

Summary of Changes

USMEPCOM Regulation 601-6, 6 July 2004

Personnel Procurement

Use of Military Entrance Processing Station Facilities by Reserve Component Medical Units

This revision—

- Changes related references (app. A).
- Changes reimbursement of supplies used (chap. 5.).
- Adds restriction to personal information (chap. 5.).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 601-6

6 July 2004

Effective: 6 August 2004

Personnel Procurement
USE OF MILITARY ENTRANCE PROCESSING STATION FACILITIES
BY RESERVE COMPONENTS MEDICAL UNITS

FOR THE COMMANDER:

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Summary. This regulation prescribes policies and procedures for the use of military entrance processing stations (MEPSs) facilities by Reserve Components (RC) medical units.

Applicability. This regulation applies to MEPSs.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MOP-AD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM. Users may send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MOP-AD, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Management control process. This regulation is subject to management control requirements established by USMEPCOM Reg 11-4 (Management Control).

*This regulation supersedes USMEPCOM Regulation 601-6, 1 July 1988.

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Appendix A. References

Glossary

1. Purpose

This regulation contains policy on the use of MEPS facilities by RC medical units and procedures for reimbursement.

2. References

Related publications are in appendix A.

3. Abbreviations and terms

Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities

a. The MEPS commander will:

(1) Immediately review and confirm the RC's request to use MEPS facilities and equipment and resolve any conflicts that may exist.

(2) Provide the necessary orientation, administrative, and procedural guides deemed essential to the use of the MEPS' facilities and equipment.

(3) Designate, in writing by name, the MEPS staff member responsible for the supervision of the MEPS and its equipment.

(4) Confirm with the RC unit commander that the RC personnel are appropriately trained in the operation of MEPS equipment and properly licensed/certified for the duties they will be performing.

(5) Ensure damage to MEPS equipment, furniture, or the facility is promptly identified to the RC unit commander.

b. The RC unit commander is responsible for:

(1) Providing the MEPS commander with the requested dates and times for use of the MEPS facility and equipment at a minimum of 90 days in advance.

(2) Assigning only personnel with the appropriate levels of training and licenses/certification to operate MEPS equipment.

(3) Accepting total responsibility for the conduct of the RC personnel while working in the MEPS facilities, according to the rules of the MEPS.

(4) Providing the MEPS facility supervisor with a list of all RC personnel and their locations within the MEPS.

(5) Ensuring the MEPS facility and equipment are left in a clean and serviceable state.

(6) Promptly reporting to the MEPS commander any damage to the MEPS' equipment, furniture, or facility.

(7) Accept full liability for any claims resulting from loss or damage to the MEPS facility and/or equipment.

5. Use of MEPS facility, equipment, and supplies

RCs, including Army and Air National Guard, medical units may request and be granted the use of MEPS facilities and equipment for performing routine and retention physical examinations for RC personnel. MEPS commanders may authorize such use under the following conditions:

a. The MEPS facility and equipment are not required at the time by the MEPS.

b. RC medical units will be charged a user's fee of \$100 for their use of the MEPS facility. RC medical units will reimburse all costs associated with the MEPS' supplies used during the designated time.

c. Any additional costs for opening and using the facility will be arranged and reimbursed by the appropriate RC headquarters or State National Guard.

d. Documents prepared by the RC medical unit will reflect the identification of the unit performing the physical examination and not the identification of the MEPS.

e. Access to applicant file records and electronic personal information will be restricted to authorized personnel only.

**Appendix A
References**

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

None

Section II (The publication(s) are merely a source of additional information. Users may
Related Publication(s) read them to better understand the subject, but does not have to read them
to comply with this publication.)

Army Regulation 601-270
Military Entrance Processing Station (MEPS)

USMEPCOM Reg 11-4
Management Control

USMEPCOM Reg 37-9
USMEPCOM Facilities Financial Management

Section III (The form(s) needed to comply with this publication.)
Required Form(s)

None

Section IV (The form(s) prescribed by this regulation. Users must use the form(s)
Prescribed Form(s) to comply with this regulation.)

None

Section V (The publication(s) prescribed by this regulation. Users must use the
Prescribed Form(s) publication to comply with this regulation.)

Section VI (The file number(s) this regulation prescribes the user to file specific
Prescribed File Number(s) documents under.)

None

Glossary

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPS

military entrance processing station

RC

Reserve Components