

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

\*USMEPCOM Regulation  
No. 420-3

Effective date: April 9, 2021  
**Facilities Engineering**  
**USMEPCOM Facilities Management**

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FOR THE COMMANDER:

J. Cunningham  
Deputy Commander/Chief of Staff

**DISTRIBUTION:**

Unlimited. This Regulation is approved for public release.

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**Executive Summary.** This regulation consolidates several United States Military Entrance Processing Command (USMEPCOM) publications. It covers acquisition, construction, repair, maintenance, and alteration of USMEPCOM facilities. This regulation prescribes USMEPCOM Pamphlet 420-3-1 (USMEPCOM Facilities Relocations), USMEPCOM Pamphlet 420-3-2 (Repair, Maintenance, and Alteration), and USMEPCOM Pamphlet 420-3-3 (Repair, Maintenance, and Alteration Procedures for Building 3400); it also prescribes USMEPCOM Form 420-3-1-R-E (Facility Work Request) and USMEPCOM Form 420-3-2-R-E (Above Standard Service Requirements).

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

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Suggested Improvements.** The proponent agency of this regulation is HQ USMEPCOM, J-4/MEFL-FD (Facilities). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Internal Control Process.** This regulation contains management control provisions and provides a management control evaluation checklist, in appendix B, for use in conducting management controls.

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\*\*This regulation supersedes USMEPCOM Regulation 420-3, January 19, 2006

This regulation contains a number of major revisions and must be reviewed in its entirety to have a clear understanding of all revisions.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation establishes policies and procedures for the management of the United States Military Entrance Processing Command (USMEPCOM) facilities. It establishes responsibilities for the execution of the USMEPCOM Facilities Plan.

#### **1-2. References**

References are listed in appendix A.

#### **1-3. Abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

a. The Commander, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) will approve the Facility Plan, priority of projects, annual budgets, and MEPS/RPS proposed relocations.

b. The Director, J-4 (Facilities) (J-4/MEFL) will exercise primary staff responsibility, develop policies, and establish processes to acquire, design, construct, and maintain facilities command wide.

c. Sector commanders will assist in implementing approved policies and procedures to maintain command facilities and validate and prioritize military entrance processing station (MEPS/RPS) facility work- related requests.

d. MEPS/RPS commanders will ensure facilities management policies and procedures are understood and implemented.

#### **1-5. Space management**

a. USMEPCOM facilities are acquired, managed, and disposed of according to public laws, executive orders, and Federal and Service directives. The U.S. Army Corps of Engineers (COE) serves as the USMEPCOM executive agent for all facility actions. The General Services Administration (GSA) serves as the USMEPCOM primary supplier of space. USMEPCOM has no contracting authority to enter into any space acquisition action. The Director J-4/MEFL and staff, on behalf of the Commander, USMEPCOM, acts as the sole proponent for all facilities-related programs as outlined in this regulation.

b. MEPS/RPS commanders do not have the authority to lease space for any purpose. MEPS/RPS commanders will:

(1) Not alter or change existing utilization of space without the approval of the Director, J-4/MEFL.

(2) Appoint a staff member to serve as the MEPS/RPS project coordinator (PC) to handle facilities-related issues and provide information to the J-4/MEFL Chief of Facilities Division, or his or her designee.

(3) Use the standards established in the USMEPCOM Design Guide (available on SPEAR, J-4 Facilities Division Page, [https://spear/hq/j4/fd/SiteAssets/Requests\\_Guides\\_Work%20Req/Design%20Guide%202013.PDF](https://spear/hq/j4/fd/SiteAssets/Requests_Guides_Work%20Req/Design%20Guide%202013.PDF) when requesting changes to facilities.

## **Chapter 2 Facilities Planning**

### **2-1. Facilities Mission**

The primary facilities mission is to acquire and maintain space to support the MEPS/RPS. This mission entails market surveying, space acquisition, design, construction, maintenance, and repair. The overall mission of J-4/MEFL-FD-FD is to ensure quality facilities enhance mission effectiveness by providing leasing, planning, design, and construction services and products to support our mission goals.

