocation maintenance support.	MEPS/RPS J-4/MEFL- FD	(attachment 1 (6 of 10)  14 months
w. Provide written progress reports on an as-needed basis to IRC commanders.  S/RPS	MEP	14 months to completion
x. Develop a key schedule based on the 95 percent construction drawings.	MEPS/RPS, J-4/MEFL-PS J-4/MEFL-FD	14 months
<b>4. 13 thru 12 months prior to relocations: Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Schedule project status meetings as necessary. FD	J-4/MEFL-	13 months to completion
b. Coordinate and accomplish construction management meetings/inspections on an as-required basis.	GSA, J-4/MEFL-FD, MEPS/RPS	13 months to completion
c. Identify construction changes in writing. 4/MEFL-FD	MEPS/RPS, J-	13 months to completion
d. Track construction progress and keep HQ, sector, and MEPS/RPS informed. FD	J-4/MEFL-	13 months to completion
e. Prepare a statement of work for the physical move and coordinate a contract award. LDMEPS/RPS	J-4/MEFL-FD, MEFL- 13 months	
f. Identify specialty contracts needed.	MEPS/RPS, J-4/MEFL-FD, SSO	12 months

g. Identify medical equipment requiring a separate move contract.		(attachment 1 (7 of 10))
	<u>MEPS/RPS, J-4/MEFL-FD</u>	<u>12 months</u>
h. Establish date of ceremony.	<u>MEPS/RPS, PAO</u>	<u>12 months</u>
i. Appoint a project officer and begin to coordinate with MPA on Grand Opening Ceremony.	<u>MEPS/RPS, PAO</u>	<u>12 months</u>
j. Inform MTMC CO of the proposed relocation.	<u>MEPS/RPS</u>	<u>12 months</u>
<b>5. 11 months prior to relocation:</b>		
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Award contracts for telephone service based on MEPS/RPS request.	J-6	11 months
b. Coordinate with the KO for support contract modifications. Action completed, lead (initial), and date.	MEPS/RPS	11 months
<b>6. 6 months prior to relocations:</b>		
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Determine guest speaker; develop guest list for grand opening.	<u>MEPS/RPS, PAO</u>	<u>6 months</u>
b. Establish date for printing programs and invitations.	<u>MEPS/RPS, PAO</u>	<u>6 months</u>
<b>7. Two months prior to relocation:</b>		
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Invitations to printer.	<u>MEPS/RPS, PAO</u>	<u>2 months</u>

b. Publish MOI for the move.	MEPS/RPS	(attachment 1 (8 of 10) 2 months
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c. Award contract to move medical equipment.	J-4/MEFL-FD, J-4/MEFL-LD	2 months
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**8. One month prior, and up to relocation:**

**Action**

<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
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a. Mail programs and invitations.	MEPS/RPS, PAO	1 month
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b. Publish expanded MOI for move.	MEPS/RPS	1 month
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c. Coordinate and attend final “punch list” to identify contractual omissions prior to the move.	GSA, J-4/MEFL-FD, MEPS/RPS	1 month
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d. Test all fire alarms, sprinkler systems, and security alarm devices during the final inspection.	GSA, Lessor	1 month
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e. Schedule “punch list” inspection.	J-4/MEFL-FD, MEPS/RPS	1 month
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<b>9. The week of the relocation:</b>		(attachment 1 (9 of 10))
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Conduct a property book inventory.	MEPS/RPS, J-4/MEFL-LD	1 week
b. Conduct accountable test material.	MEPS/RPS, J-6	1 week prior to move
c. Move all server and network hardware to new station; install and validate systems.	J-6, MEPS/RPS	weekend of move
<b>10. Following the relocation: Action</b>		
	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Conduct a property-book inventory. MEPS/RPS, J-4/MEFL-LD		within 1 week after relocation
b. Apply for re-accreditation of all ADP equipment.	MEPS/RPS, J-6	1 week
c. Conduct accountable test material.	MEPS/RPS	+1 week
d. Final walk-thru of old location. Return keys to GSA.	MEPS/RPS	+1 week
e. Prepare and post new evacuation plans.	MEPS/RPS, GSA	+2 weeks

