Executive Summary. This regulation encompasses current policy and regulatory guidance for operations of Military Entrance Processing Stations (MEPS).

Applicability. This regulation applies to all personnel assigned or attached to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) and MEPS.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms (UMF) is prohibited without prior approval from HQ USMEPCOM, ATTN: J-3/5/7/MEOP-PT, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-3/5/7/MEOP-PT. Users may send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, or by memorandum to HQ USMEPCOM, ATTN: J-3/5/7/MEOP-PT, 2834 Green Bay Road, North Chicago, Illinois, 60064-3091, or as instructed in Chapter 11 of this regulation.

Internal Control Process. This regulation contains internal control provisions. The internal control evaluation checklist is available on the USMEPCOM Intranet site named Sharing Policy Experience and Resources (SPEAR): MEIG page; Inspection Checklists; Processing for use in conducting internal controls.

*This regulation supersedes USMEPCOM Regulation 601-23, September 5, 2018
This regulation contains major revisions and is to be reviewed in its entirety. Deleted information will be incorporated in the UMM 680-3-1, to be published simultaneously with this regulation.
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1-1. **Purpose**
This regulation provides policies and procedures on applicant enlistment processing; matters relating to preparing, maintaining, and distributing enlistment documents (including interviewing and fingerprinting of an applicant), and processing Special Agreement Check (SAC) requests. It also provides instructions for implementation of Military Entrance Processing Station (MEPS) functions required by the Department of Defense (DoD), and Recruiting Service Liaison/Guidance Counselor (SL/GC) Service(s) directives during peacetime and mobilization.

1-2. **References**
References are listed in Appendix B.

1-3. **Abbreviations and Terms**
Abbreviations and terms used in this regulation are explained in Appendix D.

1-4. **Responsibilities**

a. J-3/5/7/Operations Director (J-3/5/7/MEOP) will:

   (1) Exercise primary staff responsibility and develop policies and procedures on applicant Processing Section enlistment processing and related matters.

   (2) Identify “Generating Enhancements Through Innovative Thinking” (GETIT) sites, and coordinate with Sectors 30 days prior to visit.

   (3) Maintain liaison with the investigating agency; SAC processing, Electronic Fingerprint Capturing Stations (EFCS), and the electronic communication of fingerprints to the investigating agency.

   (4) Provide a single point of contact for all applicant daily processing issues for any MEPS through the J-3/5/7/Operations Directorate-Processing Division-Current Operations (MEOP-PDC) “MOC”.

b. J-3/5/7/Medical Division (J-3/5/7/MEOP-MD) will:

   (1) Exercise primary staff responsibility and develop policies and procedures on applicant Medical Department processing and related matters through the United States Military Entrance Processing Command (USMEPCOM) Medical Program.

   (2) Provide a single point of contact for all applicant daily medical processing issues for the MEPS submitted through the “MOC” (CA Service Desk Manager). **Note:** Execution of the USMEPCOM Medical Program is regulated by the USMEPCOM Regulations 40-1 (Medical Processing and Examinations), 40-8 (Department of Defense (DoD) Human Immunodeficiency Virus (HIV) Testing Program and Drug and Alcohol Testing (DAT) Program), and 40-9 (Standard Precautions for Infection Control), series.

c. Sector Commander will implement and monitor the policies and procedures of this regulation to include:

   (1) Determine MEPS capacities.
(a) Ensure MEPS capacity figures are reasonable and justifiable.

(b) Review MEPS capacities annually at the end of each Fiscal Year (FY) and adjust as necessary.

(2) Direct and monitor MEPS Saturday openings, closings, and holidays. Determine, in coordination with the Battalion and/or MEPS Commanders, the notification lead times required to support Saturday processing and inform the appropriate equivalent Recruiting Services of lead times.

(3) Coordinate with J-8/Resource Management Directorate-Program and Policy Division (J-8/MERM-PP) the proposed budget for civilian labor overtime costs of the MEPS for after normal duty hours and Saturday openings as directed by HQ USMEPCOM. Sectors will report to HQ USMEPCOM any unbudgeted charges that incurred for extended operations.

(4) Fund Familiarization Training for MEPS Commander, Operations Officer (OPSO) and Senior Enlisted Advisor (SEA). A Service recruiter temporary duty (TDY) from the MEPS to the Inter-service Recruitment Committee (IRC) HQ will be included as appropriate to accomplish this training.

(5) Advocate the use of the J-3/5/7/MOC when assistance and support is needed regarding applicant processing.

(6) Exercise supervision responsibilities to the MEPS in assisting and monitoring implementation of this regulation and future policies and procedures announced via the Command Message System (CMS).

(7) Ensure MEPS comply with applicable regulations.

d. Battalion Commander will:

(1) Monitor the policies and procedures of this regulation; and future guidance announced via the CMS.

(2) Determine MEPS capacities.

(3) Maintain coordination with the IRC to ensure voting and non-voting members are aware of policies.

Note: US Coast Guard is a voting member; only Reserve Components are non-voting members.

e. MEPS Commander will:

(1) Execute the policies and procedures in this regulation; and future guidance announced via the CMS.

(2) Ensure Standard Operating Procedures (SOPs) do not contain policies that are more restrictive than what is indicated in this regulation. Each MEPS local SOP will include, at a minimum: no-show procedures, manual processing procedures, control desk hours of operation, Service exception to policy (ETP) request procedures, Walk-in Policy, Applicant Smoking Policy, Applicant Off-site Lunch SOP, MEPS Commander’s Applicant Electronic Device Policy, and other policies in this regulation; or as stated in other applicable regulations.
(3) Notify the IRC, Battallion Commander, and Sector HQ when projections exceed capacity. Comply with UMR 40-1, concerning reporting requirements when the fee basis provider (FBP) vendor fails to meet contractual requirements for FBP orders. MEPS will notify the FBP vendor in a timely manner in accordance with (IAW) UMR 40-1, paragraph 1-7b (Daily Fee Basis Request).

(4) Ensure only a qualified applicant ships; qualified in aptitude, medical (with emphasis on height and weight requirements as well as HIV/DAT results received), and conduct; and, in cases of disqualification or exception to policy (ETP), ensure proper documented Recruiting Service waiver(s) is approved and received.

(5) Ensure a quality packet record is complete for each applicant when applicable.

(6) Designate, in writing, MEPS personnel authorized access to the MEPS Files Room. Ensure the memorandum is posted next to each Files Room entrance.

(7) Designate, in writing, a list of SL/GCs authorized access to applicant packet record/documents. Ensure the memorandum is posted next to each Files Room entrance. Additionally, an original medical form/document used for enlistment processing (not owned by the applicant) will remain under the control of USMEPCOM personnel until Delayed Entry/Enlistment Program (DEP)/Accession; copies may be forwarded for review by the Services.

(8) Plan and coordinate support for all directed Saturday openings. Plan required testing schedules to support Saturday processing days. Ensure scheduled closings and openings for the current operating year are reflected in the MEPS Schedule (Screen OU06) in USMEPCOM Integrated Resource System (USMIRS).

(9) Conduct IRC meetings IAW DoDM 1145.02. Supporting IRC slide templates are available on the SPEAR: J-3/5/7 Processing Division Page in the Miscellaneous section.

(10) Ensure MEPS staff completes Familiarization Training with a Service recruiter. The intent of this training is to provide MEPS Service members with a basic working knowledge of the mission of the Recruiting Service partners. MEPS Service members will only observe and not get involved with the selling process or provide anecdotal comments to the recruiter or applicant.

(a) Each newly assigned MEPS Service member will spend 1 to 2 days of Familiarization Training with a Service recruiter. This must occur within the first 90 days of assignment to the MEPS. With the MEPS Commander's approval, civilian employees are encouraged (but not required) to participate.

(b) The MEPS Commander will coordinate with the local IRC to determine which Recruiting Service office location each MEPS Service member will visit, with the understanding that it must be within commuting distance of the MEPS or the Service member's residence (whichever is closer).

(c) Except for the MEPS Commander, OPSO, and SEA, a MEPS Service member shall accomplish their Familiarization Training with a recruiter from the same Service. The MEPS Commander, OPSO, and SEA shall accomplish Familiarization Training with a counterpart of another Service. Additionally, the MEPS Commander, OPSO, and SEA shall visit the IRC HQ of their counterparts that are within 300 miles of the MEPS; review their enlistment mission, and marketing mission/advertising strategies to support the Student Testing Program.
(d) A MEPS Service member with prior recruiting experience is exempt from the Familiarization Training requirement. Recruiting experience is a duty with a recruiting district, battalion, or a subordinate command, and not as a member of one of the major Recruiting Service HQ staff.

(11) Coordinate new Recruiter Orientation with the IRC and provide training to new SL/GCs IAW Chapter 3 of this regulation.

(12) Ensure each MEPS Processing Section military/civilian personnel is trained and complies with J-1/MEHR Workforce Development Division guidelines.

f. MEPS OPSO will:

(1) Manage MEPS Processing Section enlistment processing activities in coordination with each Recruiting Service.

(2) Responsible for monitoring applicant flow through the MEPS and the Processing Section.

(3) Keep the MEPS Commander abreast of applicant flow and current enlistment processing concerns.

(4) Ensure medical processing is complete and an applicant is medically qualified to “ship” per the MEPS Chief Medical Officer (CMO) (or CMO-designated medical lead) during the Quality Review Program (QRP).

(5) Ensure a Station Advisory Reporting Network (STARNET) report is submitted IAW UMR 380-1, USMEPCOM Security Program and paragraph 2-6 of this regulation ((e.g. USMEPCOM Integrated Resource System (USMIRS) system going down, MEPS closures, applicant injury, misrouted shipper medical packets, or other unusual circumstances).
Chapter 2
MEPS Operating Schedule

2-1. Overview
This chapter prescribes schedule policies for the operations of MEPS. The times associated within this regulation are the base from which MEPS will operate. MEPS are encouraged to expand the windows and times whenever possible in support of the recruiting mission. If a MEPS policy is more restrictive toward recruiting than what is in this regulation, then it does not meet the USMEPCOM Commander’s intent. MEPS will not establish any times or windows that are more restrictive than what is indicated in this regulation.

2-2. Processing Schedule, Projections
The MEPS will operate on a 5-day workweek, excluding federal holidays, 3-day holiday weekends, and HQ, Sector, and Battalion pre-approved closures. The MEPS will not open for applicant processing on Sundays or the Friday following Thanksgiving without pre-approval. MEPS will avoid initiating the processing day prior to 0600 unless mission essential requirements dictate the need to open earlier. Opening times will be reviewed when negotiating new meals and lodging contracts. USMEPCOM’s Operating Schedule is located on the SPEAR homepage under Internal Resources. The MEPS will input/update USMIRS local MEPS Schedule (Screen OU06) after the annual USMEPCOM FY Operating Schedule is published. The USMIRS local MEPS Schedule (Screen OU06) will coincide with local, Battalion, Sector, and HQ approved non-processing days. Also, see UMM 680-3-1, para 1.5c for updating Quarterly Training Day as a non-processing day.
Each applicant/non-applicant will be projected in USMIRS for MEPS or SL/GC processing.

Notes:
- Times listed reflect local MEPS time.
- The Friday after Thanksgiving is a non-processing day, not a federal holiday.

2-3. Submission of Applicant Prescreen
The sponsoring Service must submit the following completed documentation for their applicant to be considered for a medical examination at the MEPS IAW UMR 40-1. If any entrance processing form, e.g., DD 1966 (Record of Military Processing—Armed Forces of the United States) is either illegible, unreadable, incomplete, unsigned, or contains an error(s); the documentation and/or applicant will be returned to the sponsoring Service personnel to resolve the discrepancy IAW UMM 680-3-1 and UMR 40-1.

(a) DD Form 2807-2, (Accessions Medical History Report)

(b) UMF 680-3A-E (Request for Examination)

(c) DD Form 1966/5, (Parental/Guardian Consent for Enlistment), must accompany the DD Form 2807-2 for each minor applicant and completed IAW paragraph 3-6i of this regulation.

(d) Prior Service Documentation IAW UMR 40-1.
2-4. Contract Lodging Facility (CLF) Operating Procedures
The intent of the following policies is to ensure only an authorized applicant is lodging overnight at the CLF/arriving at the MEPS and the safety of an underage applicant.

a. Photographic Identification (photo ID) Card (See paragraph 3-2 for Photo ID Requirements). The sponsoring Service will ensure their applicant lodging overnight at the CLF has in their possession a photo ID card to check-in to the CLF.

   (1) If no photo ID card is available, the CLF will deny the applicant’s stay; if denied, the applicant is to contact their Service representative and then depart the CLF.

   (2) The applicant’s identity will be verified upon check-in to the CLF and prior to departure from the CLF to the MEPS. The CLF Task Order Liaison will perform the verification by comparing the applicant’s photo ID card with the applicant’s data provided by the sponsoring Service.

b. Underage Applicant: In the event a sponsoring Service requires overnight lodging for an underage applicant.

   (1) The sponsoring Service will inform their underage applicant there is a requirement to stay within the CLF premises unless accompanied by authorized personnel. Authorized personnel are either sponsoring Service personnel or the parent/guardian that signed the DD 1966/5. The applicant and authorized personnel are required to sign the CLF check-in/check-out log upon departing from and returning to the CLF.

   (2) The sponsoring SL/GC will indicate an applicant is under the age of 18 by writing “1966/5” next to the applicant’s name in block 5b of UMF 727-E, Processing List, Copy 2, prior to presenting to the MEPS for faxing to the CLF. The “1966/5” information will support the CLF Task Order Liaison’s awareness that an underage applicant, subject to the above requirement, is staying at the CLF.

   (3) The MEPS, upon their awareness that an underage applicant left the CLF premises without authorization, shall place the underage applicant in an administrative hold “N” status; specific instructions provided:
       USMIRS Administrative Hold – N Status screen (OQ03)
       Select Code Q8 – Other Reason; (specify)
       Replace (specify) with “Applicant Eloped from Hotel” in the “N” Status remarks section

   (4) MEPS will notify the sponsoring SL/GC and initiate a STARNET IAW UMR 380-1. A memorandum for record (MFR) describing the incident/behavior will be created and provided to the sponsoring Service for notification purposes; and placed in the applicant’s packet record. No further processing of the applicant is authorized until cleared by the local Service Recruiting Commander via email or in writing.

   (5) The “N” Status Processing Levels & Clearance Authority Table on SPEAR reflect the “N” Status and its processing category as “Stop – No Further Processing Authorized”.

c. Walk-in Applicant: In the event a sponsoring Service requires overnight lodging for an applicant after the established projection cut-off time.
(1) The sponsoring Service (recruiting personnel or SL/GC) will email the CLF from their enterprise email account providing the following required applicant information before the walk-in applicant is authorized overnight lodging:
   a. Name (Last, First, MI)
   b. Sex
   c. Service Processing For
   d. Estimated time of arrival

(2) The sponsoring Service, after sending an email to the CLF providing notification of the walk-in applicant, will call the CLF Task Order Liaison to confirm receipt of the email. The CLF Task Order Liaison will then invoice for the walk-in applicant.

(3) The sponsoring Service’s applicant, upon arrival at the CLF, will inform the CLF Task Order Liaison they are a lodging walk-in for follow-on MEPS processing. The CLF Task Order Liaison will check their email account to verify that an email from the sponsoring Service is received. Once verified, the CLF Task Order Liaison will initiate the UMF 728, Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-ons.

(4) If the CLF Task Order Liaison does not have an email regarding the walk-in applicant from a sponsoring Service, the UMF 727-E, Processing List, Copy 2, will be reviewed as a secondary source to confirm if the applicant was projected. Upon the CLF Task Order Liaison’s verification of non-receipt of an email and the applicant not listed on the UMF 727-E, the applicant's stay will be denied; if denied, the applicant is to contact their Service representative and then depart the CLF.

2-5. Saturday Opening
The intent of Saturday processing is for new business; full physicals and new contracts. However, MEPS Commanders have the discretion to allow other projections/business based upon local circumstances on that particular day and take into account the impact to a USMEPCOM employee asked to work on a Saturday opening. The MEPS Commander can best determine a course of action by the following steps:

a. If a MEPS has 5 full medical examinations projected, and other projections justifying the Saturday opening, the MEPS Commander can open on the HQ authorized Saturday opening day without having 10 full medical examinations projected. Other projection scheduling or business can include medical inspects, aptitude testing, etc.

b. MEPS Commanders are to be cognizant that most MEPS employees are on overtime during a Saturday opening and thus exercise prudence to avoid conducting excessive "other business" on a Saturday using overtime hours.

c. An authorized Saturday opening is reflected on the USMEPCOM and Recruiting Services Operating Schedule found on the SPEAR homepage.

d. MEPS will provide night testing on a Friday prior to a Saturday opening. MEPS may conduct special purpose testing on an authorized Saturday opening at the discretion of the MEPS Commander.

e. During a Saturday opening, at least one walk-in per Service is allowed. An additional walk-in is permitted, but workload will not exceed medical processing capacity as defined in paragraph 3-12 of this regulation. The MEPS Commander will determine processing capacity for Same Day Processing/Processors (SDP). An officer applicant may be processed with the understanding that no special
category or head-of-line privileges will be afforded.

f. A Saturday opening does not factor into DD 2807-2 processing timelines IAW UMR 40-1.

g. The J-3/5/7/MOC and J-6/MEIT Service Desk support each Saturday opening will be determined on a case-by-case basis.

2-6. MEPS Closure/Non-Processing Days
In rare instances, the MEPS Commander may have to make the decision to close the MEPS. Such instances may be due to the following conditions: power outage; Heating, Ventilation, and Air Conditioning (HVAC); water/sanitation; airport/airlines; road conditions; IRC actions; structural damage; and special or unusual events. However, the MEPS Commander is not authorized to close a MEPS due to USMIRS unavailability without pre-approval from the Sector Commander. The MEPS Commander can best determine a course of action by the following steps:

a. Make an immediate assessment.

b. Consider safety and other areas of concern.

c. Propose a solution and immediately inform the appropriate agency(ies) (Battalion Commander, Sector HQ, J-3/5/7/MEOP via MOC Request, IRC, etc.). Considerations for Emergency Management Plan (EMP) and manual processing procedures are outlined in paragraph 3-15 of this regulation and UMR 680-3.

d. Know the impacts of that decision on the MEPS and any other agency(ies). If closure is the determined course of action, a STARNET must be submitted to J-4/Physical Security Division (J-4/MEFL-PS) IAW UMR 380-1. MEPS will contact the Battalion Commander, Sector HQ, J-3/5/7/MEOP via MOC Request, Acquisitions and Contracting Special Staff Office (MEDC-AC), FBP Contracting Officer Representative (COR)/Alternate COR, and FBP vendor (to cancel the FBP order) by telephone if a computer is not available.

e. Zero Projection Day. When a MEPS has zero projections for a day that is typically next to a major federal holiday (e.g., Christmas Eve or New Year's Eve), the Sector Commander can approve a "Zero Projection Day" for the MEPS. For a Zero Projection Day, the MEPS will remain open for other processing activities or walk-ins, albeit with minimal staff compared to a normal processing day. A Zero Projection Day is to be communicated with IRC partners and J-3/5/7/MEOP via MOC Request.

f. A Sector Commander has the authority to close a MEPS, for a full day, or part of a day, at their discretion for "non-emergency" reasons. This decision is to take into account the impact on the local recruiting Services and is to be directly coordinated with recruiting Service’s leadership at the Recruiting Command/Operations Conference (RC/OC) level for the respective MEPS. In addition, J-3/5/7/MEOP via MOC Request is to be informed of the MEPS closing.

Note: A MEPS Closure Decision Matrix is located on SPEAR: J-3/5/7 Policy and Training Division Page.

