

Summary of Changes

USMEPCOM Regulation 570-3
Manpower and Equipment Control
Staffing Guide

An immediate revision has been made to this USMEPCOM Regulation (UMR), changes are in **red text**. Information that is obsolete and will be deleted is in **red text** with **strikethrough**.

Incorporating changes effective January 13, 2015

- **Title page:** Changed the title of this USMEPCOM Regulation
- **Chapter 5:** Added chapter on Management Review Board (MRB) Guidance/Process

Incorporating changes effective February 3, 2014

- Throughout: Deletes references to Military codes
- Throughout: Adds an additional USMEPCOM form reference for UMF 570-3-2-E
- Throughout: Deletes references to “Yardstick” term
- Para 1-4c: Adds submission guidance for the Feeder Reports
- Para 1-7a: Adds validation change guidance
- Para 1-7b: Adds recommendations for increase or decrease to workloads
- Para 1-7c: Adds guidance for Commanders on additional authorizations
- Para 1-7d: Adds Temp employee information
- Para 1-7e: Adds Term employee information
- Para 1-7f: Adds guidance for requests for a MEPS Temp or Term recruitment
- Para 1-7g: Adds guidance for Commanders who experience an extensive military gap
- Para 1-8: Adds Feeder Report submission guidance and deletes previous submission guidance
- Para 1-8a: Deletes electronic submission and records disposition information
- Para 1-9: Adds responsibility requirements and further information references
- Para 1-9a: Adds Manpower Division SF 52 process information
- Para 1-9b: Adds SF 52 procedures
- Para 1-10: Deletes due to redundancy
- Para 2-1: Adds section of MEPS examples; deletes section and functional area numerical identifiers
- Para 2-2a: Deletes code number
- ~~Para 2-2c: Deletes staffing tables reference~~
- Para 2-3: Deletes this paragraph with Yardstick definition
- Para 2-5: Deletes this paragraph explaining Codes
- Para 2-7: Adds Wage Grade and Civilian Personnel/CPAC review
- Para 2-8b: Deletes Manpower equation and adds requirement determination guidance
- Para 2-11: Deletes Manpower Breakpoint paragraph
- Para 4-1, 4-2, 4-3, 4-4, 4-5: Deletes code in paragraph titles.
- Para 4-1: Deletes financial services
- Para 4-1d: Deletes and revises paragraph
- Para 4-2d: Revises sentence, “Ensures government issued...”
- Para 4-4a: Adds testing element, database lookup, and Intermittent Test Administrator information.
- Para 4-4b: Adds ASVAB Career Exploration Program information.
- Para 4-5a: Deletes physical strength requirement
- Appendix A: References: Updates publications and forms
- Appendix A: Reference Sections IV and V: Deleted
- Appendix B: Adds Instructions for UMF 570-3-1-E, Headquarters/Sector Feeder Report
- Appendix C: Adds Instructions for UMF 570-3-2-E, MEPS Feeder Report: Adds

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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**Manpower and Equipment Control
Staffing Guide ~~for Military Entrance Processing Stations (MEPS)~~**

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DISTRIBUTION:

A (Electronic publication only)

Executive Summary. This regulation prescribes policy on staffing and civilian end-strength reporting. This regulation also prescribes policy and guidance for determining numbers and types of positions required for performance of United States Military Entrance Processing Command (USMEPCOM) Military Entrance Processing Station (MEPS) functions. It provides descriptions for functions of each MEPS, reflects job requirements in terms of military duty titles, and job requirements for civilian positions in terms of civilian title and classification series. The regulation also prescribes the [USMEPCOM Form 570-3-1-E, Headquarters and Sector Personnel Strength Feeder Report](#), [USMEPCOM Form 570-3-2-E, MEPS Personnel Strength Feeder Report](#), and [USMEPCOM Form 570-3-3-E, USMEPCOM Management Review Board Request](#)

Applicability. This regulation applies to the elements of USMEPCOM.

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

Suggested Improvements. The proponent of this regulation is HQ USMEPCOM, Human Resources Directorate, Services Division, Manpower Branch. Users May 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: MEHR-SD-MP, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal Control Process. This regulation contains internal control provisions but does not identify key internal controls that must be evaluated.

*This regulation supersedes USMEPCOM Regulation 570-3, 3 February 2014

Table of Contents (TOC)

	Paragraph	Page
<u>Chapter 1</u>		
General		
Purpose	1-1	1
References	1-2	1
Abbreviations and Terms	1-3	1
Responsibilities	1-4	1
Policy	1-5	1
Applicability	1-6	2
Manpower Requirement Validation	1-7	2
USMEPCOM Forms 570-3-1-E and 570-3-2-E	1-8	3
SF 52, Request for Personnel Action	1-9	3
<u>Chapter 2</u>		
Staffing - MEPS Elements		
Staffing Structure	2-1	4
Contents of Elements	2-2	4
Local Appraisal	2-3	4
Military Position Duty Titles	2-4	4
Military Grade	2-5	4
Position Delineation	2-6	4
Civilian Positions	2-7	4
Using the Staffing Equation	2-8	5
<u>Chapter 3</u>		
Mission and Organization of MEPS		
Mission	3-1	7
Organization	3-2	7
<u>Chapter 4</u>		
Staffing Sections		
Section I-MEPS Headquarters Group	4-1	8
Section II-Operations Group	4-2	9
Section III-Processing Element	4-3	10
Section IV-Testing Element	4-4	11
Section V-Medical Element	4-5	12
<u>Chapter 5</u>		
Management Review Board		
Purpose	5-1	14
Responsibilities	5-2	14
Composition	5-3	16
Board Schedule/Frequency	5-4	17
Request for Management Review Board Review	5-5	17
Voting Procedures	5-6	17
Actions Requiring Management Review Board Review	5-7	17
Management Review Board Review Not Required	5-8	17
Management Review Board Review Criteria	5-9	18
Electronic Routing	5-10	18

	Page
Tables	
2-1. Staffing Equation	5
2-2. Example of Monthly Man-Hour Equation	6
4-1. MEPS Headquarters Group	9
4-2. Operations Group	10
4-3. Processing Element	11
4-4. Testing Element	12
4-5. Medical Element	13
Figures	
3-1. MEPS Organization Chart	7
Appendices	
A. References	19
B. Instructions for USMEPCOM Form 570-3-1-E, Headquarters/Sector Feeder Report	20
C. Instructions for USMEPCOM Form 570-3-2-E, MEPS Feeder Report	22
D. Glossary	
Section I, Abbreviations	24
Section II, Terms	27

Chapter 1 General

1-1. Purpose

This regulation provides guidance for determining the minimum staffing and types of positions required for performance of Military Entrance Processing Station (MEPS) functions and on civilian end-strength reporting. These positions are used to perform command, administrative support, and applicant enlistment processing in aptitude testing, physical examinations, and administrative processing. The regulation also provides a link to the [USMEPCOM Form \(UMF\) 570-3-1-E, Headquarters and Sector Personnel Strength Feeder Report](#) and [UMF 570-3-2-E, MEPS Personnel Strength Feeder Report](#).

a. The established equations (see [Paragraph 2-3](#)) are guides to determine the number of positions required for performing MEPS functions. This information also will be used to evaluate manpower requirements at the MEPS.

b. The qualitative guidance is designed to aid in designating military and civilian positions in the United States Military Entrance Processing Command (USMEPCOM) Manning Authorization Document (UMAD) for MEPS. The positions are delineated as military or civilian according to criteria established in [Army Regulation \(AR\) 570-4, Manpower Management](#). For positions to be filled by civilians, a position title and Office of Personnel Management (OPM) classification series are shown.

