

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
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HQ USMEPCOM Pamphlet  
No. 420-3-1

19 January 2006

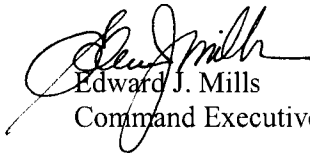
**Facilities Engineering**  
**USMEPCOM FACILITIES RELOCATION**

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**DISTRIBUTION:**

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**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).

**Applicability.** This pamphlet applies to all elements of HQ USMEPCOM.

**Suggested improvements.** The proponent agency of this pamphlet is HQ USMEPCOM, J-4 (Facilities) (J-4/MFA). 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/MFA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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## **Chapter 1 Relocation Overview**

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

a. Relocations are a fact of life for United States Military Entrance Processing Command (USMEPCOM) since many of our military entrance processing stations (MEPSs) 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 may relocate to a new facility if it offers a more competitive rental rate. MEPS relocations also result when military or other federally controlled space becomes available that would better meet the needs of USMEPCOM.

b. Space requirements for MEPS 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 30 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/MFA). J-4/MFA will serve as the point of contact (POC) for all issues regarding the relocation. J-4/MFA will coordinate the relocation process through regularly scheduled in-process reviews (IPRs). Participants normally include J-8/MFA, J-6 (Information Technology) (J-6/MIT-SD), J-1 (Human Resources), Programs Division (J-1/MHR-PR), J-8 (Resource Management), Field Support Branch (J-8/MRM-FS), sector, and the MEPS. J-1/MHR, Civilian Personnel (J-1/MHR-CP) will attend on a case-by-case basis.

b. The MEPS 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 commander designate a MEPS project coordinator (PC) as a single POC to work through MEPS-related issues.

c. When HQ USMEPCOM, J-5 (Program Analysis and Evaluation) (J-5/MAE) proposes a relocation greater than 30 miles from the current location, J-4/MFA will notify the HQ USMEPCOM Civilian Personnel Office (J-1/MHR-CP).

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

e. When the relocation involves a change in service airport, HQ USMEPCOM, Director of Operations will, in conjunction with MEPS, 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/MFA submits requirements package to COE.	4
COE forwards to GSA.	1
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/MFA designs floor plan.	4
Construction.	14
<b>Total</b>	<b>36 months</b>

#### **1-4. Naming MEPS**

All relocated MEPS will be named after the primary metropolitan area with allowances for MEPS 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. 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/MFA program manager (PM), in coordination with the MEPS, develops a space block layout of the MEPS sections based on the configuration of the building footprint. When completed, appropriate HQ Directorates and the MEPS review the initial layout design. While reviewing the initial layout design, the MEPS should consider the placement of furniture and equipment in relation to applicant flow through the facility. The PM will travel to the MEPS 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/MFA to GSA which in turn provides it to the lessor. The lessor then takes the layout design and develops the construction documents. As part of this construction document development, 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 relocating to a military installation, the J-4/MFA PM will directly assist in the coordination in order to identify a suitable facility located on the installation. The J-4/MFA PM and MEPS 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/MFA PM will send it to the U.S. Army Corps of Engineers (COE) who will develop the construction documents.

### 2-2. Changes in requirements

The design phase allows the MEPS personnel to influence the floor plan design of the new station. The design phase process determines basic requirements: United States Military 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, 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 and dial-up modems require dedicated phone lines and certain equipment requires dedicated power outlets. After the 35 percent review, there will be no changes to room layouts or wall locations. At the end of the 95 percent design review, there will be no changes.

### 2-3. Required actions

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

<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Facility receives building footprint from GSA or Federal Installation.	GSA/installation	18 months
J-4/MFA PM meets with station personnel to develop design criteria.	J-4/MFA (MEPS)	18 months
J-4/MFA PM develops initial design; mails plan for review.	J-4/MFA (MEPS/GSA/installation/ sector, HQ directorates)	18 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/MFA PM meets with station personnel for final design revisions.	J-4/MFA (MEPS/GSA)	17 months
J-4/MFA PM conducts design IPR after revisions made.	J-4/MFA (MEPS/GSA/installation/ sector, HQ directorates)	17 months
J-4/MFA PM mails plan to MEPS commander for approval signature.	J-4/MFA (MEPS)	17 months
Forward layout design to GSA/Installation.	J-4/MFA	16 months
Schematic (35 percent) review.	J-4/MFA (MEPS)	15 months
Design development (65 percent) review.	J-4/MFA (MEPS)	14 months
Construction documents (95 percent) review.	J-4/MFA (MEPS)	14 months