2-7. Local Holidays and Special Events
The MEPS Commander is to consider a local holiday and festival when making a determination for weekend processing.
2-8. Organization Day Planning Procedures
One Organization Day per FY is authorized for each MEPS. The MEPS Commander will ensure their Organization Day is coordinated with the local IRC and that agreement is documented in the official IRC minutes. The MEPS Commander will send the approved date to J-3/5/7/MEOP via MOC Request, Battalion Commander, and Sector HQ.
Note: MEPS will update their USMIRS local operating MEPS Schedule (OU06) to reflect the authorized non-processing day.


a. J-3/5/7/MOC will support MEPS operations as set forth by the FY USMEPCOM Operating Schedule located on the SPEAR homepage under Internal Resources:

(1) Daily processing: Normal hours of operations are Monday–Friday, 0500–1800 CT.

(2) Saturday opening: 0500–1800 CT.

(3) After normal hours: Each J-3/5/7/MOC Team Lead is available on their duty cell phone. The cell phone number is located on SPEAR: J-3/5/7 Processing Division Page.

b. J-3/5/7/MOC will respond to a request for assistance with applicant processing:

(1) Submit a MOC Request by clicking the Service Desk/MOC icon on the SPEAR main page. Service Desk/MOC icon directs a user to the CA Service Desk Manager.

(2) For self-service, MEPS can use the Top Solutions section of the CA Service Desk Manager to find answers to frequently asked questions.

(3) Contact the J-3/5/7/MOC via telephone when the Service Desk/MOC icon on the SPEAR main page is not available or via group email address:
OSD.North-Chicago.USMEPCOM.List.HQ-J3-MEOP-Current-Operations@mail.mil.

J-6/Information Technology Directorate-Enterprise Customer Service Branch, Service Desk (J-6/MEIT-CSD-CSB) operational hours and procedures are based on established and documented USMEPCOM priorities and resources. Duty hours of operation are from 0330–1800 CT Monday through Friday, excluding Federal holidays and USMEPCOM Quarterly Training Days.
Chapter 3
Applicant Processing

3-1. Overview
This chapter prescribes applicant photo ID, dress and hygiene standards, red carpet treatment, the applicant processing cycle, and processing options authorized. The MEPS are in the service business and the applicant is the most important customer. Many applicants are still unsure of their commitment to joining the military when they arrive at the MEPS. Consequently, the quality of their treatment by MEPS personnel can influence whether an applicant accesses into the Service and how they will remember their day(s) at the MEPS.

3-2. Applicant Photo ID Requirements
Each applicant processing through MEPS will present a photo ID card listed in Figure 3-1 prior to biometric enrollment at first contact when enrollment capabilities exist. The examples listed in Figure 3-1 are the only photo ID types accepted for initial enrollment, aptitude testing (excludes MET Sites), contract lodging facility, and consultation appointments.

a. If an applicant arrives at the MEPS without an authorized photo ID, the MEPS will place the applicant in an “N” Status, specific instructions provided:

   USMIRS Administrative Hold – “N” Status screen (OQ03)
   Select Code T2 – APPLICANT DID NOT PROVIDE REQUIRED IDENTIFICATION

b. The MEPS will return the applicant to their SL/GC and no further processing will be authorized until the applicant presents a photo ID IAW Figure 3-1 or an ETP is submitted and granted by the MEPS Commander. ETP approvals are required prior to arrival at the consult or lodging facilities.

3-3. Applicant Dress and Hygiene Standards
At a minimum, the sponsoring Service is to inform the applicant of the authorized/unauthorized attire and hygiene standards during MEPS processing in Figure 3-2. Service recruiting personnel are responsible for ensuring their applicant is aware they will be processing through a professional military organization and must adhere to MEPS personal hygiene and dress standards. An applicant is required to meet basic hygiene standards by taking a shower prior to coming to the MEPS (if possible), and every attempt is to be made by the applicant to wear clean clothing on the day of processing.

a. An applicant not adhering to the dress standards will be placed in an administrative hold (“N” status) for “Applicant Violated Clothing Standards” by MEPS and returned to their SL/GC until the violation(s) is resolved.

b. MEPS will not place an applicant in an “N” status for standards that are outside the scope of this guidance.

3-4. Commander's Role
The MEPS Commander is responsible for implementing the Red Carpet Treatment in their MEPS. Each MEPS Commander must develop a local SOP policy (paragraph 1-4e(2)) that recognizes and incorporates the potential anxieties of an applicant, puts them at ease, motivates and encourages them, and instills pride in their decision to serve the Nation. The policy must also demonstrate a caring and efficient organization. At a minimum, a MEPS Commander must:
a. Articulate a vision of quality Service to leaders and staff and model this through daily leadership.

b. Integrate USMEPCOM’s mission and vision statements into your MEPS’ corporate culture. Market this vision to everyone associated with the MEPS, including CLF personnel, food contractors, consulting physicians, transportation officials, etc. Procedures for the placement of materials provided by non-federal entities in MEPS will be IAW PM 11-2, Operation of Non-Federal Entities.

c. Coordinate the applicant Pre-arrival Orientation with the IRC, and include it as part of the Recruiter Orientation training.

d. Provide feedback to their IRC on the quality and effectiveness of the Pre-arrival Orientation. The goal is to ensure an applicant has a clear understanding of the MEPS process, transportation, and lodging.

e. Monitor and improve local MEPS Red Carpet Treatment policy. Be proactive, and walk through the MEPS, observing it as if you were the applicant.

f. Reinforce the caring attitude by treating MEPS personnel in the same red-carpet manner.

g. Ensure that even an applicant that does not meet established standards to qualify for military Service are thanked on behalf of a grateful nation.

3-5. Essential Elements of Local MEPS Red Carpet Treatment Policy

a. Quality attitude. The manner in which an applicant is treated at your MEPS reflects the individual pride and professionalism of each MEPS member. Every member of the MEPS must understand this policy and embrace the procedures and intent outlined in this policy.

b. Welcome procedures. A MEPS provided briefing to an applicant (e.g., USMEPCOM Commander’s Welcome Briefing, Commander’s Modified Welcome Briefing for Shippers and Reduced Processing, etc. (Chapter 5)) are essential elements of the Red Carpet Treatment. The briefings set the tone of the day for an applicant. The objective is to establish and foster a safe environment that is supportive and friendly. The MEPS will make every effort to inform each applicant of processing procedures upon their arrival at the MEPS.

c. Individual treatment of an applicant. Despite the repetitive nature of functions, heavy workloads, and pressure to meet processing deadlines, remain aware that the MEPS is dealing with individuals, each with unique concerns, problems, and questions. The MEPS will avoid assembly-line mentality ensuring MEPS staff provide an applicant with individualized and personalized attention on this important and memorable day.

d. Addressing an applicant. Communications with an applicant, whether verbal, nonverbal, or written, will be in a polite and respectful tone; this will bolster the applicant’s attitude and opinion of the organization they are about to join.

(1) Verbal. MEPS personnel will address an applicant in a friendly and polite tone of voice. Use their full names, or Mr. /Ms. “last name” and use “ladies” and “gentlemen” when speaking to a group.

(2) Nonverbal. MEPS personnel must be cognizant of their nonverbal actions and communications and how an applicant can receive these communications. When in doubt, simply smile.
(3) Written. MEPS personnel will ensure that written communications, welcome letters, signs, instructions, etc., are polite, positive, and upbeat. Communications will be written at a level that is easily understood by an applicant. Avoid “negatives” such as don’t, can’t, won’t, etc.

e. Explain each step of the process. MEPS personnel will explain each process, procedure, and examination to an applicant as much as possible and as time allows. An awareness of “what is happening” and “why” may alleviate much of an applicant’s anxiety and uncertainty. Generally, the more details an individual has about what to expect, the better the response.

f. Provide smooth, efficient, and prompt processing. The MEPS must ensure a smooth, efficient applicant flow to help reduce long lines, bottlenecks, and overall idle time. Consider using front-loaded processing, when possible, to provide the most efficient use of the MEPS staff. Conduct frequent enlistment ceremonies. Examine fare usage to possibly affect changes from Defense Travel Management Office (DTMO). Coordinate with SL/GCs and IRC to ensure they are conducting their applicant classifying functions efficiently.

g. Respect an applicant’s privacy and dignity. MEPS personnel will provide an applicant with as much privacy as possible. If problems arise in discussions between staff or with SL/GCs, move to a private area to conduct the conversation so an applicant cannot overhear.

h. Provide applicant activities while waiting. After an applicant is informed of the reason for a delay, let them know about the activities available in your MEPS (e.g., video games, magazines, pay telephones, card/board games, studying, reading, pool table(s), air hockey/foosball, ping pong table, etc.).

i. Sexual Harassment/Assault. Sexual Harassment/Assault will not be tolerated. Guidance responding to applicant reports of sexual harassment and sexual assault is located in UMR 608-1, USMEPCOM Wellness and Readiness (WR) Program, posted on SPEAR.

j. Applicant injury. Although not a primary function of enlistment processing, guidance concerning claims against the United States submitted by an applicant for illness and injuries that occurred during enlistment processing is located in UMR 27-1, Military Justice and Legal Services, posted on SPEAR.

k. Ceremony standards. The MEPS will make every effort to explain and emphasize to an applicant the significance of taking the Oath of Enlistment, the positive effect on their personal lives, and the contributions they will make to the common defense of our country. Above all, the MEPS will stress military values and our Nation’s pride and appreciation of their commitment to join the defense team. See paragraph 3-7 for guidelines on handling visitors and paragraph 3-14g for handling uncooperative/disruptive applicants.

3-6. Conduct of Recruiting Service Activities
The red carpet treatment policy for an applicant requires excellent liaison with the recruiting Service partners, IRC, and SL/GCs

a. The Service recruiter is the key to ensuring an applicant knows what to expect. At a minimum, the Service recruiter is to explain what a MEPS is, describe the processing day, and inform the applicant about the dress code, noon meal, lodging, expected behavior, and MEPS specific activities available for “down time.” Resources available to assist in the explanation:
(1) “Recruiter to Applicant Pre-arrival Orientation Outline” and “Recruiter to Applicant Pre-arrival Fact Sheet” are resources available located in the “For Recruiters” section on the USMEPCOM public website. The orientation product is to be used as a briefing guide and the fact sheet is to be given to their sponsored applicant before they arrive at the MEPS.

(2) “A Day at the MEPS” video is another resource which will help MEPS and a Recruiter prepare an applicant for their MEPS experience; video is located on the USMEPCOM public website under “USMEPCOM Videos”.

b. MEPS training provided to new Recruiters and SL/GCs present MEPS with an opportunity to ensure a Recruiter or SL/GC is prepared with the tools to assist their sponsored applicant for the MEPS experience.

(1) Each new recruiter will attend the supporting MEPS orientation training within 90 days of arrival. The Recruiters Orientation Briefing is located on SPEAR: J-3/5/7 Policy and Training Division Page. During the training, the MEPS will provide the above-mentioned Pre-arrival Orientation Outline and Pre-arrival Fact Sheet.

(2) The MEPS will also offer training to each new SL/GC. The SL/GC Orientation Briefing is designed to target SL/GCs and is to be used on an as needed basis as new SL/GCs arrive at MEPS. The SL/GC Orientation Briefing is located on the SPEAR: J-3/5/7 Policy and Training Division Page.

Note: Additional informational resources are available on the USMEPCOM public website for recruiters, applicants, and parents.

c. The Guidance Counselor of Excellence (GCOE) Award is a motivational tool to improve applicant processing efficiency by recognizing the key role that SL/GCs play in the applicant-processing mission. Recognizing a SL/GC outstanding performance, attention to detail, and adherence to USMEPCOM policies will foster a positive working relationship and improve applicant processing efficiency. Participation is not mandatory and is at the discretion of each MEPS Commander. The procedural guidance is located on the SPEAR: J-3/5/7 Policy and Training Division Page.

d. Engagement in recruiting interviews with an applicant is not authorized within the MEPS, meal and lodging facilities, MET sites, or during school testing. Recruiting activity may be conducted only in respective SL/GC offices. Recruiters are prohibited from any location within the CLF except the lobby, common area, dining areas, and MEPS reception rooms. Violations of this policy will be treated as a recruiter impropriety. Instructions outlined in Paragraph 5-12c and 5-12d will be used to report this impropriety.

3-7. Handling Visitors

Relatives and friends of an applicant are invited and encouraged to accompany an applicant to the MEPS. MEPS will strive to create a favorable image of the military for the visitor(s) because first impressions are lasting impressions. A visitor(s) intending to observe or administer the Oath of Enlistment are to arrive at least 1 hour ahead of the ceremony. MEPS will coordinate with the appropriate SL/GC to provide more accurate suggested arrival times. An Oath of Enlistment Fact Sheet for Parents, Family, and Guests is available on the For Parents section of our public website: http://www.mepcom.army.mil/Home/Parents. The MEPS Commander has the overall authority to admit or deny a visitor(s) to their respective MEPS. If the MEPS Commander feels that a visitor(s) is not conducive to the good order or is disrupting to the applicant processing mission, the MEPS Commander may deny access or remove the visitor(s) from their MEPS. The following guidelines are provided to assist with a visitor(s):
a. Identify. The control desk personnel will normally be first to identify a visitor. Visitor identity screening will occur IAW standards set in UMR 380-1. The MEPS will warmly greet the visitor and provide a tag or other means for identifying the visitor. MEPS staff members will quickly discern an applicant from a family member(s) and visitor(s). If space and resources permit, the MEPS will establish an attractive visitor lounge. Include magazines with a focus on Service literature, MEPS pamphlets, Messengers, etc.

b. Brief. The MEPS Commander (OPSO or SEA when Commander is not available) is to make every effort to personally greet and brief a visitor(s). While a formal briefing is probably not appropriate, a few words from the Commander about the mission of the MEPS, and the step their friend or family member is taking that day, are appropriate. MEPS will ensure that a visitor is aware of local eating establishments and other nearby facilities, and determine the approximate waiting time they can expect until their friend or family member enlists. The MEPS, as best can, is to answer family member(s) and visitor(s) questions and concerns. Service specific questions will be referred to the sponsoring SL/GC.

c. Invite. The MEPS will ensure the visitor is invited to attend the Oath of Enlistment ceremony. In cases where the visitor is an officer, determine if he/she desires to administer the Oath of Enlistment. The MEPS will review the sequence of events and prepare them as needed to conduct a ceremony.

3-8. Customer Satisfaction Survey (CSS)
The CSS is a unique part of USMEPCOM's Red Carpet Treatment policy providing the USMEPCOM Commander, Sector Commanders, Battalion Commanders, and MEPS Commanders with near real-time customer Service metrics. In addition, CSS feedback to a MEPS IRC is essential for assessing applicant feedback on areas the Recruiting Service controls such as SL/GC or pre-arrival information. Feedback from an applicant is an essential element in evaluating the effectiveness of each MEPS' customer service. The MEPS leadership is to take advantage of every opportunity to speak to an applicant, either individually or in a group, and discuss their perception of their processing experience. USMEPCOM's CSS will be readily available, visible and accessible at each MEPS for an applicant's opportunity to participate in the survey. Recommendations for CSS changes are welcome and submitted through each Sector and reviewed by a Configuration Control Board for consideration and approval.

3-9. Administration of the CSS
The CSS computers at each MEPS shall be located in a high-applicant traffic area. The area may include SL/GC waiting areas, applicant waiting rooms, debriefing rooms, or near the MEPS control desk. The SEA, or MEPS Commander's designated representative, will check daily to ensure the CSS software and hardware are working and that applicants are participating. MEPS Information Technology Specialist (ITS) will ensure the CSS equipment is maintained and operational, and will submit a Service Desk ticket if additional support is needed.

3-10. The 6-hour Applicant Processing Window
During normal MEPS operations and a Saturday opening, the goal is to allot the Recruiting Services a 6-hour applicant processing window to work new contracts. The 6-hour window begins when the first scheduled full-physical applicant, per Service, completes their physical and is released from the MEPS Medical Department to the sponsoring SL/GC office. Therefore, the first applicant group through the Medical Department will be a mix of each Service.

a. An applicant selected to establish the 6-hour processing window is to have no issues on their DD 2807-2 that will cause them not to meet accession medical standards. The goal is for the MEPS to return the “first full-physical, medically qualified” applicant to each SL/GC office with enough time to establish
a 6-hour processing window that does not extend beyond the MEPS last operations processing time (at least 45 minutes prior to the MEPS established closing time). If the Service does not have an applicant that initially appears to meet accession medical standards upon check-in, and/or was selected to establish the 6-hour window, and is subsequently found not medically qualified, then the quality of the medical exam will not be compromised in order to process this applicant through with the first group off the Medical Department floor. Overall, the quality of the medical examination/inspection will not be sacrificed to meet compliance with the 6-hour window goal.

b. A steady flow of full-physical medical examinations is required to align MEPS capabilities with the needs of the Recruiting Service SL/GC office. Conversely, each Service is to provide the MEPS with a steady flow of applicants for processing throughout the processing day (e.g., from enlistment processing to Oath of Enlistment).

c. The MEPS Commander is authorized to grant or deny any request for a modification to the 6-hour window due to unusual circumstances. When a modification occurs, the MEPS Commander will identify the root cause(s) and implement a corrective action(s), when applicable; and anticipate an issue(s) that can negatively impact the 6-hour window (e.g., unusually a large projected workload, leave schedule, etc.).

3-11. Mission Day
The Recruiting Service has a Mission Day. During a Service Mission Day, MEPS will continue to utilize Maximum Daily Capacity/Allocation (MDC/A) calculations and will not provide preferential treatment outside the guidelines of MDC/A.

3-12. MEPS Maximum Daily Capacity/Allocation
MDC/A determines both the MEPS’ maximum daily capacity for new contracts (excluding shippers) based on number of processing staff (excluding the Processing Section Supervisor and Transportation Assistant) and full medical exams (excluding inspectors) based on MEPS Medical Department staffing (excluding CMO, ACMO, and FBP). MDC/A provides each Service a guaranteed minimum level of daily contract/full medical exams. Service allocation is determined by the MEPS workload percentage each Service executed the previous FY. Service allocation will only be used to limit processing when the overall MEPS capacity for contracts or full medical exams is exceeded.

Note: Walk-ins are built into MDC/A. Further explanation of MDC/A and the calculations are available on Spear: J-3/5/7 Policy and Division Page.

a. Each Sector Commander is the approval authority for MEPS to reduce the daily annual minimum allocation for each Service below the allocated numbers published by HQ USMEPCOM. A MEPS Commander may increase daily annual maximum capacity and Service allocation numbers while still meeting the intent of MDC/A. Battalion and Sector Commanders will ensure MEPS are in compliance with this guidance.

b. MEPS will ensure, during QRP, 2 days prior to scheduled processing, that each Recruiting Service projections do not exceed MEPS overall daily maximum capacity. If the total projections exceed MEPS overall capacity, the MEPS will notify SL/GCs to reduce their number of projections (no lower than the Service’s daily allocation) in order to bring the MEPS total down to maximum capacity. MEPS will not lower the Service’s projections based solely on the Service exceeding its daily allocation; Service projections will only be capped to daily allocation if the Service exceeds its daily allocation and the MEPS exceed overall daily capacity. The Service will provide the MEPS with a projected applicant’s name(s) to be deleted NLT 1100 the day after notification of exceeded MEPS capacity; e.g., 1100 the day before scheduled processing and after QRP.
Note: Further explanation of MDC/A and the calculations are available on SPEAR: J-3/5/7 Policy and Training Division Page.

c. The established walk-in policy remains in effect as outlined in paragraph 3-14b of this regulation.

d. A possible constraint that could alter the medical exam capacity include:

(1) Building fire code limit

(2) Number of medical exam rooms available

(3) FBP availability. Medical capacity is determined through the FBP Application process which determines the number of medical providers authorized each processing day based on projected workload.

