Summary of Changes

USMEPCOM Regulation 10-1
Organization and Functions
United States Military Entrance Processing Command (USMEPCOM)

This major revision, November 3, 2008, has extensive changes throughout. Major changes have not been identified.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094
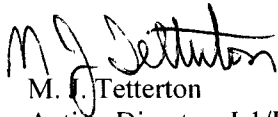
USMEPCOM Regulation
No. 10-1

November 3, 2008

Effective: December 5, 2008

Organization and Functions
UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND (USMEPCOM)

FOR THE COMMANDER:

OFFICIAL:

David O'Brien
Deputy Commander/Chief of Staff

M. J. Tetterton
Acting Director, J-1/Human Resources

DISTRIBUTION:
A (Electronic distribution only)

Summary. This regulation defines the organization of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sector headquarters, and military entrance processing stations (MEPS). This regulation delineates USMEPCOM staff organizations, responsibilities, and principal functions.

Applicability. This regulation applies to all elements of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander, HQ USMEPCOM, ATTN: J-8/MRM-MM-MG, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, J-8/Resource Management Directorate, Manpower and Management Division (J-8/MRM-MM-MG). Users may send comments and suggested improvements on Department of Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to the Commander, USMEPCOM, ATTN: J-8/MRM-MM-MG, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management Control Program. This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Management Control).

*This regulation supersedes USMEPCOM Regulation 10-1, June 26, 2002.

Contents

Chapter 1
Introduction

1-1. Purpose
This regulation sets forth mission responsibilities, organizational structure, and functions of Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), Eastern and Western sectors, and military entrance processing stations (MEPS).

1-2. References
Required and related publications are listed at appendix A.

1-3. Explanation of abbreviations
Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

   a. The Director, Resource Management J-8/MRM, HQ USMEPCOM, is responsible for collecting, consolidating and updating the information in this regulation.

   b. The Directorates, special staff, and sector commanders, are responsible for providing accurate and timely information to J-8/MRM. Information should be provided within two weeks of major changes to allow J-8/MRM to allow J-8/MRM to maintain an accurate picture of the command.

1-5. Executive authority
The Department of Defense Directive (DoDD) 1145.02e (United States Military Entrance Processing Command) provides policy for command, control, management, administration, and support of USMEPCOM, and designates responsibility for research and development for the Armed Services Vocational Aptitude Battery (ASVAB). Department of the Army General Order No. 1, 22 February 2002, Establishment of the United States Army Accessions Command, gives executive agency authority over USMEPCOM to the United States Accessions Command, effective 15 February 2002. See figure 1-1 for a diagram of USMEPCOM relationship within the Department of Defense (DoD).

Secretary of Defense

Under Secretary of Defense
for Personnel and Readiness

- DoDD 1145.02E
- Executive Agency:
  General Order 1
- MOA: TRADOC/DCSPER/
  USMEPCOM
- MOA: Selective Service
  System

Principal Deputy Under
Secretary of Defense for
Personnel Readiness

Deputy Under Secretary of
Defense for Military
Personnel Policy

U.S. Army Accession
Command

USMEPCOM

U.S. Army	Selective Service System
U.S. Marine Corps	Office of Personnel Management
U.S. Navy	General Services Administration
U.S. Air Force	U.S. Army Corps of Engineers
U.S. Coast Guard	Surface Deployment and Distribution Command
National Guard	Defense Manpower Data Center
National Civilian Community Corps	Personnel & Readiness Information Management

Each Service has a:
Recruiting Command
Training Command
Personnel Command

Direct
KEY:
Relationships
Executive Agent

Figure 1-1. USMEPCOM's relationship within DoD

```
                                  ┌─────────────────────┐        ┌──────────────────┐
                                  │     Commander       │────────│  Eastern Sector  │
         ┌──────────────────┐─────┤                     │        └──────────────────┘
         │ Inspector General│     └─────────────────────┘                 │
         └──────────────────┘                                    ┌──────────────────┐
         ┌──────────────────┐                                    │     34 MEPS      │
         │ Command Surgeon  │                                    └──────────────────┘
         └──────────────────┘                                    ┌──────────────────┐
         ┌──────────────────┐         ┌─────────────────────┐    │  Western Sector  │
         │Staff Judge Advocate│       │ Deputy Commander/   │    └──────────────────┘
         └──────────────────┘         │   Chief of Staff    │             │
         ┌──────────────────────┐     └─────────────────────┘    ┌──────────────────┐
         │ Senior Enlisted Advisor│                              │     31 MEPS      │
         └──────────────────────┘                                └──────────────────┘
```

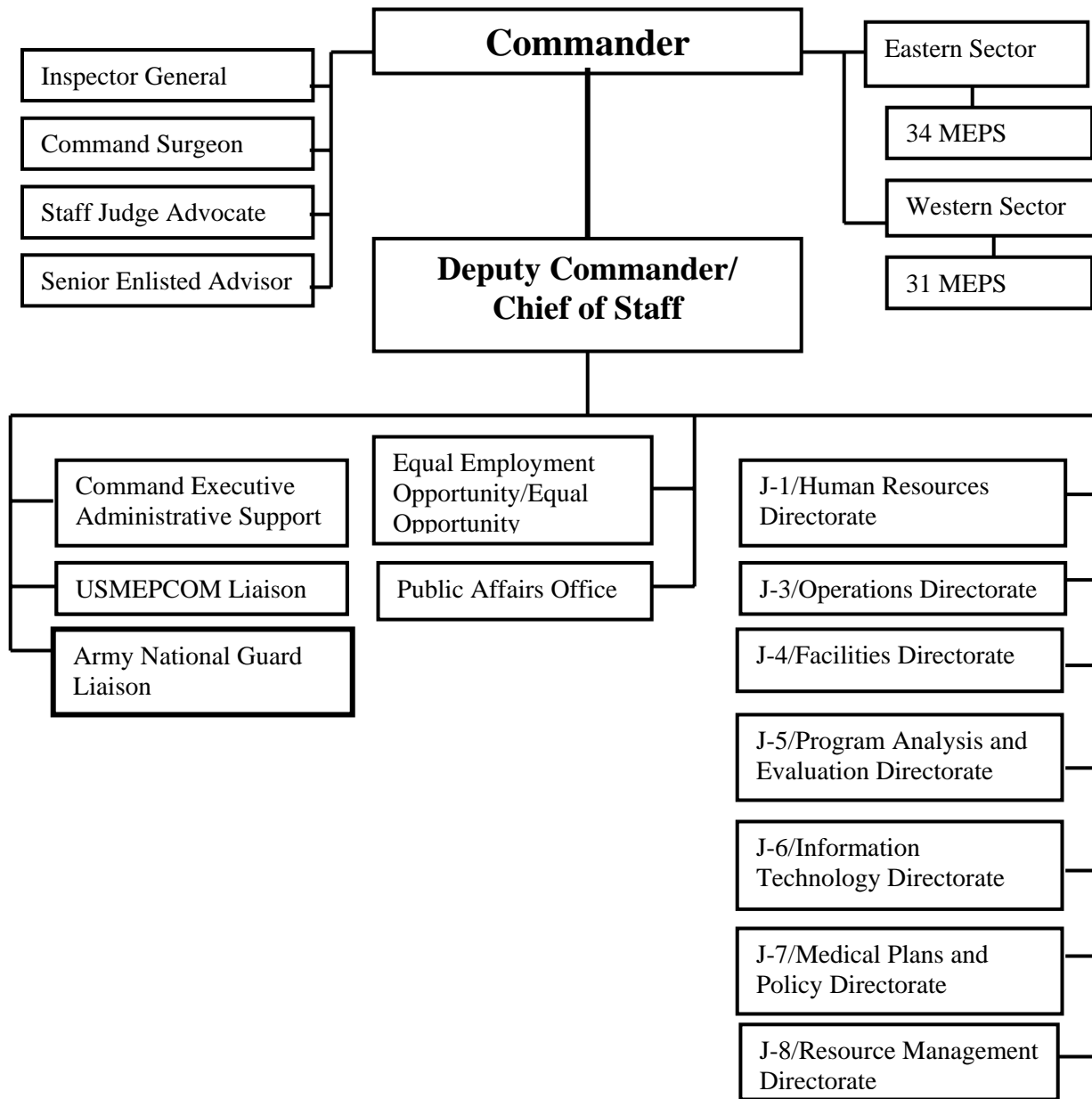| Command Executive Administrative Support | Equal Employment Opportunity/Equal Opportunity | J-1/Human Resources Directorate |
USMEPCOM Liaison	Public Affairs Office	J-3/Operations Directorate
Army National Guard Liaison		J-4/Facilities Directorate
		J-5/Program Analysis and Evaluation Directorate
		J-6/Information Technology Directorate
		J-7/Medical Plans and Policy Directorate
		J-8/Resource Management Directorate

Figure 1-2. HQ USMEPCOM organizational chart

Chapter 2
USMEPCOM

2-1. Organization
USMEPCOM consists of the one headquarters, Eastern and Western sectors, and 65 MEPS.

   a. HQ USMEPCOM. The headquarters is comprised of the following:

     (1) Command Group

       Commander
       Deputy Commander/Chief of Staff
       Command Executive Administration
       USMEPCOM Liaison
       Army National Guard (ARNG) Liaison Officer

     (2) Personal Staff Group

       Staff Judge Advocate
       Command Surgeon
       Inspector General
       Senior Enlisted Advisor

     (3) Special Staff Group

       Public Affairs Office
       Equal Employment Opportunity Office

     (4) Directorates

       J-1/ Director, Human Resources
       J-3/ Director, Operations
       J-4/ Director, Facilities
       J-5/ Director, Program Analysis and Evaluation
       J-6/ Director, Information Technology
       J-7/ Director, Medical Plans and Policy
       J-8/ Director, Resource Management

  b. Eastern and Western sectors. Sectors consist of the following groups and sections

     (1) Command Group

       Sector Commander
       Sector Deputy Commander/Executive Officer
       Secretary
       Sector Command Sergeant Major
       Sector Equal Opportunity Noncommissioned Officer

     (2) Operations Group

       (a) Testing Section

       (b) Medical Station

(c)   Processing Station

(3) Support Group

c. MEPS. Each MEPS consists of the following two groups:

(1) Headquarters Group

(2) Operations Group. Included in the MEPS, the Operations Group consists of testing, medical and processing.

2-2. Mission
USMEPCOM mission statement: "Ensure the quality of military accessions during peacetime and mobilization in accordance with established standards."

2-3. Vision
USMEPCOM vision statement: "USMEPCOM is recognized as a customer-centered, future-focused learning organization driven by best business practices and cutting-edge technologies, providing real-time entrance processing and qualification."

2-4. Guiding principles

a. Integrity

b. Service

c. Teamwork

d. Respect

2-5. Responsibilities

a. Provide medical examinations and enlistment qualification tests to applicants for enlistment in the military Services to include examination and aptitude tests for Reserve component personnel and the United States Coast Guard (USCG).

b**.** Assist the Services in ensuring enlistment standards (aptitude, physical, education, and moral character) are met according to applicable Service directives.

c**.** Provide centralized management of enlistment and student testing programs.

d. Process qualified applicants for enlistment in the Services, including the Reserve components and the USCG.

e. When required, provide medical examinations and enlistment qualification tests to Selective Service System (SSS) registrants and process, induct, and arrange transportation for these persons to their respective Services.

f. Provide support for medical and aptitude testing to other Federal agencies when approved by the Department of the Army (DA) as executive agent or by the Office of the Secretary of Defense (OSD).

g. Provide automatic data processing (ADP) support of the accession processing system, including Selective Service System requirements.

    h**.** Control and administer the ASVAB and publish regulations or pamphlets prescribing procedures for:

        (1) The DoD Enlistment Testing Program.

        (2) The DoD Student Testing Program.

        (3) Armed Forces Qualification Test verification testing.

        (4) Special purpose testing.

        (5) Test security and accountability.

Chapter 3
HQ USMEPCOM Organization and Responsibilities

3-1. Command Group

   a. **USMEPCOM Commander (MCDR).** The Commander commands and controls USMEPCOM, a jointly-staffed organization responsible for qualification of applicants for service in the United States Armed Forces in peacetime and during mobilization. The Commander is responsible for mission accomplishment, training, budget, good order and discipline, quality of life, morale, and for ensuring the enforcement of accession standards and policies regarding enlistment qualification. The MCDR commands assigned DA civilian employees and Army, Navy, Marine Corps, Air Force, and Coast Guard military personnel. The MCDR also maintains liaison with OSD, the recruiting services, United States Army Training and Doctrine Command (TRADOC), Selective Service System (SSS), Surface Deployment and Distribution Command (SDDC), and other governmental and nongovernmental activities on matters affecting USMEPCOM processing operations.

