

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING
COMMAND (HQ USMEPCOM)
AND THE
DEFENSE MANPOWER DATA CENTER (DMDC)



SUBJECT: Responsibilities of HQ USMEPCOM and DMDC with Respect to Organizational Interactions.

PURPOSE

This Memorandum of Understanding (MOU) formalizes the relationship between HQ USMEPCOM and DMDC, and delineates responsibilities with respect to areas of mutual concern between the two organizations.

REFERENCE

1. DOD Directive 1304.12, Department of Defense Military Personnel Testing Programs, in revision.
2. DOD Directive 1145.2, United States Military Entrance Processing Command, 25 February 1986.
3. Army Regulation 10-52, Organization and Functions, United States Military Entrance Processing Command, 15 June 1981.
4. USMEPCOM Regulation 10-1, Organization and Functions, United States Military Entrance Processing Command, 21 May 1991.

SITUATION

1. Background. As the primary means of determining an applicant's qualification for service in one of the Armed Forces, the proper fielding of the Armed Services Vocational Aptitude Battery (ASVAB) requires close coordination between all Defense agencies. The goal is a quality product, free of defect. To achieve this goal, DMDC, as the ASVAB executive agent and HQ USMEPCOM as the operating agent, have established a working relationship which has evolved over time. This MOU formalizes that relationship.

2. Scope. This agreement sets forth responsibilities for major areas of overlap and mutual concern between HQ USMEPCOM and DMDC. It covers such areas as the Enlistment Testing Program and the Student Testing Program, as well as all required coordination pertaining to ASVAB Test Materials, particularly the printing and reprinting of materials.

This agreement discusses ASVAB quality control and data archiving procedures and Special Studies. It also establishes a general coordination schedule to further necessary communication.

3. Effective Date. This MOU is effective 1 October 1992 and will be updated periodically as required. It will be formally reviewed on an annual basis as part of the coordination efforts specified in paragraph 8.

RESPONSIBILITIES

1. General.

a. As the ASVAB executive agent, DMDC is responsible for research and development, calibration, and overall quality control for the ASVAB testing programs, consistent with general policies established by the Office of the Assistant Secretary of Defense (Force Management and Personnel) (OASD (FM&P)). DMDC shall plan, program, budget, and finance ASVAB-related projects. DMDC shall prepare initial, camera-ready copies of all testing, counseling, and training materials for Enlistment, Student, and In-Service Testing Programs.

b. As the ASVAB operating agent, HQ USMEPCOM is responsible for administering the Enlistment and Student Testing Programs (except for overseas testing) consistent with general policies established by the OASD (FM&P). HQ USMEPCOM shall implement quality assurance procedures related to test administration and applicant processing, in coordination with DMDC, to ensure ASVAB accuracy for enlistment processing, and report the results of test irregularity investigations through the Manpower Accession Policy Working Group (MAPWG) to the OASD (FM&P). When directed by the OASD (FM&P), HQ USMEPCOM shall administer any additional military qualification tests. HQ USMEPCOM shall maintain sufficient stock of all test materials required to administer the current ASVAB versions used in the Enlistment, Student, and Overseas Testing Programs, and shall reprint and distribute existing training aids, testing, and promotional materials as required and as specified in paragraph 4 of this MOU. HQ USMEPCOM shall prepare, print, reprint, and distribute the promotional and novelty items used as part of the Student Testing Program.

c. Beginning in Fiscal Year (FY) 94, HQ USMEPCOM will assume the overall responsibility for ASVAB printing, to include initial printing of ASVAB materials as specified in paragraph 4c of this MOU.

2. Enlistment Testing Program.

a. The purpose of the Enlistment Testing Program is to provide an applicant's sponsoring recruiting service with aptitude test results.

b. DMDC shall develop all enlistment tests used by the Department of Defense, (DOD) and HQ USMEPCOM shall administer, score, and report the results of those tests to the applicable recruiting service.

