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

*USMEPCOM Regulation
No. 601-23

Effective date: February 26, 2024
Personnel Procurement
Entrance Processing and Data Reporting Management

FOR THE COMMANDER:

Donovan D. Phillips
Chief of Staff

DISTRIBUTION:
Unlimited. This Regulation is approved for public release.

Executive Summary. This regulation encompasses current policy and regulatory guidance for operations of USMEPCOM processing locations (Military Entrance Processing Stations (MEPS)/Remote Processing Stations) *herein referred to as "MEPS";* applicant processing activities inclusive of recruit transfers; and the Command's enterprise system – system of systems (*herein referred to as United States Military Entrance Processing Command Integrated Resource System (USMIRS)*).

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

Supplementation. Supplementation of this regulation, and establishment or modification of any forms, is prohibited without prior approval from HQ USMEPCOM, ATTN: J-3/MEOP-PPT, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-3/MEOP-PPT. 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/MEOP-PPT, 2834 Green Bay Road, North Chicago, Illinois, 60064-3091, or as instructed in Chapter 10 of this regulation.

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

*This regulation supersedes USMEPCOM Regulations 680-3, 55-2, and 601-23 dated November 6, 2020. This regulation contains major revisions and is to be reviewed in its entirety.

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Chapter 1
General

1-1. Purpose
This regulation provides policies and procedures for enlistment processing; matters relating to preparing, maintaining, and distributing enlistment documents (including interviewing and fingerprinting of an applicant), processing Special Agreement Check (SAC) requests, data reporting, and recruit transfers to duty assignments. It also provides instructions for implementation of 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 and Forms
References are listed in Appendix D.

1-3. Abbreviations and Terms
Abbreviations and terms used in this regulation are explained in Appendix F, Glossary.

1-4. Responsibilities

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

    (1) Exercise primary staff responsibility and develop policies and procedures for aptitude, medical, enlistment, and administrative processing activities; system reporting; recruit transfers (IAW Joint Travel Regulation (JTR) and Department of Defense Directive (DoDD) 4500.9 Transportation and Traffic Management); and related matters.

    (2) Manage MEPS SAC processing, Electronic Fingerprint Capturing Stations (EFCS), and the electronic communication of fingerprints to the investigating agency; maintain liaison with the investigative agency.

    (3) Exercise functional proponency for USMIRS and all related actions required to maintain system functionality.

    (4) Manage accession records information, functional data collection, and business intelligence data analytics; ensure quality assurance (QA) and timely transmission/reporting.

    (5) Review and approve Service-system automated accession processing form versions.

    (6) Review business process and system related agreements with outside agencies ensuring organizational, policy, and functional data requirements are satisfactorily represented; maintain liaison with external stakeholders identified as process owners and system users.

    (7) Develop requirements, research deficiencies, and approve changes to business processes and system applications. Ensure changes conform to applicable laws, regulations, and policies, and regulations.

    (8) Govern system user acceptance and operational field/production verification testing efforts; authorizing functional software deployments for release or rollback.

    (9) Manage the user interface; develop and provide training of new processes, policies, and software when initiatives affect system user operation(s).

(10) Exercise proponency and oversee implementation of the Defense Travel Management Office (DTMO) Quality Assurance Evaluation (QAE) for the Travel Management Company (TMC) contract.

(11) Serve as liaison:

(a) to General Services Administration (GSA), Human Resources Administration, and DTMO for the TMC contract.

(b) between the DTMO Recruit Assistance (RA) and Recruiting Services.

(12) Provide a single point of contact capability for managing resolution of MEPS daily applicant processing issues; Processing Branch - Current Operations (J-3/MEOP-ORP-C) "MOC".

(13) Orchestrate the "Generating Enhancements Through Innovative Thinking" (GETIT) Program.

(14) Issue mobilization guidance for the processing and reporting of inductions supporting Selective Service System (SSS) activation of the draft.

b. Resource Management Director (J-8/MERM) will:

(1) Establish policy for recruit travel CBAs and internal controls necessary to effectively manage MEPS CBAs.