(4) Number of profiling physicians

e. Extended hours (beyond normal MEPS working hours) processing is not authorized without approval from the Battalion Commander and Sector HQ.

3-13. Applicant Processing Cycle

a. Aptitude. Under normal processing procedures, aptitude testing will precede the medical examination and conducted IAW UMR 611-1.

b. Medical. A medical examination will be conducted IAW UMR 40-1. Under normal processing procedures, a medical examination will follow aptitude testing.

(1) MEPS personnel will not conduct a medical examination on an applicant with a disqualifying aptitude test score, (e.g., score with an Armed Forces Qualification Test (AFQT) less than 10).

(2) The MEPS Commander may allow medical processing of an applicant with an unverified test score (as opposed to disqualifying) under a circumstance that is clearly beyond the control of the recruiter or applicant (e.g., late arrival of test score from Military Entrance Test (MET) site, an inoperative Optical Mark Reader (OMR), USMIRS unavailability problem, or manual scoring) that cannot be resolved or accomplished before the last medical examination start time. The MEPS Commander may direct medical processing be conducted first to minimize applicant down-time in the MEPS during heavy workload days when, for example, the applicant number showing to test exceeds the number of available Computerized Adaptive Test (CAT)—Armed Service Vocational Aptitude Battery (ASVAB) terminals. The MEPS Commander, OPSO, or AOPSO must prepare and sign a brief MFR explaining the circumstances. The MFR will include the applicant’s name, Social Security Number (SSN), and the reason the medical examination was given outside the normal processing sequence. The MFR may include multiple applicants processed on the same date with the same reason; however, a copy will be placed in each applicant’s packet record with redacted SSNs of each applicant except for the applicant’s packet record the MFR is inserted in. If an applicant receives a disqualifying aptitude test score while undergoing a medical examination, the MEPS Commander will inform the Medical Department. The applicant will complete medical processing, and the Medical Department will annotate the applicant’s PULHES in USMIRS accordingly. No additional medical testing/consults will be scheduled until the applicant receives a qualifying ASVAB score.

(3) If requested by the appropriate SL/GC office, an applicant placed on administrative hold "N"
status or declared medically disqualified, may ASVAB retest or take any special purpose test provided no mandated retest waiting period is violated. However, an applicant with a positive drug and/or alcohol result will not be permitted further processing and medical consultation will not be scheduled until completion of the mandated disqualification period IAW UMR 40-8. The Recruiting Service may request the applicant’s fingerprints be captured and submitted to the investigating agency.

d. Enlistment. An enlistment will be processed IAW this regulation

   (1) An applicant processing for enlistment must comprehend English well enough to complete entrance processing requirements. An applicant identified as non-English speaking will be referred to the applicable section supervisor for evaluation. If indicated, a recommendation for the termination of processing will be submitted to the MEPS Commander (or representative). If processing is terminated, the annotation "non-English speaking applicant Return Justified (RJ) after 90 days" will be recorded in USMIRS, and the applicant will be returned to the sponsoring Service. Further processing will require a waiver IAW DoDM 1145.02, Military Entrance Processing Station (MEPS).

   (2) MEPS will report each approved waiver IAW DoDI 1304.32 (Military Services Recruiting Related Reports) and UMM 680-3-1 for DEP and Accession reporting.

3-14. Applicant Processing Categories

a. SDP. SDP is offered by the MEPS wherein the applicant undergoes enlistment aptitude testing, a full medical examination, and enlistment in one MEPS duty day. SDP will be provided, at a minimum, the first processing day of the week and the next processing day after a mid-week closure for holidays, weather emergencies, or other events that impact the MEPS ability to execute scheduled night testing. The MEPS must make every attempt to determine aptitude testing results before initiating the medical examination.

b. Walk-in. A walk-in is defined as an applicant not projected for processing at or before the established MEPS projection cut-off time.

   (1) Each MEPS will develop a walk-in policy that provides a minimum of one walk-in applicant per Recruiting Service per day. The SL/GC office may barter an unused walk-in allocation with another SL/GC office. MEPS will ensure sufficient medical support is available before permitting an additional walk-in beyond the minimum authorized IAW MDC/A guidance (paragraph 3-4).

   (2) Each MEPS will develop a walk-in SOP IAW paragraph 1-4e(2) of this regulation which will be one of the Commander’s Special Interest items.

   (3) A walk-in applicant with a DD 2807-2 will be processed IAW UMR 40-1 (Medical Services Medical Qualification Program) and the USMEPCOM Medical Prescreen Program SOP.

   (4) Walk-in priority will be given to the designated Recruiting Service on their particular processing Mission Day.

Note: UMM 680-3-1 prescribes e-SPF Walk-in processing policy.

c. High Demand High Capacity (HDHC) Express Lane (ELANE) Processing. A MEPS Commander may work with their IRC partners to offer ELANE processing IAW the HDHC SOP. Prior to implementation, MEPS are to notify J-3/5/7/MEOP via MOC Request. HDHC/ELANE processing will be
conducted within MEPS current MDC/A.

d. Processing Holdover. A processing holdover applicant is an option offered by the MEPS when an applicant is unable to complete enlistment processing in a single day. The applicant will spend a night in the MEPS CLF and return to the MEPS the following day to complete processing.

   (1) The sponsoring Service will identify a processing holdover applicant NLT 1 hour prior to the end of the local MEPS processing day.

   (2) The MEPS Processing Section will make arrangements for meals and lodging for the processing holdover applicant. The sponsoring Service will make arrangements for the applicable meal(s) and lodging for a Hometown Shipping/Direct Ship (HTS/DS) processing holdover applicant IAW UMR 55-2.

   (3) The SL/GC office is responsible for transporting the processing holder applicant from the MEPS to the CLF if other arrangements are not available.

e. Special-category Processing. Special-category processing is intended to recognize an applicant who is older, more educated, and deserving of special treatment commensurate with their expected position in military Service. This applies to an applicant for direct commission such as a healthcare professional, chaplain, and attorney. When in doubt as to the eligibility of an applicant for special-category processing, either accept as a special-category or seek guidance from J-3/5/7/MEOP via MOC Request. An Officer Candidate School (OCS)/Officer Training School (OTS), Reserve Officers Training Corps (ROTC), PS, and a cadet are not a special-category processing applicant, but will receive head-of-line privileges. If there is space in the allocations for a special-category processing applicant, OCS/OTS may be given that appointment when projected.

   (1) Special-category processing will be offered daily; start times will be offered no earlier than (NET) 0900 and NLT 1000.

   (2) Special-category processing will not normally be scheduled on a Saturday opening. If Saturday processing is requested, MEPS resources may not be available to support a special-category processing consideration.

   (3) A special-category processing applicant must be projected by the established MEPS cut-off time. If a special-category processing applicant arrives at the MEPS without a projection scheduled, the applicant will be processed IAW walk-in policy and given head-of-line privilege only.

   (4) A special-category processing applicant may elect to process with any other applicant. The SL/GC office must identify the applicant appropriately, and it will be understood that no individualized special-category processing will be offered.

   (5) Each MEPS Commander will establish an appointment time for at least one special-category processing applicant per Service on the days authorized for special-category processing. If projected floor counts or under-utilization by another Service on a given day allow, MEPS are encouraged to meet the needs of the professional. The MEPS will manage the allocation of the slots to ensure a fair distribution to each Service. The MEPS personnel will work closely with the sponsoring SL/GC office to correct an administrative issue promptly.
(6) Each MEPS Commander will include in their local SOP (paragraph 1-4e(2)) a means in which to identify the special-category processing applicant, and this will be a Commander’s Special Interest Item (e.g., color coded name tags).

(7) Each MEPS Commander will educate their respective IRC and the SL/GC office on special-category processing.

f. Minor Applicant. A DD 1966/5 (Parental/Guardian Consent) is required to process a minor applicant for medical examination and enlistment into the Military Service prior to the age of 18.

(1) MEPS will ensure the sponsoring SL/GC has obtained parent(s) or guardian(s) consent via signature(s) in Section VIII (Parental/Guardian Consent for Enlistment) of DD 1966/5. MEPS will ensure witness signature date(s) and parental signature date(s) on the DD 1966/5 are the same date. Pre-printed signature date(s) are acceptable providing that parental signature date(s) are the same date as the witness signature date(s). Parental/guardian signature(s) on the DD 1966/5 do not expire and are valid until the minor applicant turns 18 years old. Further processing is not authorized if the DD 1966/5 is incomplete.

(2) Except as otherwise noted, both parents must generally sign the DD 1966/5. A minor applicant with divorced parents require the signature of the parent assigned sole custody or, if joint custody was awarded, the signature of both parents. Two separate signed forms are acceptable; paragraph 3-6i(1) still applies. MEPS will ensure item 41 (Verification of Single Signature Consent) contains the reason why only one parental signature was obtained or a statement to the effect of “See second DD 1966/5 for mother/father/guardian signature”. No further documentation is required.

(3) It is not the MEPS responsibility to determine what explanation is reasonable or which document is sufficient. MEPS will verify source documents only in case of suspected fraud. If fraud is suspected, MEPS OPSO will determine the facts by interviewing the minor applicant and inform the sponsoring Service as necessary.

(4) The minor applicant may file a petition in State court to be declared emancipated, which means the applicant legally becomes an adult prior to reaching the age of majority (18). If a minor applicant has been emancipated, the sponsoring SL/GC will attach the applicable court document(s) to the DD 1966/5 and MEPS will process the minor applicant, if otherwise eligible.

(5) Marriage will emancipate a minor applicant in many states. However, a 17-year-old married applicant may still need to obtain parental consent or produce a court order of emancipation to enlist. A list of states that emancipates a minor applicant by marriage is located on the SPEAR: J-3/5/7 Policy and Training Division Page.

g. Uncooperative/Disruptive Applicant. Procedures for handling a problem applicant must be included in the MEPS annual training plan. Providing quality customer service to an applicant is principal to the USMEPCOM mission. The efforts to achieve this goal are not to be misconstrued to mean that MEPS personnel must accept abuse from an applicant, or allow an applicant to disrupt MEPS operations. If an applicant is observed being uncooperative or disruptive, MEPS personnel will be proactive in their response. Do not wait for another applicant to complain. An applicant must be informed on the MEPS rules of conduct as part of the Recruiter to Applicant Pre-arrival Fact Sheet and again during the Commander’s Welcome Brief. Processing of an applicant that is intoxicated must not be authorized. When dealing with an uncooperative or disruptive applicant, consider the following actions:
(1) Remove the applicant from the processing area.

(2) The section supervisor is to counsel the applicant concerning the unacceptable behavior and the ramifications of continuing such behavior.

(3) If the unacceptable behavior continues, refer the applicant to the MEPS OPSO who will consider further counseling, or possible referral to the SL/GC for counseling.

(4) If attempts by MEPS and sponsoring SL/GC to correct the applicant’s inappropriate behavior fail, the MEPS Commander may terminate the applicant's processing for the remainder of that day. An MFR must be placed in the applicant’s packet record describing the incident/behavior and the actions taken to correct the situation. The applicant's sponsoring Service must be notified in writing and the applicant will be placed in an administrative hold "N" status until cleared for further processing by the Service Battalion Recruiting Commander via email or in writing. A STARNET Report will be generated for applicant misconduct IAW UMR 380-1.

h. PS Processing

(1) PS documentation requirements. Upon check-in of a PS applicant, the MEPS will obtain one of the following documents before processing: DD Form 214 (Certificate of Release or Discharge From Active Duty), Member or Service Copy with Special Additional Information Blocks 23–30; DD Form 215 (Certificate of Release or Discharge from Active Duty; correction to DD 214); National Guard Bureau (NGB) Form 22 (National Guard Report of Separation and Record of Service); or the Reenlistment Eligibility Data Display (REDD) Level 2 print-out. In rare instances when an above document has not been issued or the document does not capture the most recent term of Service; MEPS may accept a Discharge Order in lieu of an aforementioned document for processing a PS applicant if the Discharge Order provides a clear narrative as to the date and reason for separation.

(2) REDD. The use of the REDD print-out in lieu of DD 214/DD 215 or NGB 22 is authorized to expedite a PS applicant processing in the MEPS. The DD 214/DD 215, NGB 22, and the REDD are the only documents authorized to use when verifying PS. For a comprehensive full characterization of PS documentation and REDD processing, the sponsoring Service should refer to the Centralized System for Prior Service Enlistment Eligibility Information DD-M-(M)-1371 (DoD Recruiter File) Operating Instructions.

(a) The REDD is an automated print-out received from Defense Management Data Center (DMDC) that duplicates the entries on the DD 214/DD 215 and NGB 22. It is similar to the PS check currently received nightly from DMDC. MEPS will return the REDD print-out to the respective SL/GC when no longer needed for processing. The REDD print-out will not be sent to a Reception Training Center (RTC) in lieu of a DD 214/DD 215 or NGB 22, if required. Return the applicable applicant(s) to the sponsoring SL/GC for further disposition if the DD 214/DD 215 or NGB 22 is not available at ship date.

(b) By providing the MEPS a signed and dated REDD print-out, the SL/GC attests that:

1. Despite concerted efforts, the preferred PS document(s) cannot be located or obtained.

2. The print-out is an accurate capture of the Level 2 screenshot, including PS Components, active duty periods, and character of Service section.
3. The print-out has reference to each period of PS in the Personnel Loss Data section.

4. A clear explanation of all Inter-service Reenlistment Eligibility codes, Inter-service Separation Codes, Separation Program Designators (SPD), and Reentry (RE) codes as defined by Service regulations is recorded on the bottom of the print-out.

(3) Review of DD 214 blocks for RE codes and SPD (JB, RA, RB, and RC). The sponsoring Service may waive RE codes on DD 214 that are based upon separations under Title 10 United States Code (U.S.C.) Section 654 and its implementing regulations are discontinued. An applicant, regardless of any statement in regards to sexual orientation, will be treated with professionalism and respect.

i. In-service Documentation Requirement. Upon check-in of an in-Service applicant, the MEPS will receive a DD Form 368 (Request for Conditional Release) before processing (including aptitude testing and medical examination). It is the MEPS’ responsibility to review Section II 5a of the form which states the release is valid until (Date). MEPS operations personnel will ensure the “valid until date” is good through the date the applicant Accessed (usually current date). An applicant with an expired date will be returned to the sponsoring SL/GC to produce a new or updated DD 368 before continuing to process. An updated DD 368 will have the new “valid until date” annotated above the previous date in Section II of the form. The SL/GC will also sign near the new date, validating the change. A special-category processing applicant/non-applicant processing within the same component for commission, appointment, or as a warrant officer will not require a DD 368 to process at the MEPS.

j. Dis-enrolled Reserve Officers’ Training Corps (DROTC) Processor

(1) MEPS will process an Army DROTC and a U.S. Military Academy (USMA) scholarship recipient ordered to Active Duty (AD) as a PS applicant. The respective cadet command will provide the applicable AD order. The Army-specific processing guidance is located on SPEAR: J-3/5/7 Policy and Training Division Page, IAW paragraph 5-17 of this regulation.

(2) MEPS will typically process a non-Army DROTC student as a Non-Prior Service (NPS) applicant unless projected differently by the particular Recruiting Service.

k. Removal from Temporary Disability Retired List (see UMM 680-3-1 for USMIRS reporting procedures). The sponsoring SL/GC permits those enlisted members removed from the TDRL and determined physically fit for return to duty to enlist in the Regular or Reserve components of their Service. The governing Service directives are:

(1) AR 601-210, Active and Reserve Components Enlistment Program.


(3) Navy Recruiting Command Instructions (COMNAVCRUITCOMINST) 1130.8J, Navy Recruiting Manual-Enlisted.


(5) U.S. Coast Guard Personnel Service Center, Enlisted Personnel Management, Advancements and Separations Branch (EPM-1), Process Guide.
1. Arabic Linguist Program (09L). USMEPCOM operational and processing guidance in support of Army Arabic Linguist Program (09L) is located on the SPEAR: J-3/5/7 Policy and Training Division Page.

m. Non-MEPS Processing (remote, outside of MEPS processing). Non-MEPS processing is governed by policies outlined in Appendix A of this regulation and UMM 680-3-1, along with MEPS local SOP.

3-15. MEPS Closure and USMIRS Disruption Procedures
The MEPS closure and USMIRS disruption guidance is to ensure processing continues when the functions, features, and/or capabilities of the System are unavailable. When USMIRS is inoperable, processing will continue manually IAW UMR 680-3, Entrance Processing and Reporting System Management, Appendix E, and local MEPS SOP(s). The local MEPS SOP is to reference the location of ASVAB scores and instructions to review source accession documents when manual processing without the PCN 680-3ADP. UMR 380-1 and UMR 680-3, requires MEPS, Battalion, and Sector Commanders to identify, review, and have an approved EMP that includes an alternate (MEPS or non-USMEPCOM) site or agency for each MEPS to continue processing when conditions restrict processing over an extended period of time.
In the event of a MEPS closure or system unavailability, the following procedures will be implemented immediately:

a. Pre-Closure Process:
Before closing, the MEPS will follow procedures IAW paragraph 2-6 of this regulation and consult the MEPS Closure Decision Matrix available on SPEAR: J-3/5/7 Processing Division Page.

b. Post-Closure and System Disruption Process:
Upon re-opening and/or the system returning to normal operations, the MEPS will consider increased processing capabilities in coordination with IRC partners and available MEPS resources. MEPS will reference the Post-Closure and System Disruption Table in Figure 3-3 and communicate processing capability plans with Battalion, Sector, HQ, and IRC partners.
### Figure 3-1. Identity Source Documents

<table>
<thead>
<tr>
<th>Authorized Photographic Identification</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s license issued by Department of Motor Vehicles</td>
<td>valid/unexpired</td>
</tr>
<tr>
<td>State photo identity card issued by Department of Motor Vehicles</td>
<td>valid/unexpired</td>
</tr>
<tr>
<td>U.S. Passport Book or Card</td>
<td>expired or unexpired</td>
</tr>
<tr>
<td>Foreign Government-issued P</td>
<td>expired or unexpired</td>
</tr>
<tr>
<td>U.S. Department of Defense ID; including IDs issued to dependents</td>
<td>valid/unexpired</td>
</tr>
<tr>
<td>USCIS Form N-550 (Certificate of Naturalization)</td>
<td>original or official copy used by recruiting Services</td>
</tr>
<tr>
<td>USCIS Form I-551 (Permanent Resident Card)</td>
<td>expired or unexpired</td>
</tr>
<tr>
<td>USCIS Form N-560 (Certificate of Citizenship)</td>
<td>original or official copy used by recruiting Services</td>
</tr>
<tr>
<td>HSPD-12 PIV Card (Smart Card, Common Access Card, etc.)</td>
<td>valid/unexpired</td>
</tr>
<tr>
<td>DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)</td>
<td>valid/unexpired</td>
</tr>
<tr>
<td>U.S. Merchant Mariner Credential</td>
<td>valid/unexpired</td>
</tr>
<tr>
<td>Federally recognized, Tribal-issued Photo ID</td>
<td>valid/unexpired</td>
</tr>
</tbody>
</table>
Figure 3-2. Applicant Dress and Hygiene Standards

<table>
<thead>
<tr>
<th>Mandatory Attire</th>
<th>Unauthorized Attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footwear (socks must be worn)</td>
<td>Clean undergarments (Males) – briefs or boxers</td>
</tr>
<tr>
<td>Upper and lower garments (e.g., shirts/blouses, pants, shorts, dresses/skirts)</td>
<td>Clean undergarments (Females) – brassieres/sports bras and underpants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unauthorized Attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandals, heeled, or open-toed shoes</td>
</tr>
<tr>
<td>Headwear of any kind (e.g., hats, headbands, bandanas, doo-rags)</td>
</tr>
<tr>
<td>Clothing that displays objectionable or obscene words, gestures, or graphics</td>
</tr>
<tr>
<td>Excessively short clothing (dresses or shorts must be at least mid-thigh)</td>
</tr>
<tr>
<td>Clothing that is transparent or excessively tight (e.g., leggings, spandex, compression shorts, bathing suits)</td>
</tr>
<tr>
<td>Military Uniforms (complete or incomplete items)</td>
</tr>
</tbody>
</table>

Note: Clothing and grooming styles dictated by religion or ethnicity are exempt.