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 [Appendix D, Glossary](#).

1-4. Responsibilities

a. The Commander, USMEPCOM, will identify human resource requirements for the organization.

b. The Director, Human Resources Directorate, (MEHR) Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), will determine manpower requirements based on the most effective and efficient organization and, therefore, represent the minimum essential numbers of civilian and military positions needed to accomplish valid mission responsibilities for the organization.

c. HQ USMEPCOM Directors/Special Staff officers, and Sector Commanders must complete and electronically submit [UMF 570-3-1-E](#) and MEPS Commanders will complete and electronically submit a signed [UMF 570-3-2-E](#) on the first work day of each month to HQ USMEPCOM, MEHR-SD-MP, (email: osd.north-chicago.usmepcom.list.hq-j1-mehr-manpower-division@mail.mil). The report will reflect onboard strength for the previous month, (for more instructions, see [Appendix B](#) for HQ and Sectors and [Appendix C](#) for the MEPS).

1-5. Policy

a. Manpower requirements are determined according to policies and procedures prescribed in [AR 570-4](#).

b. Manpower reporting requirements are prescribed in [AR 570-4](#).

c. Both [UMF 570-3-1-E](#) and [UMF 570-3-2-E](#) (Personnel Strength Feeder Reports) are required by HQ USMEPCOM for budget and staffing.

[TOC](#)

1-6. Applicability

a. Manpower. Staffing Allowances prescribed in this regulation (see [Paragraph 2-9](#)) apply to military and civilian requirements. Staffing allowances are based on an 8-hour day, 40-hour workweek, and include normal allowances for nonproductive time such as annual and sick leave, training, orientation, and military duties.

b. Operating situations. Manpower requirements determined by the equations in this regulation are those functions performed under normal operating situations. Unusual factors that may affect manpower requirements will be considered in determining the total requirements. This regulation does not constitute authority for the addition or deletion of positions.

Note: Not all identified positions may be required at each MEPS.

c. Conservation of manpower. While intended as a guide for determining manpower requirements, this regulation also has a related objective for the conservation of manpower resources. The staffing allowances reflect manpower utilization practices as authorized in [AR 570-4](#).

1-7. Manpower Requirements Validation

This regulation is not intended to be the sole criteria for recognizing staffing requirements.

a. Semi-annually, MEHR-SD-MP will review and analyze the most recent 12-month period of workload as the basis for any manpower requirement validation change recommendation. MEHR-SD-MP will submit a change package through Sector with the recommended requirement changes for the Chief of Staff (CoS)/Commander approval.

b. When a MEPS workload shows an increase or decrease in any of the three elements, (processing, testing, or medical), for four consecutive quarters, MEHR-SD-MP will recommend the following:

(1) A decrease when the workload reflects 1.0 man-years below the approved authorizations.

(2) An increase when the workload reflects 1.0 man-years above the approved authorizations.

c. MEPS Commanders may request additional authorizations but must justify the request with quantitative workload data. Workload data can be accessed through the quarterly workload reports posted on the USMEPCOM [SPEAR MEPS Quarterly Workload Reports](#) page, the USMEPCOM Business Intelligence System (UBIS – formerly QuiC-R), or assistance from J-1/MEHR-SD-MP and J-5/MEPT-AB.

d. MEPS Commanders can request a Temp employee through their respective Battalion/Sector when a position is gapped due to an employee's absence for reasons such as, extended workman's compensation, [Family Medical Leave Act](#), or on Active Duty for more than two weeks but less than 365 days. A Temp employee cannot exceed 1 year from the start date of employment and will be terminated two full pay periods after the return of the incumbent employee.

e. MEPS Commanders can request a Term employee through their respective Battalion/Sector when replacing an employee ordered to active duty or recruitment is against an obligated position. Term recruitments must be a minimum of 366 days and cannot exceed 5 years.

f. Any request for a MEPS Temp or Term recruitment of a new hire must be coordinated and concurred through the Battalion/Sector and J-1/MEHR for a period NTE one year.

[TOC](#)

g. MEPS Commanders who experience an extensive gap in a military billet may:

(1) Request a billet swap through their Battalion/Sector.

(2) Request a Temp hire not to exceed one year, (competitive recruitment for current employees), or until the military member arrives, whichever come first, or:

(3) Request a Temp promotion of a current civilian employee, not to exceed 120 days. This type of short term temporary promotion is allowed per employee NTE 120 days. Extensions are not allowed.

1-8. USMEPCOM Forms 570-3-1-E and 570-3-2-E

HQ USMEPCOM Directors/Special Staff Officers, and Sector Commanders must complete and submit [UMF 570-3-1-E](#) and MEPS Commanders will complete and electronically submit a signed [UMF 570-3-2-E](#) on the first work day of each month to HQ USMEPCOM, MEHR-SD-MP, (email: osd.north-chicago.usmepcom.list.hq-j1-mehr-manpower-division@mail.mil). The report will reflect onboard strength for the previous month, (for more instructions see [Appendix B](#) for HQ and Sectors and [Appendix C](#) for the MEPS).

1-9. SF 52, Request for Personnel Action

Directors/Special Staff officers, Sectors, and MEPS Commanders must initiate an RPA (Request for Personnel Action) with a completed gatekeeper into the [Civilian Personnel On-Line](#) (CPOL) Defense Civilian Personnel Data System (DCPDS) for any personnel action that occurs within USMEPCOM units. For further instruction on how to submit an RPA via [CPOL](#), contact HQ USMEPCOM Human Resources Directorate, Civilian Personnel Division, MEHR-CP.

a. Directors/Special Staff officers, Sectors, and MEPS Commanders must forward the RPA through DCPDS to the Manpower civilian group box at RMM-3BG_HQMEPCOM_Manpower- RMM.

b. Manpower will validate the workload for the RPA request, complete the Resource Management (RM) data in the gatekeeper, enter position data in the remarks section, and forward to the respective CPAC. **Note:** The CPACs will not accept any RPA request without the RM approval box signed.

Chapter 2

Staffing - MEPS Elements

2-1. Staffing Structure

In this regulation, MEPS staffing is arranged in a series of staffing elements, each representing a section of the MEPS, (e.g., Headquarters, Operations, Processing, Medical, and Testing).

2-2. Contents of Elements

a. Organizational chart. The organizational chart at [Figure 3-1](#) reflects the elements within each MEPS.

b. Functional statements. Each staffing element is prefaced by a brief general summary of the functions typically performed.

2-3. Local Appraisal

Local appraisal is used for functions where variables affecting requirements for manpower have precluded development of a staffing equation. Manpower requirements for these functions will be based on local evaluation of workload and other determinants. No element of the MEPS is staffed solely on local appraisal; however, the recognition of certain positions may be determined by local appraisal.

2-4. Military Position Duty Titles

Military positions are identified by military title and grade unless utilizing military personnel is specifically precluded by [AR 570-4](#) (or other service-specific regulations) or positions are consistently filled by civilians.

2-5. Military Grade

Grades of officer positions shown in the staffing tables are based on current grade authorizations contained in [DA Pamphlet \(PAM\) 611-21, Military Occupational Classification and Structure](#). Grades for enlisted positions are based on current standards of grade authorizations in [DA Pamphlet 611-21](#).