	MEPS/RPS,	(attachment 1 (10 of 10))
f. Conduct a physical security survey.	J-4/MEFL-PS	+2 weeks
g. Retest all alarm systems.	MEPS/RPS, GSA, MEFL-PS	+4 weeks
h. Fire marshal conducts a fire safety survey. Action completed, lead (initial), and date.	MEPS/RPS, GSA	+4 weeks
<b>11. Grand Opening Ceremony:</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
<b>Action</b>		
a. Schedule and conduct rehearsal ceremony.	MEPS/RPS, PAO	1 week
b. Conduct ceremony (honored guests).	MEPS/RPS, PAO	day
c. Submit after action report.	MEPS/RPS, PAO	+4 weeks

**Point of Contact (POC) Listing**

<b>Function</b>	<b>Name</b>	<b>Phone/Fax</b>
<b>1. HQ USMEPCOM</b>		
Program Manager (J-4/MEFL-FD)		
Telecommunications		
Security		
Realty Specialist		
Public Affairs Office		
Medical		
Logistics		
Manpower		
Civilian Personnel		
Grand Opening		
Travel (J-8)		
<b>2. GSA</b>		
Realty Specialist		
Contracting Officer		
Building Manager		
Project Manager		
Project Inspector		
Construction Manager		
<b>3. Lessor/Contractor</b>		
Lessor		
Architect/Engineer		
Contractor		
Superintendent		
Security System		
Key System		
<b>4. Support Contracts</b>		
MEDDAC		
Servicing CPO		
Military Finance		
Telephone Equipment		
Telephone Service		

Cable Television Meals  
and Lodging Applicant  
Lunch Medical  
Waste Disposal

**5. Federal Installation**

Installation Chief of Staff  
Installation Budget Technician  
Garrison Commander  
AAFES  
Vending Machines  
Video Machines  
Change Machines  
Contracting Office  
Corps of Engineers  
CPO  
Department of Information  
Management (Phone Service)  
Department of Plans Training  
Management  
Department of Public Works  
Project Manager/Inspector  
Engineer Design  
Contracting Officer  
Construction Manager  
Landscaping  
Real Property  
Work Orders  
Department of Resource  
Management (ISSA)  
Dumpster  
Finance Office  
Fire Marshall  
Military Hospital  
Public Affairs Office  
Postal Office  
Protocol (Ceremony Support)  
Provost Marshall

## **Employee Packing Guidance General Information.**

- a. It should be the responsibility of each section leader to have the staff follow these instructions in order to minimize loss of time.
- b. Each employee should be responsible for personal items and preliminary packing. To assist in this task, instructions for packing and marking follow. Unless otherwise specified, packing and unpacking will be performed by the MEPS/RPS/liaison personnel.
- c. It is important that only personnel involved directly with the move be present during the actual move.
- d. Packing should be completed prior to movement of the items.

### **Instructions.**

**a. Desks:** Empty desks. Place paper clips, pencils, and other loose items in proper, temporary containers. Current working papers, letter trays, books, and items on the top of the desk should be packed in a carton. Protect all glass receptacles.

**b. Filing cabinets (upright).** These cabinets will be moved with contents intact. Tighten the internal drawer to hold contents in place. Lock the cabinet, if possible, secure each drawer with filament tape. If locked, remove the key and pack it in a safe place.

**Note:** If the file has a punch-in lock and there is no key, wrap tape around the lock to avoid accidental locking.

**c. Filing cabinets (lateral).** These cabinets cannot be moved with contents intact. Pack all of the contents in cartons and secure the drawers by locking or with tape, as explained above.

**d. Bookcases.** All contents should be packed in cartons. After packing, remove the shelves and tape together. Remove the shelf pins and pack in temporary container.

**e. Supply or storage cabinets.** All contents should be packed in cartons. Lock/tape the cabinet doors.

**f. Small office machines.** Do not pack these machines. Leave the machine on top of desk or stand. Center the carriage. Make certain the machine is unfastened and unplugged. Machine pad and covers should be placed in cartons.

**g. Pictures, maps and bulletin boards.** Remove these items, if secured to the wall. Tag each piece and leave against the wall for the mover. Small pictures, maps, etc. should be consolidated in a carton. Stuff newspapers in empty spaces between fragile items.

**h. Special equipment.**

(1) Certain types of equipment, such as copiers, data processing, and accounting equipment require special servicing by company trained personnel. Arrangements should be made directly with the vendor of each particular machine prior to move date.