Figure 3-2. Applicant Dress and Hygiene Standards
### Figure 3-3. Post-Closure and System Disruption Table

<table>
<thead>
<tr>
<th>Increased Processing Capability</th>
<th>Description</th>
<th>Authorizer</th>
<th>Reference</th>
</tr>
</thead>
</table>
| 1. Same Day Processing/Processors (SDP) | Applicants undergo enlistment aptitude testing, a full medical examination, and enlistment in one MEPS duty day.  
48-hour projection requirement is waived. | MEPS Commander | UMR 601-23, Para 3-6a |
| 2. Increase Maximum Daily Capacity/Allocation (MDC/A) | Increase daily annual maximum capacity and Service allocation numbers. | MEPS Commander | UMR 601-23, para 3-4a |
| 3. Increase Walk-ins | Increase the minimum threshold greater than one walk-in per sponsoring Service per day.  
Ensure sufficient medical department support is available before permitting additional walk-ins.  
Must be a simple prescreen applicant. | MEPS Commander | UMR 601-23, Para 3-14b |
| 4. Extended Hours | Extend hours beyond normal MEPS working hours. | Battalion and Sector HQ | UMR 601-23, para 3-12e |

*Note: The increased processing capabilities are listed in order of precedence (e.g., MEPS will initiate SDP, increase MDC/A, and increase walk-ins, before extending hours).*

Figure 3-3. Post-Closure and System Disruption Table
Chapter 4  
Examination and Enlistment Files

4-1. Overview  
This chapter prescribes policies and procedures for the maintenance and disposition of files maintained at the MEPS relating to applicant examinations, and documents used while processing an applicant for enlistment.

4-2. Policy  

a. The Recruiting Service representative is not authorized physical access to the MEPS Files Room, but may be authorized informational access to the applicant’s packet record, IAW paragraph 1-4e(6).

b. The sponsoring SL/GC maintain examination and enlistment documents on a DEP applicant according to respective Service directives. See UMR 55-2 for specific responsibility and guidance on transferring courtesy shipper packets.

c. All MEPS prepared documentation will be provided to the sponsoring SL/GC after the applicant has entered in the DEP or has been Accessed.

4-3. Safeguarding Personal Information  
The MEPS will protect documents containing examination or processing data against unwarranted invasion of the applicant’s personal privacy or disclosure of information received in confidence. For policies and procedures on the release of applicant packet records or personal information, see AR 25-22, The Army Privacy Program, and UMR 25-52 (Management and Disclosure of Command Information). The MEPS will at a minimum:

a. Establish and maintain proper safeguard measures in coordination with local SL/GC offices. The measures will include thoroughly indoctrinating personnel; limiting access to only MEPS personnel and SL/GCs having a need for the form(s)/document(s) in the performance of their duties; and ensuring proper storage, handling, transmission, release, and destruction. A violation, including loss or misplacement of a form(s)/document(s), will be immediately investigated, responsibly corrected, and appropriate action taken to prevent recurrence IAW UMR 25-53 (Information – (Personally Identifiable Information and Protected Health Information Incident Reporting and Breach Notification Procedures).

b. Maintain applicant packet records in secure rooms with limited access to authorized MEPS personnel only. Closely supervise and monitor the Files Room procedures to ensure maximum operating effectiveness.

c. Ensure a disqualifying medical condition or physical defect is not recorded on an applicant’s packet record or UMF 601-23-2-E (Records Flag).

d. The protection of PII is critical to mission success and requires proper administrative, technical, and physical safeguards to ensure the security and confidentiality of the information. MEPS are reminded of the requirement to reasonably safeguard PII to prevent inadvertent, unauthorized, or malicious disclosure of record content in either paper or electronic format during processing, storage, transmission, and disposal. MEPS are further reminded of their responsibility to ensure that packet and/or electronic record content...
with PII is only disclosed for an official reason to a person within the Accession Triad (HQ USMEPCOM, Recruiting Service HQ Commands, and Service RTCs) or a person with a valid need-to-know which have exercised a Freedom of Information Act (FOIA) request via HQ USMEPCOM Command Group (PII/FOIA Officer), and the disclosure is necessary to perform assigned duties of the sender and recipient. Any PII not required for reservations, confirmations, etc., will be redacted.

e. MEPS Commanders will instruct their personnel on their roles and responsibilities for collecting, maintaining, and disseminating PII IAW USMEPCOM annual training plan; on agency rules in UMR 25-53 and procedures for implementing the PII safeguards; and on penalties for failing to comply with these requirements. Disclosure, whether inadvertent, unauthorized, or malicious, may be punishable under the Uniform Code of Military Justice (UCMJ), Competent Civil Authority, or through administrative process.

f. A USMIRS-generated applicant Identification Badge without added PII (e.g., date of birth (DOB), place of birth (POB), SSN (including last four)) does not contain personal data requiring PII safeguarding measures; e.g., the applicant is not required to remove the Identification Badge while being photographed in the MEPS nor is collecting of an applicant Identification Badge required.

4-4. Maintenance and Control/Packet Record Accountability/Tracking
An applicant packet record will have a USMIRS-generated File Label with SSN, last name, first name, and middle name. The packet record will be filed in the MEPS Files Room alphabetically by last name or by SSN. When using the alphabetical system and several identical names occur, the packet record will be further arranged by first name and middle name, then by SSN or DOB. Efficient measures for control of an applicant packet record and an applicable form(s)/document(s) within the packet record will be implemented and strictly enforced at all times. An applicant packet record will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see Appendix B, Section III).

a. During manual processing, MEPS will use DA Form 543 (Request for Records) and UMF 727-E for control of an entire applicant packet record or a single document, and will establish a suspense file of the DA 543s to ensure valid applicant packet record status while USMIRS is inoperable/unavailable. For packet record charge-out, MEPS will complete the appropriate blocks on DA 543 and then place the form in the file position from which the packet record is removed. For form(s)/document(s) charge-out, MEPS will attach the DA 543 to the applicant packet record. Each packet record/form charge-in/outs will be entered in USMIRS by COB when the system is online/operable. See paragraph 3-6h of this regulation for additional manual processing guidance. The DA 543 will be retained under Record Number 25-400-2b/400B, Charge-out Suspense File (see Appendix B, Section III).

b. MEPS personnel working the Files Room will establish local procedures in their SOP to identify SL/GCs scheduled to depart the MEPS due to reassignment. The following guidance will be followed:

   (1) Prior to a SL/GC departure, preferably 30 days prior, MEPS personnel working the Files Room will retrieve each applicant packet record assigned to the SL/GC using the Liaison's Applicant Packet Transfer Roster accessible in UBIS by clicking on the following tabs: My Home > Custom Cubes and Reports > Liaison's Applicant Packet Transfer Roster.

   (2) The instructions above will provide MEPS personnel working the Files Room a Packet Transfer Report that lists the applicant packet record charged out to the departing SL/GC along with the associated SPF's, applicant’s SSN, applicant’s name, and return date. The MEPS personnel working the Files Room will charge-in each applicable applicant packet record of the departing SL/GC and then charge-out the packet record to the SL/GC determined by the Senior Guidance Counselor IAW paragraph 4-3a above.
c. Non-MEPS enlistments: MEPS will not charge-out an applicant packet record to the sponsoring Service until the reporting of enlistment data and posting of HIV and DAT results are in USMIRS.

4-5. Examination and Enlistment Packet Record Disposition

a. Upon enlistment (DEP/Accession), MEPS will forward the applicant packet record (examination and enlistment documents), including most recent USMEPCOM Product Control Number (PCN) 680-3 Automated Data Processing/Automated Data Product (ADP) (referred to as 680-3ADP) with reported enlistment data to the sponsoring SL/GC for retention. MEPS will ensure copies of DD 4/1 and 4/2 are furnished to the enlistee IAW paragraph 5-14g.

b. Upon Accession/Ship in the Armed Forces, the MEPS will forward the shipper packet record to the supporting Service RTC IAW UMR 55-2. Remaining surplus of documents (residual file) will be at the discretion of the sponsoring SL/GC office.

c. USMEPCOM does not retain hard copies of enlistment documents. Request for enlistment documents after an applicant DEPs or Accesses will be referred to the applicable sponsoring Service for assistance.

4-6. Electronic & Packet Record Ownership Transfer
Transfer procedures are contained in UMM 680-3-1 and will be followed upon receipt before initiating an ownership transfer, or upon receiving notification of an ownership transfer.
Chapter 5
Operations Processing

5-1. Overview
This chapter prescribes policies and procedures for the following portions of operations processing: biometric enrollment, performing briefings, interviews; reviewing/correcting Alien Registration Number (ARN) and SSN information; preparing and reviewing enlistment documents; processing report of additional information disclosures; and conducting the Oath of Enlistment.

5-2. Identity Source Documents for Biometric Enrollment

a. During initial enrollment, the applicant must present a fully completed UMF 680-3A-E and a photo ID listed in Figure 3-1 prior to initial biometric enrollment when enrollment capabilities exist.

(1) An applicant whose SSN has been verified by the Social Security Administration (SSA) in USMIRS is required to present one of the authorized photo IDs listed in Figure 3-1 for biometric enrollment along with UMF 680-3A-E.

(2) An applicant whose SSN has not been verified by SSA with results posted in USMIRS must present one of the authorized photo IDs listed in Figure 3-1, UMF 680-3A-E, and one of the forms listed in Figure 3-1.

Note: The source documents listed in Figure 3-1, Identity Source Documents for Biometric Enrollment, must be issued by an employer, state, or government entity displaying the applicant’s SSN. Acceptable source documents must be current and unexpired.

(3) If an applicant arrives at the MEPS without an authorized photo ID, the MEPS will place the applicant in an “N” Status and continue processing IAW “N” Status Processing Levels & Clearance Authority table.

(4) The MEPS will return the applicant to their SL/GC and no further processing is authorized until the applicant presents a photo ID IAW Figure 3-1.

5-3. USMEPCOM Commander's Welcome Briefing (Initial Processing)
This Welcome Briefing is designed for an applicant who is unfamiliar with the MEPS. The briefing will be presented to an applicant processing for the Active, Reserve, or National Guard component; to each applicant that has not been to a MEPS in over 2 years, or requires processing other than a medical inspection, consult, ASVAB, special purpose test, or a significantly reduced level activity. For maximum value, the briefing will precede as much of the MEPS processing day as possible. The briefing is an essential element of the Red Carpet Treatment policy (Chapter 3), establishes rules of applicant conduct and personal safety, confirms to the applicant they are in a military environment, and ensures an understanding the applicant is the number one mission priority. For this reason, to the maximum extent possible, the briefing is to be given by a uniformed member in the grade of E-7 or above. However, the Sector Commander may approve a limited number of highly qualified MEPS civilian personnel (GS-7 and above) or military personnel (E-6 or above) to present the briefing. The approval level will not be delegated below the Battalion Commander. The MEPS Commander must personally observe the presentation prior to certification and request for approval. Personnel will be certified via MFR, which will be maintained on file by the MEPS Commander. When civilian MEPS personnel are presenters, they will be dressed so as to present a professional image. MEPS will give the briefing verbally while showing the USMEPCOM
Commander’s Welcome Briefing slides that are located on SPEAR: J-3/5/7 Policy and Training Division Page. It is within the MEPS Commander’s discretion to edit and arrange the slides as required, with exception to the four sexual assault slides that must remain together in their current order, to accommodate local circumstances, but no content will be deleted. Note: When military members are performing duty functions at the MEPS during work hours they must be in the uniform of the day IAW PM 1-4.

5-4. USMEPCOM Commander's Modified Welcome Briefing (Reduced Processing)
The Modified Welcome Briefing is designed to provide a condensed/reduced version of the initial Welcome Briefing. The briefing slides are located on the SPEAR: J-3/5/7 Policy and Training Division Page. It is within the MEPS Commander’s discretion to edit and rearrange the slides as required to accommodate local circumstances, but no content will be deleted and the four sexual assault slides must remain together and in their current order. All modified versions may be given by any member of the MEPS staff. Specific restrictions do apply to the method of delivery as noted below:

a. USMEPCOM Commander’s Modified Welcome Briefing for Shippers and Reduced Processing. The briefing is to be given to an applicant that is at the MEPS to Ship to their RTC or Initial Duty Station, has previously received the USMEPCOM Commander’s Welcome Briefing for Initial Processing within the past 2 years, or requires a significantly reduced level of processing activity. The briefing slides are located on the SPEAR: J-3/5/7 Policy and Training Division Page. This briefing will be provided verbally showing the slides (one-on-one or in a group) (e.g., no hand-outs) by a MEPS staff member.

b. USMEPCOM Commander’s Modified Welcome Briefing for Night Testing. The briefing is to be given to an applicant that is at the MEPS for night ASVAB testing only. The briefing may be provided either verbally (one-on-one or in a group) or by hand-out provided to each applicant by a MEPS staff member.

c. MEPS Brief to Applicants Riding Shuttle to the CLF. The briefing is to be given to an applicant just prior to departing the MEPS for the CLF shuttle. The briefing may be provided either verbally (one-on-one or in a group) or by hand-out provided to each applicant by a MEPS staff member.

5-5. Alien Registration Number/Social Security Number Information

a. USCIS/SSA Not Found. The MEPS is responsible for clearing applicants placed in administrative hold “N” status in USMIRS in cases of “ARN not found” or “SSN not found”. The Service will provide required source documentation as listed in Figure 5-2. Once citizenship or personal identity is verified with source documents, the MEPS will update USMIRS personal data and remove the administrative hold "N" status. The applicant's ARN/SSN result(s) will remain “Not Found” in USMIRS, and the applicant will ship without ETP or further action required by the MEPS. If the ARN in USMIRS is the same as the ARN Card and remains to be “not found”, the Service must provide USCIS Form G-845, Verification Report, for verification. Laminated SSN cards that are signed and untampered will be acceptable for MEPS verification of “SSN not found”. MEPS must not accept an ARN card with photo depicting an adolescent younger than 14. To assist in recognizing valid USCIS documents, MEPS will use the US Immigration and Customs Enforcement Guide to Selected US Travel and Identity Documents.

b. The MEPS will ensure that an applicant does not Ship if USCIS/SSA results are pending. MEPS will inform the sponsoring SL/GC of any applicant whose results are pending in USMIRS beyond 3 days and/or prior to ship that an ETP is required from their Service HQ Recruiting Command IAW paragraph 5-16 of this regulation. A Blue to Green (BTG) applicant that is pending USCIS/SSA results are exempt, provided their personal data is verified using their DD 214 or NGB 22. Refer to SPEAR: J-3/5/7 Policy
c. In the event the validity of the source document should come into question (e.g., printed strike over, misspellings, white out, colored/discolored entries on the same line, lamination appears tampered with, separated, taped), MEPS personnel will take the document to the OPSO or Processing Section supervisor for review. An unresolved issue(s) of suspected fraudulent ARN/SSN cards will be forwarded through the MEPS Chain of Command for resolution.

5-6. Preparation of DD Form 4 Series, Enlistment/Reenlistment Document Armed Forces of the United States

a. The **DD 1966** consists of pages 1966/1, 1966/2, 1966/3, 1966/4, and 1966/5; collectively referred to as the DD 1966-series. The DD 1966-series is the source document for preparing the **DD 4-series**. Manual preparation instructions for DD 4-series are located on SPEAR: **DD 4-series Instructions** and USMEPCOM Public Website: [https://www.mepcom.army.mil](https://www.mepcom.army.mil)

b. The DD 4 consists of pages 4/1, 4/2, and 4/3; collectively referred to as DD 4-series. The **DD 4-series** are documents used for enlistment and reenlistment in the Armed Forces. Special care must be taken to ensure the **DD 4-series** is prepared accurately and completely. **DD 4-series** preparation for an applicant with a single character name or a single name will follow special procedural guidance at the following link on SPEAR. The MEPS will prepare the DD Form 4-series, display and review entries with the applicant for accuracy and completeness, and ensure the applicant understands the meaning and intent of the enlistment contract. If the applicant does not understand the enlistment contract, the applicant will return to the sponsoring SL/GC office for clarification. It is, upon execution, an official legal agreement between the United States Government and the enlisted member.

c. The **DD 4-series** (acknowledgement of discharge from the DEP) will not be generated for a Naval Reserve applicant in the DEP or DEP-Out/Discharge, nor for a Reserve/Guard applicant in the DEP (RDEP). When a Reserve applicant in the DEP returns to Ship, the MEPS will only verify and update enlistment documents completed prior to shipping, as required. Then MEPS will enter a “B001C” Workload Identification (WKID) to report MEPS workload and ship date. An RDEP applicant returning to ship will process IAW current Accession processing requirements, e.g., inspect, fingerprint results, **DD Form 93**.

d. When the DD 4-series is wet-ink signed, MEPS will ensure the original is placed in the applicant’s packet record IAW UMR 55-2 each Service’s Packet Breakdown Checklist.

5-7. e-Record

a. If the original **DD 4-series** and/or **DD Form 93** are lost, all efforts will be made to locate the missing documents. If the original documents cannot be located, MEPS will reprint the documents from e-Record. The missing document may not exist in e-Record if e-Security workflow was inoperable/unavailable at the time the transaction was committed in USMIRS, then MEPS will reproduce the document in USMIRS.

b. MEPS HRA personnel will make administrative corrections to the signed **DD 4-series** in USMIRS providing the recruit has not yet traveled to RTC. The corrected version will transmit to e-Record when e-Signature phases are re-accomplished. If e-Security workflow is inoperable/unavailable at the time of the correction, MEPS will execute a manual **DD 4-series**, and will submit a MOC Request to remove the invalid **DD 4-series** from e-Record.

c. It will be incumbent upon the sponsoring Service to make administrative corrections to the signed
DD 4-series if the recruit has traveled to RTC. The sponsoring Service will re-establish the DD 4-series with the enlistee IAW Department of Defense Instruction (DoDI) 1304.02 (Accession Processing Data Collection Forms).

5-8. Preparation of DD Form 93, Record of Emergency Data

The DD Form 93, when completed, is an official record of beneficiaries designated to receive death gratuity pay and allowances, and will be verified at any time of preparation; even in a frontload situation. The form also contains the name, address, and phone number of the person(s) to be notified in the event of sickness, emergency, or death. The DD Form 93 is a mandatory document for each applicant Accessing in the Armed Forces; except Coast Guard. Initiation of the DD Form 93 in USMIRS is at DEP-in. However, completion will be accomplished in its entirety during the Accession process. Each and every data element on the DD Form 93 must be complete and thoroughly verified with the applicable applicant when reviewing/completing the form. The DD Form 93 preparation for an applicant with a single character name or a single name will follow special procedural guidance at the following single character name on SPEAR.