### **2-2. USMEPCOM Facilities Plan**

The USMEPCOM Facilities Plan outlines the strategy for executing facility programs within 10-year cycles. Successful project execution requires extensive coordination throughout a project's life-cycle, including operations, finances, interior design, contracting, and data and communications for major renovation or relocation projects. The USMEPCOM Facilities Plan provides a tool for planning, scheduling, and assigning the resources required to successfully execute projects. (The Plan also serves as an initial effort in planning a strategic direction in support of the Program Objective Memorandum (POM), with goals and objectives that support the USMEPCOM Strategic Plan.) The USMEPCOM Facilities Plan is submitted for Commander approval before the beginning of the budget cycle. The Plan will include:

- a. A complete listing of projects for the budget years.
- b. Leasing actions scheduled for the next 5 years.
- c. Current status of ongoing designs, construction, Annual Work Plan (AWP), and lease actions.
- d. Current facilities fiscal year (FY) annual budget summary.

### **2-3. Long-range planning**

In conjunction with programming and budgeting requirements from Headquarters, Department of the Army (HQDA) through HQ USMEPCOM, J-8 (Resource Management) (J-8/MERM), the Director, J-4/MEFL, will prepare a 5-year long-range USMEPCOM Facilities Plan for approval based on the POM cycle. Elements of the plan are based on repair, maintenance, and alteration (RMA) projections, lease expirations, and space expansion requests. The plan is updated in March of each calendar year.

### **2-4. USMEPCOM Form 420-3-1-R-E**

The MEPS/RPS will use USMEPCOM Form 420-3-1-R-E (Facility Work Request) to request repairs, maintenance, and/or alterations to the MEPS/RPS. Procedures for using UMF 420-3-1-R-E are listed in Appendix A, USMEPCOM Pam 420-3-2.

### **2-5. Annual Work Plan**

The Annual Work Plan (AWP) lists all facility work requests submitted and approved and the current status of the requests.

### **2-6. Design standards**

The USMEPCOM Design Guide (available on the Facilities home page on SPEAR ([https://spear/hq/j4/fd/SiteAssets/Requests\\_Guides\\_Work%20Req/Design%20Guide%202013.PDF](https://spear/hq/j4/fd/SiteAssets/Requests_Guides_Work%20Req/Design%20Guide%202013.PDF))) establishes MEPS/RPS design and space allocation standards. The design standards are established according to GSA, the Department of Defense (DOD), Military Construction, Army (MCA), and COE guidance and are based on MEPS/RPS functional, operational requirements as established by the Facilities Working Group (see par. 2-8 below). The standards are used by the Facilities Working Group when

reviewing change requests for USMEPCOM facilities. Updates to the USMEPCOM Design Guide will be announced by e-mail from the Director, J-4/MEFL.

### **2-7. Space criteria**

Space criteria are established by the guidelines of the Office of the Assistant Chief of Staff for Installation Management (OACSIM). Guidelines direct USMEPCOM space criteria for all functional areas in the MEPS/RPS and the allocated square footage for each area.

### **2-8. Facilities Working Group**

The Facilities Working Group is chaired by the Director, J-4/MEFL, and consists of representatives from HQ USMEPCOM and sectors. The charter of the group is to:

- a. Perform a periodic review of requested changes and changes in mission or systems and recommend appropriate changes to the J-4/MEFL-FD standards, guides, and requirements.
- b. Provide input and recommend approval of MEPS/RPS relocations or renovations.
- c. Verify MEPS/RPS space allocation requirements based on current and projected staffing and processing loads.

### **2-9. Responsibilities**

- a. Director, Facilities (J-4/MEFL), will:
  - (1) Identify MEPS/RPS scheduled for relocation or major renovations.
  - (2) Determine security requirements and coordinate installation.
  - (3) Assemble and prioritize the AWP projects.
  - (4) Publish the annual Facilities Plan.
- b. Directors, HQ USMEPCOM, will provide information as follows:
  - (1) Director, Operations (J-3/5/7/MEOP), will provide and update any changes to processing, medical and MEPS/RPS ideal number, and size.
  - (2) Director, Information Technology (J-6/MEIT), will provide and update any changes to servers, racks, and network equipment.
  - (3) Director, Resource Management (J-8/MERM), will coordinate the funding requirements with appropriate offices and determine furniture requirements.
- c. Sector and BN commanders will:
  - (1) Solicit projects to include in the AWP.
  - (2) Verify submitted USMEPCOM Form 420-3-1-R-E.
  - (3) Assist on design and construction issues.

d. MEPS/RPS commanders will:

(1) Submit USMEPCOM Form 420-3-1-R-E as appropriate.