Source authority: DoD Directive (DoDD) 1145.02e, Army Regulation (AR) 601-270/OPNAVINST 1100.4C/AFI 36-2003 (I) /Marine Corps Order (MCO), MCO 1100.75D, CMDTINST M 1100.2E

   b. **Deputy Commander/Chief of Staff (MDC/MCS).** The MDC/MCS serves as principal advisor to the Commander and assists in matters pertaining to the organization, its mission, command policy, command and control, morale, and performance. The MDC/MCS represents the Commander and maintains liaison with sector headquarters, OSD (Military Personnel Policy and Accession Policy), each Service recruiting command HQ, training centers, SSS, and other Federal agencies. The MDC/MCS manages and coordinates the organization's overall headquarters staff effort including human resources, operations, facilities, plans, analysis and evaluation, information management, medical, resource management, public affairs, and equal opportunity.

   c. **Command Executive Administration (MCEA).**

      (1) **Command Executive Officer.** The Command Executive Officer serves as the primary advisor and consultant to the Commander, Deputy Commander/Chief of Staff, Senior Enlisted Advisor, and Command Group on various executive matters pertaining to all components of the command and provides continuity on command policies and procedures. The Executive Officer provides technical and administrative guidance to the directors, special staff and personnel. Ensures coordination of the work of the staff, along with administering the command message system and keeping abreast of DoD, Department of the Army, and USMEPCOM policies, procedures, regulations and directives in the areas of personnel, finance, operations, and logistics.

      (2) **Command Executive Assistant.** The Command Executive Assistant is responsible for the day-to-day administration of Command Group operations. The Command Executive Assistant ensures effective coordination among staff elements and the Commander, the Deputy Commander/Chief of Staff, the Executive Officer, and the Senior Enlisted Advisor. The Command Executive Assistant is the primary administrator for the nationwide command message system network and also manages the Command Group internal headquarters tasking system, sends headquarters taskers to the field, and processes correspondence for the Command Group.

Source authority: AR 25-30, AR 25-50, AR 25-400-2, AR 25-50
.
USMEPCOM guidance: USMEPCOM regulations 25-30, 25-32, 25-34, 25-51.

   d. The USMEPCOM Liaison. The USMEPCOM Liaison represents USMEPCOM to Congress, DoD, Service departments, and other Federal agencies committee and task forces on USMEPCOM policies, functions, and requirements. The USMEPCOM Liaison also:

     (1) Coordinates USMEPCOM interests between USMEPCOM and SSS with DoD and Congress.

     (2) Collects and provides information to the command and other agencies having decision-making responsibilities for USMEPCOM.

     (3) Advises the MDC/MCS on important issues that affect USMEPCOM.

     (4) Formulates recommendations or appropriate courses of action requiring command decision or emphasis.

Source authority: AR 1-9 and AR 1-20.

3-2. Personal staff
The personal staff consists of the Staff Judge Advocate (MJA), the Command Surgeon (MMD), the Inspector General (MIG), and the Senior Enlisted Advisor/Command Sergeant Major (MSEA).

   a. Staff Judge Advocate (MJA). The Staff Judge Advocate serves as the principal legal advisor to the Commander, Deputy Commander/Chief of Staff, Sector Commanders, MEPS Commanders, and Headquarters' Staff. The Staff Judge Advocate coordinates with judge advocates of all Services and attorneys and officials of various agencies on legal matters concerning USMEPCOM. The scope of legal matters includes military justice and administrative personnel actions, procurement, claims for or against the United States, litigation for or against the United States, labor and employment law, ethics, Government information practices, and general administrative law.

Source authority: Article 6: Uniform Code of Military Justice; Air Force Instruction (AFI) 51-202; AR 5-9; AR 27-10; AR 27-20; AR 27-40; Judge Advocate General Instruction (JAGINST) 5800.7C; COMDTINST M 5810.1D

USMEPCOM guidance: USMEPCOM regulations 27-1 and 600-22.

   b. Command Surgeon (MMD). The Command Surgeon serves as the principal medical advisor for health matters throughout USMEPCOM. The Command Surgeon:

     (1) Develops medical policies, plans, and procedures.

     (2) Exercises staff supervision over the total medical program.

     (3) Serves as the primary coordinator with medical authorities at DoD and Service levels.

     (4) Is dual-hatted as the Director of the Medical, Plans and Policy Directorate (MMD).

   c. The Inspector General, USMEPCOM (MIG). The Inspector General reports on pertinent issues such as the state of discipline, morale, efficiency, and economy that may affect the command mission performance to the Commander. The Chief, Inspector General Office, has been divided into the following two divisions:

     (1) Inspection Division. The Inspection Division conducts general and special inspections of the MEPS. The division:

(a) Assesses the effectiveness of the command, the leadership climate, and resource management.

(b) Determines the state of economy, efficiency, discipline, morale, and team spirit at the MEPS.

(c) Provides guidance on the use of IG inspection findings.

(d) Provides teaching and training to correct deficient areas discovered during the inspection.

(e) Coordinates areas of special interest with the HQ USMEPCOM staff, informs the field of special interest areas to be inspected, and reports findings to the MCDR.

(f) Receives complaints from civilian and military personnel as an integral part of the inspection process.

(2) Administrative/Assistance/Investigation Division. The Administrative/Investigation Division conducts and reports on inquiries and investigations directed by higher headquarters, the MCDR, and the IG.

(a) Receives, processes, and follows-up on complaints and requests for assistance directed to the IG.

(b) Reviews and processes reports of investigations conducted by other commanders involving current IG inquiries.

Source authority: AR 20-1, AR 1-201, AR 335-15, and USMEPCOM Regulation 20-1.

d. Command Senior Enlisted Advisor. (MSEA). The MSEA serves as the USMEPCOM Command Senior Enlisted Advisor to the Commander on matters concerning noncommissioned officers and enlisted personnel. The MSEA represents issues on behalf of USMEPCOM Service members to the Commander and counsels Service members in personnel management, training, and logistics matters.

3-3. Special staff offices
The special staff offices assist and advise the Commander in specialized areas. Special staff offices have full authority to act on matters within their functional area. Special staff offices support, advise, and coordinate actions with other staff agencies having an interest in the subject matter. The special staff consists of Public Affairs Office (MPA) and Equal Employment Opportunity/Equal Opportunity (MEEO/EO) Office.

a. Public Affairs Office (MPA). MPA plans and implements operational public affairs and protocol activities within USMEPCOM. Develops and executes information strategies, facilitates media operations and community relations, and conducts public affairs planning and training. Conducts the Command Information Program and produces appropriate graphic arts in support of the public information mission. Plans, coordinates, and executes protocol events for all domestic and foreign dignitary visits within the command. MPA (fig. 3-1.) has the following four divisions:

```
                              ┌─────────────────────────┐
                              │   Public Affairs Office  │
                              └─────────────────────────┘
        ┌──────────────────┬───────────┴────────┬──────────────────┐
┌───────────────┐  ┌───────────────┐  ┌───────────────────┐  ┌───────────┐
│ Media Relations/ │ │   Command     │  │ Visual Information/ │ │ Protocol  │
│ Public Information│ │ Information   │  │   Graphic Arts     │ │           │
└───────────────┘  └───────────────┘  └───────────────────┘  └───────────┘
```
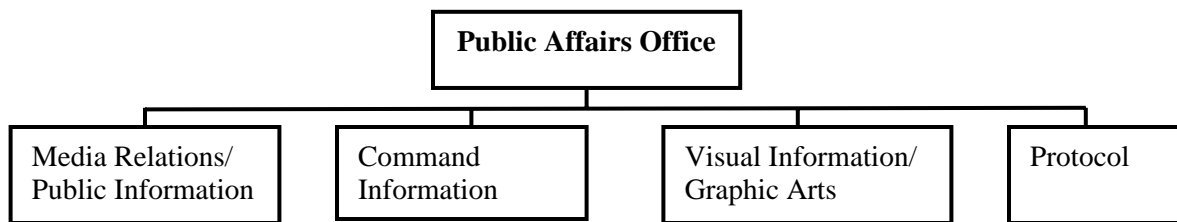
Figure 3-1. Organization of Public Affairs Office (MPA)

(1) Media Relations/Public Information (MPA-PI). Media Relations and Public Information Programs administer the release of information to the media and general public. MPA-PI:

(a) Represents the organization as the command spokesperson.

(b) Prepares command briefings.

(c) Coordinates, approves for release, and maintains all information contained on the command public Internet site.

(d) Manages the Hometown News Release (HTNR) Program.

(e) Provides briefing materials to subordinate commands.

(f) Writes speeches for presentation by the Commander, Deputy Commander, and sector commanders.

(2) Command Information (MPA-CI). Administer the CI to USMEPCOM internal audiences. MPA-CI:

(a) Publishes "Messenger" magazine.

(b) Publishes USMEPCOM notes.

(3) Visual Information/Graphic Art (MPA-VI). MPA-VI:

(a) Administers the audiovisual program.

(b) Produces graphics art products and photographs for command public affairs projects.

(c) Maintains and distributes audio visual equipment.

(4) Protocol. Protocol plans, choreographs, and executes all aspects of visits to HQ USMEPCOM and subordinate units by flag officers, commanders and chiefs of staff of major organizations, government officials, local dignitaries, and all foreign nationals.

Source authority: DoD 5500.7-R, AR 37-47, AR 360-1, DA Pam 600-60., USMEPCOM regulations 25-90, 360-1, and Public Affairs Handbook.

b. Equal Employment Opportunity/Equal Opportunity (MEEO/EO). MEEO/EO serves as the principal advisor on matters pertaining to equal employment opportunity, equal opportunity, and

affirmative employment. MEEO/EO develops, coordinates, and evaluates policies, programs, and plans ensuring commandwide programs are in accordance with requirements of laws and regulations. MEEO/EO (fig. 3-2) has two general areas: Affirmative Employment/Special Emphasis and Affirmative Action/Special Observances.

```
            ┌─────────────────────────────────┐
            │  Equal Employment Opportunity/   │
            │       Equal Opportunity          │
            └─────────────────────────────────┘
                            │
          ┌─────────────────┴─────────────────┐
  ┌───────────────────┐         ┌──────────────────────┐
  │ Affirmative       │         │ Affirmative Action/  │
  │ Employment/       │         │ Special Observances  │
  │ Special Emphasis  │         │                      │
  └───────────────────┘         └──────────────────────┘
```
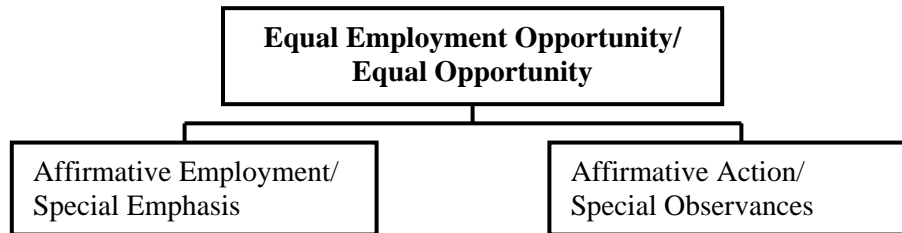
Figure 3-2. Organization of the Equal Employment Opportunity/Equal Opportunity Office

   (1) Affirmative Employment/Special Emphasis. The affirmative employment/special emphasis area maintains a continuing affirmative program to promote equal opportunity and to identify and eliminate illegal discriminatory practices and policies. The program:

   (a) Establishes and maintains effective affirmative programs of equal employment opportunity under Section 717 of Title VII (PART A) and effective affirmative action programs under Section 501 of the Rehabilitation Act. Monitors compliance with Section 501 of the Rehabilitation Act requiring Federal Agencies to take proactive steps to provide equal opportunity to qualified individuals with disabilities in all aspects of Federal employment.

   (b) Ensures employees and supervisors of civilian employees receive periodic training regarding equal employment opportunity, prevention of sexual harassment, and Notification and Federal Employees Antidiscrimination and Retaliation Act of 2000 (No FEAR).

   (c) Monitors and promotes full utilization of knowledge, skills, and abilities of the entire workforce without regard to race, color, religion, sex, national origin, age, or handicap.

   (d) Monitors and promotes equitable opportunities for open competition in the workplace.