## 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. The commander or PC will not direct or instruct the contractor/lessor to take any specific action or otherwise obligate the Government. MEPS commanders should coordinate recommended changes through sector with the USMEPCOM J-4/MFA PM. It is imperative that the Command speak with one voice. All approved changes, through J-4/MFA, will be forwarded to the contracting officer (CO) in writing. The intent is to have a useable facility, within budget, as approved by HQ USMEPCOM and accepted by the CO, 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/MFA PM. These changes will be submitted to the Government CO 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/MFA (MEPS)	14 months
Obtain and distribute construction schedule.	J-4/MFA	13 months
Schedule construction management meetings/inspections.	GSA, J-4/MFA (MEPS) Installation	0-12 months
Identify construction changes in writing.	MEPS, J-4/MFA	0-12 months
Schedule and attend final on-site construction inspection and identify all discrepancies.	GSA, J-4/MFA (MEPS) Installation	1 month
Schedule “punch list review” inspection.	J-4/MFA (MEPS) 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/MFA 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, J-8/MRM, Logistics Division (J-8/MRM-LO). Requirements will be coordinated with the MEPS. 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. This involves taking possession of at least a few rooms before installation begins.

### 4-2. Required actions

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

<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-8/MRM-LO (J-4/MFA)	6 months
Coordinate with J-8/MRM-LO on medical equipment maintenance support and recalibration of applicant weighing scales.	MEPS (J-8/MRM-LO)	6 months
Identify medical equipment which will require a separate move contract.	MEPS (J-8/MRM-LO)	6 months
Award contract to move equipment.	GSA or COE	3 months

## Chapter 5 Furniture and Office Equipment

### 5-1. Background

Relocation provides a logical opportunity to replace old furniture and equipment. J-8/MRM-LO will conduct an on-site furniture validation, prior to the relocation, and provide a cost estimate to J-4/MFA for budgeting purposes. The estimate provided will include cost to deliver and install furniture as well as GSA overhead charges. Rooms and functions that are provided at the new location but do not exist at the present location will be included in the estimate. 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 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.

### 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>
Check authorizations for furniture and equipment items.	MEPS (J-8/MRM)	12 months
Identify furniture/equipment which needs to be replaced or purchased.	MEPS (J-8/MRM)	8 months
Identify new requirements and prioritize when layout design is approved.	MEPS (J-4/MFA)	6 months
Submit final requirements for funding.	MEPS (J-4/MFA)	6 months

## **Chapter 6**

### **USMIRS Network**

#### **6-1. USMIRS and MEPS 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/MIT works with J-4/MFA to orchestrate the relocation. J-4/MFA provides guidance and coordinates scheduling information.

#### **6-2. Required actions**

a. Prior to the move, J-6/MIT will coordinate with J-4/MFA. J-6/MIT will conduct a site survey to determine utility requirements, equipment locations, and expansion cable drops. J-6/MIT will coordinate the installation of Army Recruiting Information Support System equipment with United States Army Recruiting Command. The J-6/MIT representative will coordinate requirements with the MEPS Telecommunications Control Officer. Network Command (NETCOM) will award contracts for the actual USMIRS, telephone, CAT-ASVAB, and WAN installations.

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

(1) Contractor will inventory, label, pack, and move all USMIRS equipment to a staging area in the new location. After the MEPS furniture and equipment are in place, the contractor will install the MEPS file server and all associated cabling and modems. J-6/MIT will have a system software specialist on site to do any system maintenance, table changes, and communication testing.

(2) In the new location, the contractor will install all USMIRS equipment where designated by J-6/MIT and MEPS coordinators. When all equipment is tested and operational, the networks will be brought up and validated by a J-6/MIT representative.

#### **6-3. USMIRS and MEPS renovation**

This section discusses keeping the USMIRS network operational during renovation. J-4/MFA 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/MFA on building design documents. Participate in a site survey, if deemed necessary by J-6/MIT, 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. A Purchase of Telecommunication Services contract through GSA for the local area may be used. Cable network installation may be included in the overall work contract between J-4/MFA and GSA.

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

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

d. Most USMIRS components are considered “plug-n-go” and can be moved easily throughout the MEPS; however, the data cabinet and hubs should not be moved. For in-place renovation projects, moving servers and hubs should be considered only if justified by the cost.