To assist with this process, instructions for preparing the DD Form 93 (pages 3-4) must be available as a desktop reference when an HRA is completing/reviewing the DD Form 93 in USMIRS with an applicant. See UMM 680-3-1 for e-Security related instructions.

a. The sponsoring Service must submit a worksheet or draft DD 93 containing responses for at least items 4 – 7 in support of the Pre-Enlistment Interview (PEI) for appropriate use by MEPS to assist in completion of the form. The MEPS will continue to prepare and complete the DD 93 ensuring the form is displayed to the applicant in its entirety before applying the biometric signature at the time of Accession. The Service provided worksheet or draft DD 93 will be destroyed upon completion of the MEPS prepared DD 93.

b. Immediately prior to completing the DD Form 93 during the PEI/Pre-Accession Interview (PAI) (whichever point the DD Form 93 is accomplished), the interviewing MEPS HRA will make the following oral statement to the applicant if they are naming someone other than a family member as a Person Authorized to Direct Disposition (PADD): “You should ensure that your family members are aware of your decision. Notifying your family of this decision may prevent unnecessary grief and possible legal action. In the effect of a conflict between the PADD designation and state law, state law will prevail.”

c. The USMIRS print option is not available until committed Accession data exists capturing the Unit Identification Code (UIC). The User Guide/Instructions for the preparation of DD Form 93 is located on the SPEAR: J-3/5/7 Policy and Training Division Page; and apply to both USMIRS and manually generated forms.

d. During the Accession process or at time of Ship, the MEPS will print the DD Form 93 and review it for accuracy with the applicant. Once printed, an applicant is permitted to line through and initial the parental or spousal relationship indicated on the form (e.g., Father, Mother, Stepfather, Stepmother, Husband, Wife) as desired. Husband and/or Wife may be replaced with Spouse; Father and/or Mother may be replaced with Parent; Stepfather and/or Stepmother may be replaced with Stepparent. Each printed copy(ies) must reflect the same change(s) and each change must be initialed on each copy.

e. When the DD 4-series is wet-ink signed, MEPS will ensure the original is placed in the applicant’s packet record IAW UMR 55-2 each Service’s Packet Breakdown Checklist.
5-9. **Sexual Orientation Customer Service Policy**
MEPS personnel will not ask questions that pertain to sexual orientation. Declaring oneself gay or lesbian during the applicant process will not disqualify that person from applying. An openly gay or lesbian applicant will be evaluated according to the same criteria as each other applicant seeking entry in the Armed Forces.

5-10. **Pre-Enlistment Interview (PEI)**
The purpose of the interview is to assist the sponsoring SL/GC in preventing fraudulent entry into the Armed Forces. The interview will be conducted in English, and precede the Oath of Enlistment. The interview is for each applicant entering the DEP and Accessing into the Reserve or National Guard. The MEPS interviewer must ensure the applicant understands the importance of providing complete and accurate information. Applicant information collected is entered into USMIRS to prepare the MEPS-generated and required enlistment documents. Also, the MEPS interviewer confirms applicant information, and acquires required signatures. During this time, the UCMJ Article 104a—Fraudulent Enlistment is explained to the applicant (see Figure 5-1, Uniform Code of Military Justice Articles 104a, 85, and 86). The MEPS interviewer will follow the PEI script on SPEAR: J-3/5/7 Policy and Training Division Page, and may ask the questions listed in the interviewer’s own words. The MEPS interviewer may also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as written; however, all questions listed must be covered during the interview. If USMIRS is inoperable/unavailable, the interviewer will generate the enlistment documents (forms) manually upon completion of the interview.

a. **Interview Facility Requirements.** The MEPS will ensure, at a minimum, an enclosed or partitioned (5-foot high) workstation area, as far away as feasibly possible from traffic flow patterns, is available to conduct the PEI.

b. **PEI “Front-load”**. Front-loading refers to processing activities that are authorized to be performed before the PEI. MEPS have the option to “front-load” an applicant for the PEI IAW this regulation if it is more efficient for applicant flow. The completeness and accuracy of data will not be jeopardized when utilizing the “front-load” process. An applicant not enlisting at the MEPS is not authorized “front-load processing as the sponsoring Service will perform these activities IAW Annex A. The “front-load" authorized processes consists of the following and can be performed in any order as long as each process is completed in its entirety:

1. DoD Separation Policy.
2. Capture of fingerprints (submission of fingerprints will be IAW paragraph 6-3c).
3. **DD Form 93** data (form cannot be signed until Accession data is entered).
4. PEI questions 10 and 11 (cannot ask these questions until after a medical examination is completed).
5. PEI questions 7 thru 9 (contract information will be asked during the PEI).
6. All remaining PEI questions not specified above may be “front-loaded”.
7. The remaining parts must be completed during the actual PEI.
8. Medical “Front-Load” processes will be IAW UMR 40-1.

c. **Recruiter Observation.** Recruiting Service personnel during Recruiter Orientation may observe the
PEI and PAI with the consent of the applicant. A sponsoring recruiter is not allowed to observe their sponsored applicant being interviewed.

d. Enlistment Forms/Documents Required for the PEI. The MEPS interviewer will have, at a minimum, the following forms/documents available on each applicant to assist in the PEI, to validate answers and to verify the accuracy of previously provided applicant data. When MEPS HRA determines these documents to be contradictory to data already in USMIRS, MEPS will place the applicant in an administrative hold “N” status and return the applicant to the sponsoring SL/GC office for resolution.

   (1) UMF 680-3A-E, original or legible copy
   (2) DD 1966-series, original or legible copy
   (3) DD 2808, original or legible, working copy
   (4) UMF 40-1-15-E (Supplemental Health Screening Questionnaire)

5-11. Pre-Accession Interview (PAI)
The purpose of the interview is to provide another quality check after the medical examination and before enlistment in a regular component from the DEP. The interview will be conducted in English prior to the Oath of Enlistment. The PAI is not required for Reserve or National Guard enlistees returning to the MEPS for Ship. Each applicant projected to enlist and ship (same day) by the MEPS will be given a copy of UMF 601-23-5-R-E (Introductory Pre-Accession Interview) to read before receiving either an individual or group PAI. The MEPS will distribute the form IAW MEPS SOP, and instruct the applicant to complete section I of the form (e.g., name, sponsoring Service, SSN). MEPS must allow an applicant sufficient time to thoroughly read the form before the PAI. The MEPS interviewer will review UCMJ Article 104a, and report any incidents that may be disqualifying for military Service. The MEPS interviewer will follow the PAI script on SPEAR: J-3/5/7 Policy and Training Division Page, and may ask the questions listed in their own words. The MEPS interviewer will also ask subsequent questions, as necessary, to clarify situations or to clarify an applicant's statement(s). The wording is furnished as a guide, and need not be followed specifically as written; however, all questions listed must be covered during the interview. If USMIRS is inoperable/unavailable, the interviewer will generate the enlistment form(s)/document(s) manually, upon completion of the interview. At the end of the PAI, the applicant will sign and date UMF 601-23-5-R-E. The MEPS interviewer will review each UMF 601-23-5-R-E prior to each applicant taking the Oath of Enlistment. If an applicant refuses to sign UMF 601-23-5-R-E, the MEPS interviewer will stop the applicant's processing, place the applicant in an administrative hold "N" status in USMIRS, and notify the sponsoring SL/GC office. If the applicant wants to state the reasons for not signing the UMF 601-23-5-R-E, the MEPS interviewer will report the reason as a PAI additional disclosure in USMIRS. The MEPS Commander may direct to have the PAI conducted on an individual basis or in a group session IAW paragraph 5-11b and local MEPS SOP.

   a. Individual/Desk-Side PAI. If an individual PAI is conducted, after each question, the MEPS interviewer will have the applicant respond verbally (in English) and affirm their answer on the form for each question. Each applicant will complete UMF 601-23-5-R-E during the group PAI by indicating their response on the form as each question is asked. The MEPS interviewer will determine if a UMF 601-23-E (Report of Additional Information) disclosure must be prepared based on the applicant's responses to the questions. For individual/desk side interviews, the facility requirements in paragraph 5-9a apply.

   b. Group PAI. If a group PAI is conducted, the MEPS interviewer will ensure each applicant completes section I of UMF 601-23-5-R-E before the start of the group PAI; and that the form is available
to be finished during the individual/desk-side PAI. The MEPS interviewer will inform each applicant there are to be no public responses to individual questions, nor will any MEPS employee request a public response to individual questions on the form (e.g., raised hand, verbal response). Each applicant will complete UMF 601-23-5-R-E during the group PAI by indicating their response on the form as each question is asked. At the end of the interview, the applicant will sign and date UMF 601-23-5-R-E and return the form to the MEPS interviewer. The MEPS interviewer will review each UMF 601-23-5-R-E prior to the applicant taking the Oath of Enlistment. If the applicant has marked any question “Let’s discuss”, the MEPS interviewer will give the applicant an individual/desk-side PAI for those specific questions. The MEPS interviewer will determine if the PAI disclosure requires completion of UMF 601-23-E and administrative hold "N" status in USMIRS based on the applicant’s statements. If unsure, MEPS personnel will process as a disclosure of additional information. Completed UMF 601-23-5-R-E and UMF 601-23-E (if applicable) will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see Appendix B, Section III).

c. Enlistment Forms/Documents Required for the Individual/Desk-Side PAI. The MEPS interviewer will have, at a minimum, the following forms/documents on each applicant to assist in the PAI, to validate answers and to verify the accuracy of previously provided applicant data. When MEPS HRA determines the forms/documents to be contradictory to data already in USMIRS, MEPS will place the applicant in an administrative hold “N” status and return the applicant to the sponsoring SL/GC office for resolution.

(1) DD 4-series
(2) DD 93
(3) DD 1966-series, original or legible copy
(4) DD 2808
(5) UMF 40-1-15-E
(6) UMF 680-3A-E, original or legible copy
(7) UMF 601-23-5-R-E

5-12. Applicant Forms Review

a. During the PEI/PAI, the MEPS interviewer will review the applicant’s available forms prepared during enlistment processing to ensure completion (e.g., DD 4 series, DD 93, SF 86, and DD 1966 series) and for incorporating into the applicant's packet record (i.e., UMF 680-3A-E, DD 2807-2); biometric signatures do not require interviewer review.

b. An electronic signature on an Accession processing form is authorized. MEPS will continue to ensure forms submitted for applicant processing are complete and a signature (wet ink or electronic) is present. With authorization in the use of an electronic signature, the process of comparing signatures (signature verification) is obsolete and not required to be performed. A form related to applicant processing at the MEPS will be signed in black, blue, or blue-black ink. Pencil, markers, or ball-point pens of any other color, except as stated above, will not be used. White out or correction tape/liquid will not be used.

c. MEPS will perform a visual verification of all applicant signatures that are required on Entrance processing forms (DD 2807-2, UMF 680-3-A-E, and DD 1966/5 (if a minor)) containing the Privacy Act
Statement, Medical Records Release Authority, and certifications by the applicant and sponsoring recruiting. The signatures authorizes the release of PII/PHI and constitutes acceptance of a conditional offer of enlistment. Documents missing signatures upon receipt will be returned to the sponsoring Service and the projection will be deleted during QRP.

5-13. Report of Additional Information

While processing through the MEPS, the applicant may at any time disclose information that was not previously disclosed to the SL/GC office or not previously recorded on the DD 1966 series. MEPS Processing Section will initiate UMF 601-23-E and provide the SL/GC office any information, not previously disclosed, that may be unclear, questionable, or could be considered a potentially disqualifying factor for enlistment into military Service. The MEPS Processing Section will place the applicant in an administrative hold "N" status in USMIRS to prevent further processing pending determination of eligibility for military Service. There are two types of disclosure categories (medical and non-medical) for information that may disqualify the applicant from military Service, and allegation of improper recruiting practice. A disclosure will be recorded on UMF 601-23-E (see below for documenting specific disclosures). Completed UMF 601-23-E will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see Appendix B, Section III).

a. Processing a Medical Disclosure.

(1) The MEPS physician and the sponsoring SL/GC office will evaluate new information on drug, marijuana, or alcohol use/abuse. However, an applicant involved in frequent or repeated encounters with civil authorities may have a personality or behavior disorder and will be evaluated by a MEPS physician.

(2) A medical disclosure that occurs during MEPS processing requires the completion of UMF 601-23-E. When the MEPS is “Front Load” processing, an applicant disclosure is handled in the same manner as a regular processing disclosure.

(3) If the applicant reveals new information during the PEI/PAI interview, the MEPS interviewer will enter the medically related disclosure information into USMIRS, which automatically places the applicant’s electronic record in an administrative hold "N" status. The MEPS interviewer will discontinue processing and direct the applicant (with enlistment packet) to the MEPS CMO for evaluation of the disclosure.

(4) The MEPS CMO will review the disclosure in USMIRS and enter evaluation data in response to the disclosure reflecting the applicant’s medical qualification including any profile changes (see UMR 40-1 for procedures with Fee Basis-CMO on duty). The Medical Department will then direct the applicant (with the packet record) to the SL/GC(s) office for their evaluation of the disclosure and the medical response to the disclosure. The SL/GC office will elect to disqualify, suspend, or qualify the applicant based upon the medical response and Service standards. The SL/GC will enter their response into USMIRS.

(5) The Processing Section will enter any applicable waiver information, and remove the administrative hold "N" status. If the applicant is still medically disqualified and the SL/GC elects to continue processing the applicant, the SL/GC office will direct the applicant to the Processing Section.

(6) In the absence of a MEPS CMO/FBP, the MEPS Commander, with USMEPCOM Command Surgeon (MECS) assistance, will review the medical disclosure(s) and interview the applicant. This interview is intended to preclude unnecessary enlistment delays and holdover costs for situations when the medical disclosure is obviously not considered disqualifying. To assist the MEPS Commander during the review process:
(a) The Commander and MEPS CMO will establish a list of medical history items that would not disqualify an applicant.

(b) If the MEPS Commander and MECS determine an applicant is still eligible for enlistment, he/she will annotate (item 30) with the additional information and sign and date it. The MEPS Commander will also then complete UMF 601-23-E (item 3a “Qualified”) and return the applicant to the MEPS interviewer to continue processing. The MEPS interviewer will enter the decision the applicant is qualified to continue processing into USMIRS and clear the B000N.

(c) If the MEPS Commander and MECS assistance determine that an applicant is not qualified for enlistment, then processing will be discontinued pending Service determination.

(7) The MEPS Commander may defer the interview until the MEPS CMO is available. If deferring, it will be the MEPS Commander’s decision to:

(a) Terminate applicant processing (with or without remarks) in USMIRS.

(b) Flag the applicant’s electronic and packet records and discontinue processing. The SL/GC office is advised the MEPS CMO must consider any additional information when provided, and an interview with the applicant may be required before a determination can be made.

(c) Annotate on the UMF 601-23-E, item 4 (Remarks), “Service determination required” and item 5, “B000N”—Admin Hold, and place the applicant's electronic record in an administrative hold “N” status.

(8) The MEPS Commander, during their absence, may delegate review authority to the acting Commander or the next senior officer. This authority will not be further delegated.

(9) When USMIRS is not operational, and a medical disclosure occurs, manual processes will be used. The MEPS will complete UMF 601-23-E (items 1 and 2) and UMF 601-23-2-E and file both in the applicant’s packet record, and continue to process as above. The Processing Section will maintain a copy in a suspense file, which must be reconciled (response received by both Medical Department and Service) by close of business (COB). When USMIRS is operational, ensure the applicable transactions is entered, and terminate the suspense file(s). Completed UMF 601-23-2-E (and UMF 601-23-E) will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see Appendix B, Section III).

b. Processing a Non-medical Disclosure.

(1) When a non-medical disclosure occurs, the MEPS interviewer will enter the disclosure information into USMIRS, which automatically places the applicant in an administrative hold "N" status. The MEPS interviewer discontinues processing and directs the applicant (with enlistment packet) to the SL/GC office for evaluation of the disclosure.

(2) When USMIRS is not operational, and a non-medical disclosure occurs, manual processing will continue as follows. The MEPS will return the applicant, the packet record, and UMF 601-23-E (original) to the sponsoring SL/GC office. The Processing Section will maintain a copy in a suspense file, which must be reconciled by COB. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s).
(3) The SL/GC considers the additional information and notifies MEPS to clear or terminate applicant processing in USMIRS. The UMF 601-23-E and packet record (and applicant, if processing resumes) is to be returned to the interviewer before COB.

(4) The USMIRS tracks all SL/GC work history via user identification; therefore, signatures are not required when the action is performed electronically. When USMIRS is not operational, a UMF 601-23-E will be signed and returned to the interviewer prior to continuing processing.

(5) If the disclosure was not disqualifying, or a waiver is included in the packet, the applicant will continue processing after the SL/GC makes notification to clear the applicant and the MEPS interviewer clears the “N” status with a B000P.

(6) If the disclosure was permanently or temporarily disqualifying, the SL/GC will return the applicant packet to the MEPS interviewer. The MEPS interviewer will review and respond to the data electronically in USMIRS.

(7) If a SL/GC is not available during processing, the PEI/PAI interviewer will annotate on the UMF 601-23-E, item 4 (Remarks), “Service determination required” and item 5, “B000N”—Admin Hold, and will flag the applicant’s packet record. USMIRS requires no additional action, as the applicant is automatically placed in an administrative hold "N" status.

c. Processing alleged improper recruiting practice disclosures. If an applicant alleges an improper recruiting practice anytime during processing, the interviewer will complete UMF 601-23-E and ask the applicant to make a written statement under penalty of perjury.

(1) While preparing UMF 601-23-E for an improper recruiting practice disclosure, the MEPS interviewer will:

(a) Not include any specifics about the alleged improper recruiting practices on the statement. The only statement to be listed on UMF 601-23-E is, “Applicant alleges improper recruiting practice(s).” By completing UMF 601-23-E, the applicant’s electronic record is placed in an administrative hold "N" status, which requires the sponsoring Service to respond with processing guidance.

(b) If an applicant alleges improper recruiting practice and makes additional non-related disclosure(s) only the additional non-related disclosure(s) will be recorded on UMF 601-23-E. The last entry on the form will be “Applicant alleges improper recruiting practice(s).”

(2) The applicant will prepare their statement on plain bond paper. The MEPS interviewer or MEPS Commander will ensure the following acknowledgement is printed at the end of the statement exactly as shown: “I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct; (28 U.S.C. Section 1746) “Executed on (date); (Signature).”

(3) Before signing the statement, the interviewer will advise the applicant that he or she may be prosecuted for perjury under 18 U.S.C. Section 1621, for making a false statement. If the applicant refuses to make a statement under penalty of perjury, the MEPS interviewer will make the statement under penalty of perjury, using the same procedures outlined above. The statement will describe, as completely as possible, the information revealed by the applicant, the circumstances under which the information was revealed, and any additional information deemed appropriate. MEPS will ensure the following information
is included in the statement:

(a) Name and grade of recruiting personnel concerned. If unknown, include a physical
description, to include race and vocal characteristics.

(b) Include dates, times, and places where significant events took place.

(c) Describe exactly what the recruiting representative(s), and any other involved person(s),
did or said.

(d) Name everyone who could have seen or heard what the recruiter did or said during the
alleged situation. If the applicant cannot remember names, give physical descriptions. Witnesses may
include friends, probation or parole officers, girlfriends, siblings, parents, judges, defense lawyers, or
another recruiter.

d. Reporting of alleged improper recruiting practices (AIRP)

(1) The MEPS interviewer will inform the MEPS Commander of the alleged improper recruiting
practice.

(2) The MEPS Commander will verbally inform the appropriate IRC Commander on the same day
the allegation surfaces and will prepare a MFR. Within 1 workday of documenting the allegation, the
MEPS Commander will send, via secure e-mail, the original statement to the IRC Commander. The MEPS
Commander will include a memorandum that contains the applicant’s full name and SSN in the subject
line, describes allegations, and identifies the recruiter(s) involved in the body. A sample memorandum is
located on the SPEAR: J-3/5/7 Policy and Training Division Page. The MEPS will send information copies
to the appropriate HQ Recruiting Command Investigative Activity IAW the list provided on the sample
memorandum.

(3) The MEPS will maintain a complete record (MFR to IRC, applicant statement, completed
UMF 601-23-E, STARNET and copy sent to HQ Recruiting Command Investigative Activity)
documenting the allegation, access to which will be on a “need to know for official use basis” and will file
it under Record Number 601-210e/600A, Recruiter Impropriety Investigations (see Appendix B, Section
III).