   (e) Implements and manages the command's mentoring program which promotes growth and communication among people of various levels, organizational units, and cultures.

   (f) Maintains availability of alternative dispute resolution (ADR) procedures.

   (g) Monitors discrimination complaint procedures to ensure prompt, fair, and impartial procession of complaints.

   (2) Affirmative Action/Special Observances. The affirmative action/special observances area formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment of Service members based solely on merit, fitness, and capability, which supports readiness. This office also:

   (a) Identifies discriminatory practices affecting Service members and implements corrective actions, conducts equal opportunity (EO) training on a continuing basis and conducts climate assessments to monitor the human relations climate throughout the organization.

   (b) Provides advisory assistance in planning special and ethnic observances.

(c) Serves as advisor to commanders and investigating officers in the investigation and resolution of complaints of discrimination lodged by Service members.
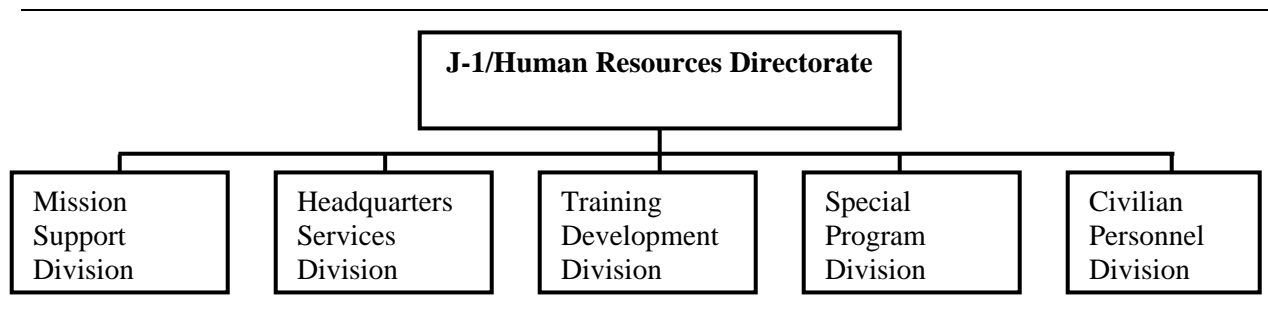
Source authority: DoDD 1350.2; DoDD 1440.1; 29 CFR, Part 1614; EEO MD-110; AR 600-7; AR 690-12; AR 690-600.

USMEPCOM guidance: USMEPCOM Regulations 600-24 and 690-11.

3-4. Directorate staff
The directorates at HQ USMEPCOM consist of the following: J-1 Human Resources (J-1/MHR)
J-3 Operations (J-3/MOP); J-4 Facilities (J-4/MFA); J-5 Program Analysis and Evaluations (J-5/MAE); J-6 Information Technology (J-6/MIT); J-7 Medical Plans and Policy (J-7/MMD); J-8 Resource Management (J-8/MRM). Directors have full authority to act on matters within their functional areas.

   a. **J-1/ Human Resources Directorate (J-1/MHR).** Provides command support for military and civilian personnel actions; command-sponsored training, individual training and education, safety, security, antiterrorism/force protection, emergency management and assistance, substance abuse prevention; White House and congressional inquiries, official mail, administrative support services and other related matters to the Commander, staff, sectors, and MEPS. J-1/MHR (fig. 3-3) has five divisions: Military Support Division, HQ Services Division, Training Development Division, Special Programs Division and Civilian Personnel Division.

```
                    ┌─────────────────────────────────────┐
                    │  J-1/Human Resources Directorate     │
                    └─────────────────────────────────────┘
                                      │
   ┌──────────────┬──────────────┬──────────────┬──────────────┬──────────────┐
┌─────────┐  ┌─────────┐  ┌─────────────┐  ┌─────────┐  ┌─────────┐
│ Mission │  │Headquar-│  │ Training    │  │ Special │  │ Civilian│
│ Support │  │ters     │  │ Development │  │ Program │  │Personnel│
│ Division│  │Services │  │ Division    │  │ Division│  │ Division│
│         │  │Division │  │             │  │         │  │         │
└─────────┘  └─────────┘  └─────────────┘  └─────────┘  └─────────┘
```

Figure 3-3. Organization of J-1/Human Resources Directorate

   (1) Mission Support Division (J-1/MHR-MS). Responsible for coordinating personnel actions with OSD and each of the five uniformed Services headquarters and military personnel centers; maintains, analyzes, and reports military personnel strength and readiness; coordinates assignment of military personnel; provides technical guidance and advice to staff and commanders on military personnel programs, policies and procedures, maintains an automated military and civilian personnel database, the Joint Personnel System (JPS), and the military awards program; records management, command administrative publications, forms management, Privacy Act and Freedom of Information Act (FOIA) programs; provides advice on writing, editing, and publishing command publications and forms daily operations; operates the headquarters Mail and Distribution and Control Center as well as commandwide postal operations and postal funds account.

   (2) Headquarters Services Division (J-1/MHR-SD). J-1/MHR-SD executes military personnel programs such as drug and alcohol testing, weight control, physical fitness program, dependent/family care plans, and counseling programs for USMEPCOM headquarters, conducts boards and coordinates headquarters ceremonies, manages additional duty appointments, Joint Service Color Guard, and maintains duty rosters for command duty officers, and drivers. Responsible for training of all

USMEPCOM headquarters personnel; Acts as liaison for headquarters base support with morale, welfare, and recreation issues; health care; housing, and personnel readiness for military and civilian personnel.

      (3) Training Development Division (J-1/MHR-TR). Provides organizational growth, individual development and professional career management through education and training, and ensuring the quality of military accessions during peacetime and mobilization.

      (4) Special Programs Division (J-1/MHR-PR). Develops, manages, and coordinates policies, procedures, and requirements for command security, occupational health and safety, fire and accident prevention, substance abuse prevention and detection, terrorism counteraction, emergency management, serious incident reporting, Congressional and White House inquiries, and the Wellness and Readiness Program. The division also maintains the command annual security planning and execution plan, as well as Support Services.

      (5) Civilian Personnel Division (J-1/MHR-CP). Provides advice on civilian personnel plans, programs, policies, procedures, and principles to the USMEPCOM Commander, Deputy Commander/Chief of Staff, sector commanders, directors, personal staff, special staff officers, supervisors, and employees. Specifically:

      (a) Advises on position management and classification, recruitment and placement, management-employee relations, labor relations, training, interservice/intraservice civilian personnel support agreements, civilian incentive awards, and civilian personnel technical service.

      (b) Executes the command Civilian Personnel Management Program that governs civilian personnel management according to applicable policies, programs, regulations, procedures, and guidelines.

      (c) Maintains overall responsibility for providing advice and assistance commandwide for civilian training.

      (d) Administers and evaluates the Civilian Incentive Awards Program.

      (e) Manages the Command Career Management Program.

      (f) Manages the Command Transition Management for National Security Personnel System (NSPS) Conversion Program.

      (g) Provides commandwide assistance regarding workers compensation.

      (h) Serves as the command liaison to DA and DoD for civilian personnel regionalization and automation activities.

Source authority: DoDD O-2000.12-H; DoD 1010.1; DoDD 4525.6-M, Volumes I and II; DoDD 4525-8-M; Title 29 CFR 1960; AR 350-1, AR 600-23, AR 690-13. AR 25-51; AR 380-67; AR 690-400; AR 25-30, AR 25-50, AR 25-55, AR 25-400-2, AR 25-1; DA Pam 350-59; MCO 6100.10B; OPNAVINST 6110.1F, Title 5, United States Code, Title 5 and the Code of Federal Regulations (CFR).

USMEPCOM guidance: USMEPCOM regulations 1-5.

  b. J-3/Responsiblities of Operations Directorate (J-3/MOP). Develops operational plans and policies coordinating sector and MEPS operations and manages the associated enlistment processing systems. J-3/MOP is the functional representative to the various DoD working groups. J-3/MOP also interfaces with the recruiting Services, other personnel procurement agencies, Service reception and

training centers and the Defense Manpower Data Center (DMDC). The directorate (fig. 3-4) consists of the Accession Division, Current Operations Division, and Testing Division.

```
                        ┌─────────────────────────────┐
                        │  J-3/Operations Directorate │
                        └─────────────────────────────┘
                                       │
        ┌──────────────────────┬───────┴────────┬──────────────────────┐
┌────────────────────┐ ┌────────────────────┐ ┌────────────────────┐
│  Accession Division │ │  Testing Division   │ │ Current Operations │
└────────────────────┘ └────────────────────┘ └────────────────────┘
```
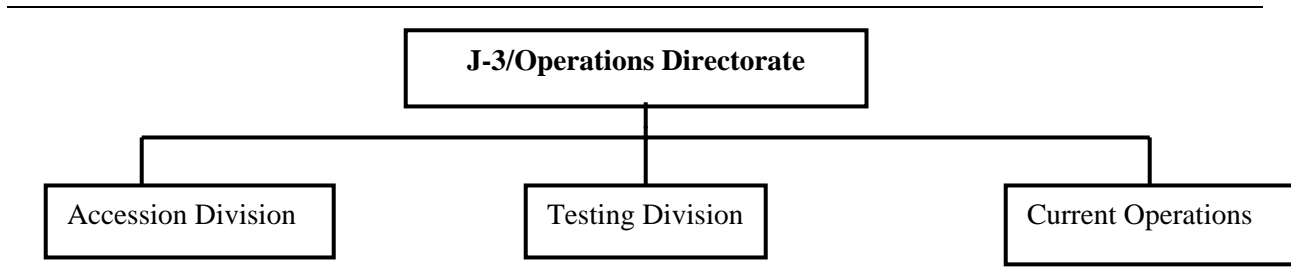
Figure 3-4. Organization of J-3/Operations Directorate

(1) **Accession Division (J-3/MOP-AD).** The Accession Division provides guidance and responsibility for the supervision, control, and monitoring of MEPS enlistment processing procedures and the applicant processing operation. As the functional representative subject matter expert for the Command's accession reporting system, United States Military Entrance Processing Command Integrated Resource System (USMIRS), manages test case development, policy changes, and user acceptance testing for new software applications. Interfaces with the Recruiting Services, other personnel procurement agencies, Service reception and training centers, DoD and command staff for the development of directives and policies on MEPS operations. Serves as the functional chairman at the Defense Accession Data Systems Integration Working Group and provides staff-officer support during meetings. Develops and provides operational training to MEPS commanders, and operations officers, and supervisors on current and pending processes. Focuses on future design, development, and documentation of functional requirements for new applicant processing methodology to meet the needs of DoD and the recruiting Services during peacetime and mobilization. Actively seeks new and innovative methods to improve future business processes to further the mission of the command and accession community.

(2) **Current Operations Division (J-3/MOP-CO).** This division focuses on the accomplishments and maintenance of the daily applicant processing mission by providing consistent day-to-day guidance and support to the 65 MEPS in all aspects of applicant processing (testing, medical, processing, and shipping). It also serves as the command's liaison to the four military Services, Coast Guard, and the recruiting and training commands concerning the accession process. The Division manages and directs the movement of recruits from the MEPS to the ten training reception centers. Additionally, the Current Operations Division conducts trend analysis resulting from systemic review of processing, shipping, accession procedures, business practices and issues; deconflict policy and regulatory guidance; and identifies training deficiencies. Current Operations Division consists of the following sections:

(a) **Operations Center (J-3/MOP-CO-MOC).** The Operations Center (MOC) is designed to assist the USMEPCOM Commander and sector commanders with command, control, communications and mission execution of the MEPS through a centralized element. The Operations Center is the single point of contact to provide "on demand" support and assistance to the field for all applicant-processing (medical, testing, processing, and shipping). This support ensures optimal efficiency and standardization throughout the command. The Operations Center will define and clarify regulatory and procedural guidance, response to day-to-day MEPS issues, and resolve any time sensitive applicant flooring concerns that can't be resolved by the MEPS or Sector.
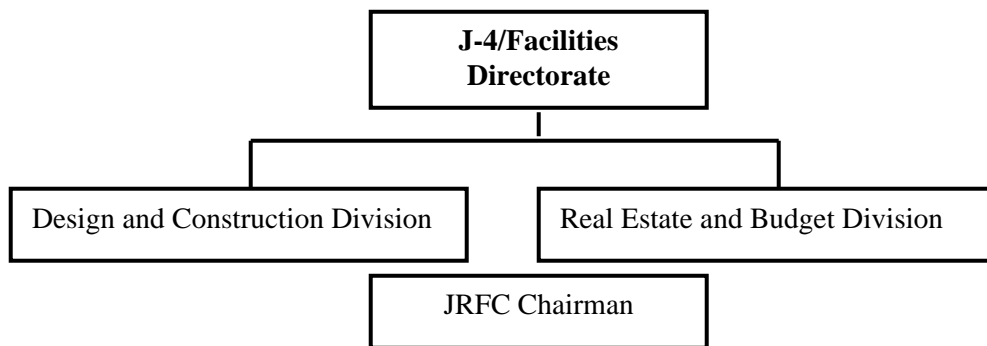
(b) **Liaison Branch (J-3/MOP-CO-LA).** The Liaison Branch plans, coordinates, and directs movement of 260K recruits from MEPS to Service training bases. LA establishes contingency procedures for major travel system interruptions due to weather, work stoppages, etc. Additionally, this branch develops and coordinates the Command Operating Schedules with Sectors, Recruiting, and

Reception Training Centers. Finally LA coordinates with Defense Travel Management Office (DTMO) on issues related to Commercial Travel Office performance and development of Passenger Standing Route Order (PSRO) to efficiently and effectively meet recruit arrival times.