(2) Participate in design layout development and review using standards established in the USMEPCOM Design Guide on the Facilities home page on SPEAR ([https://spear/hq/j4/fd/SiteAssets/Requests\\_Guides\\_Work%20Req/Design%20Guide%202013.PDF](https://spear/hq/j4/fd/SiteAssets/Requests_Guides_Work%20Req/Design%20Guide%202013.PDF)).



## Chapter 3 Facilities Financial Management

### 3-1. Background

The Facilities Directorate is the primary proponent for all costs associated with the acquisition, design, construction, and maintenance for all USMEPCOM facilities.

### 3-2. Above standard service requirements

List all above standard service requirements on USMEPCOM Form 420-3-2-R-E (Above Standard Service Requirements). If any requirements are not listed, please identify under the “Other Above Rent Cost” section. It is imperative that all above standard service requirements be identified. Rates will be obtained from the building manager. If a short suspense is assigned and rates are not available, all services will still be identified. A budget is developed from data furnished by the MEPS/RPS on an annual basis.

### 3-3. Instructions for USMEPCOM Form 420-3-2-R-E

a. Instructions are as follows:

- (1) **Block 1 (Date).** Self-explanatory.
- (2) **Block 2 (Requesting MEPS/RPS).** Self-explanatory.
- (3) **Block 3 (BN and Sector review).**
- (4) **Block 4 (To MEFL-FD).**
- (5) **Block 5 (Problem).**
- (6) **Block 6 (MEPS/RPSPOC and Cost).**
- (7) **Block 7 (Additional Information).**
- (8) **Block 8 (Justification).**
- (9) **Block 9 and 10 (MEPS/RPS Commander Approval).**

b. The Completed UMF 420-3-2-R-E will be kept in office file until no longer needed for conducting business, but not longer than 6 years, then destroy.

### 3-4. Responsibilities

a. Director, J-4/MEFL, will—

- (1) Program, budget, and fund all recurring reimbursable costs associated with leased space.
- (2) Program, budget, and fund all recurring reimbursable costs for above standard services.
- (3) Program, budget, and fund all non-recurring reimbursable construction, maintenance, and repair costs established in USMEPCOM Pamphlet (Pam) 420-3-2 (USMEPCOM Repair, Maintenance, and Alteration Pamphlet) for all three RMA projects.

(4) Provide program and budget input to the Director, Resource Management (J-8/MERM) for submission to the Department of the Army (DA) for development of the POM and budget. Provide financial data to other offices as requested.

b. Sector and BN commanders will:

(1) Review all MEPS/RPS work and service requests to verify that sufficient information is available to approve and fund.

(2) Provide input on AWP requests.

c. MEPS/RPS commanders will prepare requests for reimbursable services.

## Chapter 4 Relocations

### 4-1. Types of relocation projects

The majority of the Command's facilities resources are spent on MEPS/RPS moves, major renovation, and relocation projects. Relocating or renovating a MEPS/RPS is the direct result of one of the following events:

**a. Lease expiration.** MEPS/RPSs who occupy space leased by GSA may be required to relocate upon expiration of the lease if another commercial space is found to better serve the MEPS/RPS needs or if federal space is available. Available federal space takes precedence over commercial space. The Government will competitively advertise its leases according to the Competition in Contracting Act.

**b. GSA-initiated.** Federal buildings are multi-tenant facilities for which GSA acts as the landlord. There are two basic scenarios for a relocation in Federal space:

(1) The building is undergoing a renovation project that may require moving the MEPS/RPS to another location in the building.

(2) GSA needs USMEPCOM space to accommodate another agency. In this case, GSA will provide other Federal or leased space.