3. Student Testing Program.

a. The purpose of the Student Testing Program (STP) is to provide the military services with prequalified recruiting leads and to provide schools with a testing program that is useful for career guidance and counseling.

b. DMDC shall perform all research and development activities pertaining to the STP, including the development of materials as specified in paragraph 4. DMDC shall also develop and present any initial training pertinent to changes in the STP to the Education Services Specialists (ESS).

c. HQ USMEPCOM is responsible for all operational aspects of the Student Testing Program which includes the ESS program. Policy guidance for the operation of this program will be provided by OASD (FM&P) (AP).

d. Any contact between DMDC and the ESS will be coordinated through HQ USMEPCOM.

4. Printing and Distribution of ASVAB Test Materials.

a. General.

(1) This paragraph delineates responsibilities and establishes schedules for the entire printing process, including development, printing, distribution and storage. This includes all materials supporting the DOD sponsored ASVAB testing program.

(2) In FY 94, USMEPCOM will assume the printing responsibilities for all ASVAB materials, DMDC will be responsible for providing camera-ready copies of materials needed to support the Enlisted Testing Program and the STP.

(3) This section of the MOU sets forth printing responsibility for items that support the ASVAB testing programs, and generally outlines a schedule of required lead times for development, printing and review procedures, in order to obtain all materials to support Initial Operational Test and Evaluation (IOT&E) and actual implementation of new test forms (see Tab A). It also specifies current responsibilities and changes that will occur beginning in FY 94.

b. **ASVAB Categories of Materials.** ASVAB Materials are those materials needed to administer, record, score, evaluate, promote, and interpret the results of the ASVAB. These materials are divided into two broad categories: ASVAB test materials and ASVAB support materials. In general, HQ USMEPCOM is totally responsible for both initial printing and reprinting of novelty items. HQ USMEPCOM, which is the primary user of answer sheets, the administration manual, and conversion tables, is responsible for any updates to these materials including minor design changes. All changes and updates will be coordinated through the MAPWG Technical Committee. These responsibilities will not change beginning in FY 94.

(1) ASVAB Test Materials are those materials required to administer the test, score it, and determine and report results. Included in this category are the following:

<u>Item</u>	<u>Current</u> <u>Printing Responsibilities</u>		<u>As of FY 94</u> <u>Printing Responsibilities</u>
	<u>Initial</u>	<u>Reprint</u>	<u>Initial/Reprint</u>
Test Booklets	DMDC	USMEPCOM	USMEPCOM
*Answer Sheets	DMDC	USMEPCOM	USMEPCOM
*Administration Manual	DMDC	USMEPCOM	USMEPCOM
Scoring Keys	DMDC	USMEPCOM	USMEPCOM
*Conversion Tables	DMDC	USMEPCOM	USMEPCOM
Scoring Worksheets	DMDC	USMEPCOM	USMEPCOM
Deliberate Failure Keys	DMDC	USMEPCOM	USMEPCOM
Templates for Composites	DMDC	USMEPCOM	USMEPCOM
Direction for Scoring	DMDC	USMEPCOM	USMEPCOM

*HQ USMEPCOM will update as required, and coordinate updates with the Manpower Accession Policy Working Group (MAPWG).

(2) ASVAB Support Materials are those materials associated with the STP, used to promote the use of the ASVAB by educators, interpret student scores, and train individuals in ASVAB score interpretation. This category is divided into the following subcategories: (a) counseling literature; (b) training aids; (c) promotional materials; (d) novelty items.