(2) If special services are needed to disconnect equipment, please notify HQ USMEPCOM, J-6/MEIT, so that proper arrangements can be made.

(3) Machines containing a fluid will be drained unless the fluid is in a sealed container or system.

(4) Security files. All cabinets should be locked prior to and during the move. If security regulations require escorts, arrangements will be made with the moving company representative and the station MEPS/RPS PC.

**i. Tagging and marking instructions.**

(1) Each and every item to be moved will be tagged or marked. Certain items consist of several different sections, such as detachable bookcase units. Each of these sections will be tagged.

(2) Specific and detailed code assignments for floor, room number, etc. can be obtained from the PC or move coordinator. Provide correct information on each tag.

(3) Certain furniture and equipment may need dismantling for moving, tag each piece with the name tag information.

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**Moving Vendor Listing**(attachment 4 (1  
of 1))

Moving Company

Phone Number

Point of Contact (POC)

Contracted to Move  
(Furniture, Medical)

(LETTERHEAD)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: MEPS/RPS Operating Schedule Update

REFERENCES: HQ memorandum, DTD, subject: Same as above.

PURPOSE: The purpose of this memorandum is to provide an updated MEPS/RPS Operation Schedule as the MEPS/RPS relocates from the **(current location)** to the **(new location)**.

**SATURDAY OPENING**

**MEPS/RPS CLOSINGS**

List Dates

List Dates

**MEPS/RPS MOVE TO: (Location)**

**(Date) (Thurs)** MEPS/RPS ceases operations at 1600.

**(Date) (Fri-Sat)** MEPS/RPS moves and sets-up at new facility.

**(Date) (Mon)** No Applicant Processing; automation check at the new MEPS/RPS.

**(Date) (Tue)** MEPS/RPS resumes normal operations at 0600 hours.

MEPS/RPS Service Liaisons can coordinate courtesy shippers through other MEPS/RPS on Friday.

MEPS/RPS operations will announce any changes to this schedule. The point of contact is the undersigned at **(Phone Number)**.

Name Rank,  
Service Title

**Distribution: (continued)**

(attachment 5 (2  
of 2))

Current Building Manager  
Current Building Security  
Noon Meal Contractor  
Meals & Lodging Contractor  
Federal Installation Chief of Staff  
Federal Installation Garrison Command  
Federal Installation AAFES Support Office  
Federal Installation Contracting Office  
Federal Installation Department of Information Management  
Federal Installation Department of Public Works and Logistics  
Federal Installation Department of Resource Management  
Federal Installation Fire Marshall  
Federal Installation Provost Marshall Office  
Federal Installation Military Hospital  
Federal Installation Corps of Engineers  
Federal Installation Finance Office  
1 Each IRC Member  
1 Each MEPS/RPS Service  
Liaison 1 Each MEPS/RPS  
staff  
CDR, DIRs/SP STF OFCRs  
CDR, Battalion  
CDR, Sector, USMEPCOM  
CDR, USMEPCOM ATTN: /MEFL-FD

cc: (Cluster MEPS/RPS)

CDR, MEPS/RPS

CDR,

MEPS/RPS

CDR,

MEPS/RPS

CDR,

MEPS/RPS

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**Figure B-1. Sample relocation memorandum of instruction (continued)**

## **Appendix B**

### **Glossary**

#### **ADP**

automated data processing

#### **KO**

contracting officer

#### **COE**

U.S. Army Corps of Engineers

#### **CAT-ASVAB**

Computer Adaptive Testing-Armed Services Vocational Aptitude Battery

#### **CPO**

civilian personnel office

#### **DA**

Department of the Army

#### **GSA**

General Services Administration

#### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

#### **IDS**

intrusion detection system

#### **IRC**

Interservice Recruiting Committee

#### **ISSA**

interservice support agreement

#### **MEDDAC**

medical department activity

#### **MEPS**

military entrance processing station

#### **MIPR**

military interdepartmental purchase request

#### **MOI**

memorandum of instruction

#### **PC**

project coordinator

**PM**

program manager

**POC**

point of contact

**RPS**

Remote processing station

**SFO**

solicitation for offers

**USMEPCOM**

United States Military Entrance Processing Command

**USMIRS**

United States Military Processing Command Integrated Resource System

**WAN**

wide-area network