

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

\*USMEPCOM Regulation  
No. 1-1

April 22, 2021

Effective date: April 22, 2021

**Administration**  
**End-of-Tour Reports**

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FOR THE COMMANDER:

J. Cunningham  
Deputy Commander/Chief of Staff

DISTRIBUTION: A (Electronic only publication)

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**Summary.** This regulation establishes policy and procedures for end-of-tour reports in the United States Military Entrance Processing Command (USMEPCOM). This regulation establishes the requirement for USMEPCOM sector, battalion, and military entrance processing station (MEPS) commanders to submit an end-of-tour report before departing their command positions.

**Applicability.** This regulation applies to sector, battalion, and MEPS commanders.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MECE, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, ATTN: MECE. Users will send comments and suggested improvements on [Department of the Army \(DA\) Form 2028](#) (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, ATTN: MECE, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Management control process.** This regulation is not subject to the requirements of [Army Regulation \(AR\) 11-2](#) (Managers' Internal Control Program).

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\*This regulation supersedes USMEPCOM Regulation 1-1, May 25, 2012.

# Summary of Changes

USMEPCOM Regulation 1-1, April 22, 2021  
Administration  
End-of-Tour-Reports

Revisions made to this regulation are as follows:

- Paragraph 1-2a(2): Added IAW UMR 25-32

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[TOC](#)**1-1. Purpose**

This regulation establishes policy and procedures for end-of-tour reports in the United States Military Entrance Processing Command (USMEPCOM). The overall management of the Command will benefit from the experience of its principal leaders. End-of-tour reports provide consistent and assured methods of recording commanders' experiences.

**1-2. Responsibilities**

a. Sector commanders will:

(1) Electronically submit an end-of-tour report to the USMEPCOM Commander no later than 14 days prior to departing their command position.

(2) Review MEPS and Battalion commanders' end-of-tour reports and forward them electronically to the USMEPCOM Commander via an Information Memorandum in accordance with UMR 25-32, containing an executive summary no later than 14 days prior to their change of command date.

b. Battalion commanders will review subordinate MEPS commanders' end-of-tour reports and forward them to their Sector commander no later than 30 days prior to the MEPS commander's change of command.

c. MEPS commanders will provide an end-of-tour report no later than 45 days before departing their command position to their Battalion commander who will review and provide additional input (if applicable) in turn, provide to their Sector commander.

**1-3. Procedures**

a. End-of-tour reports will be in memorandum format.

(1) The report should be objective/constructive in nature and include a discussion of significant problems encountered, lessons learned, good ideas, major accomplishments, and weaknesses in internal controls. Where appropriate, commanders should submit a recommended solution(s).

(2) The report should not single out any person/organization in a derogatory manner. Commanders should consider general operations, administrative processing, medical processing, aptitude testing, information technology, command personnel, and relationships with higher headquarters and coordinating agencies in their reports.

b. Reports are logged and processed as routine official correspondence. The USMEPCOM Commander, Deputy Commander/Chief of Staff, and Senior Enlisted Advisor, will read end-of-tour reports.

c. When applicable, end-of-tour reports will be forwarded to HQ USMEPCOM Directors and Special Staff Officers for information and/or action.

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**Appendix A  
References**

**Section I  
Publications referenced in or related to this regulation**

[AR 11-2](#), Managers' Internal Control Program

**Section II  
Forms referenced in or related to this regulation**

[DA Form 2028](#), Recommended Changes to Publications and Blank Forms

**Section III  
Record Numbers/Disposition Instructions**

For Record Numbers and Disposition Instructions, if applicable, contact your local Records Manager.