(a) Counseling Materials are used by students, counselors, ESSs, etc., to interpret student ASVAB results for career counseling purposes. Included in this subcategory are the following:

<u>Item</u>	<u>Current</u> <u>Printing Responsibilities</u>		<u>As of FY 94</u> <u>Printing Responsibilities</u>
	<u>Initial</u>	<u>Reprint</u>	<u>Initial/Reprint</u>
Student Result Sheets	DMDC	USMEPCOM	USMEPCOM
ASVAB Workbook (with associated OCCU-FIND Booklets and Latent Image Markers)	DMDC	USMEPCOM	USMEPCOM
Military Careers	DMDC	USMEPCOM	USMEPCOM
Counselor's Manual	DMDC	USMEPCOM	USMEPCOM
Technical Manual	DMDC	USMEPCOM	USMEPCOM

(b) Training Aids are those items used in teaching counselors, recruiters, etc. to conduct effective ASVAB test interpretations. Included in this subcategory are the following:

<u>Item</u>	<u>Current</u> <u>Printing Responsibilities</u>		<u>As of FY 94</u> <u>Printing Responsibilities</u>
	<u>Initial</u>	<u>Reprint</u>	<u>Initial/Reprint</u>
Recruiter's Guide	DMDC	USMEPCOM	USMEPCOM
Sample Results Sheet	DMDC	USMEPCOM	USMEPCOM
Sample Occu-Find Chart	DMDC	USMEPCOM	USMEPCOM
Test Specialists Handbook	DMDC	USMEPCOM	USMEPCOM
"It's Your Future" video *	DMDC	USMEPCOM	USMEPCOM

*Not funded for ASVAB 18/19 due to current budget restraints.

(c) Promotional Materials are those items, directed at students, parents, and educators, employed to promote the use of the ASVAB. Included in this subcategory are the following:

<u>Item</u>	<u>Current</u> <u>Printing Responsibilities</u>		<u>As of FY 94</u> <u>Printing Responsibilities</u>
	<u>Initial</u>	<u>Reprint</u>	<u>Initial/Reprint</u>
Student and Parent Guide	DMDC	USMEPCOM	USMEPCOM
Educators and Counselors Guide	DMDC	USMEPCOM	USMEPCOM
Test Specialist Brochure	DMDC	USMEPCOM	USMEPCOM
Posters announcing the ASVAB	DMDC	USMEPCOM	USMEPCOM
*"Planning Your Future" video	DMDC	USMEPCOM	USMEPCOM
Test Specialist Brochure	DMDC	USMEPCOM	USMEPCOM

*Not funded for ASVAB 18/19 due to current budget restraints.

(d) Novelty Items are those items used to foster ASVAB promotional literature distribution efforts at educator conventions, centers of influence activities, visits to education officials, and similar occasions where literature is distributed and the DOD STP is discussed. Examples of items in this subcategory include the following:

<u>Item</u>	<u>Current</u> <u>Printing Responsibilities</u>		<u>As of FY 94</u> <u>Printing Responsibilities</u>
	<u>Initial</u>	<u>Reprint</u>	<u>Initial/Reprint</u>
Twin-tip markers	USMEPCOM	USMEPCOM	USMEPCOM
Pop-up calendars	USMEPCOM	USMEPCOM	USMEPCOM
ASVAB tablets	USMEPCOM	USMEPCOM	USMEPCOM
ASVAB plastic bags	USMEPCOM	USMEPCOM	USMEPCOM
ASVAB bookmark/ruler	USMEPCOM	USMEPCOM	USMEPCOM
School planning guide	USMEPCOM	USMEPCOM	USMEPCOM

<u>Item</u>	<u>Current</u> <u>Printing Responsibilities</u>		<u>As of FY 94</u> <u>Printing Responsibilities</u>
	<u>Initial</u>	<u>Reprint</u>	<u>Initial/Reprint</u>
Metric cards	USMEPCOM	USMEPCOM	USMEPCOM
Literature folders	USMEPCOM	USMEPCOM	USMEPCOM
ASVAB pens	USMEPCOM	USMEPCOM	USMEPCOM

c. Initial Printing.