**c. USMEPCOM-initiated.** If the Director, J-4/MEFL, determines either additional space or a reduction in space best suits the USMEPCOM mission, the MEPS/RPS may relocate if a space change cannot be accommodated in the current facility.

**d. Other.** Outside factors, such as natural disasters, civil unrest, budget changes, and DOD or Army initiatives may result in a move.

### 4-2. Relocation project management

a. J-4/MEFL-FD is the proponent for MEPS/RPS relocations and will:

(1) Manage HQ USMEPCOM aspects of a relocation project.

(2) Serve as the single point of contact (POC) to sectors and MEPS/RPS.

(3) When necessary, task functional proponents (at HQ, sectors, and MEPS/RPSs) to support requirements or address issues on a relocation action.

(4) Track project milestones from inception to the after action report (AAR) according to USMEPCOM Pamphlet 420-3-1 (USMEPCOM Relocation).

(5) Generate or review relocation documents to support and guide personnel involved in the relocation effort.

(6) Coordinate and conduct project status meetings in support of a relocation or renovation.

(7) Update the USMEPCOM Commander on the status of relocation projects.

b. The MEPS/RPS commander involved in a relocation project will appoint a local PC. The MEPS/RPS PC will be the single POC for actions, staff answers, and project management at the MEPS/RPS.

#### **4-3. Responsibilities**

a. Director, J-4/MEFL, will:

(1) Review space assignment records on a routine basis to determine which MEPS/RPS are candidates for potential relocation.

(2) Calculate space requirements utilizing current space allocation standards in conjunction with workload and manpower data.

(3) Develop area of solicitation boundaries.

(4) Submit formal requirements package to applicable GSA regional office to request space.

(5) Monitor Title 10, United States Code, request with the COE to ensure completion prior to lease award.

(6) Conduct formal market surveys in conjunction with the GSA, COE, and MEPS/RPS commander.

(7) Act as project manager (PM), coordinating actions as outlined in 4-3a of this regulation.

b. MEPS/RPS commanders are not authorized to directly coordinate a relocation action with GSA, or a military host. The Director, J-4/MEFL, and staff are the only personnel authorized to coordinate a relocation action. MEPS/RPS personnel will assist in the action, if requested, to:

(1) Develop the area of solicitation boundaries using guidelines provided by J-4/MEFL-FD.

(2) Identify military locations for potential relocation.

(3) Participate in the market survey and prioritize the order of location preference.

## Chapter 5 Design and Construction

### 5-1. Background

The agency responsible for contracting and technical execution of project design and construction on military installations is the COE. The proponent agency for MEPS/RPS located in Federal buildings or in commercial-leased facilities is the GSA.

**a. Work coordination.** Work is coordinated with the COE, GSA, or the supporting military installation. J-4/MEFL-FD has no contracting or leasing authority.

**b. Facility design and construction.** J-4/MEFL-FD uses several different acquisition methods and funding sources to accomplish facility design and construction. The method and funding type depends upon the location (i.e., military installation, Federal building, or leased space).

**c. Renovation.** Renovation can be a combination of repair, maintenance, and/or new construction work classifications.

### 5-2. Design and construction standards

The USMEPCOM design and construction standards are based on the operational requirements of a MEPS/RPS as established in the USMEPCOM Design Guide located on SPEAR, ([https://spear/hq/j4/fd/SiteAssets/Requests\\_Guides\\_Work%20Req/Design%20Guide%202013.PDF](https://spear/hq/j4/fd/SiteAssets/Requests_Guides_Work%20Req/Design%20Guide%202013.PDF)) and USMEPCOM Space Allocation Standards. In addition, applicable GSA, COE, and the military services space standards are incorporated as they apply to USMEPCOM.

### 5-3. Pre-award and contractual changes

Changes during design and construction are inevitable, but must be minimized. Changes typically cost more as a project progresses. However, it is after the contract award, when the work is no longer bid competitive, that the costs may escalate. With regard to project changes, the following apply:

**a. Pre-award changes.** Pre-award changes occur before a construction contract or lease award. These changes involve modifications or additions to current standards or designs, but do not impact the funds obligated for a facility project. Pre-award changes are approved by the USMEPCOM PM.