2-6. Position Delineation

In the position delineation column of the staffing equation source (see Tables [4-1](#), [4-2](#), [4-3](#), [4-4](#), and [4-5](#)), the letters M (military) and C (civilian) reflect the position delineation contained in [AR 570-4](#). Although a position is delineated for military or civilian occupancy, factors such as the rotation base requirements or availability of skills at required locations may require staffing other than that indicated in this regulation. As rotation base requirements continually change, the application of these requirements will be directed by Headquarters Department of the Army (HQDA).

2-7. Civilian Positions

For positions designated in the position delineation column (see Tables [4-1](#), [4-2](#), [4-3](#), [4-4](#), and [4-5](#)) for civilian employees, the appropriate job title and classification series are shown. The actual title series and grade used by the MEPS are based on the standard job issued by HQ USMEPCOM, Human Resources Directorate, Civilian Personnel (MEHR-CP). Civilian job titles, as shown for general schedule (GS) and wage grade (WG) positions are determined according to the Office of Personnel Management (OPM) Handbook of Occupational Groups and Series of Classes, OPM Position Classification Standards, and other OPM and HQDA titling instructions. Final title, series, and grade determinations are submitted to MEHR-CP for review and forwarded to the Rock Island CPAC for final approval.

2-8.- Using the Staffing Equation

- a. A staffing equation exists for each MEPS element based on the linear equation (see [Table 2-1](#)).

Table 2-1. Staffing Equation

Y =	$a + b_1x_1 + b_2x_2$, where:
Y =	monthly man hours required to accomplish work
a =	core staff fixed man hours (constant given value)
b =	interval costs (constant given value)
x =	average monthly workload for a particular element

Table 2-1. Staffing Equation

b. Solving a selected equation will compute the value of Y, which is the total number of monthly man-hours required to accomplish the work in that element. This number is divided by the Army availability factor (AAF) of 145 to determine the manpower requirements. To solve an equation: first, refer to the element's staffing table (see Tables [4-1](#), [4-2](#), [4-3](#), [4-4](#), and [4-5](#)) to obtain the a and b values. Next, obtain the average monthly workload from the USMEPCOM Business Intelligence System (UBIS – formerly QuiC-R). A resulting manpower requirement of .50 or more will roll up to the next higher authorization.

An example of a manpower requirement determination for an abstract MEPS processing element with five directed requirements, accomplishing an average of 2700 monthly accessions and 2400 delayed entry program (DEP)-ins, can be reviewed at [Table 2-2](#).

Table 2-2. Example of Monthly Man-Hour Equation

Y =	monthly man hours required				
a =	725 (fixed man hours) (145 available man hours x 5 directed requirements)				
b ₁ =	.50 (hrs) on average for monthly number of accessions processed				
b ₂ =	1.78 (hrs) on average for monthly number of DEP-Ins processed				
x ₁ =	latest monthly average total accessions processed				
x ₂ =	latest monthly average total DEP-Ins processed				
The monthly average number of accessions and DEP-Ins processed					
Accessions	2700	divided by 12 months =	225 x	.50 =	112.50
DEP-ins	2400	divided by 12 months =	200 x	1.78 =	356.00
					plus 725.00 fixed man hours
TOTAL					1193.50
					x 1.20 indirect work =
					1432.20
					divided by 145 =
					9.88
TOTAL					10.00

Table 2-2. Example of Monthly Man-Hour Equation

The example at [Table 2-2](#) computes allowed man-hours at 1432.20. These hours convert to the manpower equivalent of 9.88 requirements based on the 145 AAF. The result of 9.88 is greater than 9.50 and, therefore, would be rounded up to 10 requirements.

Chapter 3

Mission and Organization of the MEPS

3-1. Mission

According to [AR 601-270, Military Entrance Processing Station](#), and as defined in [UMR 10-1, Organization and Function](#), the mission of the MEPS is to aptitudinally test, medically examine, morally qualify, administratively process, enlist, and ship applicants for all of the Armed Forces of the United States. When directed, aptitudinally test, medically examine, determine acceptability, administratively process, allocate, induct, and ship Selective Service registrants. When requested, the MEPS may provide medical examinations and processing services to non-applicants from various federal agencies given such services can be provided within approved resources.

3-2. Organization

[Figure 3-1](#) provides the organization of a MEPS.

Figure 3-1. MEPS Organization Chart

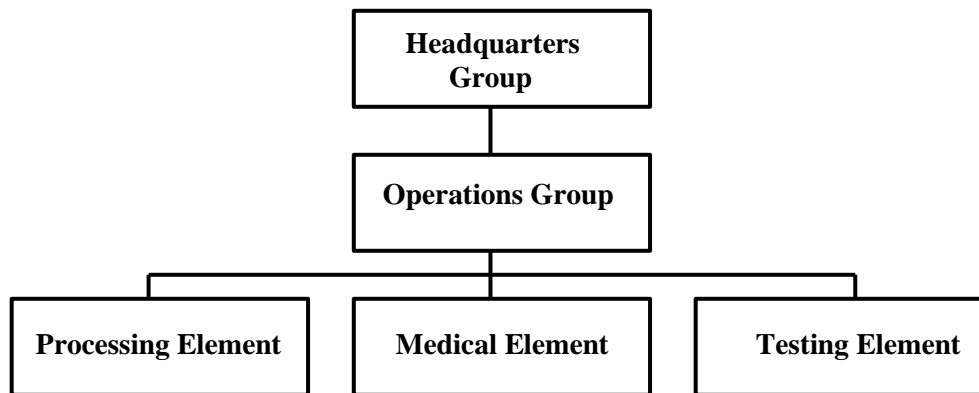


Figure 3-1. MEPS Organization Chart

Chapter 4

Staffing Sections

4-1. Section I-MEPS Headquarters Group

The MEPS Headquarters group commands, directs, and coordinates the three subordinate elements of the MEPS: overall administrative, personnel, and logistical services. This group participates as a member of the Interservice Recruiting Committee (IRC) and coordinates MEPS interaction with the supported recruiting Commanders to resolve mutual problems.

a. 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 include requisitioning, sponsoring, and in-processing of military personnel; validating unit manning rosters and personnel qualification records; administering personnel utilization policies and unit reenlistment programs; and processing military personnel actions. Personnel management functions also include administering MEPS civilian personnel management actions, maintaining liaison with the servicing Civilian Personnel Office (CPO), and maintaining MEPS personnel data in the Joint Personnel System (JPS).

c. Logistical functions include requisitioning, receipt, storage, and issuance of individual, organizational, and expendable supplies and equipment. This function coordinates procurement, base operations support, MEPS transportation requirements, property accountability, and facilities management. It also maintains supervisory control of motor vehicles assigned to the MEPS, prepares requests for real estate requirements and janitorial service contracts, and coordinates contract negotiations for the meals and lodging program and for interservice support agreements.

d. [Table 4-1](#) depicts the MEPS Headquarters Group.

[TOC](#)**Table 4-1. MEPS Headquarters Group**

Staffing Title:		The number of personnel requirements in the headquarters group.				
Staffing Definition:		The additional number of physicians is recognized when a MEPS medical workload reflects an increase.				
Staffing Source:		USMEPCOM Manning Authorization Document (UMAD) maintained by USMEPCOM (MEHR-MP).				
Manpower Requirement					a *	b *
Line	Duty Title	Civilian Series	Grade	Position Delineation	Number and Type of Positions	
1	Commander		O-4	M	1	
2	Senior Enlisted Advisor		E-8	M	1	
3	Chief Medical Officer	00602	GS-13	C	1	
4	Assistant Chief Medical Officer	00602	GS-12	C		1
5	Administrative Service Technician	00303	GS-7	C	1	
6	Administrative Support Technician	00303	GS-6	C	1	
Note:						
a* All MEPS (minimum core staff of five)						
b* A workload formula has not been established to determine when an Assistant Medical Officer is earned. An ACMO is authorized on a case-by-case basis.						