      (3) Testing Division (J-3/MOP-TD). Testing Division develops policies and procedures for the enlistment, student and special purpose testing programs. Testing also provides guidance and training to Overseas Testing. The Division coordinates schedules and administration of enlistment and student testing with the Office of Personnel Management (OPM); manages the student testing database; and coordinates the development, production, and distribution of ASVAB materials with DMDC and the Government Printing Office.

Source authority: 10 USC 501-520c, DoDD 1145.02E, DoDI 1304.12E, AR 601-270, AR 601-222, USMEPCOM Regulations 601-23, 680-3, 601-4, 611-1, 55-2

    c. J-4/Facilities Directorate (J-4/MFA). J-4/MFA develops plans, policies, procedures, and budgets on facilities management. J-4/MFA maintains liaison with HQDA, Assistant Chief of Staff for Installation Management, General Service Administration (GSA), United States Army Corps of Engineers (COE), Office of the Chief of Engineers, and other DoD staff agencies. J-4/MFA (fig. 3-5) has three primary areas of responsibility:

```
                    ┌─────────────────────┐
                    │    J-4/Facilities    │
                    │     Directorate      │
                    └─────────────────────┘
                               │
          ┌────────────────────┴────────────────────┐
┌──────────────────────────────┐  ┌──────────────────────────────┐
│ Design and Construction       │  │ Real Estate and Budget        │
│ Division                      │  │ Division                      │
└──────────────────────────────┘  └──────────────────────────────┘
          ┌──────────────────────────────┐
          │        JRFC Chairman          │
          └──────────────────────────────┘
```

Figure 3-5. Organization J-4/Facilities Directorate
_____

      (1) Design and Construction Division (J-4/MFA-AE). J-4/MFA-AE provides policy, direction, and oversight for the implementation of architectural, engineering, and construction services in support of the USMEPCOM program for new and renovated facilities. J-4/MFA-AE provides design and construction resource advocacy within the POM process; develops and submits Military Construction, Army, for new facilities through HQDA; coordinates MEPS relocation actions; and conducts in-process reviews with the USMEPCOM staff. J-4/MFA-AE manages repairs, maintenance, and upgrades at the MEPS through the Annual Work Plan and performs market surveys with the GSA and the COE.

      (2) Real Estate and Budget Division (J-4/MFA-RB). J-4/MFA-RB monitors and reviews commercial, Federal, and military facility space to initiate the appropriate action to acquire, dispose, relocate, or reconfigure space. J-4/MFA-RB initiates, develops, coordinates, and recommends acquisition plans, policies, and procedures for facilities management programs and develops MEPS space-allocation criteria. The Division maintains and reports status of the Command real-estate inventory; coordinates contractual lease enforcement with appropriate COE, GSA, or military installation offices; and performs market surveys for new space with the GSA and/or COE. J-4/MFA-RB provides information to the programming, budgeting, and year-end funding process; coordinates and executes budget requirements for support of facilities; and reviews, analyzes, and approves funds availability for reimbursable work authorizations.

(3) Joint Recruiting Facilities Committee (J-4/JRFC) Chairman (J-4/MFA-JRFC). The JRFC Chairman's primary responsibility is to represent the Deputy Under Secretary of Defense for Military Personnel Policy (MMP) on realty issues that affect each of the Service recruitment commands within DoD. The JRFC Chairman works to resolve realty issues among the Service recruiting commands and the Corps of Engineers Regional Program Managers (COE RPM) in support of the Joint Recruiting Facilities Program (JRFP). The JRFP supports approximately 25,000 recruiting-related personnel in over 3,000 facilities in all 50 states and overseas in at least 6 countries. The JRFC shall be chaired by MECOM (J-4/MFA). Members of the JRFC shall include representatives for the DoD Executive Agent, COE RPMs, and recruiting organizations of the military Services. The JRFC shall meet at the request of the chairperson to review implementation of policies while planning, programming, budgeting, and executing the DoD Recruiting Facilities Program. The Chair shall resolve collocation plan issues between the military Service and the Executive Agent, approve changes to automated systems in support of the DoD Recruiting Facilities Program, and designate excess leased space.

Source authority: 10 USC 2661, 10 USC 2662, Executive Order 12072, Executive Order 13006, AR 405-10, AR 405-70, Engineer Regulation (ER) 405-1-12, 41 CFR, Part 101-17, 41 CFR 101-18, DoD 4165.6, DoD 5160.58, Engineering Circular 405-1-15.

USMEPCOM guidance: USMEPCOM Regulation 420-3.

   d.   J-5/Program Analysis and Evaluation Directorate (J-5/MAE).   J-5/MAE provides timely, results-oriented program analysis and evaluation, research, strategic planning and management, and transformation of USMEPCOM core competencies to support decision making by the Accession Community. The directorate conducts studies and analyses for the management, improvement, and reengineering of USMEPCOM processes, operations, and systems designs. It evaluates command programs to determine effectiveness of program design, program execution, and achievement of goals and objectives. It applies methods and techniques in program evaluation, operations research, and systems analysis. The directorate is organized with a Current Operations team and a Future Operations team that manage four functional areas (fig. 3-6): Studies and Analysis, Business Management Analytics, Office of Continuous Improvement, and Strategic Program Management.
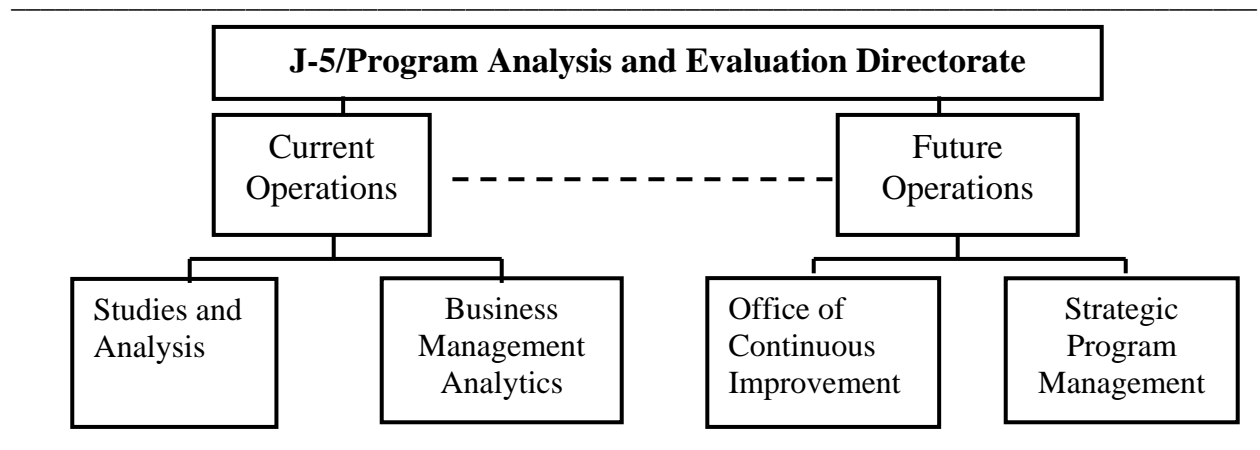
Figure 3-6. Organization of J-5/Program Analysis and Evaluation Directorate

(1) Studies and Analyses. This functional area provides proponency, management, and application of Command research program. Capabilities include independent functional analysis of business processes, operational and systems design, organizational performance assessment; business case design and analysis; and formal program evaluation. Supports business process reengineering.

(2) Business Management Analytics. This functional area provides proponency, management, and application of command business intelligence capabilities. This functional area leads development of business models and simulations for operational and course-of-action analyses. It supports the other three directorate functions with cost, efficiency, and effectiveness analysis of business scenarios at the MEPS, sector, and command levels. It includes the workload information reporting and activity-based costing systems, data mining, forecasting, performance metrics and other research tools and methods for business systems.

(3) Office of Continuous Improvement. This functional area develops the command's strategic and analytical relationships with business partners, effects continuous improvement and reengineering of business processes, transformation, and supports Defense acquisition management activities to include the Joint Capability Development System (JCIDS). It facilitates and supports work to improve the quality, timeliness, and robustness of military accession processing. It facilitates teamwork, cooperation, and communication.

(4) Strategic Program Management. This functional area provides proponency, management and leadership of the Command Strategic Plan, including prioritization of the command's cross-functional projects. It manages the Command Campaign Plan, maps projects and studies to the Strategic Plan, develops measures of strategic performance, and coordinates accountability for goals, objectives, and milestones.

Source authority: DoDD 5000.1, DoDD 5000.59, DoDD 5141.01, DoDI 5000.2, AR 70-1, AR 11-18, DA Pam 25-6.

e. J-6/Information Technology Directorate (J-6/MIT). The J-6/MIT plans, develops, budgets for, and implements the command information management program. J-6/MIT provides hardware and software support for the command including automated data processing equipment (ADPE) installation, configuration, testing, operations, and maintenance. J-6/MIT also provides continuous host-computer operations for the command and the SSS during peacetime and mobilization. The Chief Information Officer/Director and the Deputy Chief Information Officer/Deputy Director oversee the strategic visions/oversight, Information Technology (IT) capital investments IT resources, and IT governance. J-6/MIT (fig. 3-7) has two divisions and eight branches, and two officers.

```
                    ┌──────────────────────────────────────┐
                    │  J-6/Information Technology Directorate │
                    └──────────────────────────────────────┘

                    ┌──────────────────────────────────────┐
                    │      Chief Information Officer/         │
                    │           Director J-6                  │
                    └──────────────────────────────────────┘

        ┌──────────────────────────────────────┐   ┌────────────────────┐
        │  Deputy Chief Information Officer/      │   │ Information Assurance │
        │      Deputy Director J-6                │   │       Office          │
        └──────────────────────────────────────┘   └────────────────────┘
```

Infrastructure Support Division	Test Score Control Office	Acquisition and Initiatives Division
Systems Support Branch		Systems Development Branch
Network Support Branch		Quality Assurance Branch
Customer Support Branch		Acquisitions Branch
Plans and Policy Branch		Project Management Branch

Figure 3-7. Organization of J-6/Information Technology Directorate

     (1) Information Assurance Office (J-6/MIT-IAO). The J-6/MIT-IAO enforces security policies and safeguards for USMEPCOM systems and network, and ensures that system security is not bypassed at the expense of operations. The office maintains the certification and accreditations of systems and they also oversee and perform Information Assurance Vulnerability Assessment (IAVA).

     (**2**) **Test Score Control Office (J-6/MIT-TSCO).** The J-6/MIT-TSCO provides support to the Office of the Secretary of the Defense (OSD) and the Joint Service testing community through efficient measurement of applicant aptitude, achievement, personality, and interests consistent with established policy and procedures. The office provides examinees, Services, and authorized external agencies with efficient, accurate, and fair automated score reporting for the Armed Services Vocational Aptitude Battery (ASVAB) and service-unique Special Purpose Tests. The office oversees the score reporting changes to Defense Language Aptitude Battery (DLAB), the Item Response Theory (IRT), and In-Service Armed Forces Classification Testing (AFCT).

     (3) Infrastructure Support Services Division (J-6/MIT/ISS). Plans, directs, and coordinates the USMEPCOM nationwide/commandwide information technology (IT) program and activities of

subordinate elements, which includes the System Support Branch, the Network Support Branch, the Customer Support Branch and the Plans and Policy Branch of the J-6 Directorate in the following areas:

(a) Directs the tailoring, implementation, fine tuning, and maintenance of USMEPCOM's network and IT infrastructure support to include routers, switches, personal computer (PCs), servers, commercial- off-the-shelf (COTS) software, telephones, and copiers.