## Chapter 7 Telecommunications

### 7-1. Background

J-6/MIT has overall responsibility for providing 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/MIT 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 new main number. During the relocation, the MEPS will coordinate with J-6/MIT to have local and long distance telephone service provided. J-6/MIT 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 will coordinate with J-6/MIT to allow for installation of phone lines on military installations. Coordination or requests for pay phones on military installations should be placed approximately one month prior to the move. The number of pay phones authorized by the telephone company will depend on projected usage. 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 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 MEPCOM 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>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Evaluate phone system requirements during design. Relocate adequate current system or 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 (J-4/MFA, J-6/MIT-CD)	6 months
Inform service liaisons of initial move date following the first IPR. Update as necessary.	MEPS (J-4/MFA)	5 months
Check existing cellular phones and pagers to ensure they are operational.	MEPS (Liaisons)	4 months
Confirm with service liaisons the specific number of telephone/fax outlets required.	MEPS (Liaisons)	4 months
Submit telecommunications request to HQ USMEPCOM, ATTN: J-6/MIT-CD. If requested by J-6/MIT-CD, include written estimates from local vendors for required materials and services. The MEPS 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 (J-6/MIT-CD)	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>
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 after construction, but prior to the move.	J-6/MIT-CD (J-8/MRM)	2 months
Ensure, prior to the move, that all phone lines involved in the relocation, including the J-6/MIT-CD Recruit Services Network dedicated line, and all fax and computer modem lines have been identified.	MEPS	2 months
Notify headquarters, sectors, all MEPS, and the IRC of any phone number changes.	MEPS (J-6/MIT-CD)	1 week
Coordinate with current phone company to disconnect old lines with a message listing any new phone numbers.	MEPS (J-6/MIT-CD)	1 week
Ensure pay phones are installed.	MEPS (J-6/MIT-CD)	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-1/MHR is the staff proponent for determining and establishing unique safety and security requirements for new facilities and renovations. J-1/MHR provides Command policies in USMEPCOM Regulation 5-5 (Safety, Security, and Special Programs). The Requirements Package addresses these unique requirements. J-1/MHR is responsible for ensuring all required security systems and safety features are installed according to current applicable Unified Facilities Criteria (UFC) 4-010-01 (DOD Minimum Antiterrorism Standards for Buildings).

**b. Key plan.** Upon receipt of the construction document floor plan, MEPS 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 should coordinate with the J-4/MFA PM.

### 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 and duress system at new location.	J-1/MHR	10 months
Forward system statement of work to GSA or contractor for design.	J-1/MHR	8 months
During the design phase, coordinate requirements and location of keyed locks, cipher locks, dead bolts, cabinet locks, secure storage rooms, and containers.	J-4/MFA (MEPS, J-1/MHR)	6 months
Develop key schedule based on requirements package and station layout.	MEPS (J-1/MHR, J-4/MFA)	3 months
Test all fire alarms, smoke detectors, sprinkler systems, and security alarm/devices during final inspection.	J-4/MFA (GSA/Lessor)	1 month
Apply, via the chain of command, for reaccreditations of all ADP equipment.	MEPS (J-6/MIT)	+1 week
Prepare and post new evacuation plans.	MEPS (GSA/installation)	+2 weeks
Conduct fire safety survey with local fire marshal and retest all alarm systems.	MEPS (GSA/installation)	+3 weeks
Conduct physical security survey.	MEPS(J-1/MHR, GSA, installation)	+4 weeks

## 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 AR 601-270 to provide office space and furniture to service liaisons, some office requirements (e.g., computer disconnections, moves and reconnections, facsimile machine connections, modems, 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 serve hook-up for all liaisons. The MEPS commander will coordinate with the Interservice Recruiting Committee (IRC). The MEPS 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>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	8 months
Written progress reports to IRC commanders on status of the relocation specific to completion of required actions of the liaisons.	MEPS	6 months
Conduct appropriate scheduled meetings with Section Chiefs and Senior Service liaisons.	MEPS	6 months
Coordinate courtesy shippers with other MEPS within your cluster; advise IRC of MEPS offering this support	MEPS	3 months

## Chapter 10

### In-Process Reviews (IPRs)

#### 10-1. Background

The relocation or renovation process is a coordination-intensive action. This fact drives the need for IPRs at critical stages of the project. J-4/MFA will conduct and coordinate IPRs. The initial IPR will occur following a lease award or project design award. The focus of the initial IPR is to establish the project timelines for design and construction, and to introduce the principle players. J-4/MFA will coordinate all subsequent IPRs as required to establish the viability of the impending move and to identify any show-stoppers that require special attention.