(2) Appoint a CBA program manager.

(3) Monitor CBA functions such as:

(a) Billing issues and account dispute resolutions.

(b) Systemic problems that affect MEPS.

(c) Request for Agency/Organization Point of Contact (A/OPC) user identification (ID).

(d) Timely monthly CBA payments.

(e) Assist MEPS when CBAs are past due to avoid disruption, suspension, or cancellation of accounts.

(f) Conduct annual review of CBA training requirements in support of J-1/Human Resource Directorate Workforce Development, Training, and Conferences Division (J-1/MEHR-WTC) training requirements.

(4) Liaise with government charge card company administrators.

(5) Serve as the proponent for recruit meal allowances.

(6) Appoint, in writing, MEPS Transportation Assistant (TA) and two to four alternates to issue meal entitlements upon request from MEPS Commander.

(7) Provide appointed meal allowance issuers (MAIs) to J-6/Information Technology Directorate (J-6/MEIT) to be added to the meal allowance issuer system/active directory.

(8) Coordinate with J-3/MEOP-ORP regarding any billing or technical issues.

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

(1) Determine MEPS capacities.

(2) Ensure MEPS capacity figures are reasonable and justifiable.

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

(4) Coordinate with J-8 Plans and Programs Division (J- 8/MERM-PP) the proposed budget for MEPS civilian labor overtime costs 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.

(5) Fund Familiarization Training for MEPS Commanders, Operations Officers (OPSO) and Senior Enlisted Advisors (SEA) (see paragraph 2-12). A Service recruiter temporary duty (TDY) from MEPS to Inter-service Recruitment Committee (IRC) HQ will be included as appropriate to accomplish this training.

(6) Exercise supervision responsibilities to all 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 (BN) Commanders will:

(1) Monitor the execution of the policies and procedures promulgated by 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 Commanders will:

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

(2) Ensure Standard Operating Procedures (SOP) do not contain policies that are more restrictive

than what is indicated in this regulation. Each local MEPS SOP will include, at a minimum:

      (a) No-show procedures.

      (b) Manual processing procedures.

      (c) Control desk hours of operation (to include MEPS check-in cut-off window – see paragraph 8-2d(1)).

      (d) Uncooperative/disruptive applicant procedures.

      (e) ETP procedures.

      (f) Document upload notification procedures.

      (g) Walk-in Policy, to include walk-in QRP procedures.

      (h) Group travel leader procedures.

      (i) Applicant Smoking Policy.

      (j) MEPS Commander's Applicant Electronic Device Policy.

      (k) Special-Category Processing.

      (l) Recruiter access and identification.

      (m) Applicant visitor procedures.

(3) Notify the IRC, BN Commander, and Sector HQ when schedule visits exceed capacity. Comply with USMEPCOM Regulation (UMR) 40-1, Medical Qualification Program 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.

(4) Ensure only qualified applicants ship; qualified in aptitude, medical (with emphasis on HIV/DAT results received), and conduct; and, in cases of disqualification or ETP, ensure proper documented Service waiver(s) is approved and received.

(5) Ensure all data, forms, and transactions in the applicant's USMIRS record and MHS GENESIS electronic health record (EHR) are accurate and complete.

(6) Advocate the use of the "MOC" via ServiceNow and Microsoft Teams War Room when assistance and support is needed regarding applicant processing (see paragraph 10-2).

(7) 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 communicated to IRC partners.

(8) Conduct IRC meetings IAW Department of Defense Manual (DoDM) 1145.02.

(9) Ensure MEPS military staff completes Familiarization Training with a Recruiting Service (see paragraph 2-12).

(10) Coordinate new Recruiter Orientation with the IRC and provide training to new Service Liaisons/Guidance Counselors (SL/GCs) IAW paragraph 2-12.

(11) Implement Red Carpet Treatment program.

(12) Appoint alternate MEPS TA in writing.

(13) Nominate in writing the MEPS TA as A/OPC to access the CBA credit card company website. Provide nomination to J-8/MERM Programs and Formulation Branch (J-8/MERM-PPF) via email.