(1) Until FY 94, DMDC has responsibility for initial printing, and distribution of all materials that support the implementation of new ASVAB test versions. Beginning in FY 94, DMDC will continue to develop new tests and support materials through the development of required camera-ready copies. USMEPCOM will be responsible for initial printing and distribution of all materials that support the implementation of new ASVAB test versions after DMDC supplies camera-ready copy material to USMEPCOM.

(2) DMDC is currently responsible for all initial proofreading and quality control. During development, DMDC will provide copies of all new materials to each of the Services and USMEPCOM for review. Through mutual agreement between DMDC and HQ USMEPCOM, any major revisions will be staffed through OASD (FM&P) (AP). DMDC may request field review and coordination. Through this staffing process, any required field review will be accomplished and necessary coordination and/or tryout at the field level will be completed.

(3) HQ USMEPCOM will coordinate during development any required input and staffing with the MEPS or other field-level personnel. This procedure will not change when HQ USMEPCOM assumes responsibility for all initial printing beginning in FY 94.

(4) Until HQ USMEPCOM assumes the responsibility for initial printing in FY 94, DMDC will print sufficient stock of ASVAB materials for any IOT&E. In addition, DMDC will print a 1-year supply of test and support material for implementation of any new test version. (USMEPCOM will provide DMDC the actual quantities needed). If material is deemed by HQ USMEPCOM as unfeasible due to poor quality of artwork or films, HQ USMEPCOM will then return that media to DMDC for disposition.

(5) HQ USMEPCOM is responsible for the development, design, initial printing, and distribution of novelty items. This will continue, as indicated in Paragraph 4b above in FY 94.

d. Reprinting.

(1) HQ USMEPCOM is responsible for reprinting all test and support materials, to include counseling literature, training aids, promotional materials, and novelty items.

(2) HQ USMEPCOM is responsible for maintaining sufficient stock at the Military Entrance Processing Stations (MEPS) and warehouses of both enlistment and student ASVAB materials as described below:

(a) Enlistment materials - Stocks at any given time will be maintained to perform a 6 month ongoing test mission.

(b) Student materials - Contracts will specify a 1 year's supply of materials to be available at the beginning of the school year.

e. Standard Operating Procedures.

(1) General. To meet target implementation dates, sufficient time, depending on printed items, must be allocated for developing/designing, proofing, printing and distributing materials, and for computer reprogramming for automated scoring. A coordination schedule/chart which prescribes projected target dates and milestones will be established early in the development of new materials and coordinated with the MAPWG.

(2) Material Development/Design. The Personnel Testing Division (PTD) of the DMDC has all responsibility for the design and development of all tests, test booklets, answer keys, and conversion tables.

(a) All materials directly related to the tests and items in the tests will be the sole responsibility of the PTD. DMDC will coordinate all its test design and development activities through the MAPWG. All decisions about the design and content of tests, test booklets, and material directly related to the tests will ultimately rest with OASD (FM&P)(AP) and the Manpower and Accession Policy Steering Committee (MAPSC), and are first coordinated through the MAPWG. DMDC is responsible for coordinating and surfacing all psychometric issues related to the test characteristics and test performance.

(b) HQ USMEPCOM has primary responsibility for all necessary administrative functions that need to be reflected in the actual test booklets and administrative manuals, such as the appearance and location of various mechanicals, the need for serialization of test booklets and keys, the need to provide conversion tables, and the need to adequately control test materials in printing and shipping. Major changes in administrative function will be reviewed and approved by the MAPWG and, as appropriate, MAPSC prior to implementation.

verification to DMDC that the contract was completed.

(d) Through the system of checks and reviews as described in paragraph 4e(5), DMDC and HQ USMEPCOM will ensure that the final artwork and film are of such quality that reprinting is possible. Redoing artwork required for reprint will be handled on a case-by-case basis, with responsibility falling to either agency who can best effect changes at least cost and within timeline constraints.

(5) Timelines.