(4) No medical documentation, e.g., DD Form 2808 or DD Form 2807-2) will be filed with AIRPs.

(5) To assist MEPS Commanders and staff in verifying required steps were accomplished IAW
this regulation, or if additional training is required, the AIRP Checklist is available on SPEAR: J-3/5/7
Policy and Training Division Page. This checklist is a tool and not the policy AIRP procedural guidance.

5-14. Pre-Oath Briefing
Prior to administering the Oath of Enlistment for entry into the DEP or Accession to active duty, MEPS
personnel have the option of delivering the Pre-Oath Briefing to applicants verbally or using the Pre-Oath
Briefing Digital Versatile Disc (DVD) distributed in 2011 by HQ USMEPCOM. An applicant cannot ship
to Initial Active Duty Training (IADT) without being administered the Pre-Oath Briefing.

a. The verbal Pre-Oath Briefing will include:
5-15. Oath of Enlistment
The Oath of Enlistment will take place immediately following the Pre-Oath Briefing. The MEPS Commander (or designated Enlistment Officer (EO)) will conduct the Oath of Enlistment according to U.S.C. Title 10, DoDI 1304.02, DoDM 1145.02, and SL/GC directives. The enlistment ceremony is a meaningful event, both for the enlistee and their guest(s). Capturing the event through video or still photography is authorized to the extent practical. The EO will use discretion to ensure that photography is done as not to interfere with the solemnity of the ceremony.

a. Only under emergency conditions resulting from an absence of one or more of the assigned MEPS EO, MEPS civilian personnel who are Commissioned Officers currently serving in the Reserves or National Guard, or who are retired from any of the Services, may conduct swear-in ceremonies either in uniform (if properly fitted and neat in appearance) or appropriate civilian attire. Appropriate civilian attire is defined as coat and tie for men and conservative business attire for women. A Guest EO who is brought in by an applicant is not governed by these standards, but will only be permitted to swear-in their applicant under observation of a MEPS EO in a private ceremony so as not to be disruptive to the MEPS operation. If the applicant elects to have the Guest Officer sign the enlistment document, a manual DD Form 4-series will be accomplished and the MEPS will submit a MOC Request with the subject “ETP – Enlistment Officer”.

b. The MEPS Commander may appoint a designated EO only if the officer is assigned to or detailed to USMEPCOM; additionally, if the MEPS has a shortage of assigned officers, the MEPS Commander may appoint a designated EO from outside the MEPS if the officer appointed is stationed in close proximity to the MEPS and the officer is not assigned to a recruiting organization.

Note: Intent of above policy is to ensure a recruiting officer is not given access to each Recruiting Service’s data in USMIRS with the EO USMIRS role.

c. The MEPS must follow the procedures outlined IAW UMM 680-3-1, paragraphs 1.2 and 1.6 prior to the designated EO accessing USMIRS. The specific account for the EO may remain in USMIRS during the duration of the EO’s assignment or detail.

d. The MEPS Commander (or designated EO) will ask the applicant, just before the Oath of Enlistment, “Have you been briefed on and do you understand the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces, and UCMJ Articles 104a, 85, and 86?”
When an applicant cannot recall receiving the Restrictions on Personal Conduct in the Armed Forces Briefing, the MEPS will conduct an additional briefing IAW local procedures.

e. The MEPS Commander (or designated EO) will ask the applicant before the Oath of Enlistment “Does anyone have any questions or reservations/reluctance to enlisting at this time?” The wording is furnished as a guide and need not be followed specifically as written; however, must be covered before the ceremony.

f. The MEPS Commander (or designated EO) will ask an applicant before the Oath of Enlistment, “Is anyone enlisting into the Army National Guard or Air National Guard today?” This question will help identify those who require the Army National Guard or Air National Guard Oath of Enlistment.

(1) An applicant identified as Army National Guard or Air National Guard enlistee(s) will be aligned to the front or one side of the ceremony room and administered their separate Oath of Enlistment first.

(2) The MEPS Commander or designated EO will administer the Army National Guard or Air National Guard Oath of Enlistment utilizing the Enlistment Oath located on DD 4/2, number 16 and then administer the separate Enlistment Oath to the remaining Reserve and DEP enlistees utilizing the Enlistment Oath located on DD Form 4/2, number 15, or the oath located on DD 4/3, number 22a for those enlistees previously DEPed (excluding Navy Reserve) entering active duty and shipping to their training/duty location.

g. An applicant will not be permitted to sign the DD 4 series prior to the oral administration of the Oath of Enlistment. If the applicant refuses to sign the enlistment agreement after administration of the Oath of Enlistment, the EO will so note on the enlistment agreement and return the applicant to the SL/GC for resolution IAW SL/GC policies. After the applicant completes the Oath of Enlistment and signs the DD 4/2 or DD 4/3, MEPS will provide the applicant with a copy of their signed contract. At this point, MEPS will also provide a copy of UMF 601-23-4-E, Restrictions on Personal Conduct in the Armed Forces to AD enlistees who have entered the DEP and to Guard and Reserve enlistees upon initial Accession. The UMF 601-23-4-E will not be provided to PS and previously DEPed enlistees that are entering AD and Shipping.

5-16. Accession and Delayed Entry/Enlistment Program Data Remain in USMIRS after Oath of Enlistment

a. Accession or DEP data is not authorized to be deleted/backed out of USMIRS after the Oath of Enlistment. Per DoDM 1145.02, the Oath of Enlistment at both DEP and Accession enlists an applicant into the sponsoring Service (e.g., an enlistee cannot be removed from their enlistment obligation by deletion of USMIRS data).

b. Regardless of circumstances, including sudden illness or enlistee departing the MEPS without signing the contract, per DoDM 1145.02, “The enlistment agreement is legally binding after the Oath has been taken…” and as a result all Accession or DEP data must be reported and not deleted from USMIRS. MEPS will refer an IRC partner requesting deletion of Accession or DEP data to DoDM 1145.02 and their higher HQ for appropriate action.

c. The only permissible events for deleting enlistment (DEP or Accession data) on an applicant who has taken the Oath of Enlistment is for re-processing previous enlistees:

(1) An applicant who returns to the MEPS to re-physical is authorized to have their enlistment data
removed to allow the medical staff to enter the new drug specimen number into USMIRS. MEPS will submit an ETP to J-3/5/7/MEOP via a MOC Request before any Accession or DEP data is allowed to be deleted from USMIRS.

(2) Per UMM 680-3-1, if the Recruiting Service furnishes the MEPS the appropriate individual official discharge/separation documentation to be filed in the applicant’s packet record, MEPS will remove the previous USMIRS Accession data or enter a DEP discharge in order to project the applicant for continued processing.

5-17. Processing Exception to Policy (ETP)
Deviations from the guidance in this regulation require an approved ETP; an ETP related to operational processing (Aptitude, Medical, Processing, and Travel guidance) will be submitted for approval to J-3/5/7/MEOP via a MOC Request with the beginning description of "ETP Request."

a. An applicant operational ETP that requires a HQ USMEPCOM staff element to approve, will also be submitted in the form of a MOC Request to be forwarded to the appropriate staff office.

   (1) If the ETP is time sensitive, the person who originated the MOC ETP Request is to contact the appropriate HQ USMEPCOM proponent to notify them of the urgency of response needed.

   (2) Sector and Battalion are not an approval authority for an applicant operational ETP; with exception of paragraph (4) below.

   (3) An ETP approved from outside the USMEPCOM chain of command (e.g., Manpower Accession Policy Working Group (MAPWG), Recruiting Services Command, DMDC, etc.) do not fall under this policy.

   (4) An ETP for GS-07 and above to conduct the Commander’s Welcome Briefing may be granted by the Sector or Battalion Commander; however, not below the Battalion Commander.

   (5) A medically related ETP will be forwarded to MEOP-MD via a MOC Request as the approval authority. Medical logistics issues which fall outside of the applicant medical processing areas must follow medical ETP guidance as prescribed in UMR 40-1 (e.g., issues requiring a staff package that is processed from the MEPS, Battalion, Sector, then to HQ; such as Medical Material Allowance (MMAL) ETP requests, local agreements, etc.).

b. The following are ETP examples, and are not all inclusive:

   (1) ARN/SSN Pending. When an applicant's ARN/SSN result has not posted in USMIRS by the projected ship day, MEPS will require an ETP to process the applicant in a manual USMIRS mode. MEPS will receive the ETP request from the sponsoring HQ Recruiting Command and forward it to J-3/5/7/MEOP via a MOC Request to obtain final disposition on the matter. An ETP request will be invalid if received from the Recruiting Battalion or the SL/GC. The ETP request will contain, but not limited to the applicant’s full name, full SSN, PADD, and Recruiter Station ID, and state the sponsoring HQ Recruiting Command has agreed to take full responsibility for any potential adverse results that may post to the applicant's USMIRS record after Shipping. In the event adverse results do post to USMIRS after the applicant Ships, e.g., the pending SSN/ARN results post as a mismatch or not found, the MEPS Operations Officer will immediately notify the local SL/GC who will, in turn notify their HQ Recruiting Command.
(2) Accession/Ship. The MEPS will need an ETP for an applicant accessing and cannot Ship the same day due to transportation delays or cancellations. MEPS will receive the written ETP request from the sponsoring HQ Recruiting Command and forward it to J-3/5/7/MEO via a MOC Request to obtain final disposition on the matter. The ETP request will state the sponsoring HQ Recruiting Command has agreed to take full responsibility of an Accessed applicant that is delayed transportation to the RTC.

(3) Ship Holdover. Should inclement weather conditions and/or requests from the SL/GC cause a holdover through the weekend (e.g., no Saturday opening), the MEPS Commander must determine the feasibility of meals, lodging, and responsibility for an enlistee’s behavior for that weekend and determine whether the applicant should be sworn in or not per paragraph 5-17b(2). Once determined, the applicable IRC members will be notified of the decision and incumbent responsibilities. An enlistee will be shipped on original travel orders when the situation is clear. Since the new enlistee has Accessed, the MEPS Commander will advise the appropriate IRC member that conduct of the enlistee is now the SL/GC responsibility and falls under the UCMJ. MEPS will restate UCMJ Articles 85 and 86 to the new enlistee prior to departing the MEPS. Responsibility for the shipper will rest with the sponsoring Service and not the MEPS. The MEPS will provide transportation, meals, and lodging, but each Service is responsible for monitoring an enlistee’s behavior during a holdover situation and ensuring the enlistee returns to the MEPS for travel when weather conditions permit. When large numbers of a specific Service are sworn in and held over in the CLF, the sponsoring Service will be asked to provide a telephonic point of contact to the applicant CLF in case of unruly behavior of the new AD personnel awaiting travel.

(4) Shipping an applicant prior to Return Justified (RJ) date. On occasion, a Service will want to Ship an applicant prior to the applicant’s RJ date. Height/weight RJ date ETP is typical. MEPS will receive the written ETP request from the sponsoring HQ Recruiting Command and forward it to MEO-MD via a MOC Request to obtain final disposition on the matter.

(5) ETP approvals must be obtained prior to arrival at the consult or lodging facility.

c. ETP Tasks and Responsibilities

(1) USMEPCOM J-3/5/7 (Policy and Training Division). Responsible for overall coordination and control of the ETP Program.

(2) USMEPCOM J-3/5/7 (Current Operations (MOC)). Responsible to forward received ETP to the appropriate functional proponent business owner for action. When the ETP is resolved, the MOC will close the MOC Request (the closed request generates an e-mail notification to the customer with resolution).

5-18. Recruiting Service-Unique Programs
Occasionally, the Recruiting Service will implement a unique program designed to help Service recruiters achieve their goals. In order to implement a new program, the Recruiting Service HQ will contact the appropriate staff element at HQ USMEPCOM prior to implementation. The coordination activity is to ensure requirements can be met in order to support the mission. After coordination with the Recruiting Service HQs, USMEPCOM will publish the necessary procedures and post the applicable operational guidance on the SPEAR: J-3/5/7 Policy and Training Division Page.
**Figure 5-1. Identity Source Documents for Biometric Enrollment**

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Acceptance Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Card issued by the Social Security Administration</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td></td>
<td>A signed or unsigned laminated card is acceptable if untampered.</td>
</tr>
<tr>
<td>Copy of completed and submitted SS-5* (Application for a Social Security Card) signed</td>
<td>Copy of SS-5 will provide the unverified SSN for data entry and the receipt confirms SSA has accepted the application for the replacement card. Original or legible copy of receipt.</td>
</tr>
<tr>
<td>by the applicant along with the receipt* from SSA indicating the application for a</td>
<td></td>
</tr>
<tr>
<td>replacement SSN card had been received.</td>
<td></td>
</tr>
<tr>
<td>DD Form 214</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>DD Form 215</td>
<td>Copy 2 or Copy 4 is acceptable.</td>
</tr>
<tr>
<td>NGB Form 22</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>Pay Stub/Statement</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>W-2 Tax Statement</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>SSN Card Stub</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>Document/letter on SSA letterhead with applicant’s name and SSN</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>Social Security Administration SSN Printout (see Note 2)</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>Temporary Identification Number (TIN)</td>
<td>Must be original.</td>
</tr>
<tr>
<td>Uniform Services Identification &amp; Privilege Card (Dependent ID Card)</td>
<td>Must be original and unexpired and display full SSN.</td>
</tr>
<tr>
<td>Official School Transcript</td>
<td>Must be original or legible copy.</td>
</tr>
<tr>
<td>Selective Service System (SSS) Form 3A, Selective Service Acknowledgement Card</td>
<td>Must be original or legible copy.</td>
</tr>
</tbody>
</table>

**Note 1:** Asterisked documents, SS-5 and Receipt, have examples available on SPEAR.

**Note 2:** SSN Printout is a generic term that applies to the NUMI, Numident, SSNAP, or any official printout from SSA with full SSN.
Figure 5-2. Uniform Code of Military Justice Articles 104a, 85, and 86

**UCMJ Articles 104a, 85, and 86**
(For administration of these articles, see Chapter 5 of this UMR)

**UCMJ ARTICLE 104a (FRAUDULENT ENLISTMENT, APPOINTMENT, OR SEPARATION)**

“Any person who—

(1) procures his own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to his qualifications for that enlistment or appointment and receives pay or allowances thereunder; or

(2) procures his own separation from the armed forces by knowingly false representation or deliberate concealment as to his eligibility for that separation; shall be punished as a court-martial may direct.”

**UCMJ ARTICLE 85 (DESERTION)**

“(a) Any member of the armed forces who—

(1) without authority goes or remains absent from his unit, organization, or place of duty with intent to remain away therefrom permanently;

(2) quits his unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service; or

(3) without being regularly separated from one of the armed forces enlists or accepts an appointment in the same or another one of the armed forces without fully disclosing the fact that he has not been regularly separated, or enters any foreign armed service except when authorized by the United States; is guilty of desertion.”…

“(c) Any person found guilty of desertion or attempt to desert shall be punished, if the offense is committed in time of war, by death or such other punishment as a court-martial may direct, but if the desertion or attempt to desert occurs at any other time, by such punishment, other than death, as a court-martial may direct.”

**UCMJ ARTICLE 86 (ABSENCE WITHOUT LEAVE)**

“Any member of the armed forces who, without authority—

(1) fails to go to his appointed place of duty at the time prescribed;

(2) goes from that place; or

(3) absents himself or remains absent from his unit, organization, or place of duty at which he is required to be at the time prescribed; shall be punished as a court-martial may direct.”

Note 1: The use of the gender specific pronoun “his” is intended to be inclusive of both genders as in Fireman, Airman, Infantryman or Hospital Corpsman.

Note 2: Subsection (b) of Article 85 is omitted since commissioned officers do not enlist at the MEPS.
## Figure 5-3. Identity Source Documents for Citizenship Verification and Personal Identity

<table>
<thead>
<tr>
<th>PLACE OF BIRTH</th>
<th>SSN</th>
<th>CITIZENSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>US BORN</td>
<td>*Birth Certificate</td>
<td>*Birth Certificate</td>
</tr>
<tr>
<td></td>
<td>*DD Form 372, Request for</td>
<td>*DD Form 214, *Certificate of</td>
</tr>
<tr>
<td></td>
<td>Verification of Birth</td>
<td>Release or Discharge from Active Duty</td>
</tr>
<tr>
<td></td>
<td>*Department of State (DS) 1350,</td>
<td>*National Guard</td>
</tr>
<tr>
<td></td>
<td>Certification of Report of Birth</td>
<td>Bureau Form 22</td>
</tr>
<tr>
<td></td>
<td>*FS 240, Consular Report of Birth</td>
<td>National Guard Report of Separation and Record</td>
</tr>
<tr>
<td></td>
<td>Abroad</td>
<td>of Service</td>
</tr>
<tr>
<td></td>
<td>*FS 545, Certification of Birth Abroad</td>
<td>*Social Security Card</td>
</tr>
<tr>
<td></td>
<td>*US Passport</td>
<td></td>
</tr>
<tr>
<td>NATURALIZED US CITIZEN</td>
<td>*Birth Certificate</td>
<td>SAME AS US BORN</td>
</tr>
<tr>
<td></td>
<td>*Passport</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Permanent Resident Card</td>
<td>*Certificate of Naturalization,</td>
</tr>
<tr>
<td></td>
<td>USCIS Form I-551</td>
<td>USCIS Forms N-550/570</td>
</tr>
<tr>
<td></td>
<td>*Certificate of Citizenship</td>
<td>*Certificate of Citizenship,</td>
</tr>
<tr>
<td></td>
<td>USCIS Forms N-560/561</td>
<td>USCIS Forms N-560/561</td>
</tr>
<tr>
<td></td>
<td>*US Passport</td>
<td>*US Passport</td>
</tr>
<tr>
<td>FEDERATED STATES OF</td>
<td>SAME AS NATURALIZED US CITIZEN</td>
<td>SAME AS US BORN</td>
</tr>
<tr>
<td>MICRONESIA (FSM)</td>
<td>*Certificate of Citizenship</td>
<td></td>
</tr>
<tr>
<td>REPUBLIC OF THE</td>
<td>USCIS Forms N-560/561</td>
<td></td>
</tr>
<tr>
<td>MARSHALL ISLANDS (RMI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPUBLIC OF PALAU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAY TREATY OF 1796 FOR</td>
<td>SAME AS NATURALIZED US CITIZEN</td>
<td>*Birth Certificate</td>
</tr>
<tr>
<td>NATIVE AMERICANS</td>
<td>*Certificate of Citizenship</td>
<td>*Permanent Resident Card, USCIS Form I-551</td>
</tr>
<tr>
<td></td>
<td>USCIS Forms N-560/561</td>
<td>*Certificate of Naturalization,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>USCIS Forms N-550/570</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Certificate of Citizenship,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>USCIS Forms N-560/561</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Passport</td>
</tr>
<tr>
<td>NON-US CITIZEN</td>
<td>SAME AS NATURALIZED US CITIZEN</td>
<td>SAME AS US BORN</td>
</tr>
<tr>
<td></td>
<td>*USCIS Form G-845, Verification Request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Permanent Resident Card, USCIS Form I-551</td>
<td></td>
</tr>
</tbody>
</table>

**Note 1:** *Asterisked forms must be original or “Certified True Copy”. All other forms must be original.

**Note 2:** As of December 31, 2010, the DS no longer issues DS Form 1350. All previously issued DS Forms 1350 are still valid as proof of identity, citizenship and for other legal purposes.

**Note 3:** A valid Puerto Rico birth certificate issued by the Puerto Rico Vital Statistics Record Office must have been issued on or after July 1, 2010.
Note 4: Laminated Social Security Cards are acceptable if signed and untampered.
Note 5: An expired passport is acceptable to verify DOB.