Table 4-1. MEPS Headquarters Group**4-2. Section II-Operations Group**

The operations group performs liaison with recruiting commands, enlistment recruiters, and service liaisons to resolve problems with applicant records; also investigates fraudulent enlistment allegations and Congressional inquiries. This group is responsible for the management of applicant and non-applicant policies and procedures for the subordinate elements: processing (section III), testing (section IV), and medical (section V). (Detailed subordinate element responsibilities are in [Paragraphs 4-3 through Paragraph 4-5](#)). The operations group—

- a. Prepares briefing, orientates new recruiters, and monitors daily status of the United States Military Entrance Processing Command Integrated Resource System (USMIRS) generated reports.
- b. Administers briefings and oath of enlistment to applicants and ensures applicant signs the contract ([DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States](#)) correctly.
- c. Keeps Commander abreast of applicant flow and current processing concerns.
- d. Ensures government issued computer systems for USMIRS and network access are operational, including system programs.
- e. [Table 4-2](#) depicts the MEPS Operations Group.

Table 4-2. MEPS Operations Group

Staffing Equation:		Manpower Requirements				
Staffing Definition:		NA				
Staffing Source:		NA				
Manpower Requirement					a*	b*
Line	Duty Title	Civilian Series	Grade	Position Delineation	Number and Type of Positions	
1	Operations Officer		O-3/O-4	M	1	
2	Information Technology Specialist	02210	GS-9	C	1	
3	Assistant Operations Officer		O-3	M		1
Note:						
a* All MEPS (minimum core staff of two)						
b* 56 Assistant Operations Officers are located throughout ES and WS MEPS.						

Table 4-2. MEPS Operations Group**4-3. Section III-Processing Element**

The processing element controls, coordinates, and supervises administrative applicant processing activities. This element completes administrative functions for applicants entering any of the Armed Forces of the United States, and various Federal agencies, and reports these actions using USMIRS. The processing element—

a. Receives and performs orientation and overall control of applicants and non-applicants. Monitors [USMEPCOM Form 727, Processing List \(PL\)](#) and tracks applicant flow throughout the processing day. Operates the MEPS control desk and files room, conducts file searches on applicants, files and disposes of applicant records according to current directives. It also arranges meals and lodging into the Armed Forces and Reserve components.

b. Completes [DD Form 4](#). Performs a one-on-one interview with enlistees to complete [DD Form 93, Record of Emergency Data](#). Interview preaccession and preenlistment applicants and performs quality control review of all enlistment documents with the applicant. Reviews requests for Entrance National Agency Checks and fingerprints applicants. Conducts quality control and duplicates, collates, and distributes documents according to service requirements. Makes transportation arrangements, certifies and issues travel documents, conducts travel briefing, and reconciles the centrally billed accounts.

c. [Table 4-3](#) depicts the MEPS Processing Element.

Table 4-3. MEPS Processing Element

Staffing Equation	$y = a + b_1x_1 + b_2x_2$, results multiplied by 1.20 to account for indirect work and divided by monthly availability factor of 145 hours. $a = 725$ (fixed manhours) $b_1 = .50$ (interval costs for monthly average number of accessions processed) $b_2 = 1.78$ (interval costs for monthly average number of DEP-Ins processed) $x_1 =$ latest monthly average number of accessions processed. $x_2 =$ latest monthly average number DEP-Ins processed.																																							
Staffing Title:	The latest monthly average number of accessions and DEP-Ins processed.																																							
Staffing Definition	The latest monthly average number of Active, Reserve, and National Guard accessions plus the active and Reserve DEP-Ins processed.																																							
Staffing Source	UBIS (former QuICR) Data prepared by HQ USMEPCOM, J5 Strategic Planning & Transformation, Analysis Branch (MEPT-AB)																																							
Manpower Requirement	4																																							
Requirements Earned	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;"></td> <td style="width:5%;">5</td><td style="width:5%;">6</td><td style="width:5%;">7</td><td style="width:5%;">8</td><td style="width:5%;">9</td><td style="width:5%;">10</td><td style="width:5%;">11</td><td style="width:5%;">12</td><td style="width:5%;">13</td><td style="width:5%;">14</td><td style="width:5%;">15</td><td style="width:5%;">16</td><td style="width:5%;">17</td><td style="width:5%;">18</td><td style="width:5%;">19</td><td style="width:5%;">20</td><td style="width:5%;">21</td> <td style="width:15%; text-align: right;">Civilian Positions</td> </tr> </table>																						5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Civilian Positions
	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Civilian Positions																						
Line	Duty Title	Civilian Series	Grade	Position Delineation	Number and Type of Positions																Job Title	Series																		
1	Processing NCO		E7	M/C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	Supv HRA	GS-203-08																		
2	Transportation Asst	02102	GS-6	C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																				
3	Processing Specialist		E5	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																				
4	HRA	00203	GS-5	C	1	2	3	4	5	6	6	7	8	8	9	10	11	11	12	13	14																			
5 **	Lead HRA	00203	GS-6	C		1	1	1	1	2																														
6 ***	Processing Technician	00303	GS-5	C																																				
** A Lead HRA (GS-06) position can be earned when the total number of processing specialists and human resource assistants exceed three or more.																																								
*** A Processing Technician can be requested in place of an HRA to assist with the Transportation Assistant responsibilities.																																								

Table 4-3. MEPS Processing Element

4-4. Section IV-Testing Element

a. Enlistment tests. The testing element administers tests to applicants to determine their aptitude and qualification for enlistment in the Armed Forces according to eligibility requirements established by the services. Tasks include administering enlistment tests to applicants in the station and at designated military entrance test (MET) sites, scoring tests, and inspecting test sites as required by directives. Administers and scores special tests to determine applicant’s qualifications for specific enlistment options. Conduct database lookup of student test scores when being used for enlistment. Coordinates enlistment, special, and student test schedules. Requisitions test material and maintains accountability and security as required by directives. Intermittent permanent test administrators have replaced the Office of Personnel Management (OPM) contract.

b. Student tests. Conducts student testing of high school and collegiate students. Scores, prints, and distributes test results and associated products for student tests according to current directives. Conducts ASVAB Career Exploration Program. Markets and promotes the student testing program according to current directives. Coordinates marketing activities with the recruiting services according to local marketing plans. Monitors achievement of student testing goals.

c. [Table 4-4](#) depicts the MEPS Testing Element.