(14) Nominate the MEPS TA as the primary QAE and ATO as the alternate QAE for the TMC contract. Provide nominations to the DTMO TMC Contracting Office Representative (COR) via email.

(15) Nominate in writing the MEPS TA as the primary MAI and two to four staff members to serve as alternates. Provide nominations to J-8/MERM-PP via email with the following information:

(a) Full name

(b) Civilian grade or military rank

(c) Primary or alternate nomination

(16) Appoint in writing, a Commissioned officer, Chief Warrant Officer (CW2 or above), or civilian employee (GS-8 or above) as the ATO.

(17) Ensure MEPS staff are trained and complies with J-1/MEHR-WTC training guidelines. See SPEAR for required training matrices.

(18) Serve as the MEPS Transportation Officer

(19) Serve on the MEPS Recruit Travel Ground Route Evaluation Board.

f.   MEPS Operations Officer (OPSO) will:

(1) Manage MEPS applicant processing activities in coordination with each Recruiting Service.

(2) Monitor applicant flow through the MEPS and resolve any inefficiencies.

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

(4) Ensure medical processing is complete and an applicant is medically qualified to "ship" during the Quality Review Program (QRP).

(5) Ensure a Station Advisory Reporting Network (STARNET) report is submitted IAW UMR 380-1, USMEPCOM Security Program (e.g., USMIRS down, MEPS closure, applicant injury, Personal Identification Information (PII)/Personal Health Information (PHI) breach, or other unusual circumstances).

g. Assistant Transportation Officer (ATO) will:

(1) Ensure recruit travel arrangements comply with the JTR. Ensure ground transportation, to include transportation from MEPS to the origin airport, is provided by a DoD approved carrier.

(2) Ensure control and accountability for meal allowances.

(3) Review and sign non-MEPS shipper meal allowance Proxy Pick Up sheets and ensure unused meal allowances are returned by SL/GC.

(4) Provide oversight of proper usage and reconciliation of CBAs. Ensure CBAs are reviewed and reconciled monthly.

(5) Contact J-8/MERM-PPF for CBA issues.

(6) Maintain DD Form 577 (Appointment/Termination Record-Authorized Signature) on file with each Service's Defense Finance and Accounting Service (DFAS) office.

(7) Serve as the alternate QAE.

(8) Serve on the MEPS Recruit Travel Ground Route Evaluation Board.

h. TA will:

(1) Coordinate transfers of recruits from MEPS to duty assignments as specified by sponsoring Services using USMIRS, e-Orders, and TMC non-DOD online booking tool, herein referred to as "OBT".

(2) Be responsible for control, stock levels, and security of accountable forms, logs, and receipts of signatures for accountable forms.

(3) Assume the duties as A/OPC for CBA credit cards.

(a) Reconcile CBAs within 3 business days after receipt of credit card vendor invoice or the TMC reconciliation package, whichever is required last.

(b) Contact TMC and annotate the quarterly QAE report if the TMC invoice is late.

(c) Print the credit card statement via the contract company's website within 2 business days at the end of the billing cycle.

(d) Notify BN if CBA is not paid by the statement due date.

(e) Notify J-8/MERM-PPF if CBA becomes 60 days delinquent.

(f) Forward monthly CBA reconciliation to certifying officer for review and signature.

(4) Prepare and issue meal allowances and reports.

(5) Forward any discrepancies noted with ground carrier via email to J-3/Processing Branch –

Recruit Travel (J-3/MEOP-ORP-R) osd.north-chicago.usmepcom.list.hq-j357-meop-pd-recruit-travel@mail.mil.

(6) Ensure all shipper order numbers are submitted to TMC no later than (NLT) 7 processing days prior to ship date, as applicable.

(7) Perform daily reconciliation of e-Orders Shipping Register.

(8) Serve as the primary QAE.

(9) Serve on the MEPS Recruit Travel Ground Route Evaluation Board.

1-5. Duty Appointments
This paragraph provides a consolidated list of required duty appointments listed throughout this regulation. All duty appointments will be recorded in memorandum format.

    a.   Director, Resource Management (J-8/MERM) will appoint:

        (1) Travel Centrally Billed Account (CBA) program manager.