#### 10-2. Required actions

Table 10-1 below provides the actions required in scheduling IPRs.

<b>Table 10-1</b>		
<b>In-process reviews (IPRs)/required actions</b>		
<b>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Schedule initial IPR following pre-construction meeting or lease award with minimum 7-day notice; distribute agenda to all attendees.	J-4/MFA	14 months
Schedule IPRs involving J-4/MFA. HQ USMEPCOM action officer and MEPS.	J-4/MFA	As necessary or every 4 weeks
Schedule final IPR following final inspection and 2 weeks prior to the move date.	J-4/MFA	1 month



## Chapter 11 Support Contracts

### 11-1. Background

There are a host of support contracts that keep a MEPS functioning. The MEPS budget technician 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, game machines, courier service vendor, human immunodeficiency virus and drug and alcohol testing. There may be other contracts unique to the individual MEPS. Contract administration is a MEPS 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 budget technician 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. The Amusement Vending Machine Fund contract will change drastically if moving onto a military installation.

### 11-2. Required actions

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

<b>Table 11-1 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	8 months
If moving onto an installation, coordinate with the installation contracting office to establish an ISSA.	MEPS (J-8/MRM-LO)	8 months
Notify vendors of impending relocation and new address.	MEPS	7 months
Coordinate with the CO to make contract modifications.	MEPS (J-8/MRM)	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 is responsible for overseeing the move and coordinating the events. The MEPS will coordinate with GSA or local supporting transportation office to execute the various moving contracts. If new furniture is funded and/or received prior to the move date, additional funding will be required. Typically, the contract will move all standard office furniture and equipment. A special move contract may be required for sensitive medical equipment. The MEPS USMIRS and CAT-ASVAB network systems removal, packing, moving, installing, and validating will be contracted by J-6/MIT. It is critical that MEPS and Service liaison employees do not disconnect, pack or move any USMIRS or CAT-ASVAB equipment or cabling. Following determination of primary and secondary move contracts, the next issue is to finalize a move date; this is the MEPS commander's responsibility. 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 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>Action</b>	<b>Responsibility – lead (assist)</b>	<b>Time to completion</b>
Determine who is responsible for the move.	J-4/MFA (J-8/MRM, GSA)	8 months
Prepare a statement of work and coordinate a contract award.	GSA (MEPS)	8 months
Identify what specialty contracts will be needed.	MEPS	7 months
Publish MOI for the move.	MEPS	6 months
Coordinate with the recruiting services for service unique items.	MEPS	4 months
Conduct property book inventory 1 week before and within 1 week after move.	MEPS	Per move date
Complete an after action report 30 days following Grand Opening Ceremony.	MEPS	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. 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 contains detailed information to guide the MEPS through all phases of the ceremony (Additional copies of the handbook are available from the HQ USMEPCOM, Public Affairs Office (PAO)).

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

## Appendix A References

**Section I** (The publications needed to comply with this regulation.)  
**Required Publications**

### AR 601-270

Military Entrance Processing Station (MEPS). Cited in paragraph 9-1.  
([http://www.apd.army.mil/pdf/files/r601\\_270.pdf](http://www.apd.army.mil/pdf/files/r601_270.pdf))

### UFC 4-010-01

DOD Minimum Antiterrorism Standards for Buildings. Cited in paragraph 8-1a.  
(<http://www.tisp.org/files/pdf/dodstandards.pdf>)

### USMEPCOM Regulation 5-5

Safety, Security, and Special Programs. Cited in paragraph 8-1a.  
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>)  
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/regs/r-0005-005.pdf>)  
**Note:** The distribution of this regulation is limited to U.S. Government agencies.

### USMEPCOM Regulation 25-10

Telecommunications Management. Cited in fig. B-1.  
MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>  
(Internet users: <http://www.mepcom.army.mil/pubs/pdf/regs/r-0025-010.pdf>)

### USMEPCOM Regulation 420-3

USMEPCOM Facilities Management. Cited in the “Summary” paragraph.  
(MEPNET users: <https://mepnet.mepcom.army.mil/>)  
(Internet users: <http://www.mepcom.army.mil/pubs/>)

**Section II** (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)  
**Related Publications**

None

**Section III** (Publications prescribed by this regulation.)  
**Prescribed Publications**

None

**Section IV** (The forms needed to comply with this regulation.)  
**Required Forms**

### DA Form 2028

Recommended Changes to Publications and Blank Forms. Cited in “Suggested improvements” paragraph.  
(<http://www.apd.army.mil/pub/eforms/pdf/a2028.pdf>)