Table 4-4. MEPS Testing Element

Staffing Equation	$y = a + b_1x_1 + b_2x_2$, results multiplied by 1.20 to account for indirect work and divided by monthly availability factor of 145 hours.																
	a = 725 (fixed manhours)																
	b ₁ = .0625 (interval costs for monthly average number of enlistment tests processed)																
	b ₂ = .0609 (interval costs for monthly average number of student tests processed)																
	x ₁ = latest monthly enlistment tests.																
x ₂ = latest monthly student tests.																	
Staffing Title:	The latest monthly average number of enlisted and student tests administered.																
Staffing Definition	The latest monthly average number of enlisted and student tests administered is obtained by adding the total number of both tests and divide the total by the appropriate number of months.																
Staffing Source	UBIS (former QuIC-R) Data prepared by HQ USMEPCOM, J5 Strategic Planning & Transformation, Analysis Branch (MEPT-AB)																
Manpower Requirement	6																
Requirements Earned	6 7 8 9 10 11 12 13 14 15 Civilian Positions																
Line	Duty Title	Civilian Series	Grade	Position Delineation												Job Title	Series
1	Test Control Officer	00301	GS9	C	1	1	1	1	1	1	1	1	1	1	1		
2	Education Services Specialist	01740	GS11	C	1	1	1	1	1	1	1	1	1	1	1		
3	Test Specialist		E5	M	1	1	1	1	1	1	1	1	1	1	1	Test Clerk	GS-303-05
4	Test Score Technician	00303	GS7	C	1	1	1	1	1	1	1	1	1	1	1		
5	Test Coordinator	00303	GS7	C	1	1	1	1	1	1	1	1	1	1	1		
6 **	Lead Test Clerk	00303	GS6	C				1	1	1	1	2	2	2			
7	Test Clerk	00303	GS5	C	1	2	3	3	4	5	6	6	7	8			
** A Lead Test Clerk (GS-06) position can be earned when the number of Test Clerks exceed three or more in the testing element.																	

Table 4-4. MEPS Testing Element

4-5. Section V-Medical Element

The medical element performs physical examinations and inspections for applicants to determine their medical qualifications for entry into the Armed Forces. This element also performs physical examinations for non-applicants including prior-service applicants, officer candidates, persons applying for appointment to commissioned officer status, healthcare professionals, Reserve Officer personnel obtaining retention physicals, and for personnel from other Federal agencies. The medical element—

a. Performs a complete physical which includes conducting medical orientation briefings, performing breath alcohol testing, taking blood and urine samples for drug and alcohol tests and for human immunodeficiency virus (HIV) screening, measuring height and weight; taking blood pressure and pulse; conducting orthopedic/neurological screening, and vision- and audiometric-acuity testing. Additionally, conducts eye refraction, body fat, and other tests as required, and conducts a physician’s medical review and evaluation on each applicant.

b. Performs administrative tasks including coding and data entry of medical information (e.g., full physical, inspection, HIV results, and disqualification data). Schedules fee-basis physicians, arranges for medical consultations and for review of physician’s letters and medical forms. Maintains logs, prepares congressional inquiry packages, addresses liaison inquires. Also conducts quality control of medical forms and applicant packets, reconciles [USMEPCOM Form 727](#), and prepares Drug and Alcohol Testing (DAT) and HIV shipments and posts results, and types various correspondence.

c. Coordinates the procurement of expendable medical supplies. Performs section facility and equipment maintenance. Also performs sanitary inspections of the MEPS, contract lodging, and meal facilities.

d. [Table 4-5](#) below depicts the MEPS Medical Element.

Table 4-5. MEPS Medical Element

Staffing Equation	y = a + b ₁ x ₁ + b ₂ x ₂ , results multiplied by 1.20 to account for indirect work and divided by monthly availability factor of 145 hours.																					
	a = 350 (fixed manhours)																					
	b ₁ = 1.0 (interval costs for monthly average number of physical examinations processed)																					
	b ₂ = .4 (interval costs for monthly average number of medical inspections processed)																					
	x ₁ = latest monthly average number of physical examinations. x ₂ = latest monthly average number of medical inspections.																					
Staffing Title	The latest monthly average number of physical examinations and inspections completed.																					
Staffing Definition	The latest monthly average number of male and female non-applicant physical examinations and physical inspections for all applicants to the military services, prior service applicants, officer candidates, persons applying for appointment to commissioned officer status, health care professionals, Reserve officer personnel obtaining retention physicals, and personnel of non-Department of Defense Federal agencies. The monthly average is obtained by adding the total number of male/female physicals and inspections, and non-applicant physicals and dividing the total number by the appropriate number of months.																					
Staffing Source	UBIS (former QuIC-R) Data prepared by HQ USMEPCOM, J5 Strategic Planning & Transformation, Analysis Branch (MEPT-AB).																					
Manpower Requirement	3																					
Requirements Earned																Civilian Positions						
Line	Duty Title	Civilian Series	Grade	Position Delineation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Job Title	Series	
1	Medical NCO		E7	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	Supv Med Tech	GS-645-09
2	Med Spec		E5	M	1	2	2	2	3	4	4	5	6	7	7	8	9			Med Tech	GS-645-06	
3 *	Med Tech (DAT)	00645	GS6	C	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2			
4 **	Lead Med Tech	00645	GS7	C				1	1	1	1	2	2	2	2	3	3	3				
* A Med Tech (DAT) position cannot total more than 2 authorizations per MEPS.																						
** A Lead Med Tech (GS-07) position can be earned when the total number of Medical Specialists and Medical Technicians exceed three or more.																						

Table 4-5. MEPS Medical Element

Chapter 5

Management Review Board

5-1. Purpose

To promulgate policy, responsibilities, and procedures by effectively administering USMEPCOM's total workforce for the Commander, headquarters, Sectors, Battalions, and MEPS. These policies, instituted through the Management Review Board (MRB), will govern the review and disposition of all position management requests, including: requests for additional positions; organizational structure changes; accretion of duties; requests to internally swap military and civilian positions; requests for temporary and term hires; incentives to include recruitment, retention, relocation, and permanent change of station (PCS), and reclama of a disapproved RPA for recruit/hire action.

a. The MRB will review requests and make appropriate recommendations to the Management Review Official (MRO), the USMEPCOM Commander, for a final decision. The MRB will ensure that all requests are mission essential and align to command priorities.

b. The MRB will develop and oversee a position structure that creates the proper balance to include economy, efficiency, skills utilization, recruitment and retention of personnel.

c. Position management allows for the efficient distribution of resources by identifying, eliminating, and preventing unnecessary organizational fragmentation.

Note: The requirement to submit an Exception to Policy (ETP) request for Headquarters, Sectors, Battalions, and MEPS positions has been eliminated per [USMEPCOM Commander memo dated December 12, 2014](#).

5-2. Responsibilities

a. Commander, USMEPCOM will:

(1) Serve as the MRO.

(2) Review and approve or disapprove MRB recommendations.

b. Chief of Staff/Deputy Commander will:

(1) Serve as the MRB Chairperson.

(2) Oversee MRB operations.

(3) Present MRB recommendations to the MRO.

c. Management Review Board will:

(1) Oversee and manage total workforce resources by ensuring appropriate allocation and alignment with strategic initiatives and sound position management practices and principles.

(2) Ensure requests are warranted based on alignment with similar staffs/organizations and designated at the proper Rank, Grade, Pay Plan, and Series to ensure organizational integrity.

(3) Although the MRB's primary focus is the review of civilian positions, the MRB may recommend alternative staffing methods, (e.g., realignment of military billets).

[TOC](#)

(4) Act per the guidelines set forth in this instruction during the course of its review.

d. Directorates, Special Staff Offices, Sectors, Battalions, and MEPS will:

(1) Review MRB requests for funding availability during the year of execution and beyond, and review consistency with authorized billets.

(2) Ensure that resources are efficiently used to identify, eliminate, and prevent unnecessary organizational duplication.

(3) Review their organizational structure (e.g., span of control, excessive layering, use of deputy, and/or design of jobs) on a continuing basis.

(4) Use special appointment authorities, or onboard military personnel to accommodate short-term assignments.