(b) Studies, evaluates, and keeps abreast of new developments in the field of IT processing and communication systems.

(c) Directs the preparation of, or prepares, cost studies and other special reports for development of work procedures and schedules. Coordinates with users to establish and maintain controls for production accounting and cost control systems.

(d) Prepares or directs the preparation of long range plans to ensure modernization, expansion, etc. Based on user supplied information, determines and justifies needs for additional facilities and equipment to accomplish the IT mission.

(e) Participates with USMEPCOM and Selective Service System (SSS) in conferences and meetings with representatives of higher echelon, organizations serviced, commercial firms, and other elements of the command on matters such as planning future operations, funding and personnel requirements, coordinating related and new or changed policies and procedures affecting the IT Directorate mission and mobilization requirements.

1. **Systems Support Branch (J-6/MIT-SSB).** The J-6/MIT-SSB plans, coordinates, and executes the loading, testing, and maintenance of the host-system communication operating system, USMEPCOM server infrastructure and software and vendor-supplied software products. The J-6/MIT-SSB installs, configures, maintains, and troubleshoots Blackberry equipment. The branch also maintains an automatic data processing (ADP) technical library, systems documentation, and develops and maintains user software products required at the host continuity of operations plan (COOP) site.

2. **Network Support Branch (J-6/MIT-NSB).** The J-6/MIT-NSB manages, develops, and maintains the operational readiness, maintenance, and installation of communications, network, and security systems. J-6/MIT-NSB monitors the USMEPCOM network and security infrastructure to identify inappropriate traffic and makes recommendations to control the use of the USMEPCOM network to provide optimum services to the customer.

3. **Customer Support Branch (J-6/MIT-CSB).** The J-6/MIT-CSB combined Service Desk manages, schedules, and performs host computer operations and input/output control. It prepares and adjusts the host job processing schedule and maintains processing control within the automated job schedule, schedules hardware maintenance, report machine credits, and maintains the onsite USMEPCOM machine-readable tape library and offsite media storage. It provides computer operations using support at the host COOP site. The Service Desk also provides IT assistance and trouble ticket tracking using a COTS application. The branch provides Level III support and is responsible for the installation, maintenance, and repair of the Local Area Network infrastructure hardware and software desktop systems, application support, and hardware and software trouble-shooting and problem resolution.

4. **Plans and Policy Branch (J-6/MIT-PPB).** The J-6/MIT-PPB develops, coordinates, implements, and monitors information technology budgets, spend plans, and portfolio management system and documents when necessary, such as Exhibit 300. The branch performs studies to evaluate ADPE utilization, computer standards and performance; develops and prepares technical specifications and justifications for ADPE, software, and service contract procurement; manages the ADPE and

software replacement program in support of operations; manages costs associated with service and maintenance contracts, hardware/software leases, hardware/software purchase, and reimbursable costs for outside agencies, serves as the Contracting Officer Representative (COR) for contracts related to the computer facility; and maintains host charge-back data. The branch also develops, coordinates, manages, and implements the ADP COOP.

      (4) Acquisition and Initiatives Division (J-6/MIT-A&I). Plans, directs, and coordinates for all Information technology initiatives, the activities of all subordinate elements which include; System Development Branch, Quality Assurance Branch, Project Management Branch and Acquisition Branch.

      (a) Systems Development Branch (J-6/MIT-SDB). The J-6/MIT-SDB is responsible for system development. The J-6/MIT-SDB provides systems analysis, design, programming, and supporting documentation of automation initiatives. The J-6/MIT-SDB provides technical support to Command users of automated systems and maintains contact with the functional proponents within the Command and with outside users.

      (b) Quality Assurance Branch (J-6/MIT-QAB). The J-6/MIT-QAB provides quality control for all systems developed by and/or for USMEPCOM. This consists of systems integration testing and review of outside testing efforts. J-6/MIT-QAB also provides continuous auditing for internal IT projects to ensure they follow the appropriate established IT development processes.

      (c) Acquisitions Branch (J-6/MIT-AB). The J-6/MIT-AB provides oversight of all future Information Technology acquisitions ensuring they follow the proper DoD processes. It provides System Engineering process oversight with responsibility for ensuring all development projects follow the appropriate Capability Maturity Model Integration (CMMI) disciplines. It provides oversight of the Program & Project Management Office (PPMO).

      (d) Project Management Branch (J-6/MIT-PMB). The J-6/MIT-PMB provides project management (PM) support, and visibility to projects within the J-6 project portfolio.

Source authority: AR 25-1 and DA Pam 25-1-1.

USMEPCOM guidance: USMEPCOM regulations 25-3 and 25-2.

   f. J-7/Medical Plans and Policy Directorate (J-7/MMD). The J-7/MMD provides clinical direction, medical policy, and monitors the USMEPCOM medical examination program, including the quality of MEPS medical examinations and medical quality of accessions to military Services. J-7/MMD manages the Human Immunodeficiency Virus (HIV) testing program, the drug and alcohol testing program, and the MEPS medical equipment program. The Directorate convenes the USMEPCOM Credentials Committee which approves the credentials of healthcare providers working in the MEPS. The directorate (fig. 3-8) has two divisions: Current Operations and Future Operations and Administration Division.

```
                        ┌─────────────────────────┐
                        │   J-7/Medical Plans and  │
                        │    Policy Directorate    │
                        └─────────────────────────┘
                                     │
              ┌──────────────────────┴──────────────────────┐
    ┌───────────────────────┐              ┌───────────────────────────┐
    │ Current Operations    │              │ Future Operations and     │
    │ Division              │              │ Administration Division   │
    └───────────────────────┘              └───────────────────────────┘
```

Figure 3-8. **Organization of J-7/Medical Plans and Policy Directorate**

Quality and Standards Branch | Field Support (East) Branch | Field Support (West) Branch | Future Operations Branch | Administration Branch
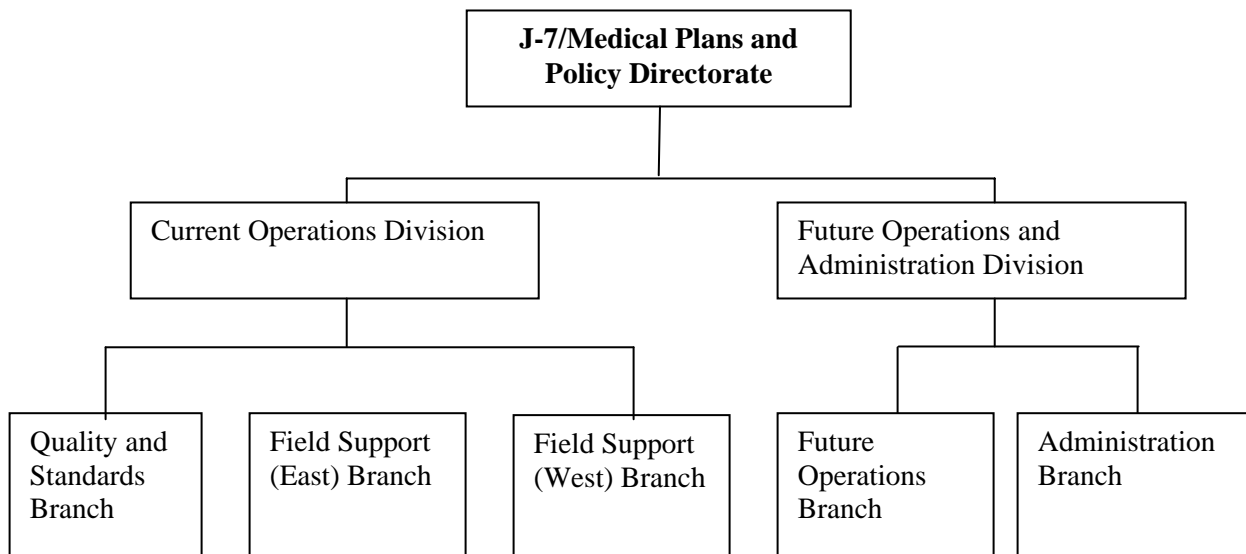
Figure 3-8. Organization of J-7/Medical Plans and Policy Directorate

      (1) Current Operations Division (J-7/MMD-CO). The J-7/MMD-CO provides supervision over its branches and guidance to medical personnel in the MEPS. The division develops operational plans, policies, and procedures relating to the MEPS medical processing. The division provides a liaison function with service medical waiver review authorities, provides professional guidance and training to MEPS medical staff personnel, evaluates Chief Medical Officer (CMO) performance, reviews CMO and Fee Basis Provider (FBP) credentials and certifications, participates in various medical research and development projects, and is the Command Surgeon's representative for medical logistics. Division physicians also act as MEPS CMOs when needed. The Division Chief is dual-hatted as the Deputy Command Surgeon.

      (a) Quality and Standards Branch (J-7/MMD-CO-QSB). The J-7/MMD-CO-QSB manages the USMEPCOM HIV testing program, the drug and alcohol testing program, and the Clinical Laboratory Inspection program. The branch oversees various medical special projects with a current operational focus such as the Existed Prior to Service (EPTS) Project and the Assessment of Recruit Motivation and Strength (ARMS) test. The Branch Chief is a member of the USMEPCOM Credentials Committee.

      (b) Field Support (East and West) Branches (J-7/MMD-CO-FS-E and J-7/MMD-CO-FS-W). The branches are responsible for the daily MEPS medical mission by providing technical medical and professional guidance, training MEPS medical staff personnel through training tools and on-site visits,. The Branch Chiefs evaluate CMO performance and are members of the USMEPCOM Credentials Committee.

      (2) Future Operations and Administration Division (J-7/MMD-FA). The J-7/MMD-FA provides guidance to and supervises its branches. This division manages technical and administrative policy and projects for MEPS medical processing. The division manages the USMEPCOM Credentials of Healthcare Providers Program, medical information technology (IT) user requirements and acceptance testing and the medical Assessment and Continuous Improvement Program. The division oversees the administration of the Defense Health Program (DHP) budget and provides contract management oversight of the FBP contract. The Division Chief is dual-hatted as the J-7/MMD Deputy Director.

      (a) Future Operations Branch (J-7/MMD-FA-FB). The J-7/MMD-FA-FB branch is responsible for managing future medical IT initiatives for defining user requirements and conducting user acceptance testing. Manages the medical Assessment and Continuous Improvement Program. Coordinates with J-7/MMD-CO, J-5/MAE, and J-6/MIT on IT, research and assessment studies and projects.

      (b) Administration Branch (J-7/MMD-FA-AD). The J-7/MMD-FA-AD branch is responsible for researching and recommending policy for the credentialing of healthcare providers working in the MEPS and convening the USMEPCOM Credentials Committee. The branch manages the FBP contract, including executing contracting officer representative duties, developing measurements to ensure contract compliance, and providing liaison support to the contracting office; the directorate budget and manpower utilization; and special inquiries.

Source authority: DoDD 6130.3, DoDI 6130.4, Navy Medical (NAVMED) P-117, AFI 48-123, AR 40-68, AR 40-501, AR 600-9.