(a) As the ASVAB executive agent, DMDC will prepare a timeline and milestone schedule for material preparation. This timeline will include the time required to research, develop and prepare all required camera-ready art for all materials related to a new test version. This timeline and milestone schedule will be coordinated through the MAPWG, OASD(FM & P)(MM & PP)(AP), and if necessary, the MAPSC. No major changes to the timelines and milestone schedule will be made by DMDC or USMEPCOM without coordination through one or all of these groups.

(b) In - Progress Reviews between DMDC and USMEPCOM will be built into this timeline to ensure that a project remains on track to completion. Beginning FY 94, DMDC will continue to be responsible for timeline preparation with coordinated input from HQ USMEPCOM. Major changes to established milestone schedules shall be effected until coordination and approval through either Accession Policy, MAPWG, or the MAPSC is obtained.

(6) Transfer of Responsibility. As DMDC is responsible for initial printing until FY94 and HQ USMEPCOM responsible for reprinting, close coordination between the two agencies is paramount to efficient completion of a printing project. DMDC must ensure that the contract for printing (SF-1) identifies HQ USMEPCOM as the receiving agency for all artwork and films after initial printing and distribution of materials have been accomplished.

f. Material Distribution/Storage. HQ USMEPCOM will provide a distribution list to DMDC (upon request). This distribution list will prescribe the supply the MEPS will need to perform their functions. The remainder of materials will be forwarded to the distribution centers' warehouse and HQ USMEPCOM for storage. Specifics will be coordinated between DMDC and HQ USMEPCOM for each project, and will be settled in accordance with established milestone constraints and budgetary limitations.

g. Funding.

(1) The agency responsible for the printing or reprinting of materials as described in paragraph 4b(1) will budget to meet that responsibility. The cost of

development, actual printing or reprinting , and distribution will be driven by budget considerations at the time the various projects are undertaken, and are subject to the same coordination procedures that apply to changes in milestones (e.g., the changes or immediate budget considerations will be coordinated through the MAPWG and MAPSC as appropriate).

(2) USMEPCOM and DMDC will conduct periodic reviews of materials to consider materials for future projects which may require additional funding. As the ASVAB executive agent, DMDC will be responsible for scheduling such reviews.

5. ASVAB Quality Control.

a. General. ASVAB quality control is generally concerned with assuring the accuracy and validity of the scores that are reported for all examinees. Several different types of threats to the accuracy and validity of ASVAB scores must be monitored including: the accuracy of the initial equating of the forms, test form compromise or applicant coaching , changes in the reference population, inaccurate background information leading to inappropriate retesting, inappropriate test administration procedures, cheating during the test, and data entry or scoring errors.

b. Responsibilities. Assuring the accuracy of ASVAB scores is the general responsibility of the MAPSC and of the Defense Advisory Committee on Military Personnel Testing (DAC). Each of the Services conducts analyses of ASVAB data in support of their Steering Committee representative. HQ USMEPCOM and DMDC have special responsibilities for designing and carrying out quality control procedures and for reporting results from these procedures to the two oversight committees.

c. Standard Operating Procedures. Development and interpretation of ASVAB quality control procedures require close coordination between DMDC and USMEPCOM.

(1) DMDC will take the lead in the design of procedures for statistical analyses to test for unexpected shifts in test score or item response information that might indicate problems with the accuracy and validity of ASVAB scores. USMEPCOM will participate in the design of these procedures. Members of the technical committee of the Working Group will advise and consent on the statistical procedures that are developed. DMDC also will conduct independent analyses to confirm the accuracy of the scores generated from the responses to each item.

(2) USMEPCOM will take the lead in designing procedures for monitoring test administration procedures and for assuring the accuracy of the data that result

from background items on USMEPCOM Form 714 and from the ASVAB answer sheet. DMDC will participate in the design of these procedures.

(3) Results from the statistical and other quality control procedures will be reported to the Working Group and, through the Working Group, to the DAC and the MAPSC.