(5) Evaluate cost effectiveness of alternative options for structuring duties or positions, (e.g., skills utilization; employee motivation and development; use of entry level, trainee; career ladder developmental positions) and alignment/consistency with any applicable program total force strategy.

(6) Ensure mission requirements are properly factored into staffing plans.

(7) Use [UMF 570-3-3-E, USMEPCOM Management Review Board Request](#) to submit requests to the MRB.

e. Services Division, Manpower Branch will:

(1) Maintain JPS and the UMAD as well as document military personnel documents for the five Services.

(2) Validate positions and MRB requests against the UMAD and JPS. Forward [UMF 570-3-3-E](#) to the requesting Directorate, Special Staff Office, Sector, Battalion, and MEPS for RPA submission.

(a) If an RPA for recruit/hire action is disapproved, the requestor will be notified via email of the disapproval and RPA cancellation. The requestor may submit a reclama to the disapproval decision using the [UMF 570-3-3-E](#) which will be routed to the MRB for review/recommendation.

(3) Coordinate validation of position, Cost Center Codes in General Fund Enterprise Business System (GFEBS), Para/Line in JPS, and Army Management Structure Code (AMSCO).

(4) Assist Directors, Special Staff Officers, Sectors, Battalions, and MEPS in preparing position change justifications, (i.e., staffing plans, military end strength, projected reductions, etc).

(5) Monitor RPAs to ensure consistency with USMEPCOM policy, results of the MRB, UMAD, and financial coding.

(6) Receive and review MRB requests for completeness and sufficiency of information.

(7) Collect MRB documentation, and inform the MRB Chairman of the need to schedule an MRB.

(8) Schedule MRB meetings, prepare and distribute the MRB agenda, record minutes, and

[TOC](#)

forward minutes with results of the MRB to the MRO for final approval/disapproval.

(9) Maintain a record of MRB results on Sharing Policy Experience and Resources (SPEAR).

f. Civilian Personnel Division will:

(1) Provide civilian staffing and recruitment advisory services to Directors, Special Staff Officers, Sectors, Battalions, and MEPS.

(2) Review proposed accretion of duties promotion actions for position management implications and regulatory compliance prior to submission to the MRB.

(3) Conduct a technical Human Resource (HR) examination of the request to determine if the intended action is consistent with other positions at USMEPCOM, (e.g., grade level and position structure).

5-3. Composition

a. The USMEPCOM Commander serves as the MRO and will approve or disapprove all recommendations of the MRB. The USMEPCOM Chief of Staff/Deputy Commander serves as the MRB Chairperson. Voting members of the MRB include:

- (1) Director or Deputy Director, J-1 Human Resources
- (2) Director or Deputy Director, J-5 Strategic Planning & Transformation
- (3) Director or Deputy Director, J-8 Resource Management
- (4) Commander or Deputy Commander, Eastern Sector (ES)
- (5) Commander or Deputy Commander, Western Sector (WS)

b. Advisory, non-voting MRB members. The following Directorates and Special Staff Offices will serve in a non-voting, advisory role to the MRB members when necessary:

- (1) J-1 Human Resources Directorate (J-1/MEHR)
 - (a) Civilian Personnel Division (J-1/MEHR-CP)
 - (b) Services Division, Manpower Branch (J-1/MEHR-SD-MP)
- (2) J-3 Operations Directorate (J-3/MEOP)
- (3) J-6 Information Technology Directorate (J-6/MEIT)
- (4) J-7 Medical Plans and Policy Directorate (J-7/MEMD)
- (5) J-8 Resource Management Directorate (J-8/MERM)
- (6) Inspector General (MEIG)
- (7) Public Affairs Office (MEDC-PA)

(8) Staff Judge Advocate (MEJA)

5-4. Board Schedule/Frequency

The MRB shall meet on the 2nd and 4th Fridays of every month or at the request of the Chairperson. The MRO may attend at his or her discretion or at the request of the Chairperson.

5-5. Request for Management Review Board Review

A [UMF 570-3-3-E](#) must be completed and submitted to J-1/MEHR-SD-MP for all requests, as identified in [paragraph 5-1](#), by emailing the request to: osd.north-chicago.usmepcom.list.hq-j1-mehr-manpower-division@mail.mil. Workload data, cost analysis data, attrition trends, vacancy history, organizational chart(s), or other information may be provided as an attachment to [UMF 570-3-3-E](#). [UMF 570-3-3-E](#) must be submitted no later than close of business on the 10th duty day prior to the next scheduled MRB in order to meet that next MRB. If [UMF 570-3-3-E](#) is submitted later than the 10th duty day the [UMF 570-3-3-E](#) will be queued to meet the following scheduled MRB. Example: [UMF 570-3-3-E](#) submitted to J-1/MEHR-SD-MP by COB March 2, 2015 would meet the MRB scheduled for March 13, 2015. [UMF 570-3-3-E](#) submitted to J-1/MEHR-SD-MP on March 3, 2015 would meet the MRB scheduled for March 27, 2015.

5-6. Voting Procedures

An MRB Quorum shall consist of four voting members, excluding the MRO. Each member may vote to recommend approval or disapproval of the request as submitted, or, after discussion on the merits of the submission, request additional information prior to taking a final vote at a subsequent MRB session. A majority vote of the members present is required to sanction a submission. The MRB Chairperson will cast the deciding vote in the event of a tie.

5-7. Actions Requiring Management Review Board Review

a. Staffing changes to the UMAD, including all vacancies; changes to Pay Plans (e.g., GS to WG); cost centers; changes to series; and upgrading or downgrading position pay grades, either occupied or vacant.

b. Establishment of civilian temp or term positions to perform work previously carried out by civilians now on active duty or civilians on Leave Without Pay (LWOP).

c. Reassignment or changes to Position Descriptions or changes to an employee's occupational series that do not change a pay grade.

d. Force shaping actions which may include management directed reassignments, Voluntary Separation Incentive Pay (VSIP), Voluntary Early Retirement Authority (VERA), or Reduction in Force (RIF) initiation.

e. Monetary incentives to include recruitment, retention, relocation, and PCS.

f. Reclama of a disapproved RPA for recruit/hire action.

5-8. Management Review Board Review Not Required

a. Personnel actions directed by the USMEPCOM Commander.

b. Changes to individual employee work schedules, (e.g., telework or alternative work schedule).

c. Actions taken to implement a resolution or settlement agreement resulting from a local

[TOC](#)

determination, mediation, or a third party decision. J-1/MEHR-CP, MEJA, or the impacted Director will notify J-1/MEHR-SD-MP of these actions.

d. RPAs for recruit/hire actions (e.g., backfilling previously validated positions) will be approved or disapproved by the appropriate Management Analyst in J-1/MEHR-SD-MP after review and validation of workload. This does not require MRB review. If the RPA is disapproved, the requestor may submit a reclama of the disapproval decision using the [UMF 570-3-3-E](#) as stated in [paragraph 5-2e\(2\)\(a\)](#).