**b. Contractual changes.** Contractual changes occur after a construction contract or lease award has been awarded. These changes involve modifications or additions to current standards, designs, or construction that impact the funds obligated, either positively or negatively. Contractual change requests are required to be in memorandum format and fully supported by justification as mission essential. Submit contractual change requests to the Director, J-4/MEFL.

### 5-4. Coordination with contractors

Irregular procurement of construction work must be guarded at all times. USMEPCOM has no contractual authority for any facility project. This includes personnel at MEPS/RPS as well as HQ USMEPCOM who are involved in facility projects. USMEPCOM personnel will not:

- a. Give direction to contractors concerning solutions to discrepancies in construction documents.
- b. Interpret construction documents as to scope and intent of work for a contractor.
- c. Establish requirements that are in conflict or add to those requirements identified in contract

documents nor provide requirements directly to a contractor.

d. Provide clarification of contract documents and effect constructive changes to the contracting officer (KO).

### 5-5. Interior design

According to DOD and HQDA policy, USMEPCOM will use interior design professionals to integrate interior finishes, furniture, and equipment layout with the lighting, power, communications, and fire safety requirements of the MEPS/RPS design.

### 5-6. Project Status Meetings

**a. Construction coordination.** During the construction phase, the Director, J-4/MEFL, will hold coordination meetings with the design agent, MEPS/RPS commander, local agencies, the contractor, and others as appropriate for the purpose of coordinating construction and follow-on tasks, assessing schedule progress, and reviewing cost controls. These meetings will be in conjunction with J-4/MEFL-FD construction inspection visits.

**b. Construction changes.** Once construction is underway, the following types of changes are approved and funded as follows:

**(1) Construction agent change request.** Construction agent change requests are approved by the contract manager and funded with project contingency funds. These are changes necessitated by latent conditions, material delivery delays, code compliance, and design deficiencies, which, in most cases, do not affect the designed functionality of the facility.

**(2) Design changes.** Design changes are approved by Director, J-4/MEFL, and funded with project contingency funds. These are changes that are discretionary, but add value to the project.

**(3) MEPS/RPS changes.** MEPS/RPS requested changes are sent to the Director, J-4/MEFL. If approved, will identify the new requirement to the contract manager for funding. MEPS/RPS commanders will use the USMEPCOM Design Guide ([https://spear/hq/j4/fd/SiteAssets/Requests\\_Guides\\_Work%20Req/Design%20Guide%202013.PDF](https://spear/hq/j4/fd/SiteAssets/Requests_Guides_Work%20Req/Design%20Guide%202013.PDF)) when requesting any changes to their facility.

### 5-7. Responsibilities

a. The Director, J-4/MEFL, will:

- (1) Develop and maintain design and construction management procedures.
- (2) Serve as the USMEPCOM PM providing planning, design, and construction project management for all facility-related programs and projects.
- (3) Maintain standard designs that meet MEPS/RPS operational and functional requirements.
- (4) Approve design changes.
- (5) Locate a suitable project site and obtain approval.

(6) Review final programming documentation to ensure requirements are valid and conform to current objectives and standards.

(7) Review and coordinate the design schedule, design cost, and construction period with the design agent to ensure the proposal meets USMEPCOM needs.

(8) Track and report construction progress and manage the construction change request process.

(9) Monitor financial close-out of projects and withdraw unused funds.

(10) Review and approve submittals for all construction materials, methods, and systems.

(11) Review and approve interior material finishes.

(12) Conduct and document construction inspections and check quality of construction per requirements or specifications.

(13) Recommend final acceptance to the KO.

b. MEPS/RPS commanders will:

(1) Participate in pre-final and final inspections.

(2) Make periodic site visits as requested.

(3) Review and make recommendations for interior finishes using the USMEPCOM Design Guide ([https://spear/hq/j4/fd/SiteAssets/Requests\\_Guides\\_Work%20Req/Design%20Guide%202013.PDF](https://spear/hq/j4/fd/SiteAssets/Requests_Guides_Work%20Req/Design%20Guide%202013.PDF) ).