USMEPCOM guidance: USMEPCOM Regulations 40-1, 40-8.

   g. J-8/Resource Management Directorate (J-8/MRM).   The J-8/MRM plans, develops, and oversees the Command's resources. J-8/MRM establishes Command policies for budget and financial management, fiscal issues, manpower, logistics, and management practices, and provides technical supervision of resource management activities. J-8/MRM also maintains liaison with DoD, DA, and TRADOC.   J-8/MRM has four divisions (fig. 3-9): Budget Division, Manpower and Management Division, Acquisition and Logistics Division, and Program and Policy Division.
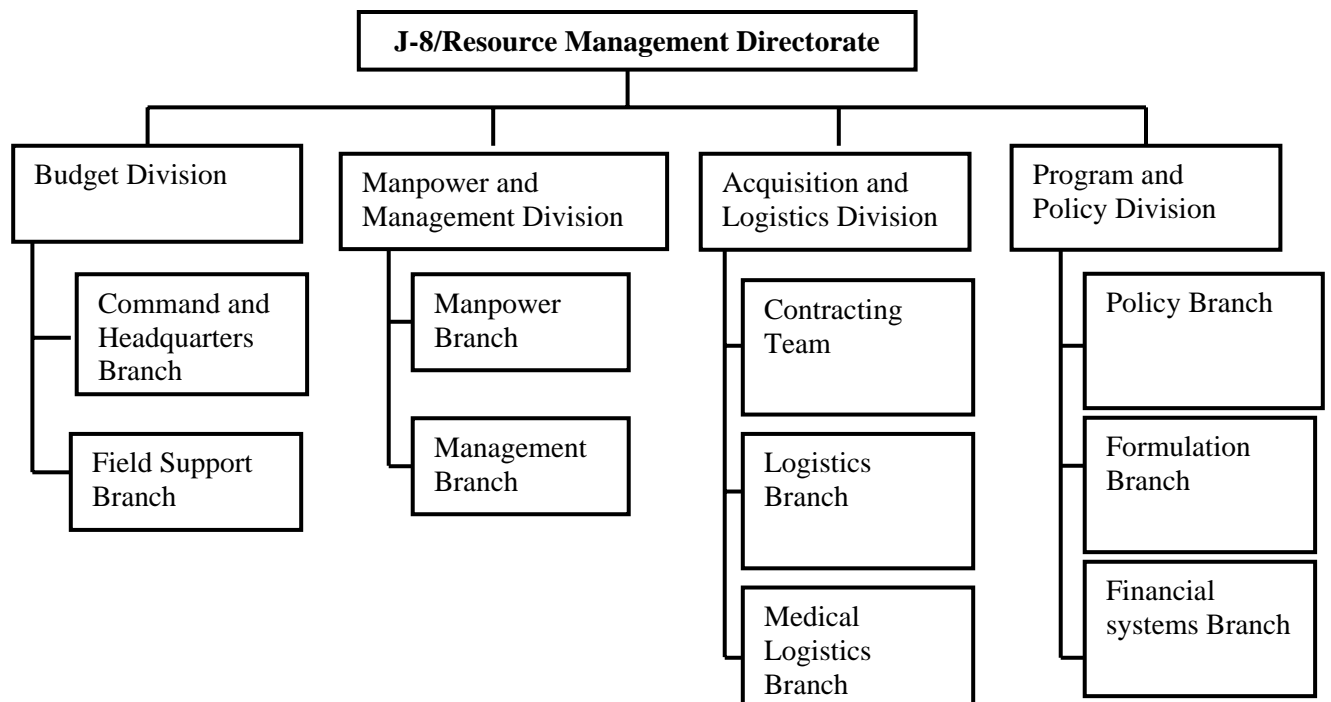
Figure 3-9. Organization of the J-8/Resource Management Directorate

      (1) Budget Division (J-8/MRM-B). The J-8/MRM-B is responsible for planning, programming, budgeting, execution, and reporting of USMEPCOM dollars including Operations and Maintenance, other procurement, and the DHP.

(a) Command team (J-8/MRM-B-CT) and HQ Support Branch (J-8/MRM-B-HS). responsible for the Working and Senior Program Advisory Committee meetings. The branch receives and distributes funding to all allotment serial numbers, reviews and audits accounting transactions, and prepares monthly accounting reports. The branch also enters all Headquarters obligations into the Standard Army Finance System.

(b) Field Support Branch (J-8/MRM-B-FS). Oversees field budget and accounting functions. J-8/MRM-B-FS distributes funding to sectors and MEPS, provides budget and accounting guidance to the field, monitors field obligations and disbursements and acts as liaison between field elements and Defense Finance and Accounting Service-Rome. The branch also performs staff assistance visits to sectors and MEPS providing training, performing budget and accounting functions during personnel vacancies/absences, and assisting commanders.

(2) Manpower and Management Division (J-8/MRM-MM). J-8/Manpower and Management Division (J-8/MRM-MM) consists of two branches – Manpower Branch and Management Branch. J-8/MRM-MM develops, coordinates, executes, and recommends plans, policies, and procedures for manpower and management support of the USMEPCOM mission.

(a) Manpower Branch (J-8/MRM-MM-MP). Develops plans, policy, and procedures for the manpower program. The branch documents changes to the Army Table of Distribution and Allowances (TDA) based on current and future program budget guidance, develops and manages the USMEPCOM Manning Authorization Document incorporating data from the Services' manning documents, develops organizational structure and changes, and documents the organizational structure and civilian personnel data into the J-8/MRM-MM-MP. The branch conducts manpower studies to assess workload and associated manpower requirements.   J-8/MRM-MM-MP also manages the Command's civilian authorizations and requirements and validates requests for civilian hires.

(b) Management Branch (J-8/MRM-MM-MG). Advises and assists the Commander and staff on organization management, current private sector business practices, and productivity issues. The Branch advises, develops, monitors, and manages Command policies for the Army Suggestion Program (AR 5-17), the USMEPCOM Organization and Functions Manual (USMEPCOM Reg 10-1), the Army Management Improvement and Productivity Enhancement Program (AR 5-24), coordinates stationing (AR 5-10) and Base Realignment and Closure (BRAC) actions, manages the Competitive Sourcing Program (AR 5-20), the Management Control Program (AR 11-2), and conducts special studies and analyses as needed.

Source authority: AR 5-10, AR 5-20, AR 5-17, AR 11-2, AR 570-4.

USMEPCOM guidance: USMEPCOM Regulation 570-3.

(3) Acquisitions and Logistics Division (J-8/MRM-AD). Develops, coordinates, executes, and recommends plans, policies, and procedures for logistical and contracting support of the USMEPCOM mission.

(a) Contracting Branch (J-8/MRM-AD-CB). Provides contracting support for HQ USMEPCOM and the two sectors and manages the USMEPCOM Department of Defense (DoD) Government Purchasing Card (GPC) Program. The branch manages and defines policy for the applicant meals and lodging program, develops procedures and appointment standards for nonappropriated fund (NAF) contracting officers, and executes procurement warrants.

(b) Logistics Branch (J-8/MRM-AD-LB). Provides logistical management support for property accountability, material maintenance, and the Command Logistics Evaluation Assistance

Program. The branch controls and coordinates the Command's assignment of the DoD activity address codes. Manages interservice support agreements and special purpose use vehicles.

      (c) Medical Logistics Branch (J-8/MRM-AD-ML). Performs all logistics for the medical commodity and manages the "fleet" of medical equipment in the MEPS, maintains the Memorandum of Understanding (MOU) between USMEPCOM and U.S. Army Medical Command for medical logistics (primarily medical maintenance and supply) support, acts as USMEPCOM's representative for the point of contact (POC) and subject-matter experts (SMEs) for both the Precious Metals Recovery Program (PMRP) and Regulated Medical Waste (RMW).

      (4) Program and Policy Division (J-8/MRM-PP). Responsible for advising the Commander and staff on financial policy issues; responsible for budget formulation and forecasting the Command's five year funding requirements, and administers Department of the Army and Department of Defense mandated financial reporting systems.

      (a) Policy Branch (J-8/MRM-PP-PB). Responsible for civilian payroll forecasting and execution and civilian time and attendance documentation in the Defense Civilian Payroll System (DCPS). Policy Branch ensures the effective execution of assigned fiscal programs: Government Travel Card Program for Centrally Billed Accounts (CBAs) and Individually Billed Accounts (IBAs), non-appropriated funds (NAF) Amusement and Vending Machine Fund (AVMF). Program administration requirements include: program is in compliance with governing regulations and guidance; develop program budget; monitor funds execution; evaluate customer feedback; ensure reporting and suspense requirements are met; and ensure implementation of corrective actions to meet systems problems and user training needs.

      (b) Formulation Branch (J-8/MRM-PP-FB). Develops annual command requirements budget; conducts 3rd Quarter Program Budget Execution Committee meetings. Compiles, submits and justifies USMEPCOM budget including Program Objective Memorandum (POM) submissions in compliance with OSD Defense Program Guidance, and annual funding guidance provided by DA (augmented by TRADOC) and MEDCOM. POM documentation is compiled for 14 Command Management Decision Packages (MDEPS). Branch publishes Command budget formulation guidance. Submits required spend plan reporting documents.

      (c) Financial Systems Branch (J-8/MRM-PP-FS). Ensures the execution of mandated financial accounting and reporting systems. Develops business rules to enforce proper resource management and maximize the use of financial management tools. Address system training needs. Ensure effective liaison with systems points of contact. Provide managerial accounting and technical guidance for mandated systems. Command financial systems include: Defense Travel System (DTS), Resource Management Tool (RMT); data base Cost Accounting System (dbCAS); Operational Data Store (ODS); and General Fund Enterprise Business System (GFEBS).

Chapter 4
Sector Organization and Responsibilities

4-1. Command group Responsibilities

   a. Commander. The sector commander commands and controls sector headquarters and assigned MEPS as directed by the Commander, USMEPCOM, and serves as Commander, for the assigned sector. The sector commander:

      (1) Reviews procedures and recommends changes to the Commander, USMEPCOM, for the ongoing improvement of MEPS operations.

      (2) Maintains liaison with recruiting commanders (through the Midlevel Interservice Recruitment Committee (MIRC) of the Armed Forces and Reserve components), appropriate OPM Region Directors, and representatives of other Federal agencies.

   b. Deputy Commander/Executive Officer. The sector deputy commander/executive officer represents the sector commander as directed and assumes command when authorized. The deputy commander/executive officer performs the duties assigned by the Sector Commander, and acts as chief of staff for sector headquarters.

   c. Command Sergeant Major. The sector command sergeant major serves as the senior NCO of the sector and as the principal enlisted advisor on policy matters about enlisted personnel. The sector command sergeant major provides information, assessment, and judgment on the morale, discipline, motivation, retention, training, and problems of enlisted personnel throughout the sector and maintains liaison with the senior enlisted personnel of MIRC organizations.

   e. Equal Opportunity (EO)Advisor. The EO advisor serves as the sector advisor and provides assistance to implement the Command EO Program.

4-2. Operations Group
The sector operations group advises and assists the sector commander in operational planning, interpretation, and administration of policies and procedures for enlistment processing. The sector operations group:

   a. Provides coordination and assistance to assigned MEPS with daily tactical operations, USMEPCOM policies, and interpretation regarding operational and applicant processing issues.

   b. Visits MEPS, as directed, to assist in the resolution of problems.

   c. Visits MEPS, as directed, to provide training to ensure compliance with appropriate USMEPCOM regulations and policies.

   d. Plans, coordinates, and administers conferences and training sessions. Tracks and monitors training programs.

e. Assists MEPS personnel in conducting and improving applicant processing procedures.

f.   Manages and tracks HQ USMEPCOM and Sector generated tasking and prepares and provides responses.

g. Monitors STARNET reports from MEPS and alerts the chain of command and appropriate action officers as necessary.

h. Develops an emergency management plan that meets the command standard for security, safety, and special programs.

i. Disseminates USMEPCOM directives, policies, and information.

j. Conducts sector assistance visits, Operational Inspection Program, and individual training visits to ensure standards are maintained. Provides follow-up training in response to IG findings or as required.

4-3. Support Group
The sector support group provides personnel, administrative, and logistical support for the operation of the sector headquarters. The sector support group:

a. Advises and assists the sector commander and staff on sector military and civilian personnel management and headquarters administration.

b. Processes evaluation reports, awards, relief-for-cause actions; administrative separations, the sponsorship program, requests for schools, reassignment, extension, and deferment requests.

c. Manages and tracks HQ USMEPCOM and Sector generated tasking and prepares and provides responses.

d. Disseminates USMEPCOM directives, policies, and information.

e. Conducts sector assistance visits, Operational Inspection Program, and individual training visits to ensure standards are maintained. Provides follow-up training in response to IG findings or as required.

Source authority:

USMEPCOM regulations 1-1, 5-2, 20-1, 25-3, 25-30, 25-50, 25-90, 27-1, 37-1, 37-15, 40-1, 40-8, 55-2, 58-1, 215-1, 350-1, 360-1, 600-22, 600-23, 600-24, 601-6, 601-23, 611-1, 690-11, 690-13, 750-1.