        (2) Meal Allowances Issuer (MAI).

    b.   Sector Commanders: Appoint MEPS Commanders as Transportation Officers.

    c.   MEPS Commanders will appoint/nominate:

        (1) A Commissioned Officer, Chief Warrant Officer, or DoD civilian employee in the grade of GS-8 or above as the Assistant Transportation Officer (ATO).

        (2) TA as recruit travel QAE and ATO as alternate QAE to provide oversight of the TMC performance via quarterly reports to DTMO COR. Send nominations to DTMO TMC COR and Program Managers for appointments. See paragraph 9-13 for QAE policy.

        (3) TA and two to four alternates as MAIs to J-8/MERM. Send nominations via email to J-8/MERM-PP). Upon departure of a MAI notify J-8/MERM-PP via email. See paragraph 9-9 for meal allowance policy.

        (4) MEPS TA as A/OPC to access the CBA credit card company website. Provide nomination to J-8/MERM-PPF via email.

Chapter 2
MEPS Operating Standards

2-1. Overview
This chapter prescribes policies for MEPS operations. 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 Services' recruiting mission. MEPS will not establish any standards that are more restrictive than what is prescribed in this regulation.

2-2. Red Carpet Treatment
The manner each applicant is treated reflects the pride and professionalism of each staff member. Applicants will always be treated with dignity and respect. All employees must follow the Red Carpet Treatment policy and embrace its procedures and intent.

a.   Welcome procedures. USMEPCOM Commander's Welcome Briefings are essential elements of Red Carpet Treatment and set the tone of the day. The objective is to foster a safe environment that is supportive and friendly. MEPS will inform each applicant of processing procedures and expectations upon their arrival.

b.   Applicant treatment. Despite the repetitive nature of functions, workload, and deadlines, MEPS staff members must be cognizant that visiting their MEPS is often an applicant's first exposure to the Armed Forces. Each applicant has unique concerns, problems, and questions. MEPS will avoid an assembly-line mentality and instead provide applicants with individualized and personalized attention on their important and memorable processing day.

c.   Addressing applicants. All communication with applicants (verbal, nonverbal, written) will be in a polite, respectful, and professional manner. This will bolster each applicant's attitude and their opinion of the Armed Forces.

(1) Verbal communication. Address applicants in a friendly and polite tone of voice. MEPS personnel should use "Mr./Ms. last name", "Sir/Ma'am", and "ladies" and "gentlemen" when addressing a group.

(2) Written communication. All written communication (welcome letters, signs, instructions, etc.) will be clear, polite, and possess a positive connotation. Communications will be written at a level that is easily understood by applicants. Avoid a negative tone such as don't, can't, won't, etc.

d.   Clearly explain each step of the process. Describe each process, procedure, and examination as time permits. Applicant awareness of what is happening and why, will alleviate anxiety and uncertainty. Generally, the more details one has about what to expect, the better the response and compliance.

e.   Provide smooth, efficient, and prompt processing. MEPS will ensure a smooth and efficient applicant flow is in place to help reduce long lines, bottlenecks, and idle time. Consider using front-load processing (see paragraph 8-8e) to provide the most efficient use of MEPS staff. Conduct frequent enlistment ceremonies when feasible.

f.   Respect each applicant's privacy and dignity. MEPS will provide applicants with as much privacy

as possible. If issues arise in discussions between staff or with SL/GCs, move to a private area, away from applicants.

g. Provide applicant activities while waiting. Inform applicants the reason for delays and available activities within the MEPS (e.g., USO lounge (if available), video games, magazines air hockey/foosball, television, etc.).

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

i. Applicant Injury. Guidance concerning claims against the United States submitted by applicants for illness and injury that occurred during MEPS processing is located in UMR 27-1, Military Justice and Legal Services.

j. Ceremony Standards. MEPS will explain and emphasize the significance of taking the Oath of Enlistment, the positive impact on applicant's personal lives, and the contributions applicants will make to our nation. MEPS will stress military values and our nation's pride and appreciation of their commitment to join the Armed Forces.

k. MEPS personnel will not ask questions that pertain to sexual orientation nor discriminate any applicant based on sexual orientation.