## **Chapter 6 Repair, Maintenance, and Alteration (RMA) Projects**

### **6-1. USMEPCOM Pamphlet 420-3-2**

Prior to requesting any work, appropriate MEPS/RPS personnel must use USMEPCOM Pamphlet 420-3-2 for specific guidance as it applies to a Federal, military, or commercially leased facility.

### **6-2. Work priorities**

**a. Priority I - Life safety/fire hazard.** An immediate or near-term danger exists. Resultant work will correct safety hazards, code violations, or compromised conditions.

**b. Priority II - Mission stopper.** Processing of applicants will be severely impacted if not corrected. Existing utility services will not support new or different mission requirements. Failure or damage in the building's systems or assembly.

**c. Priority III - Operationally required.** Stipulated by a USMEPCOM regulation or failure to accomplish this type of work results in a negative impact to applicant processing. Minor work necessitated by unforeseen failure in architectural work, assemblies and/or finishes.

**d. Priority IV - Efficiency improvement.** Generally involves a layout change to improve applicant flow or to comply with new requirements or mission changes.

**e. Priority V - Quality of Life (Aesthetics).** Generally involves replacing interior finishes, installing convenience items that enhance the environment for staff and applicant.

### **6-3. Repair, maintenance, and alteration (RMA) submittals**

a. All requests for RMA will be submitted to J-4/MEFL-FD on USMEPCOM Form 420-3-1-R-E.

b. Detailed procedures for RMA submittals are provided in USMEPCOM Pamphlet 420-3-2.

### **6-4. USMEPCOM Pamphlet 420-3-3**

For facility-related issues for HQ USMEPCOM, Building 3400, J-4/MEFL-FD personnel will refer to USMEPCOM Pamphlet 420-3-3 (Repair, Maintenance, and Alteration Procedures for Building 3400).



**Appendix A**  
**References**

*Section I*

*Publications referenced in or related to this publication*

**USMEPCOM Design Guide**

**USMEPCOM Regulation 611-1**

Enlistment Qualification Tests

**USMEPCOM Pamphlet 420-3-1**

USMEPCOM Facilities Relocations

**USMEPCOM Pamphlet 420-3-2**

USMEPCOM Repair, Maintenance, and Alteration

**USMEPCOM Pamphlet 420-3-3**

USMEPCOM Repairs, Maintenance, and Alteration Procedures for Building 3400

*Section II*

*Forms referenced in or related to this publication*

**USMEPCOM Form 420-3-1-R-E**

Facility Work Request

## **Appendix B**

### **Internal Control Evaluation Checklist – Facilities Engineering**

#### **B-1. Function**

The function covered by this checklist is facilities engineering.

#### **B-2. Purpose**

The purpose of this checklist is to assist the Director, Facilities, in evaluating the key management controls outlined below. It is not intended to cover all controls.

#### **B-3. Instructions**

Answers will be based on the actual testing of key management controls (i.e., document analysis, director observation sampling, simulation, etc.). Answers that indicate deficiencies will be explained and corrective action indicated in supporting documentation. These key management controls will be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted will be accomplished on DA Form 11-2 (Management Control Evaluation Certification Statement) and retained under record number 11-2a3/800B “Management Control Evaluations/Inspections”, keep in office file until next management control evaluation, then destroy.

#### **B-4. Test questions**

##### **a. Facilities planning**

(1) Is the annual facility plan for the following fiscal year available on SPEAR?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(2) Are all projects identified in the annual work plan (AWP) submitted by suspense dates and properly categorized?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(3) Are personnel trained sufficiently to execute their duties in a professional manner addressing issues of safety, function, budget, and time lines?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

##### **b. Facilities financial planning**

(1) Are all leasing costs accurately determined and included in the USMEPCOM budget?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(2) Are the budgeted amounts for above standard finishes, furniture, communications, moving, and professional services properly identified on each project's budget line?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