### SF 81A

Request for Space. Cited in figure B-1.  
([http://contacts.gsa.gov/webforms.nsf/0/FB702F0B69C02BC385256A3E005EF9EE/\\$file/sf81.pdf](http://contacts.gsa.gov/webforms.nsf/0/FB702F0B69C02BC385256A3E005EF9EE/$file/sf81.pdf))

**USMEPCOM Form 611-1-1-R-E**

Annual or Joint Inventory of Accountable Test Material. Cited in figure B-1.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0611-001-01.pdf>)

**USMEPCOM Form 611-1-8-R-E**

Inventory of MEPS Accountable Test Material. Cited in figure B-1.

(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/pubs/>)

(Internet users: <http://www.mepcom.army.mil/pubs/pdf/forms/f-0611-001-08.pdf>)

**Section V** (The forms prescribed by this regulation.)

***Prescribed Forms***

None

**Section VI** (The file numbers this regulation prescribes for the user to file specific documents.)

***Required Record Numbers***

None

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

**B-1. Relocation MOI**

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

## (LETTERHEAD)

MCO-XXX

(Date)

MEMORANDUM FOR IRC MEMBERS  
SENIOR LIAISONS  
MEPS STAFF  
CDR, USMEPCOM, ATTN: J-4/MFA  
CDR, E OR W SEC, USMEPCOM

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

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

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

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

- a. The projected move dates are set for (date).
- b. The (name) MEPS processing will cease (date) at 1600. Reopening of the MEPS will be on (date) with full processing commencing at the normal scheduled time.
- c. Courtesy Shippers. Commanders of the (city) MEPS have agreed to courtesy ship applicants on (date closed for move). Service Liaisons should coordinate this action with Service Liaisons at the respective MEPS.
- 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 (atch 3)

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

f. The Supply Technician 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 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, 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

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

(2) Ensure that the MEPS 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 NCO
- (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.
  - (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 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.

(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.

(7) Coordinate movement of all vending machines to new location.

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 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.

(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 CAT-ASVAB 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. Supply Technician

(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 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 property book hand receipts as necessary.
- (10) Issue color-coded labels to each area as appropriate.
- (11) Conduct a property book 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.

**COORDINATION**

- a. Relocation Checklist (atch 1)
- b. Point of Contact List (atch 2)
- c. Employee Instructions for Packing and Moving (atch 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 Supply Technician to remove any items from the property book hand receipt.
- f. Moving labels: Employee Instructions for packing and Moving (atch 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 (atch 4) lists bulk and separate moving vendors.
- h. Moving sequence (atch 5) is the MEPS 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).

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 flag will be transferred to the new location on (date).

(2) MEPS 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

**Relocation Checklist****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 through sector and request area of solicitation boundaries. Action completed, lead (initial), and date.	J-4/MFA (J-5/MAE, J-1/MHR)	36 months
b. Provide area of solicitation boundaries. Action completed, lead (initial), and date.	MEPS (Sector, J-5/MAE)	34 months
c. Submit area of solicitation and space requirements SF 81A (Request for Space) with HQ USMEPCOM Requirements Package to COE/GSA. Action completed, lead (initial), and date.	J-4/MFA (MEPS, J-5/MAE)	33 months
d. Prepare Title 10 package for Congressional approval. Action completed, lead (initial), and date.	COE	31 months
e. GSA prepares solicitations for offers (SFOs). Action completed, lead (initial), and date.	GSA	30 months
f. Send USMEPCOM Pam 420-3-1(Relocation Pamphlet), SF 81A, and Requirements Package to MEPS for information review. Action completed, lead (initial), and date.	J-4/MFA	30 months
g. MEPS appoints a PC. Action completed, lead (initial), and date.	MEPS	26 months
h. Advertise the space. Action completed, lead (initial), and date.	GSA	26 months
i. Perform market survey and issue SFO. Action completed, lead (initial), and date.	GSA (J-4/MFA, MEPS)	29 months
j. Review SFO and provide copy to MEPS. Action completed, lead (initial), and date.	J-4/MFA	23 months

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

Atch 1 (2 of 10)