6. Data Archiving and Analysis

a. General. DMDC has DOD-wide responsibility for maintaining current and archival records of all DOD-related manpower data and for providing raw and summarized data to DOD analysts for use in approved research and policy studies. ASVAB test scores are a vital component of the DOD database.

b. Standard Operating Procedure. USMEPCOM will provide DMDC with a monthly data file on a suitable magnetic medium containing ASVAB test scores and all other available information on each applicant and/or enlistee processed by USMEPCOM during the previous month. In addition, USMEPCOM will provide DMDC with an annual file containing ASVAB test scores and other information on all students participating in the DOD STP during the previous year. USMEPCOM also will supply formats for reading the above data files and will coordinate, in advance, changes in these formats to facilitate updates to the DMDC programs used to process these files.

7. Special Studies.

a. General. Periodically, the OASD (FM&P) may direct that special studies, as part of a research project, be conducted in an effort to obtain applicant data to be used by DOD. Through coordination with DMDC, HQ USMEPCOM will conduct these special studies in the MEPS and Mobile Examining Team (MET) sites as appropriate. DMDC, or a designated service laboratory, shall perform all required research in preparation for a special study and develop and print all required materials. As each study will be evaluated on a case-by-case basis as far as delineation of specific responsibilities, close coordination between DMDC and HQ USMEPCOM is paramount to ensure each study is conducted with minimal impact (as determined by HQ USMEPCOM) on the MEPS and MET sites.

b. Definitions. A special study, for the purpose of this MOU, is defined as any data collection in the MEPS or MET sites in conjunction with administration of the ASVAB that is not part of the ASVAB itself. The IOT&E or Secondary Operational Test and Evaluation (SOT&E) of an ASVAB is not considered to be a Special Study, but part of the USMEPCOM standard mission of administering the ASVAB.

c. Standard Operating Procedure.

(1) The need for any special study will be identified and approved by the MAPWG. The specific requirements of an approved study will be identified by DMDC. Procedures to conduct an approved study will be developed by HQ USMEPCOM using the parameters identified by DMDC. HQ USMEPCOM will then disseminate all required information to its MEPS via an Operations Plan. This plan will be coordinated with DMDC prior to official publication.

(2) Continuous close coordination between HQ USMEPCOM and DMDC is necessary to ensure that a special study can be conducted within the timeframe as specified by the MAPWG. Should any proposed special study conflict with data collections ongoing or scheduled in the MEPS or MET sites, HQ USMEPCOM will propose an alternative time frame to DMDC when the study could be conducted. Alternative proposals or conflicts will be presented to the MAPWG for resolution as appropriate.

(a) Based on the magnitude of any required Special Study, HQ USMEPCOM will determine the lead time necessary to properly conduct the study properly in the MEPS and MET sites. While each proposed study will be evaluated by HQ USMEPCOM with respect to system programming, printing and distribution of materials (see paragraph 4), and dissemination of information to executing agencies, a general rule-of-thumb will be a seven month period required from the time parameters of a study are finalized by DMDC till HQ USMEPCOM execution.

(b) Budgeting for any proposed Special Study will be coordinated between DMDC and HQ USMEPCOM. If the requirement for a study is not identified in sufficient time to be programmed into the HQ USMEPCOM out-year budget, DMDC will fund the cost of that study. Specifics of such funding will be coordinated between DMDC and HQ USMEPCOM on a case-by-case basis.

8. Coordination Meetings.

a. In order to effect complete coordination for ongoing projects, plan future projects, and discuss concerns or potential problems, DMDC and HQ USMEPCOM will meet periodically for face-to-face discussions. OASD, Accession Policy, will also be a part of these discussions at its discretion.

b. Meetings will be scheduled as necessary, but should be held, as a minimum, twice yearly - during the 1st and 3d quarter of the fiscal year. These meetings will be held independent of the MAPWG. Host responsibilities will alternate between DMDC and HQ USMEPCOM.

c. As a minimum, meeting attendees will include the following:

(1) DMDC -

Chief, Personnel Testing Division or his representative,
Chief, Test Development Branch and/or
Chief, Quality Control and Analysis Branch

(2) HQ USMEPCOM -

Director; Plans, Policy and Analysis (PPA)
Chief; Plans and Policy Division; PPA
Printing Officer; PPA
Technical Advisor; PPA

(3) OASD; Accessions Policy

Approved by:

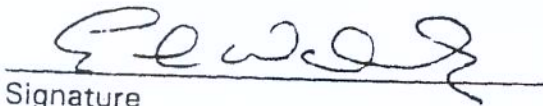
For HQ USMEPCOM

Name: RADM E. L. WATKINS, III, USN

Title: COMMANDER, USMEPCOM

Date: 14 October 1992

Signature



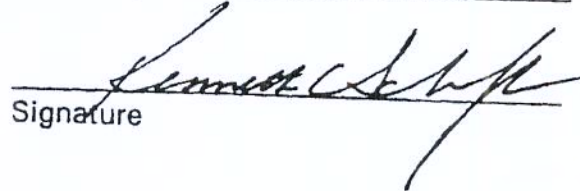
For DMDC

Name: KENNETH C. SHEFLEN

Title: DIRECTOR, DMDC

Date: 4 Nov 92

Signature



INITIAL COORDINATION SCHEDULE/TIMELINE
STANDING OPERATING PROCEDURES (SOP)

<u>Steps</u>	<u>Timeline</u>	<u>Present Coordination</u>	<u>FY 94 Coordination</u>
1. <u>Prep for SFI.</u>			
a. Design materials	Based on Material	a. DMDC Coordinate with HQ USMEPCOM	a. Same
b. Proof materials	7-21 Days	b. DMDC Coordinate with HQ USMEPCOM	b. Same
c. Check art boards		c. DMDC	c. Same
d. Create distribution list	1-14 Days	d. HQ USMEPCOM	c. Same
e. Complete SFI		e. DMDC (USMEPCOM Review)	e. USMEPCOM (DMDC Review)
f. Signature approval		f. DMDC	f. USMEPCOM
2. <u>DPS</u>	7-30 Days		
a. Review of SFI		DMDC coordinate with district DPS	HQ USMEPCOM coordinate with district DPS
b. Advertise contract			
c. Price adjustment			
d. Awarded contract			
3. <u>Contract.</u>			
a. Prep product for press	14-60 days	a. DMDC coordinate with district DPS	HQ USMEPCOM coordinate with DPS

<u>Steps</u>	<u>Timeline</u>	<u>Present Coordination</u>	<u>FY 94 Coordination</u>
b. Review proofs		b. DMDC coordinate with HQ USMEPCOM to review proofs	b. HQ USMEPCOM coordinate with DMDC
c. Return proofs	14-45 day (depending on quantity being printed)	c. DMDC coordinate with district DPS	c. HQ USMEPCOM coordinate with DPS
d. Approval to print		d. DMDC	d. HQ USMEPCOM
e. Conduct press inspection		e. DMDC	e. HQ USMEPCOM coordinate with DMDC
f. Identify press time		f. Contractor	f. Contractor
g. Conduct random sample check		g. DMDC	g. HQ USMEPCOM
4. <u>Shipping.</u>	21-45 days		
a. Ship to destination		HQ USMEPCOM receives MEPS Accountability Report and forwards to DMDC	HQ USMEPCOM receives MEPS Accountability Report and does not forward to DMDC
b. Report from destination			
5. <u>Completion.</u>	Total max time 215 days (approximately 7 months)		
Printer returns art work and films		DMDC ships to HQ USMEPCOM	Printer ships to HQ USMEPCOM

<u>Steps</u>	<u>Timeline</u>	<u>Present Coordination</u>	<u>FY 94 Coordination</u>
6. <u>Responsibility.</u> <u>Transfer</u> ...every thing printed correctly		DMDC coordinates with HQ USMEPCOM	