**c. Relocations**

(1) Are MEPS/RPS relocated prior to lease expiration?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(2) Are Space Allocation Standards current and used in each relocation expansion?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(3) Do the MEPS/RPS identify the area of solicitation and is this incorporated into the solicitation for offer (SFO)?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(4) Is the USMEPCOM Design Guide current and is it submitted to the applicable COE District or GSA Regional Office?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(5) Are market surveys conducted for each relocation or expansion with GSA, COE, and the MEPS/RPS personnel in attendance?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(6) Are all relocations and expansions coordinated with the responsible directorates/special staff offices?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(7) Is appendix B, Relocation Checklist in USMEPCOM Pamphlet 420-3-1, used in planning a MEPS/RPS in each relocation or expansion?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

**d. Design and construction**

(1) Are the Space Allocation Standards used to determine requirements?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(2) Is the USMEPCOM [Design Guide](#) used to determine the space layout, adjacencies, and utility requirements?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(3) After design approval, are requests for changes in design or construction submitted and answered in writing?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(4) Are all participants in the design and construction process adequately informed regarding project management responsibilities?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(5) Are physical on-site inspections conducted prior to design and during construction phases?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(6) Are required inspection reports and updates complete, accurate, and submitted in a timely fashion?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(7) Are all projects completed in full compliance with current engineering standards, applicable codes, and regulations?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(8) Are design intent plans completed according to design guides and furniture and equipment layout per established requirements?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(9) Are project status meetings held on a regular scheduled basis with appropriate directorates, sectors, and MEPS/RPS in attendance?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

**e. Repair, maintenance, and alteration projects**

(1) Are projects correctly prioritized and categorized in the AWP?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(2) Is there a USMEPCOM Form 420-3-1-R-E (Facility Work Request) for each project?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

(3) Is the USMEPCOM Pamphlet 420-3-2 used to determine the proper procedures for submitting USMEPCOM Form 420-3-1-R-E?

Response: YES \_\_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Remarks:

**B-5. Comments**

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: J-4/MEFL-FD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Appendix C**  
**Glossary**

***Section I Abbreviations***

**AAR**  
After action report

**AR**  
Army regulation

**AWP**  
Annual Work Plan

**BCE**  
Base civil engineer

**KO**  
Contracting officer

**COE**  
U.S. Army Corps of Engineers

**DA**  
Department of the Army

**DOD**  
Department of Defense

**DPW**  
Department of Public Works

**FY**  
Fiscal year

**GSA**  
General Services Administration

**HQDA**  
Headquarters, Department of the Army

**HQ USMEPCOM**  
Headquarters, United States Military Entrance Processing Command

**MACOM**  
Major Army Command

**MEPS**  
Military entrance processing station

**MILCON**  
Military construction

**OACSIM**  
Office of the Assistant Chief of Staff for Information Management

**PC**  
Project coordinator

**PM**  
Project manager

**POC**  
Point of contact

**POM**  
Program objective memorandum

**PWC**  
Public Works Center

**RPS**  
Remote processing station

**RMA**  
Repair, maintenance, and alteration

**USMEPCOM**  
United States Military Entrance Processing Command

***Section II Terms***

**Alteration**  
The physical change of structural elements of the facility.

**Annual Work Plan (AWP)**  
A prioritized list of facility projects for the command. Provides the budget requirements and scheduling for facility projects.

**Area of solicitation**  
A MEPS/RPS determined area including the central business district that defines the boundaries within a community that would best serve the MEPS/RPS operational requirements. This area is usually defined using major roads, rivers, or the city limits to define the area. The Government CO/realty specialist will only solicit offers for new space within this area.

**Facility Work Request**  
USMEPCOM Form 420-3-1-R-E (Facility Work Request) used to request facility RMA work. Information on the form is used for validating an RMA request, assigning a priority, and funding the project.

**Irregular procurement**

A request for services without the proper authority or funding documentation. Specifically applies to modifications of a facility project by someone other than the CO.

**Maintenance**

Replacement of an item due to wear and tear.

**Repair**

To fix something that which is broken or not functioning properly.

**USMEPCOM Space Allocation Standards**

A standard listing of square footage requirements for each room or function and used to determine the total MEPS/RPS' square footage. Total square footage is determined by the number and grade of personnel assigned to a MEPS/RPS, forecast of applicant processing workloads, and special equipment.