**2. 23 thru 15 months prior to relocation:**

<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Project introduction letter to MIRC level commanders. Action completed, lead (initial), and date.	Sector	23 months
b. Follow-up letter to IRC commanders. Action completed, lead (initial), and date.	MEPS	23 months
c. Receive and negotiate competitive offers. Action completed, lead (initial), and date.	GSA	23 months
d. Select best and final offer. Action completed, lead (initial), and date.	GSA	22 months
e. Award lease. Action completed, lead (initial), and date.	GSA	22 months
f. Notify sector and MEPS of lease award and provide copy to MEPS. Action completed, lead (initial), and date.	J-4/MFA	22 months
g. Check authorizations for furniture items. Action completed, lead (initial), and date.	MEPS	22 months
h. Identify furniture items which need to be replaced. Action completed, lead (initial), and date.	MEPS	22 months
i. Receive building footprint from GSA. Action completed, lead (initial), and date.	GSA	18 months
j. Initial layout design. Action completed, lead (initial), and date.	J-4/MFA (MEPS)	17 months
k. Identify new furniture and equipment requirements and prioritize after initial layout design is finalized. Action completed, lead (initial), and date.	MEPS	16 months

**Figure B-1. Sample Relocation Memorandum of Instruction (continued)**



Atch 1 (3 of 10)

l. Coordinate with servicing CPO for MEPS civilian personnel actions and union notification, as necessary. Action completed, lead (initial), and date.		16 months
m. J-4/MFA PM meet with station personnel for final revisions to layout. Action completed, lead (initial), and date.	J-4/MFA (MEPS)	16 months
n. Schedule and conduct initial IPR with a minimum 7-day notice; distribute agenda to POC/staff/sector, and all attendees. Identify all POCs. Action completed, lead (initial), and date.	J-4/MFA (MEPS/HQ)	16 months
o. Review initial layout design within 2 weeks. Action completed, lead (initial), and date.	J-4/MFA (MEPS/GSA Sector, HQ Directorates)	16 months
p. Determine location/types of USMIRS peripherals and MEPS CAT-ASVAB Test Room requirements on initial layout design. Action completed, lead (initial), and date.	(J-6/MIT/J-4/MFA)	16 months
q. Forward layout design to GSA. Action completed, lead (initial), and date.	J-4/MFA	16 months
<b>3. 15 thru 14 months prior to relocation:</b>		
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Provide inventory of all medical equipment to HQ POC for use in the design phase. Action completed, lead (initial), and date.	MEPS	15 months
b. Provide inventory of all USMIRS and CAT-ASVAB equipment to J-6/MIT. Action completed, lead (initial), and date.	MEPS	15 months
c. Determine cable runs, lengths and types; develop schematic drawing. Action completed, lead (initial), and date.	MIM (J-4/MFA)	15 months

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

Atch 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. Action completed, lead (initial), and date.	MEPS (J-4/MFA)	15 months
e. Forward layout design to GSA. Action completed, lead (initial), and date.	J-4/MFA	15 months
f. Schematic (35 percent) design review; finalize MEPS furniture layout. Action completed, lead (initial), and date.	J-4/MFA (MEPS/HQ sector)	15 months
g. Review USMEPCOM Grand Opening Handbook. Action completed, lead (initial), and date.	MEPS	15 months
h. Submit requirements for furniture and equipment purchases to sector for funding. Action completed, lead (initial), and date.	MEPS	15 months
i. Memorandum to J-6/MIT requesting USMIRS and CAT-ASVAB cables; copy furnish J-4/MFA. Action completed, lead (initial), and date.	MEPS (Sector)	15 months
j. Determine requirements for IDS, closed circuit television, and duress systems at new location. Action completed, lead (initial), and date.	J-1/MHR (MEPS)	15 months
k. Review all contracts to assess and identify modifications that will be needed as a result of relocation. Action completed, lead (initial), and date.	MEPS	14 months
l. Notify vendors of impending relocation and new address; solicit vendor comments as to impact, if any. Action completed, lead (initial), and date.	MEPS	14 months
m. Ensure design accommodates medical equipment. Action completed, lead (initial), and date.	J-4/MFA (J-8/MRM, MEPS)	14 months