Chapter 5
MEPS Organization and Responsibilities

5-1. MEPS organization
Each MEPS (fig. 5-1) is organized into two groups and three elements as follows:
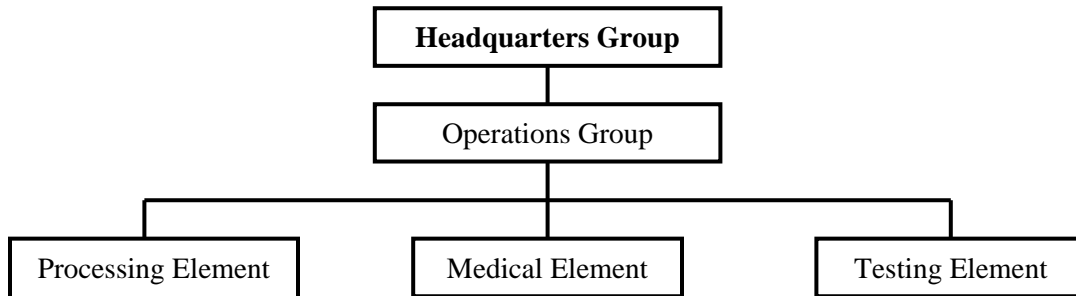
Figure 5-1. Organization of MEPS

5-2. Headquarters Group
Commands, directs, and coordinates the operations group and the three subordinate elements. Participates as a member of the Interservice Recruiting Committee (IRC) and coordinates MEPS interaction with the supported recruiting commanders for the purpose of resolving mutual problems. Performs and coordinates overall administrative, personnel, logistical, and financial services for the MEPS as follows:

   a. Administrative functions. Administrative functions include receipt and dispatch of mail and distribution, preparation of correspondence, receipt and distribution of blank forms and publications, maintenance of publications and correspondence files, records management, and emergency contingency and mobilization planning.

   b. Personnel management functions. Personnel management functions include requisitioning, sponsoring, and inprocessing of military personnel, preparing Standard Installation Division Personnel System (SIDPERS) transactions, validating Unit Manning Rosters and Personnel Qualification Records, administering personnel utilization policies and unit reenlistment programs, and processing military personnel actions. Personnel management also includes administering MEPS civilian personnel management actions, maintaining liaison with the servicing civilian personnel activity, and maintaining MEPS personnel data in the Joint Personnel System (JPS).

   c. Logistical functions. Logistical functions include the requisitioning, receipt, storage, and issuance of individual, organizational, and expendable supplies and equipment; also the coordination for procurement, base operation support, MEPS transportation requirements, property accountability, and facilities management. Logistical functions maintain supervisory control of motor vehicles assigned to the MEPS, prepare requests for real estate requirements and janitorial service contracts, and initiate contract negotiations for meals and lodging and for interservice support agreements.

   d. Financial functions. Financial functions include preparing budget estimates for the MEPS budget; planning and programming the review and management of expenditures; maintaining informal cost records; preparing various commitment/obligation documents; and preparing periodic budget and obligation reports and funding documents. Finance also executes the financial plans and maintenance of the meals and lodging program.

5-3. Operations Group
The operations group performs liaison with recruiting commands, enlistment recruiters, and service liaisons to resolve problems with applicant records; investigates fraudulent enlistment allegations and congressional inquires. Manages applicant and non-applicant policy and procedure for the processing, testing, and medical elements of the MEPS. The operations group:

a. Prepares briefings, orientates new recruiters, and monitors daily status of MIRS-generated reports.

b. Administers briefings and the oath of enlistment to applicants and ensures applicants sign contracts correctly.

c. Keeps commander abreast of applicant flow and current processing concerns.

d. Ensures the operational computer systems and programs for MIRS and personal computers are operational.

e. Has three elements as follows:

(1) **Processing element.** The processing element controls, coordinates, and supervises administrative applicant processing activities; completes administrative functions for applicants entering the Armed Forces, the Coast Guard, and various Federal agencies; and reports these actions using MIRS. The processing element:

(a) Receives and performs orientation and overall control of applicants and non-applicants. Monitors USMEPCOM Form 727-E (Processing List) (PL)) and tracks applicant flow throughout the processing day. Operates the MEPS control desk and files room, conducts file searches on applicants, and administers files and disposition of applicant records. This element also arranges meals and lodging for enlistees and administers the oath of enlistment.

(b) Completes DD Form 4 (Enlistment/Reenlistment Document). Performs a one-on-one interview with enlistee to complete DD Form 93 (Record of Emergency Data). Interviews preaccession and preenlistment applicants and performs a quality-control review of enlistment documents with the applicant. Reviews request for ENTNAC and obtains applicant fingerprints. Duplicates, collates, distributes, and performs a final quality-control check on documents in accordance with service requirements. Makes transportation arrangements, certifies and issues travel documents, conducts travel briefing, and reconciles the centrally billed accounts.

(2) **Medical processing element.** Performs physical examinations and inspections for applicants to determine their medical qualifications for entry in the Armed Forces. Also performs physical examinations for non-applicants including prior service applicants, officer candidates, and people applying for appointment to commissioned officer status, healthcare professionals and Reserve officer personnel obtaining retention physicals, and personnel from other Federal agencies.

(a) Administers a complete physical examination includes a breath-alcohol test; blood and urine samples for drug and alcohol testing; and Human Immunodeficiency Virus (HIV) screening. Additionally, a physician conducts a medical review and evaluation on each applicant.

(b) Performs administrative tasks include coding and data entry of medical information, scheduling FBPs, arranging medical consultations and reviews of physician's letters and medical forms, preparing congressional inquiry packages, addressing liaison inquires, and conducting quality control of medical forms and applicant packets. Tasks also include preparing drug and alcohol testing and HIV shipments and posting results.

(c) Coordinates the procurement of expendable medical supplies. Performs section facility and equipment maintenance. Performs sanitary inspection of the MEPS along with contract lodging and meal facilities.

(3) Testing element. The testing element is responsible for the MEPS testing program. Testing:

(a) Administers and conducts enlistment testing in the MEPS and mobile examining test (MET) sites; conducts student testing at high schools and colleges.

(b) Ensures accountable test material is secure and handled by authorized personnel only and distributes test scores and associated products to educational counselors.

(c) Administers, proctors, scores, and codes enlistment, student, and special tests and enters testing data into the applicant data reporting system.

(d) Coordinates with OPM area representatives for the scheduling of test administrators to conduct school test sessions.

(e) Inspects MET sites.

(f) Reports cases of suspected testing fraud.

Source authority:

USMEPCOM regulations 1-1, 5-2, 20-1, 25-3, 25-30, 25-32, 25-50, 25-90, 27-1, 37-1, 37-15, 40-1, 40-8, 55-2, 58-1, 215-1, 350-1, 360-1, 600-22, 600-23, 600-24, 601-4, 601-6, 601-23, 611-1, 690-11, 690-13.

Appendix A
References

Section I
Required Publication(s)
(The publication(s) needed to comply with this regulation.)

AR 601-270/OPNAVINST 1100.4C/AFI 36-2003(l)/MCO 1100.75D/COMDTINST M 1100.2E
Military Entrance Processing Station (MEPS). Cited in paragraphs 3-1a.
http://www.apd.army.mil

DoDD 1145.02E
United States Military Entrance Processing Command. Cited in paragraph 3-1a.
http://www.mepcom.army.mil

Section II
Related Publication(s)
(The publication(s) are merely 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 publication.)

5 CFR
Administrative Personnel
5 C.F.R. Part 2635 - Standards of Ethical Conduct for Employees of the Executive Branch

10 USC 2662
Real Property Transactions: Reports to Congressional Committees)

29 CFR, Part 1614
Federal Sector Equal Employment Opportunity
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title25/25cfr83_main_02.tpl

29 CFR, Part 1960
Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related
Matters
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title25/25cfr83_main_02.tpl

41 CFR, Part 101-17
Assignment and Utilization of Space
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title25/25cfr83_main_02.tpl

41 CFR, Part 101-18
Acquisition of Real Property
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title25/25cfr83_main_02.tpl

AETCI 36-2002
Recruiting Procedures for the Air Force
http://www.e-publishing.af.mil/shared/media/epubs/AETCI36-2002.pdf?bcsi __ scan_A271D5B94C872
CFE=0&bcsi_scan_filename=AETCI36-2002.pdf

AFI 36-2002
Regular Air Force and Special Category Accessions
http://www.e-publishing.af.mil/shared/media/epubs/AETCI36-2002.pdf?bcsi_scan_A271D5B94C872
CFE=0&bcsi_scan_filename=AETCI36-2002.pdf

AFI 48-123
Medical Examinations and Standards
http://www.e-publishing.af.mil/shared/media/epubs/AETCI36-2002.pdf?bcsi_scan_A271D5B94C872
CFE=0&bcsi_scan_filename=AETCI36-2002.pdf

AFI 51-202
NonJudicial Punishment
http://www.e-publishing.af.mil/shared/media/epubs/AETCI36-2002.pdf?bcsi_scan_A271D5B94C872
CFE=0&bcsi_scan_filename=AETCI36-2002.pdf

AR 1-9
White House Liaison, Communications, and Inspections
http://www.apd.army.mil/pdffiles/r1_9.pdf

AR 1-20
Legislative Liaison
http://www.apd.army.mil/series_range_pubs.asp?range=20

AR 5-9
Area Support Responsibilities
http://www.apd.army.mil/pdffiles/r5_9.pdf

AR 5-17
The Army Ideas for Excellence Program
http://www.apd.army.mil/pdffiles/r5_17.pdf

AR 11-2
Management Control
http://www.apd.army.mil/pdffiles/r11_2.pdf

AR 11-7
Internal Review and Audit Compliance Program
http://www.apd.army.mil/pdffiles/r11_7.pdf

AR 11-18
The Cost and Economic Analysis Program
http://www.apd.army.mil/pdffiles/r11_18.pdf

AR 15-6
Procedures for Investigating Officers and Boards of Officers
http://www.apd.army.mil/pdffiles/r15_6.pdf

AR 20-1
Inspector General Activities and Procedures
http://www.apd.army.mil/pdffiles/r20_1.pdf

AR 25-1
Army Information Management
http://www.apd.army.mil/pdffiles/r25_1.pdf

AR 25-30
The Army Publishing Program
http://www.apd.army.mil/pdffiles/r25_30.pdf

AR 25-50
Preparing and Managing Correspondence
http://www.apd.army.mil/pdffiles/r25_50.pdf

AR 25-51
Official Mail and Distribution Management
http://www.apd.army.mil/pdffiles/r25_51.pdf

AR 25-55
The Department of the Army Freedom on Information Act Program
http://www.apd.army.mil/pdffiles/r25_55.pdf

AR 25-400-2
The Army Records Information Management System (ARIMS)
http://www.apd.army.mil/pdffiles/r25_400_2.pdf

AR 27-10
Military Justice
http://www.apd.army.mil/pdffiles/r27_10.pdf

AR 27-20
Claims
http://www.apd.army.mil/pdffiles/r27_20.pdf

AR 27-40
Litigation
http://www.apd.army.mil/pdffiles/r27_40.pdf

AR 36-2
Audit Services in the Department of the Army
http://www.apd.army.mil/pdffiles/r36_2.pdf

AR 37-47
Representation Funds of the Secretary of the Army
http://www.apd.army.mil/pdffiles/r37_47.pdf

AR 37-49
Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities
http://www.apd.army.mil/pdffiles/r37_49.pdf

AR 40-68
Clinical Quality Management
http://www.apd.army.mil/pdffiles/r40_68.pdf

AR 40-501
Standards of Medical Fitness
http://www.apd.army.mil/pdffiles/r40_501.pdf

AR 70-1
Army Acquisition Policy
http://www.apd.army.mil/pdffiles/r70_1.pdf

AR 190-45
Serious Incident Report
http://www.apd.army.mil/pdffiles/r190_45.pdf

AR 335-15
Management Information Control System
http://www.apd.army.mil/pdffiles/r335_15.pdf

AR 360-1
The Army Public Affairs Program
http://www.apd.army.mil/pdffiles/r360_1.pdf

AR 380-05
Department of the Army Information Systems Security
http://www.apd.army.mil/series_range_pubs.asp?range=380

AR 380-67
The Department of the Army Personnel Security Program
http://www.apd.army.mil/pdffiles/r380_67.pdf

AR 405-10
Acquisition of Real Property and Interests Therein
http://www.apd.army.mil/series_range_pubs.asp?range=405

AR 405-70
Utilization of Real Property
http://www.apd.army.mil/pdffiles/r405_70.pdf

AR 570-4
Manpower Management
http://www.apd.army.mil/pdffiles/r570_4.pdf

AR 600-7
Nondiscrimination of the Basis of Handicap in Programs and Activities Assisted or Conducted by the
Department of the Army
http://www.apd.army.mil/series_range_pubs.asp?range=570

AR 600-9
The Army Weight Control Program
http://www.apd.army.mil/pdffiles/r600_9.pdf

AR 690-12
Equal Employment Opportunity and Affirmative Action
http://www.apd.army.mil/series_range_pubs.asp?range=690