Figure 5-3. Identity Source Documents for Citizenship Verification and Personal Identity
Chapter 6
Special Agreement Check Requests

6-1. Overview
This chapter prescribes policies, procedures, and responsibilities for processing the SAC request, also known as Personnel Security Investigation/Entrance National Agency Check (PSI/ENTNAC), at the MEPS for the purpose of initiating fingerprint checks for applicants as requested by the Services and for Service non-applicants. Additionally, MEPS may capture fingerprints for Department of Army civilians, military (Army Only), and contractors assigned to USMEPCOM. MEPS will not capture fingerprints outside the purview of this regulation. (e.g., friend, parent, spouse, etc.). Additional, guidance for EFCS manual fingerprint submission is located on the SPEAR: J-3/5/7 Policy and Training Division Page, see EFCS TouchPrint™ Enterprise Live Scan System Administration Guide.

6-2. Special Agreement Check Source Documents
a. The requirement for the sponsoring Service to provide the SF86 or extract is deleted. However, this deletion does not change the document requirements outlined in each Service Packet Breakdown Checklist (UMR 55-2). Some Services will continue to require these documents in the applicant’s packet record.

b. USMIRS SAC data may be entered during any point of applicant processing. However, the initial SAC submission is performed at the time of DEP for AD components or at the time of Accession for Reserve and Guard components (during the PEI). When this information appears to be inconsistent with other enlistment documents and/or contradictory to data already in USMIRS, the interviewing MEPS HRA will place the applicant in an administrative hold “N” status and pass the document back to the sponsoring Service for review to determine the need for a correction.

6-3. MEPS Guidelines
MEPS Processing Section will:

a. Process fingerprint SAC requests for a Service-sponsored applicant in support of background investigations regardless of POB, foreign travel, prior Federal employment, the program the applicant is processing under, moral and medical waivers, and residency of immediate family members. Use the source documents listed in paragraph(s) 5-9d and 5-10c of this regulation to verify complete personal data prior to entering any of it into USMIRS OE01 (ENTNAC Data) screen. Enter any name(s) by which the applicant is or has been known (aliases and maiden name).

b. Enter the appropriate submission code in the USMIRS OE01 screen to identify the mode the captured fingerprints will be submitted to the investigating agency. A description of SAC submission codes is located in the USMIRS Quick Reference Guide (QRG) located on the SPEAR: J-3/5/7 Policy and Training Division Page.

c. USMEPCOM Applicant (Office of Personnel Management (OPM) Submission). Use the USMEPCOM Applicant (OPM Submission) selection to capture and submit fingerprints for a Service-sponsored applicant. MEPS will submit an applicant’s fingerprints captured for a processing day NLT COB the date of capture.

(1) NPS applicant will have their captured fingerprints sent only after they have been given the Oath of Enlistment and have signed a DEP or Accession contract.
(2) PS applicant may have their captured fingerprints sent prior to Accession upon sponsoring SL/GC request.

(3) MEPS will capture and print Non-Applicant (Non OPM Submissions) when fulfilling a request to fingerprint personnel from a non-DoD agency.

(4) MEPS will no longer mail manual ink and rolled prints nor electronically captured manual fingerprint card scans to OPM as a secondary option for the Services.

d. Notify the affected Recruiting SL/GC(s) office (and the non-DoD agency, if applicable) when fingerprints cannot be electronically captured and/or transmitted due to a network outage or EFCS inoperability. Also notify when the system becomes available so the applicant may re-projected/rescheduled for fingerprinting. Submit a J-6/MEIT Service Desk ticket when an EFCS problem is encountered.

e. Upon completion of the USMIRS SAC entry, return the SF 86/EPSQ/e-QIP (and FD Form 258 for US Coast Guard if applicable), to the appropriate SL/GC office. Provide the SL/GC one copy of the 680-3ADP for each applicant indicating the SAC submission date and mode of transmission.

f. On the occasion when a Service requests an additional fingerprint check, MEPS will not resubmit fingerprints with results for 120 days after the results were received (this will only cause duplication at OPM and the second submission will not be processed). OPM will not accept nor process fingerprints sent until the 121st day after the Case Closing Transmittal date.

g. Recapture and re-submit fingerprints with the original OPM case number (Originating Agency Case Number/OCA number) when OPM receives a failed or corrupt submission or determines the fingerprints are unclassifiable; the 120-day wait period is not applicable in this case. Instructions on how to resubmit recaptured fingerprints are located on the SPEAR: J-3/5/7 Policy and Training Division Page.

h. Use the SAC documentation provided by the SL/GC to manually enter a PS applicant’s physical characteristics into the EFCS who are projected with “No Medical Required”.

6-4. Recruiting Service Guidelines
The Recruiting SL/GC will:

a. Submit required form(s) with the applicant for processing to the MEPS. (See paragraphs 5-9d, 5-10c, and 6-2a of this regulation, as applicable.)

b. Transmit, fax, or mail the SAC documentation (and release form(s)) to the investigating agency IAW Service standards.

c. Maintain SAC documents in the enlistee’s Service DEP and/or Accession packet record.

d. Review USMIRS CR01 screen (MEPS Processing Workload) or Background Investigation Reports (BIR) daily for SAC results pending and results received.

e. Contact their servicing MEPS if a Confirmation WKID (B006S) or an automated SAC result (B006F/P) is not posted in the applicant's USMIRS record within 72 hours.
f. Project the applicant to be fingerprinted or re-fingerprinted as required.

g. Request an additional automated fingerprint SAC NET 120 days of the initial fingerprint submission.

6-5. Investigating Agency Guidelines
The investigating agency will:

a. Process SAC requests and report the results to HQ USMEPCOM.

b. Disregard an additional automated fingerprint received within 120 days of the initial fingerprint submission.

c. Compile and provide unclassifiable fingerprint (UF) results and failed admissions statistics pertaining to SAC requests to J-3/5/7/MEO-PDC as required.

6-6. Fingerprint Requirements
Fingerprinting requirements:

a. Lighting in the fingerprinting area must be sufficient to ensure proper evaluation and quality assurance of fingerprints taken.

b. The EFCS must be at the proper height from the floor. Proper height is a level that allows the average applicant’s forearm to assume a horizontal position when the fingers are being scanned.

c. The applicant’s hands must be clean, dry, and free from perspiration or body oils (alcohol or a nonflammable cleaning agent may be used to clean the applicant’s hands). If using soap and water, use cold water since hot water will raise the oil on the skin. Also, for applicants with poor ridge quality, the MEPS may use an approved ridge builder to assist in capturing legible fingerprints.

d. The MEPS will ensure an adequate stock of FD Form 258 (ordered from the FBI only) is available and used as required.

e. The MEPS will retain current supplies/equipment required for manual fingerprinting in the MEPS but will not replenish these items.

f. The FBI Training Aid Poster is to be displayed near the Electronic Fingerprint Capturing Station(s).
Chapter 7
USMEPCOM Good Ideas Program

7-1. Overview
The objective of the USMEPCOM Good Ideas (GID) Program is to encourage the submission of ideas to HQ USMEPCOM for consideration of improving applicant enlistment processing operations and procedures.

7-2. Definition of a Good Idea
a. An approved and implemented GID improves an applicant enlistment process by reducing efforts or creating efficiencies. Approved and implemented GIDs improve quality, productivity, and response time of an applicant enlistment process by removing non-value added activities and costs (tangible and intangible) through incremental enhancements. In order for a GID to be accepted for evaluation or implementation, the request or idea must be clear, concise, and not a duplicate of a previously identified or submitted GID, System Change Proposal (SCP), form, regulation, or change to a regulation, etc. All previously submitted GIDS should be reviewed prior to GID submittal to ensure the proposed improvement has not already been evaluated. The GID should propose the solution with sufficient rationale to support the requested new applicant enlistment process/procedure such as increased output, productivity, or services. The GID should also address any tangible benefits that can be measured or calculated such as potential cost savings or expenses (time, money, or manpower).

b. The GIDs Program does not replace the following:

(1) GETIT Program as set forth in Chapter 8 of this regulation.

(2) System Change Proposal (SCP). An SCP will record new system functionality or new features that are not currently in the system. This could be as simple as changing cursor movement on a screen, requesting a print button on a screen or as complicated as implementing a new module; i.e., e-Security. An issue is an SCP if it is system-related and suggests a new feature or new functionality that currently does not exist. However, a GID could require an SCP submission of a supporting automation solution. SCPs are reported and managed in the) PTC, see local MEPS ITS or contact J-3/5/7/MOC for assistance on documenting an SCP in PTC).

(3) Forms and Regulation Changes. Changes to forms and regulations by themselves do not constitute a functional processing GID. However, a GID could generate a form, policy or regulation change. Suggested improvements to regulations are covered by users sending comments on DA Form 2028, Recommended Changes to Publications and Blank Forms, or memorandum, to the applicable Proponent Agency within HQ USMEPCOM.

(4) Army Suggestion Program. The program seeks suggestions that improve work methods, materials, processes, equipment, logistics, utilities or tools that will benefit the Army (in turn USMEPCOM). Implemented suggestions that save the Army money are often eligible for a cash award. The suggestion must present a problem or situation, propose a solution and state the benefit to the U.S. Government. Potentially, a USMEPCOM GID could also be submitted to the Army Suggestion Program website (requires an Army Knowledge Online (AKO) account) if it meets the submission requirements.
7-3. Procedure

a. J-3/5/7/MEOP Processing Division, Current Operations (MOC) “Good Ideas” category is accessible via the CA Service Desk Manager available by selecting the Service Desk/MOC icon on the SPEAR Home page under “Publications and Forms”. The UMF 601-23-6-E “Good Idea Request Worksheet, must be attached to the GID submission. UMF 601-23-6-E is located on the SPEAR and on the USMEPCOM Public Site Publications page. After review by the MOC, if the GID submission meets the definition of a GID as defined in paragraphs 7-1 and 7-2, the MOC will assign the GID evaluation to the appropriate Director or Special Staff Officer with a 5-working day suspense of providing feedback to the MOC. If the UMF 601-23-6-E is not included with the GID submission, the GID will be returned to the submitter to provide the appropriate documentation. The GID submission procedures are located on the SPEAR: J-3/5/7 Processing Division Page. Completed UMF 601-23-6-E will be retained under Record Number 5-17b/800C, Good Idea Program Files (see Appendix B, Section III).

b. If the GID submission is considered approved, a determination will be made as to whether or not a system change is required to fully implement the proposal and at that time, the submitter will be informed to submit an SCP (see UMM 680-3-1 for SCP guidance or contact the MOC). Detailed instructions for submitting Problem Reports (PRs)/SCPs and information on basic use of PTC exists on the SPEAR: J6-Information Technology page.

c. A listing of all implemented, pending, and non-implemented GIDs is available for review on the SPEAR: J-3/5/7 Processing Division Page. The MS Excel document contains tabs entitled “closed-not implemented GIDS”, “Pending GIDS”, and “closed-implemented GIDS”.

7-4. Incentive
The submitter of any “Good Idea” that is approved and implemented will be awarded a certificate of appreciation signed by the USMEPCOM Commander, a command coin as funding permits, and an 8-hour time off award as funding permits (for civilians) or 1-day special liberty (for military).
Chapter 8
Generating Enhancements Through Innovative Thinking Program

8-1. Overview
The objective of the GETIT Program is to create a knowledgeable workforce by identifying and training personnel with potential for innovation, creativity, and success in applicant processing. Determining future processing objectives is best accomplished through an on-site MEPS senior managers training program.

8-2. Generating Enhancements Through Innovative Thinking Team Membership
The GETIT team will normally consist of three individuals from J-3/5/7/MEOP. The team can be supplemented from Sector and/or HQ staff, as necessary. At the discretion of the team leader, a representative from different MEPS may accompany the team.

8-3. Scheduling

a. J-3/5/7/MEOP will schedule as many GETIT visits each FY as funding and operations tempo permit. Visit duration is normally Monday through Friday.

b. The GETIT schedule will be coordinated to ensure no conflict exists with other events on the USMEPCOM Master Planning Calendar (e.g., staff assistance visit (SAV), training assistance visit, Inspector General (IG), Manpower). J-3/5/7/MEOP will not schedule a GETIT within 30 days before or after a SAV or IG or the last two weeks of September.

c. After reviewing the Sector input and considering the USMEPCOM Commander’s priorities, J-3/5/7/MEOP will publish the GETIT schedule on the USMEPCOM Master Planning Calendar.

8-4. Procedures

a. Approximately 2 weeks before a scheduled GETIT visit, the team leader will meet with the team members to work out details for the visit. Sector and other MEPS personnel approved to accompany the team will be included in the planning process.

b. Upon arrival at the MEPS, the GETIT team will tour the MEPS facility. The team leader responsibilities include:

   (1) In-briefing the MEPS Commander on arrival.

   (2) Conducting two, 2-hour training classes each day (morning and afternoon), Tuesday through Thursday, with MEPS Commander and staff.

   (3) Preparing a summary of the MEPS innovative ideas, objectives, and processing goals to meet future MEPS requirements.

   (4) Conducting and documenting, for training purposes, a “Production Stream” analysis on one of the following areas: MEPS check-in/out, special testing, inspects, DEP process, and fingerprinting.

   (5) Out-briefing the MEPS Commander and providing a copy of the summary report.
8-5. Evaluation
During the Commander’s out-brief, the team and MEPS staff will identify process improvement initiatives to be presented to HQ USMEPCOM staff for evaluation, based on content and value to the Command.
Appendix A

A-1. Non-MEPS Processing Procedures (remote and outside of MEPS)

a. Purpose

(1) This appendix prescribes policies, procedures, and responsibilities relating to USMEPCOM sponsored Non-MEPS processing.

(2) DoD Components are authorized to conduct enlistment processing outside of MEPS with the information routed through USMEPCOM to ensure policy and reporting requirements are met IAW DoDI 1304.02.

b. Procedures

(1) Normal processing requirements and current regulatory policies remain in effect unless specifically indicated in this appendix or within the Non-MEPS processing Standard Operating Procedures (SOP).

(2) Host MEPS will make their Non-MEPS processing SOP available on the SPEAR: J-3/5/7 Policy and Training Division Page. Any SOP posted to SPEAR will be vetted through the Battalion Commander and Sector HQ, and revalidated biennially upon MEPS Change of Command, or as procedural changes occur. The SOP will address procedures unique to the remote area(s) of responsibility, as well as items outlined in paragraph 1-4 e (2).

(3) Non-MEPS processing MDC/A is determined by the host MEPS Commander and will be addressed in the local SOP(s).

A-2. Non-MEPS Processing (remote/outside of MEPS medical examination and enlistment): Applicants, who are qualified and meet Military Service standards, may have a medical examination performed overseas and enlist outside of a MEPS IAW DoDI 1304.02. The sponsoring Service is responsible for providing the MEPS Medical Department or Processing Section staffs the DD 2808, DD 1966/1, and DD 4 Series as applicable for the reporting of non-MEPS medical examinations or enlistments IAW policy and procedures by the Commander, USMEPCOM. The following supplemental policy and procedures prescribes responsibilities for the sponsoring Service and MEPS:

a. If not completed in the MEPS, a Sponsoring Service will:

(1) Conduct a non-MEPS PEI using UMF 601-23-7-R-E (Non-MEPS PEI and PAI IAW this regulation).

(2) Brief applicant on Restrictions on Personal Conduct (UMF 601-23-5-R-E) and DoD Separation Policy IAW this regulation.

(3) Perform Pre-Oath Briefing IAW this regulation.

(4) Brief UCMJ Articles 104a, 85 and 86.
(5) Advise the applicant of the proper military movements (e.g., how to stand at attention and hold their right hand up at a 90-degree angle).

(6) Advise the applicant they may recite, “swear or affirm” and may omit the words “so help me God,” if the applicant chooses.

(7) Conduct the Oath of Enlistment and complete DD 4 Series IAW this regulation. If the Oath of Enlistment does not occur within 30 days of the initial physical the applicant will be required to medical inspect prior to the entry of enlistment data.

(8) Provide the Enlistment documents (DD 1966/1, DD 4-Series and UMF 601-23-7-R-E) to MEPS after administration of the oath for reporting of the enlistment.

(9) Only transmit PII data using approved encryption transmission.

b. Enlistment Reporting (DEP). MEPS will:

(1) Review DD 1966/1 and DD 4 Series for accuracy and completeness.

(2) Enter DEP data in the DEP-In Data Screen (OD01) within 24 hours or the next business day after receipt of the enlistment documents.

(3) Commit B002A.

(4) Enter Contract Data in the DD Form 4/1-4/2 Enlistment/Reenlistment Screen (OC01).

(5) Press the Save/Print Tab to create the (S001C).

(6) Destroy the USMIRS printed DD Form DD 4 Series.

c. Enlistment Reporting (Accession). MEPS will:

(1) Only receive documents containing PII which have been properly encrypted by the sender.

(2) Review the DD 1966/1 and DD 4 Series for accuracy and completeness.

(3) Enter Accession data in the Accession Data Screen (OA01) within 24 hours or the next business day after receipt of the enlistment documents.

(4) Select Transaction Code 4 with Status A (non-MEPS Accession).

(5) Enter Accession data.

(6) Commit B004A (Guard/Reserve).

(7) Commit B004B (Regular)

(8) Return the enlistment documents to the sponsoring Service after successful entry of enlistment data in USMIRS.
(9) NLT completion of the next business morning reconciliation (ensuring all data in USMIRS was retained during CRDB replication), users will delete all PII data from their workstations’ email, recycling bin, personal drive, etc.

(10) Charge-out the applicant’s packet record IAW UMM 680-3-1 to the sponsoring Service upon completion of reporting of enlistment data and posting of HIV and DAT results.