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

		Atch 1 (5 of 10)
n. Coordinate audio booth specs with room layout. Action completed, lead (initial), and date.	J-8/MRM-LO (J-4/MFA)	14 months
o. Design document (65 percent) review (color and finish selection, lock schedule, interior and exterior signs) at MEPS. Action completed, lead (initial), and date.	J-4/MFA (MEPS)	14 months
p. Process order to contracting office or make call to blanket purchase order. Action completed, lead (initial), and date.	J-8/MRM	14 months
q. If IDS is required, forward specifications to GSA for design of the system and coordinate installation. Action completed, lead (initial), and date.	J-1/MHR (J-4/MFA)	14 months
r. Evaluate current phone system against layout, during design. Request new phone system, additional instruments/numbers, and special features. Action completed, lead (initial), and date.	MEPS (J-4/MFA/ J-6/MIT-CD)	14 months
s. Submit telecommunications request to J-6/MIT-CE according to HQ USMEPCOM Regulation 25-10 (Telecommunications Management). Action completed, lead (initial), and date.	MEPS	14 months
t. Request and attend a preconstruction meeting. Action completed, lead (initial), and date.	J-4/MFA (MEPS/GSA)	14 months
u. Determine construction schedule and distribute to POC. Action completed, lead (initial), and date.	J-4/MFA	14 months
v. Ensure the two USMIRS modem lines are included in phone request. Action completed, lead (initial), and date.	MEPS (J-6/MIT)	14 months
w. Construction documents (95 percent) design review to finalize drawings. Action completed, lead (initial), and date.	J-4/MFA (MEPS)	14 months

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

Action	Responsibility – Lead (Assist)	Time to Completion
x. Coordinate with medical department activity (MEDDAC) on relocation maintenance support. Action completed, lead (initial), and date.	MEPS (J-8/MRM-LO)	Atch 1 (6 of 10) 14 months
y. Provide written progress reports on an as-needed basis to IRC commanders. Action completed, lead (initial), and date.	MEPS	14 months to completion
z. Develop a key schedule based on the 95 percent construction drawings. Action completed, lead (initial), and date.	MEPS (J-1/MHR/ J-4/MFA)	14 months
<b>4. 13 thru 12 months prior to relocations:</b>		
Action	Responsibility – Lead (Assist)	Time to Completion
a. Schedule construction IPRs as necessary. Action completed, lead (initial), and date.	J-4/MFA	13 months to completion
b. Coordinate and accomplish construction management meetings/inspections on an as-required basis. Action completed, lead (initial), and date.	GSA, J-4/MFA (MEPS)	13 months to completion
c. Identify construction changes in writing. Action completed, lead (initial), and date.	MEPS, J-4/MFA	13 months to completion
d. Track construction progress and keep HQ, sector, and MEPS informed. Action completed, lead (initial), and date.	J-4/MFA	13 months to completion
e. Prepare a statement of work for the physical move and coordinate a contract award. Action completed, lead (initial), and date.	GSA (MEPS)	13 months
f. Identify specialty contracts needed. Action completed, lead (initial), and date.	MEPS (GSA/ MEDDAC)	12 months

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

			Atch 1 (7 of 10)
g. Identify medical equipment requiring a separate move contract. Action completed, lead (initial), and date.	MEPS (HQ/GSA)	12 months	
h. Establish date of ceremony. Action completed, lead (initial), and date.	MEPS	12 months	
i. Appoint a project officer and begin to coordinate with MPA on Grand Opening Ceremony. Action completed, lead (initial), and date.	MEPS	12 months	
j. Inform MTMC CO of the proposed relocation. Action completed, lead (initial), and date.	MEPS (J-8/MRM-LO)	12 months	
<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 request. Action completed, lead (initial), and date.	J-6/MIT (MIPR/ NETCOM)	11 months	
b. Coordinate with the CO for support contract modifications. Action completed, lead (initial), and date.	MEPS	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. Action completed, lead (initial), and date.	MEPS (MPA)	6 months	
b. Establish date for printing programs and invitations. Action completed, lead (initial), and date.	MEPS	6 months	
<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. Action completed, lead (initial), and date.	MEPS	2 months	

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

b. Publish MOI for the move. Action completed, lead (initial), and date.	MEPS	Atch 1 (8 of 10) 2 months
c. Award contract to move medical equipment. Action completed, lead (initial), and date.	GSA or HQ USMEPCOM	2 months
d. Solicit agenda items from MEPS commander/POC prior to final IPR and distribute agenda. Action completed, lead (initial), and date.	J-4/MFA	2 months
<b>8. One month prior, and up to relocation:</b>		
<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Mail programs and invitations. Action completed, lead (initial), and date.	MEPS	1 month
b. Ensure pay phones are installed. Action completed, lead (initial), and date.	MEPS (J-4/MFA/ J-6/MIT-CD)	1 month
c. Publish expanded MOI for move. Action completed, lead (initial), and date.	MEPS	1 month
d. Coordinate and attend final “punch list” to identify contractual omissions prior to the move. Action completed, lead (initial), and date.	GSA, J-4/MFA (MEPS)	1 month
e. Test all fire alarms, sprinkler systems, and security alarm devices during the final inspection. Action completed, lead (initial), and date.	J-4/MFA (GSA, Lessor)	1 month
f. Schedule final IPR following inspection and 2 weeks prior to move date. Action completed, lead (initial), and date.	J-4/MFA	1 month
g. Schedule “punch list” inspection. Action completed, lead (initial), and date.	J-4/MFA (MEPS)	1 month