5-9. Management Review Board Review Criteria

All requests for MRB review shall be submitted using [UMF 570-3-3-E](#). Requests will be reviewed against the UMAD and following criteria:

- a. Whether a previous Manpower study or other management advisory study has or has not been conducted to validate the position(s).
- b. Availability of military end-strength, civilian Full-Time Equivalent (FTE), and/or funding.
- c. Criticality of position in performing mission-related functions of the program.
- d. Adherence to organizational alignment, including classification consistency, span of control, etc., as reflected in existing approved organizational charts.
- e. Alignment with Department of the Army and USMEPCOM total force strategies.
- f. The MRB will consider packages that employ a VSIP to restructure a position to meet mission objectives, correct skill imbalances, or to reduce managerial or supervisory positions without resorting to a RIF. The MRB does not have approval authority for a VSIP request. It can only approve the use of VSIP and its review is restricted to the specific position affected by application. Directors, Special Staff Officers, Sectors, Battalions, and MEPS will work with J-1/MEHR-SD-MP in preparing and submitting a VSIP request, per VSIP ([DoDI 1400.25-V1702, Voluntary Separation Programs](#)).

5-10. Electronic Routing

MRB requests will be routed as follows:

- a. Directorates, Special Staff Offices, Sectors, Battalions, and MEPS will route completed MRB requests, [UMF 570-3-3-E](#), to the J-1/MEHR-SD-MP group box: osd.north-chicago.usmepcom.list.hq-j1-mehr-manpower-division@mail.mil.
- b. J-1/MEHR-SD-MP will route the request to J-1/MEHR-CP for technical review and J-8/MERM for funding approval.
- c. Upon completion of technical reviews and funding approval the action will then be returned to J-1/MEHR-SD-MP for further MRB preparation.
- d. If an MRB request is approved, J-1/MEHR-SD-MP will complete further actions as necessary and notify the originator of approval.
- e. If an MRB request is disapproved, J-1/MEHR-SD-MP will notify the originator of the disapproval.
- f. Upon notice of final approval, Directorates, Special Staff Offices, Sectors, Battalions, and MEPS will prepare and submit any required RPAs.

Appendix A
References

Section I

Publications referenced in or related to this regulation

AR 570-4

Manpower Management

AR 601-270

Military Entrance Processing Station (MEPS)

AR Pamphlet 570-5

Manpower and Equipment Control, The Army Functional Dictionary - Manpower

DA Pamphlet 611-21

Military Occupational Classification and Structure

UMR 10-1

United States Military Entrance Processing Command

Section II

Forms referenced in or related to this regulation

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 93

Record of Emergency Data

DoDI 1400.25-V1702

Voluntary Separation Programs

SF 52

Request for Personnel Action

UMF 570-3-1-E

HQ/Sector Feeder Report

UMF 570-3-2-E

MEPS Feeder Report

UMF 570-3-3-E

USMEPCOM Management Review Board Request Form

UMF 727

Processing List (PL)

[TOC](#)**Appendix B****Instructions for [USMEPCOM Form 570-3-1-E, Headquarters/Sector Feeder Report](#)****SECTION 1 - UNIT DESIGNATION****Block 1: To**

HQ USMEPCOM Manpower Division (MEHR-SD-MP), 2834 Green Bay Road, North Chicago, IL 60064-3091.

Block 2: From

Enter name of Directorate/Special Staff Office/Sector sending the report.

Block 3: Date

Enter the date the report was prepared.

SECTION II - CIVILIAN PERSONNEL END STRENGTH**Block 4: Category**

Categories for types of civilian employment are as follows.

- (a) GS-FTP – FT Permanent: General Schedule (GS), full-time permanent employee.
- (b) GS-FTT – FT Temp/Term: General Schedule (GS), full-time temporary/term employee.
- (c) GS-PTP – PT Permanent: General Schedule (GS), part-time permanent employee.
- (d) WG-FTP – FT Permanent: Wage Grade (WG), full-time permanent employee.

Blocks 5 through 9 Cost Center Codes

Per [Army Management Structure Code](#) (AMSCO), position type, and corresponding Cost Center Code, the total actual number of civilian employees on board as of close of business on the last day of each month must be entered into the appropriate block, adding any gains and deducting any losses. Codes will be supplied to each Directorate/Special Staff Office by its assigned HQ Manpower POC.

Block 10: HQ/Sector Total

A formula is built into the cell and will automatically calculate the number of manning being reported.

Block 11: Total

A formula is built into the cell and will automatically calculate the number of manning being reported.

SECTION III - MONTHLY RECAP**Block 12: End strength brought forward**

Enter the end strength from the previous month's report.

Block 13: (+) plus gains

Enter gains, as appropriate, during the month being reported.

Block 14: (-) minus losses

Enter losses, as appropriate, during the month being reported.

Block 15: Total

A formula is built into the cell and will automatically calculate the total end strength for the report month. One end strength will be entered for each part-time employee.

Note: As an accuracy check, the end strength brought forward, plus reported gains and losses, must equal the total end strength for the report month.

[TOC](#)**SECTION IV - CIVILIAN GAINS AND LOSSES (complete columns 11 – 20 for each entry).**

Users will enter information for each civilian gain or loss for the reported month as explained below.

Block 16: NAME

Use the official payroll name. Do not use common or nicknames.

Block 17: G/L

Enter “G” or “L” to show whether the person is a gain or a loss.

Block 18: DATE

Enter the date of gain or loss.

Block 19: GRADE

Enter the grade of the position being reported.

Block 20: SERIES

(Self explanatory)

Block 21: TITLE

(Self explanatory)

Block 22 and 23: PARA and LINE

Paragraph and line numbers should be the same as listed on the Manpower Manning Report in the Joint Personnel System (JPS). Identify temporary personnel with the letter “T” as indicated on the JPS. For tracking purposes, temporary personnel will be double-slotted against a corresponding permanent position on the UMAD.

Block 24: SSN (no hyphens)

Enter the appropriate social security number, (i.e., 123456789).

Block 25: REMARKS

Enter the number of regularly scheduled hours for part-time personnel. Remarks should include the status of temporary employees, (“the not to exceed date or summer hire”), or effective dates of extended leave without pay. If additional space is required for reporting personnel in the civilian gain or loss section, continue on the reverse side of the form.

Note: A current employee who changes a position or category must be reported as a gain and as a loss on two separate lines.

SECTION V - PREPARER INFORMATION AND OFFICIAL AUTHORIZATION**Blocks 26 through 29:**

Enter the preparer’s name, office assigned, telephone number and extension, and date report signed.

Block 30: Signature of official or designated representative:

The official or designated representative must sign the report, (i.e., Director or Supervisor).

[TOC](#)**Appendix C****Instructions for [USMEPCOM Form 570-3-2-E, MEPS Feeder Report](#)****INSTRUCTIONS FOR MEPS FEEDER REPORT****SECTION 1 - UNIT DESIGNATION****Block 1: To**

HQ USMEPCOM Manpower Division (MEHR-SD-MP), 2834 Green Bay Road, North Chicago, IL 60064-3091.

Block 2: From

Enter name of MEPS sending the report.

Block 3: Date

Enter the date the report was prepared.

SECTION II - CIVILIAN PERSONNEL END STRENGTH**Block 4: Category**

Categories for types of civilian employment are as follows.

- (a) GS-FTP – FT Permanent: General Schedule (GS), full-time permanent employee.
- (b) GS-FTT – FT Temp/Term: General Schedule (GS), full-time temporary/term employee.
- (c) GS-PTP – PT Permanent: General Schedule (GS), part-time permanent employee.
- (d) GS-P – Intermittent: General Schedule (GS), intermittent permanent employee.

Blocks 5 through 10

Reference tool for AMSCOS by Staff element.

Blocks 11 through 14: Cost Center Codes

Per [AMSCO](#), position type, and corresponding Cost Center Code, the total actual number of civilian employees on board as of close of business on the last day of each month must be entered into the appropriate block, adding any gains and deducting any losses. Codes will be supplied to each MEPS by its assigned HQ Manpower POC.