A-3. Unique Requirements to Honolulu Deployments (outside of MEPS)

a. Honolulu Deployment processing occurs remotely outside of MEPS by the Honolulu MEPS Staff and is not considered “non-MEPS” for applicant processing and USMIRS data entry.

b. QRP for Honolulu deployments is conducted IAW UMR 680-3, not later than 15 calendar days prior to the scheduled deployment (see local SOP for additional guidance).

c. Walk-in processing is not authorized.

d. DAT/HIV testing is not conducted during a Honolulu Deployment (refer to UMR 40-8 Chapter 2 and the local SOP for additional guidance). An applicant shipping coincident to a deployment is exempt from normal DAT/HIV requirements, as the tests are performed by the sponsoring Service at the RTC.

e. Applicant fingerprints will not be captured and submitted by the MEPS during these deployments. Fingerprinting requirements will be accomplished by the sponsoring Service.

f. Temporary Identification Number (TIN). An applicant processing on an assigned TIN may take the ASVAB, medical examination, and enlist into the DEP. An applicant may not Access or ship until they are in possession of a valid SSN.
Appendix B

References

Section I
Publications referenced in or related to this regulation

1 USC Section 7
Definition of Marriage and Spouse

10 USC
Armed Forces

10 USC Section 654
Policy Concerning Homosexuality in the Armed Forces

DoD 5200.2
DoD Personnel Security Program

DoDI 1304.02
Accession Processing Data Collection Forms

DoDI 1304.32
Military Services Recruiting Related Reports

DoDM 1145.02
Military Entrance Processing Stations (MEPS)

AFRSI 36-2001
Recruiting Procedures for the Air Force

AFI 36-2002
Regular Air Force and Special Category Accessions

AR 40-501
Standards of Medical Fitness

AR 340-21
The Army Privacy Program

AR 601-210
Active and Reserve Components Enlistment Program

COMDTINST M1100.2D (series)
Coast Guard Recruiting Manual

COMNAVCRUITCOMINST 1130.8J (series)
Navy Recruiting Manual-Enlisted
MCO P1100.72
Military Personnel Procurement Manual (MPPM), Volume 2, Enlisted Procurement

US Immigration Customs Enforcement Guide to Selected US Travel and Identity Documents

UMR 25-50
Official Mail and Distribution Management Program (OMDMP)

UMR 25-52
Management and Disclosure of Command Information

UMR 40-1
Medical Processing and Examinations

UMR 40-8
Department of Defense (DoD) Human Immunodeficiency Virus (HIV) Testing Program and Drug and Alcohol Testing (DAT) Program

UMR 40-9
Blood Bourne Pathogen Program

UMR 55-2
Recruit Travel

UMR 380-1
USMEPCOM Security Program

UMR 601-4
Student Testing Program

UMR 611-1
Enlistment Qualification Tests

UMR 680-3
United States Military Entrance Processing Command Integrated Resource System (USMIRS)

UMM 680-3-1
Systems Operations Manual

USMEPCOM Medical Prescreen Program Standard Operating Procedures

USMEPCOM Touch Print Enterprise Live Scan System User's Manual

e-Security Quick Reference Guide (QRG)

e-Security User’s Manual (UM)

High Demand High Capacity Standard Operating Procedures
Section II
Forms referenced in or related to this regulation

DA Form 200
Transmittal Record

DA Form 543
Request for Records

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3283
Statements of Member Removed from the Temporary Disability Retired List

DD Form 4 Series
Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 93
Record of Emergency Data—Armed Forces of the United States

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 215
Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 368
Request for Conditional Release

DD Form 372
Request for Verification of Birth

DD Form 1966 Series
Record of Military Processing

DD Form 2005
Privacy Act Statement-Health Care Records

DD Form 2807-2
Accessions Medical History Report

DD Form 2808
Report of Medical Examination

DD Form 2875
System Authorization Access Request (SAAR)
DS 1350
Certification of Report of Birth

FD Form 258
FBI-U.S. Department of Justice Fingerprint Card

FS 240
Department of State Form Consul Report of Birth Abroad

FS 545
Department of State Form Certification of Birth Abroad

NGB Form 22
National Guard Bureau Report of Separation and Record of Service

SF 86/EPSQ/e-QIP
Questionnaire for National Security Positions

SF 507
Medical Record

SF 513
Medical Record Consultation Sheet

UMF 40-1-15-E
Supplemental Health Screening Questionnaire

UMF 601-23-E
Report of Additional Information

UMF 601-23-2-E
Records Flag

UMF 601-23-4-E
Restriction on Personal Conduct in the Armed Forces

UMF 601-23-5-R-E
Introductory Pre-Accession Interview

UMF 601-23-6-E
Good Idea Request Worksheet

UMF 601-23-7-R-E
Non-MEPS Pre-enlistment Interview

UMF 680-3-2-E
Quality Review Program Discrepancy List
UMF 680-3A-E
Request for Examination

UMF 727-E
Processing List (PL)

USCIS Form G-845
Verification Report

USCIS I-551
Permanent Residence Card

USCIS N-550/570
Naturalization Certification

USCIS N-560/561
Certificate of Citizenship

Section III
Recordkeeping Requirements

RN 1-201b3/800D: “Command Inspection Program”
PA: N/A
Keep in office file until no longer needed for business, not longer than 6 years, then destroy.
(Referenced in Appendix C-4)

RN 5-17b/800C: “Good Idea Program Files”
PA: N/A
Keep in office file for 2 years, then destroy.
(Referenced in paragraph 7-3)

RN 11-2a3/800B: “Management Control Program”
PA: N/A
Keep in office file until no longer needed for business, not longer than 6 years, then destroy.
(Referenced in Appendix C-3)

RN 25-400-2b/400B: “Charge-out Suspense File”
PA: N/A
Upon completion of charge-out and record is returned, the completed DA Form 543 will be retained in
office file until no longer needed for conducting business, not longer than 1 year, then destroy.
(Referenced in paragraph 4-4b)

RN 601/600A: “General Personnel Procurement Correspondence Files – DA Form 200”
PA: N/A
Keep in office file for 3 months from date the completed DA Form 200 was received, then destroy.
(Referenced in paragraph 4-8d)
RN 601-210e/600A: “Recruiter Impropriety Investigations”
PA: A601-210bUSAREC
Upon receipt of final action, keep in office file for 2 years, then destroy.
(Referenced in paragraph 5-12d(3))

RN 601-270a/600A: “Examination/Enlistment Files”
PA: A601-270USMEPCOM
Once record is inactive, keep in office file until no longer needed for conducting business, not longer than 6 years, then destroy.
(Referenced in paragraph 4-4, paragraph 5-10b, paragraph 5-12)
Appendix C
Internal Control Evaluation Checklist—Processing

C-1. Function
The function covered by this checklist is enlistment processing at the MEPS.

C-2. Purpose
The purpose of this checklist is to assist MEPS Commanders in evaluating the key internal control areas listed below IAW current HQ USMEPCOM guidance as monitored by the Inspector General (MEIG).

C-3. Instructions
Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2, Internal Control Evaluation Certification. Completed DA Form 11-2 will be retained under Record Number 11-2a3/800B, Management Control Program (see Appendix B, Section III).

C-4. Inspector General Checklists
The list of questions is located on the SPEAR: MEIG Inspector General page. Checklists and Pull Lists are used by the IG during inspections and are available for the MEPS use when performing self-evaluations. A complete copy of the last Inspector General Inspection will be maintained under Record Number 1-201b3/800D, Command Inspection Program (see Appendix B, Section III).

C-5. DA Form 11-2, Management Control Evaluation Certification
Evaluations at the MEPS must be documented on this form. To use the form, MEPS will fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, PEI, drug and alcohol testing, HIV, TDY). The methodology used to conduct the evaluation(s) could be the internal control evaluation checklist(s) referenced in paragraph C-4 above or whatever method is used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self-explanatory. The certification of the DA Form 11-2 is made by the Assessable Unit Manager (AUM); in the MEPS, that is the MEPS Commander.

C-6. Comments
To help make this a better tool for evaluating internal controls, submit comments to J-3/5/7/MEOP via a MOC Request.
Appendix D
Glossary

Section I
Abbreviations

09L
Arabic Linguist

ACMO
Assistant Chief Medical Officer

AD
Active Duty

ADP
Automated Data Processing/Automated Data Product

AFI
Air Force Instruction

AFQT
Armed Forces Qualification Test

AIRP
Alleged Improper Recruiting Practices

AIT
Advanced Individual Training

AKO
Army Knowledge Online

AR
Army Regulation

ARN
Alien Registration Number

ARNG
Army National Guard

ASVAB
Armed Services Vocational Aptitude Battery

AUM
Assessable Unit Manager
BI
Business Intelligence

BIR
Background Investigation Reports

BPI
Business Process Improvement

BPM
Business Process Management

BTG
Blue to Green

CAT—ASVAB
Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

CMO
Chief Medical Officer

CMS
Command Message System

COB
Close of Business

COMNAVCURITCOMINST
Navy Recruiting Command Instruction

COR
Contracting Officer Representative

CRDB
Centralized Relational Database

CSS
Customer Satisfaction Survey

CT
Central Time

DA
Department of the Army

DAT
Drug and Alcohol Testing
DCMO
Deputy Chief Management Officer

DoD
Department of Defense

DEP
Delayed Entry Program; Delayed Enlistment Program

DMDC
Defense Management Data Center

DOB
Date of Birth

DROTC
Dis-Enrolled Reserve Officers’ Training Corps

DTMO
Defense Travel Management Office

DVD
Digital Versatile Disc

EFCS
Electronic Fingerprint Capture Station

EO
Enlistment Officer

EMP
Emergency Management Plan

EPSQ
Electronic Personnel Security Questionnaire

e-QIP
Electronic Questionnaire for Investigations Processing

e-SOA
Electronic Service Oriented Architecture

ETP
Exception to Policy

FBI
Federal Bureau of Investigation
FBP
Fee Basis Provider

FD
Fingerprint Division

FIS
Fingerprint Interface Server

FS
Form, State Department

FOIA
Freedom of Information Act

FSM
Federated States of Micronesia

GETIT
Generating Enhancements Through Innovative Thinking

GID
Good Idea

HIV
Human Immunodeficiency Virus

HQ
Headquarters

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

HRA
Human Resources Assistant

HTS/DS
Hometown Shipping / Direct Ship

HVAC
Heating, Ventilation, and Air Conditioning

IADT
Initial Active Duty Training

IAW
In Accordance With
i-CAT
Internet Computerized Adaptive Testing

IG
Inspector General

IRC
Inter-Service Recruitment Committee

IRR
Individual Ready Reserve

ITS
Information Technology Specialist

J-1/MEHR-PR
J-1/Human Resource Directorate-Programs Division

J-3/5/7/MEOP
J-3/5/7/Operations Directorate

J-3/5/7/MEOP-PD
J-3/5/7/Operations Directorate-Processing Division

J-3/5/7/MEOP-PDC
J-3/5/7/Operations Directorate-Processing Division-Operations Center “MOC”

J-6/MEIT
J-6/Information Technology Directorate

J-6/MEIT-CSD-CSB
J-6/Information Technology Directorate-Enterprise Customer Service Branch, Service Desk

J-3-5-7/MEOP-MD
Medical Division

J-8/MERM-PP
J-8/Resource Management Directorate-Program and Policy Division

MCO
Marine Corps Order

MDC/A
Maximum Daily Capacity/Allocation

MECS
USMEPCOM Command Surgeon
MEDC-AC
Acquisitions and Contracting

MEIG
Inspector General

MEPS
Military Entrance Processing Station

MET
Military Entrance Test

MFR
Memorandum for Record

MOS
Military Occupational Specialty

MS
Microsoft

NCO
Noncommissioned Officer

NCOIC
Noncommissioned Officer in Charge

NCSP
National Call to Service Program

NET
Not Earlier Than

NFE
Non-Federal Entities

NGB
National Guard Bureau

NLT
No Later Than

NPS
Non-Prior Service

OCA
Originating Agency Case
OCS
Officer Candidate School

OMDMP
Official Mail and Distribution Management Program

OMR
Optical Mark Reader

OPM
Office of Personnel Management

OPSO
Operations Officer

OTS
Officer Training School

PADD
Projected Active Duty Date

PAI
Pre-Accession Interview

PAMDEHO
Personal, Aptitude, Medical, DEP, Enlistment, Hold, Overall

PCN
Product Control Number

PEI
Pre-Enlistment Interview

PII
Personally Identifiable Information

POB
Place of Birth

PR
Problem Report

PS
Prior Service

PSI/ENTNAC
Personnel Security Investigation/Entrance National Agency Check
PTC
Parametric Technology Corporation

PULHES
Physical, Upper/Lower, Hearing, Eyes, Psychiatric

QRG
Quick Reference Guide

QRP
Quality Review Program

RAP
Record of Arrest and Prosecution

RJ
Return Justified

RDEP
Guard/Reserve DEP

RE-code
Reenlistment code

REDD
Re-Enlistment Eligibility Data Display

RID
Record Identification

RMI
Republic of the Marshall Islands

ROP
Republic of Palau

ROTC
Reserve Officers Training Corps

RPS
Remote Processing Station

RTC
Reception Training Center

SAC
Special Agreement Check
SAV
Staff Assistance Visit

SCP
System Change Proposal

SDP
Same Day Processing/Processor

SF
Standard Form

SL/GC
Service Liaison/Guidance Counselor

SME
Subject Matter Expert

SOI
Security Office Identifier

SOP
Standing Operating Procedures

SPD
Separation Program Description

SPEAR
Sharing Policy Experience and Resources

SPF
Service Processed For

SSA
Social Security Administration

SSN
Social Security Number

SSS
Selective Service System

STARNET
Station Advisory Reporting Network

TDRL
Temporary Disability Retired List
TDY
Temporary Duty

THR
Transaction History Report

TIN
Temporary Identification Number

UBIS
USMEPCOM Business Intelligence System

UCMJ
Uniform Code of Military Justice

UF
Unclassifiable Fingerprint

UIC
Unit Identification Code

UM
User Manual

UMF
USMEPCOM Form

UMR
USMEPCOM Regulation

USCIS
United States Citizenship and Immigration Services

USMA
United States Military Academy

USMIRS
United States Military Entrance Processing Command Integrated Resource System

WKID
Workload Identification Code

Section II
Terms

6-Hour Window
A 6-hour period of time (processing window) that is a goal for each MEPS to give to SL/GC within which they may work new DEP contracts and Reserve/National Guard Accession contracts. The 6-hour window starts when the first applicants to complete medical processing return to their respective SL/GC.
Additional Information
Previously undisclosed or concealed information obtained from an applicant during MEPS processing that may have a bearing on the enlistment qualifications of the applicant.

Advanced Individual Training
Training/schooling to qualify a Soldier for the award of a MOS upon successful completion of the training

Authentication
Evidence, by proper signature or seal, that a document is genuine and official.

Classifiable Fingerprints
Clear and distinct fingerprints that enable the FBI to identify and interpret all characteristics necessary for classification.

Death Gratuity
A sum paid to beneficiaries of military personnel who die while in the Service or within 120 days after separation.

Discharge
Complete severance from all military status gained by the enlistment or induction concerned.

Enlistment
The voluntary enrollment in the Armed Forces as contrasted with induction.

Exception to Policy (ETP)
An approved deviation from established Laws, Regulations, or Policies (LRP).

Fee-Basis Provider (FBP)
A non-government service civilian medical provider (physician, physician assistant or certified nurse practitioner) utilized by the MEPS, in addition to, or in lieu of, the Chief Medical Officer, to conduct medical exams in the station.

Fee-Basis Provider Application
A medical software program that automatically calculates points based on projections and gender that will determine the number of FBPs needed on a MEPS processing day.

Fraudulent Entry
Fraudulent entry is the procurement of an enlistment or reenlistment through any deliberate material misrepresentation, omission, or concealment of information which, if known and considered, might have resulted in rejection for military service. This includes disqualifying information requiring a waiver.

Alleged Improper Recruiting Practice (AIRP)
Any intentional action(s) or omission(s) or negligence in the performance of duty by a recruiter, which occurs during the processing of a prospect or applicant for enlistment and which result(s) in the attempted enlistment of a person who does not meet all established enlistment prerequisites.
Initial Active Duty for Training
The initial duty for training period of a non-PS enlistee which is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

Initial Entry into Military Service
Entry for the first time in military status by induction or enlistment in any Service of the Armed Forces of the United States.

Initial Entry Training
Training conducted for personnel upon entry into military service. It provides an orderly transition from civilian to military life and motivation to become a dedicated, highly disciplined individual capable of performing the basic skills required by military members.

Maximum Daily Capacity/Allocation (MDCA)
Establishes a MEPS unique maximum daily capacity for new contracts (excluding shippers) and full medical exams (excluding inspects) based on assigned MEPS HRA and medical staffing (excluding CMO, ACMO, and FBP). Provides each Recruiting Service a guaranteed minimum level of daily contract/full medical exams. Service allocation will only be used to limit processing when the MEPS capacity for contracts or full medical exams is exceeded. MDCA is not intended for sustained levels of activity over an extended period of time. It is an "all MEPS hands on deck" capability for the MEPS which may require deferring any other business/activity other than applicant processing on that day.

Military Entrance Testing (MET) site
A location outside the MEPS used to administer the Armed Services Vocational Aptitude Battery, and operated by MEPS personnel.

National Agency Check
A personnel security investigation consisting of, as a minimum, a check of the Defense Control Index of Investigations and FBI HQ files, including a technical fingerprint search.

Non-Federal Entities
Generally a self-sustaining, non-federal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government.

USMEPCOM Form 601-23-7-R-E (PEI (Non-MEPS)).
The form supports Non-MEPS enlistment processing activities. The form is to be completed by the sponsoring Service performing Non-MEPS enlistment processing with their applicant and is to be submitted to the MEPS with the DD Forms 1966/1 (Record of Military Processing) and 4 (Enlistment/Reenlistment Document) in support of reporting the Non-MEPS enlistment in USMIRS.

Normal Processing
The extension of Service to the applicant and the recruiter, which permits the full implementation of the Red Carpet program and is provided within the standard workday/week.
No Later Than (NLT)
When associated with projections, means that a Service must project applicants prior to this established cut-off time. A MEPS establishing a projection time earlier than this time would be more restrictive, and it is not permitted unless an exception to policy has been approved by the USMEPCOM Commander or Deputy Commander/Chief of Staff.

Not Earlier Than (NET)
When associated with times, means that MEPS may not establish an earlier time since that would be more restrictive to the Service.

One Station Unit Training
When an enlistee completes Basic and advanced individual training (AIT) at the same location.

PAMDEHO
Seven categories: Personal, Aptitude, Medical, DEP, Enlistment, Hold, Overall that indicate an applicant's processing status. Each program indicator is derived by evaluating and calculating the processing actions in the order posted into the applicant's electronic SSN record. RID is derived from PAMDEHO.

Pre-Accession interview (PAI)
An additional interview given by MEPS personnel (before the administration of the active duty Oath of Enlistment) to enlistees being discharged from the DEP to Access. This is an additional aid to the Services in preventing fraudulent entry into the Armed Forces, detecting paperwork errors, and detecting improper recruiting activities.

Pre-Enlistment interview (PEI)
An interview given by MEPS personnel to all applicants before entering the DEP, and to all applicants Accessing into the Reserves and National Guard. The purpose of the interview is to assist the Recruiting Services in preventing fraudulent entry into the Armed Forces. This interview is also used to verify the accuracy of the information contained on the enlistment documents.

PEI Front-Loading
Front loading refers to Operations processes that are authorized to be performed before the actual PEI but must be accomplished prior to the enlistment.

Prior Service
See definition as prescribed by DoDM 1145.02 for each branch of the Armed Forces.

PULHES
A set of designators: Physical, Upper/Lower (extremities), Hearing, Eyes, Psychiatric assigned to represent combinations of physical qualification categories identified during the physical examination, that collectively create an applicant medical profile status as established by AR 40-501, Standards of Medical Fitness.

Records Flag (UMF 601-23-2-E)
A form used by the MEPS equivalent of a USMIRS administrative hold “N” status. The form is used to provide an immediate visual notification that a discrepancy exists with the file that may have a bearing on an applicant’s enlistment qualifications. When a ‘Flag’ is used, it is to mirror information sited in the
USMIRS hold remarks.

A form used by the MEPS to report an additional information disclosure that may have a bearing on an applicant’s enlistment qualifications.

**Reserve Components**
Reserve components of the Armed Forces of the United States are:
(1) Army National Guard (ARNG) of the United States,
(2) Army Reserve,
(3) Navy Reserve,
(4) Marine Corps Reserve,
(5) Air National Guard of the United States,
(6) Air Force Reserve, and
(7) Coast Guard Reserve.
Each Reserve component has three reserve categories: a Ready Reserve, a Standby Reserve, and a Retired Reserve. Each reservist shall be placed in one of these categories. (10 U.S.C. Sections 261 and 267).

**Separation**
An all-inclusive term applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, or death.

**Staff Supervision**
The processing of advising other staff officers and individuals subordinate to the Commander of the Commander's plans and policies, interpreting those plans and policies, assisting such subordinates in carrying them out, determining the extent to which they are being followed, and advising the Commander thereof.

**TIN**
A unique identification number assigned by USMEPCOM to individuals, under the Compact of free Association, that is eligible to work in the United States but has not received a SSN. Applicants processing on this assigned TIN may take the ASVAB, medical examination, and enlist into the DEP. Applicants may not Access or ship until they are in possession of a valid SSN.

**Unclassifiable Fingerprint (UF)**
Fingerprints on a card (electronic or hard copy) found to be unclassifiable by the FBI due to missing or unclear characteristics necessary for classification. The MEPS will be notified by the investigating agency when captured fingerprints are unclassifiable and the applicant will need to be re-fingerprinted.

**Unsworn Statement**
A written and signed statement from an applicant alleging improper recruiting practices or from the pre-enlistment interviewer if an applicant refuses to make the statement.