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

Atch 1 (9 of 10)

**9. The week of the relocation:**

<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Conduct a property book inventory. Action completed, lead (initial), and date.	MEPS	1 week
b. Conduct accountable test material. Action completed, lead (initial), and date.	MEPS (TCO) J-6/MIT/ Contractor	1 week prior to move
c. Install cable ends at CPU, connect, and check components. Action completed, lead (initial), and date.	J-6/MIT/ Contractor	1 week prior to move
d. Move USMIRS and CAT-ASVAB hardware to new station; install and validate systems. Action completed, lead (initial), and date.	J-6/MIT, Contractor, (GSA, MEPS)	weekend of move

**10. Following the relocation:**

<b>Action</b>	<b>Responsibility – Lead (Assist)</b>	<b>Time to Completion</b>
a. Conduct a property-book inventory. Action completed, lead (initial), and date.	MEPS	within 1 week after relocation
b. Apply for re-accreditation of all ADP equipment. Action completed, lead (initial), and date.	MEPS (J-6/MIT)	1 week
c. Conduct accountable test material. Action completed, lead (initial), and date.	MEPS (TCO)	+1 week
d. Final walk-thru of old location. Return keys to GSA. Action completed, lead (initial), and date.	MEPS(GSA)	+1 week
e. Prepare and post new evacuation plans. Action completed, lead (initial), and date.	MEPS (GSA)	+2 weeks

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

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

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



**Point of Contact (POC) Listing**

<b>Function</b>	<b>Name</b>	<b>Phone/Fax</b>
<b>1. HQ USMEPCOM</b>		
Program Manager (J-4/MFA)	_____	_____
USMIRS	_____	_____
Telecommunications	_____	_____
Security	_____	_____
Realty Specialist	_____	_____
Public Affairs Office	_____	_____
Medical	_____	_____
Logistics	_____	_____
Manpower	_____	_____
Civilian Personnel	_____	_____
Grand Opening	_____	_____
Travel (J-8/MRM-LO)	_____	_____
<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	_____	_____
USMIRS (J-6/MIT)	_____	_____
Servicing CPO	_____	_____
Military Finance	_____	_____
Telephone Equipment	_____	_____
Telephone Service	_____	_____

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

		Atch 2 (2 of 2)
Vending Machines	_____	_____
Cable Television	_____	_____
Meals and Lodging	_____	_____
Applicant Lunch	_____	_____
Medical Waste Disposal	_____	_____
<b>5. Federal Installation</b>		
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	_____	_____

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

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## 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/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/MIT, 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 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.

**Moving Vendor Listing**

Moving Company	Phone Number	Point of Contact (POC)	Contracted to Move (Furniture, Medical)
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**Figure B-1. Sample relocation memorandum of instruction (continued)**

**Move Schedule**

(LETTERHEAD)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: MEPS Operating Schedule Update

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

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

**SATURDAY OPENING**

**MEPS CLOSINGS**

List Dates

List Dates

**MEPS MOVE TO: (Location)**

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

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

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

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

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

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

Name  
Rank, Service  
Title

DISTRIBUTION:  
Current Building Manager

**Distribution: (continued)**

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 Service Liaison  
1 Each MEPS staff  
CDR, DIRs/SP STF OFCRs  
CDR, Sector, USMEPCOM  
CDR, USMEPCOM ATTN: J-4/MFA

cc: (Cluster MEPS)

CDR, MEPS  
CDR, MEPS  
CDR, MEPS  
CDR, MEPS

**Glossary**

**ADP**

automated data processing

**CO**

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

**IPR**

in-process review

**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



19 January 2006

USMEPCOM Pamphlet 420-3-1

**PM**

program manager

**POC**

point of contact

**SFO**

solicitation for offers

**USMEPCOM**

United States Military Entrance Processing Command

**USMIRS**

United States Military Processing Command Integrated Resource System

**WAN**

wide-area network