Block 15: MEPS Total

A formula is built into the cell and will automatically calculate the number of manning being reported.

Block 16: Total

A formula is built into the cell and will automatically calculate the number of manning being reported.

Note: Users will report part-time employees in the actual end strength.

SECTION III - MONTHLY RECAP**Block 17: End strength brought forward**

Enter the end strength from the previous month's report.

Block 18: (+) plus gains

Enter gains, as appropriate, during the month being reported.

Block 19: (-) minus losses

Enter losses, as appropriate, during the month being reported.

[TOC](#)**Block 20: Total**

A formula is built into the cell and will automatically calculate the total end strength for the report month. One end strength will be entered for each part-time employee.

Note: As an accuracy check, the end strength brought forward, plus reported gains and losses, must equal the total end strength for the report month.

SECTION IV - CIVILIAN GAINS AND LOSSES (complete columns 21 – 30 for each entry).

Users will enter information for each civilian gain or loss for the reported month as explained below.

Block 21: NAME

Use the official payroll name. Do not use common or nicknames.

Block 22: G/L

Enter “G” or “L” to show whether the person is a gain or a loss.

Block 23: DATE

Enter the date of gain or loss.

Block 24: GRADE

Enter the grade of the position being reported.

Block 25: SERIES

(Self explanatory)

Block 26: TITLE

(Self explanatory)

Block 27 and 28: PARA and LINE

Paragraph and line numbers should be the same as listed on the Manpower Manning Report in the Joint Personnel System (JPS). Identify temporary personnel with the letter “T” as indicated on the JPS. For tracking purposes, temporary personnel will be double-slotted against a corresponding permanent position on the UMAD.

Block 29: SSN (no hyphens)

Enter the appropriate social security number, (i.e., 123456789).

Block 30: REMARKS

Enter the number of regularly scheduled hours for part-time personnel. Remarks should include the status of temporary employees, (“the not to exceed date or summer hire”), or effective dates of extended leave without pay. If additional space is required for reporting personnel in the civilian gain or loss section, continue on the reverse side of the form.

Note: A current employee who changes a position or category must be reported as a gain and as a loss on two separate lines.

SECTION V - PREPARER INFORMATION AND OFFICIAL AUTHORIZATION**Blocks 31 through 34:**

Enter the preparer’s name, office assigned, telephone number and extension, and date report signed.

Block 35: Signature of official or designated representative:

The official or designated representative must sign the report, (i.e., MEPS Commander).

Appendix D
Glossary

Section I – Abbreviations

AAF

Army availability factor

ADOS

Active Duty Operational Support

AMSCO

Army Management Structure Code

AR

Army Regulation

CPO

Civilian personnel office

DA

Department of the Army

DAT

Drug and Alcohol Testing

DEP

Delayed entry program

DoD

Department of Defense

ETP

Exception to Policy

FTE

Full-time Equivalent

FTP

Full-time permanent

FTT

Full-time Temp or Term

GFEBBS

General Fund Enterprise Business System

GS

General Schedule

HIV

Human immunodeficiency virus

HQDA

Headquarters, Department of the Army

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

HR

Human Resources

J-1/MEHR

J-1/Human Resources Directorate

J-1/MEHR-CP

Civilian Personnel Division

J-1/MEHR-SD-MP

Services Division, Manpower Branch

J-3/MEOP

J-3 Operations Directorate

J-6/MEIT

J-6 Information Technology Directorate

J-7/MEMD

J-7 Medical Plans and Policy Directorate

J-8/MERM

J-8 Resource Management Directorate

JPS

Joint Personnel System

LWOP

Leave Without Pay

MEDC-PA

Public Affairs Office

MEIG

Inspector General

MEJA

Staff Judge Advocate

MEPS

Military Entrance Processing Station

MET

Military Entrance Testing

MRB

Management Review Board

MRO

Management Review Official

NTE

Not To Exceed

OPM

Office of Personnel Management

PCS

Permanent change of station

PL

Processing list

PTP

Part-time permanent

QuIC-R

Quantitative Information Comparison Redesign

RIF

Reduction in Force

RPA

Request for Personnel Action

TDA

Table of Duties and Allowances

UBIS

USMEPCOM Business Intelligence System

UMAD

USMEPCOM Manning Authorization Document

USMIRS

United States Military Entrance Processing Command Integrated Resource System

VERA

Voluntary Early Retirement Authority

VSIP

Voluntary Separation Incentive Pay

WAE

When actually employed

WG

Wage Grade

Section II – Terms

Accession

An enlistment which increased the incremental strength of the active or reserve component of all the Armed Services. Personnel enlisted in the DEP are not included in this category.

Army availability factor

The average monthly number of man-hours an employee is available to accomplish primary duties. Allowance to attend to personal needs are deducted from the total number of available monthly man-hours to arrive at the AAF. The total number of monthly hours spent on primary duties is divided by the AAF to determine manpower requirements. For our purpose, we use the peacetime Table of Duties and Allowances (TDA) AAF of 145 hours to determine manpower requirements

Army Management Structure Code (AMSCO)

Uniform classification for use in programming, budgeting, and accounting. Entries showing civilian and Army personnel on the UMAD are identified to a program element/activity account (for example, 332713.11). AMSCO numbers are available from the USMEPCOM Manning Authorization Document.

authorization, manpower

The portion of the required manpower that is supported by resources to recruit and fill the position.

average daily accessions

The number of annual accessions divided by 251 days. This number is one part of the staffing equation for the Operations Element and is used to determine manpower requirements.

Cost Center Codes

Reflects the change in the Army financial system and is required for monthly reporting. Cost Center Codes are made available to you by your J-1/Manpower POC to assist in submitting the monthly feeder report.

delayed entry program

Any of the various service programs to enlist personnel into a special inactive Reserve group pending enlistment into active service at projected future date.

DEP-in

An individual enlisting in the delayed entry program (DEP) for a specified period of time while waiting to enlist in a selected regular component is referred to as a DEP-in. Upon expiration of the DEP contract or enlistment in the regular component, the individual becomes a DEP-out. A DEP-in is not an accession.

direct requirement

A position requirement which is established by directive, or by work which requires a particular specialty when work load alone does not justify the position.

end strength

The actual on-board number of personnel as of a specific point in time. For purposes of this report, end strength will be determined as of the close of business on the last calendar day of the month. Personnel that are on leave without pay are considered losses until their return.

enlistee

An individual who has enlisted into the DEP or accessed into one of the Armed Services.

[TOC](#)

indirect work

Services necessary to production, but which cannot be specifically assessed against a particular product (i.e., clean up).

part-time personnel

Can be either permanent or temporary employees who are regularly employed on a scheduled tour of duty of less than 40 hours per workweek.

summer hires

General Schedule or wage grade employees with a full time Temp or Term appointment, Summer hires will be included in the appropriate category in block 4 (b) of [UMF 570-3-1-E](#), HQ/Sector Feeder Report or [UMF 570-3-2-E](#), MEPS Feeder Report. Temporary summer hire employees are counted against end strength authorizations (based on availability of funds).

Temp

An employee hired on a temporary status and cannot exceed one year.

Term

An employee hired on a Term status that cannot be less than 366 days and cannot exceed five years.

USMEPCOM Manning Authorization Document (UMAD)

The official manpower document that provides the manpower requirements and authorizations for a USMEPCOM activity. The [AMSCO](#) is provided for each position on the document.