AR 690-400
Total Army Performance Evaluation System (Chapter 4302)
http://www.apd.army.mil/series_range_pubs.asp?range=690

AR 690-600
Equal Employment Opportunity Discrimination Complaints
http://www.apd.army.mil/series_range_pubs.asp?range=690

Article 6, Uniform Code of Military Justice (UCMJ)
Spying and Espionage
http://www.usapa.army.mil/pdffiles/mcm.pdf

COMDTINST M 5810.1D
Military Justice Manual
http://www.usapa.army.mil/pdffiles/mcm.pdf

CTA 50-909
Field and Garrison Furnishings and Equipment
http://www.army.mil/usapa/doctrine/50_Series_Collection_1.html

DA Pam 25-1-1
Installation Information Services
http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf

DA Pam 25-6
Configuration Management for Automated Information Systems
http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf

Army Acquisition Procedures
http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf

DA Pam 350-59
Army Correspondence Course Program Catalog
http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf

DA Pam 600-60
A Guide to Protocol and Etiquette for Official Entertainment
http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf

DFAS Regulation 37-1
Army Accounting and Fund Control
http://www.odcsrm.hqusareur.army.mil/rmbud/37-1.htm

DFAS-IN Manual 37-100
The Army Management Structure
http://www.odcsrm.hqusareur.army.mil/rmbud/37-1.htm

DoD 4165.6
Real Property
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD 4525.6-M, volume I
DoD Postal Manual
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD 4525.6-M, volume II
DoD Postal Manual
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD 4525.8-M
DoD Official Mail Manual
lhttp://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD 5101
DoD Executive Agent
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD 5160.58
Recruiting Facilities
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD 5500.7-R
Joint Ethics Regulation (JER)
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoD O-2000.12H
Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 1010.1
Military Personnel Drug Abuse Testing Program
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 1304.12
DoD Military Personnel Accession Testing Program
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 1350.2
Department of Defense Military Equal Opportunity (MEO) Program
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 1440.1
The DoD Civilian Equal Employment Opportunity (EEO) Program
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 5000.1
The Defense Acquisition System
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 5000.59
DoD Modeling and Simulation (M&S) Management
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 5010.38
Management Control (MC) Program
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 5141.01
Director, Program Analysis and Evaluation (PA &E)
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 5500.7
Standards of Conduct
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 6130.3
Physical Standards for Appointment, Enlistment, and Induction
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 7600.2
Audit Policies
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDD 7650.3
Follow-up on Government Accounting Office, DoD Inspector General, and Internal Audit Reports
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDI 4000.19
Interservice and Intragovernmental Support
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

DoDI 5000.2
Operation of Defense Acquisition System
http://www.dtic.mil/whs/directives/corres/pdf/416506p.pdf

EEO MD-110
Equal Employment Opportunity Management Directive
http://www.eeoc.gov/federal/md110.html

EC 405-1-15
Recruiting Facilities
http://www.hq.usace.army.mil/cere/ARs/EC405_1_13.doc

ER 405-1-12
Real Estate Handbook
http://www.hq.usace.army.mil/cere/ARs/EC405_1_13.doc

Executive Order 12072
Federal Space Management
http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=PLAE&contentId=16907&contentType=GSA_BASIC

Executive Order 13006
Locating Federal Facilities on Historic Properties in Our Nation's Central Cities
http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=PLAE&contentId=16907&contentType=GSA_BASIC

GAO Government Auditing Standards
http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=PLAE&contentId=16907&contentType=GSA_BASIC

JAGINST 5800.7C
Manual of the Judge Advocate General
http://neds.nebt.daps.mil/jag/5800_7c.pdf

MCO 6100.10B
Weight Control and Military Appearance
http://www.brooksidepress.org/Products/OperationalMedicine/DATA/operationalmed/Instructions/MarineCorpsInstructions/WeightControl.htm

MCO P1100.75B
Personnel Procurement Military Entrance Processing Stations (MEPS)
http://www.marines.mil/news/publications/Pages/orders.aspx

MIL-HDBK 61
Configuration Management Guidance
http://www.dcnicn.com/custcomm/eia649/index.cfm

MIL-STD 498
Software Development and Documentation
http://www.dcnicn.com/custcomm/eia649/index.cfm

NAVMED P-117
Manual of the Medical Department
http://navymedicine.med.navy.mil/default.cfm

OMB Circular A-123
Management Accountability and Control
http://www.combatindex.com/mil_docs/opnav_1100.html

OPNAVINST 1100.4B
Military Entrance Processing Station (MEPS)
http://www.combatindex.com/mil_docs/opnav_1100.html

OPNAVINST 6110.1F
Physical Readiness Program
http://www.combatindex.com/mil_docs/opnav_1100.html

Public Law 97-255 (as amended by Public Law 96 Stat 814 [31 USC 3512(b)])
Federal Managers' Financial Integrity Act of 1982
http://www.defenselink.mil

Public Law 95-452 (as amended by Public Law 97-252, Department of Defense Authorization Act, 1983)
Inspector General Act of 1978
http://www.defenselink.mil

Title 5, United States Code , Chapter 41
Government Organization and Employees
http://www.access.gpo.gov/uscode/title5/partiii_subpartc_chapter41_.html

USMEPCOM Pam 25-2
Management Information Control System
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 1-1
End-of-Tour Reports
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 5-2
Intraservice/Intragovernmental Support
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 20-1
Inspector General Inspection Program
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-3R
Managing USMEPCOM unique Abbreviations and Terms
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-34
USMEPCOM Publications Program
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-30
Dictionary of USMEPCOM-unique Abbreviations and Terms
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-50
Official Mail and Distribution Management Program (OMDMP)
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-51
Records Management
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-52
Management and Disclosure of Command Information
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 25-90R
Visual Information (VI)
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 27-1R
Military Justice and Legal Service
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 37-1
USMEPCOM Financial Management
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 37-14
Temporary Duty Travel
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 37-15
Program Budget Advisory Committee (PBAC)
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 40-1
Medical Processing and Examinations
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 40-8
Human Immunodeficiency Virus (HIV) and Department of Defense (DoD) Preaccession Drug and
Alcohol Testing (DAT) Programs
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 55-2
Recruit Travel
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 58-1
Vehicle Management
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 215-1
Amusement Vending Machine Fund
https://mepnet.mepcom.army.mil

USMEPCOM Reg 350-1
Command Training Program
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 360-1
Command Information (CI), Public Information (PI), and Community Relations (CR)
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 380-1R
USMEPCOM Security Program (Restricted Distribution)
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 385-1R
USMEPCOM Safety and Occupational Health Program
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 420-1M
Repair, Maintenance, Alteration Procedure for Building 3400
https://mepnet.mepcom.army.mil/
Repair, Maintenance, Alterations, and Relocations
https://mepnet.mepcom.army.mil

USMEPCOM Reg 420 -3R
Facilities Management
https://mepnet.mepcom.army.mil/
Personnel Strength Feeder Report (RCS: MRM-RM-14)
https://mepnet.mepcom.army.mil

USMEPCOM Reg 600-22R
Personal Relationships
https://mepnet.mepcom.army.mil

USMEPCOM Reg 600-23
USMEPCOM Military Personnel Program
https://mepnet.mepcom.army.mil/

USMEPCOM Reg 600-24R
Military Equal Employment (EO) Program
https://mepnet.mepcom.army.mil

USMEPCOM Reg 601-1
Processing List - Authorization, Control, and Accounting for Meals and Lodging Services
https://mepnet.mepcom.army.mil

USMEPCOM Reg 601-4
Student Testing Program
https://mepnet.mepcom.army.mil

USMEPCOM Reg 601-6R
Use of Military Entrance Processing Station (MEPS) Facilities by the Reserve Component Medical Units
https://mepnet.mepcom.army.mil

USMEPCOM Reg 601-23
Enlistment Processing
https://mepnet.mepcom.army.mil

USMEPCOM Reg 611-1
Enlistment Qualification Tests
https://mepnet.mepcom.army.mil
Testing Quality Assurance Program
https://mepnet.mepcom.army.mil

USMEPCOM Reg 690-11
Equal Employment Opportunity (EEO)
https://mepnet.mepcom.army.mil

USMEPCOM Reg 690-13
Civilian Personnel Management Program
https://mepnet.mepcom.army.mil/
Contracting for Meals and Lodging
https://mepnet.mepcom.army.mil

USMEPCOM Reg 750-1R
Maintenance of Equipment
https://mepnet.mepcom.army.mil/

A-11

Section III
Prescribed Form(s) (The forms established by this regulation)
None

Section IV.
Required Form(s) (The form(s) needed to comply with this regulation)
None

Appendix B
Geographical Areas of Responsibility

B-1. HQ USMEPCOM
Overseas the United States; Puerto Rico; Guam the Northern Mariana Islands; American Samoa; the Freely Associated States of the Federated States of Micronesia and the Virgin Islands.

B-2. Eastern Sector

   a. Overseas Alabama, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, Wisconsin, West Virginia, Puerto Rico, and Virgin Islands.

   b. MEPS locations:

Alabama—Montgomery
Florida—Jacksonville, Miami, and Tampa
Georgia—Atlanta
Illinois—Chicago
Indiana—Indianapolis
Kentucky—Louisville
Maine—Portland
Maryland—Baltimore
Massachusetts—Boston and Springfield
Michigan—Detroit and Lansing
Mississippi—Jackson
New Jersey—Ft. Dix
New York—Albany, Buffalo, New York City, and Syracuse
North Carolina—Charlotte and Raleigh
Ohio—Cleveland and Columbus
Pennsylvania—Harrisburg and Pittsburgh
Puerto Rico—San Juan
South Carolina—Ft. Jackson
Tennessee—Knoxville, Memphis, and Nashville
Virginia—Ft. Lee
Wisconsin—Milwaukee
West Virginia—Beckley

B-3. Western Sector

   a. Overseas Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming; Guam; Northern Mariana Islands, American Samoa, San Juan, Puerto Rico, and the Freely Associated States of the Federated States of Micronesia.

   b. MEPS locations**:**

Alaska—Anchorage
Arizona—Phoenix
Arkansas—Little Rock
California—Los Angles, San Diego, San Jose, and Sacramento

Colorado—Denver
Hawaii—Honolulu
Idaho—Boise
Iowa—Des Moines
Kansas—Kansas City and St. Louis
Louisiana—New Orleans and Shreveport
Minnesota—Minneapolis
Montana—Butte
Nebraska—Omaha
New Mexico—Albuquerque
North Dakota—Fargo
Oklahoma—Oklahoma City
Oregon—Portland
South Dakota—Sioux Falls
Texas—Amarillo, Dallas, El Paso, Houston, and San Antonio
Utah—Salt Lake City
Washington—Seattle and Spokane

Glossary

ADP
automated data processing

ADPE
automated data processing equipment

AFI
Air Force Instruction

AFR
Air Force Regulation

AR
Army regulation

ARNG
Army National Guard

ASVAB
Armed Services Vocational Aptitude Battery

CFR
Code of Federal Regulations

CMO
chief, medical officer

COE
United States Army Corps of Engineers

CG COMDTINST M 1130.24A
Armed Services Military Personnel Accession Testing Program

COOP
continuity of operations plan

COR
contracting officer representative

DA
Department of the Army

DHP
Defense Health Program

DMDC
Defense Manpower Data Center

DoD
Department of Defense

DoDD
Department of Defense directive

DoDI
Department of Defense instruction

EO
Equal opportunity

ER
Engineer regulation

FBP
Fee basis practitioners

GSA
General Services Administration

HQDA
Headquarters, Department of the Army

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

HTNR
Hometown News Release

IG
Inspector General

IRC
Interservice Recruitment Committee

JPS
Joint Personnel System

MCO
Marine Corps Order

MEPS
military entrance processing station

MET
military entrance testing

MIRC
Midlevel Interservice Recruitment Committee

*USMIRS
United States Military Entrance Processing Command Integrated Resource System

MTMC
Military Traffic Management Command

NAF
nonappropriated fund

NAVMED
Navy Medical

NCO
Non commissioned officer

NGB
National Guard Bureau

NSPS
National Security Personnel System

OPM
Office of Personnel Management

OPNAVINST
Chief of Naval Operations Navy Intelligence

OSD
Office of the Secretary of Defense

POM
program objective memorandum

SSS
Selective Service System

TDA
Table of Distribution and Allowances

TRADOC
United States Army Training and Doctrine Command

UCMJ
Uniform Code of Military Justice

USCG
United States Coast Guard

* USMEPCOM unique term