2-3. Operating Schedules
MEPS will operate on a 5-day work week, excluding federal holidays, 3-day holiday weekends, and HQ, and Sector pre-approved closures. MEPS will only open for applicant processing on Saturdays when directed by J-3/MEOP via CMS. The Friday after Thanksgiving is a non-processing day (see paragraph 2-3c for non-processing day procedures). MEPS will not open for applicant processing on Sundays.

MEPS will avoid beginning processing days prior to 0600 local time unless mission essential requirements dictate the need to open earlier. Opening times will be reviewed when negotiating new meal and lodging contracts. USMEPCOM's Operating Schedule is located on the SPEAR homepage under Internal Resources.

a. MEPS Closure. In rare instances, MEPS Commanders may close their MEPS due to an unusual event, such as: power outage, heating, ventilation, and air conditioning issues, water/sanitation issue, structural damage, IRC actions, etc. MEPS, BN, and Sector Commanders will have an approved Emergency Management Program (EMP) that includes an alternate (MEPS or non-MEPS) location for MEPS to continue processing when conditions restrict processing over an extended period.

(1) MEPS Commanders will not close due to USMIRS, MHS GENESIS, or other system outages without approval from their Sector Commander.

(2) MEPS Commanders can best determine a closure course of action by using the following steps:

(a) Make an immediate assessment.

(b) Consider staff and applicant safety and other areas of concern.

(c) Consult the MEPS Closure Decision Matrix located on milSuite.

(d) Propose a solution and immediately inform the appropriate personnel (BN Commander, Sector, HQ, J-3/MEOP via MOC request, IRC, etc.).

(e) Consider the impacts of a MEPS closure on staff and IRC. If closing MEPS is the best course of action, submit a STARNET to J-4/Physical Security Division (J-4/MEFL-PS) IAW UMR 380-1 and inform:

1. BN Commander

2. Sector

3. J-3/MEOP via MOC request

4.   IRC partners

5. Acquisitions and Contracting Special Staff Office (MEDC-AC)

6. COR and FBP vendor (to cancel the FBP order).

(3) Sector Commanders have the authority to close a MEPS for a full day or part of a day, at their discretion for non-emergency reason. This decision must consider the impact on IRC partners and is to be directly coordinated with recruiting Service leadership at the Recruiting Command/Operations Conference (RC/OC) level for the respective MEPS. J-3/MEOP will be informed of the closure via MOC request.

(4) Upon re-opening and/or system(s) returning to normal functionality, 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 2-2 and communicate processing capability plans with BN, Sector, HQ, and IRC partners.

b. Zero Projection Day. When a MEPS has zero projections, typically on a day next to a major federal holiday (e.g., Christmas Eve or New Year's Eve), Sector Commanders may approve a Zero Projection Day. MEPS will remain open for walk-ins with minimal staffing compared to a normal processing day. A Zero Projection Day will be communicated with IRC partners, and J-3/MEOP via MOC request.

c. Non-Processing Day. When MEPS is open, but no applicant processing, to include walk-ins, is authorized. MEPS staff will conduct other non-processing activities (e.g., training, organization day, etc.). MEPS will not conduct processing without pre-approval from their Sector Commander.

d. Saturday Processing. When increased processing capabilities are required by Recruiting Services, HQ USMEPCOM will implement Saturday processing. Approved Saturday processing dates, MEPS designated to open, scheduling requirements, and J-3/MEOP-ORP-C and J-6/MEIT Service Desk support hours will be announced via CMS.

(1)   48-hour scheduled visits are due NLT 1100 Thursday preceding the Saturday opening (see Chapter 5 for scheduled visit policy).

(2)   MEPS will provide night testing on the Friday prior to a Saturday opening. MEPS may conduct

special purpose testing during the Saturday opening at the discretion of the MEPS Commander.

    (3)   Walk-ins are permitted IAW paragraph 2-6b. Workload will not exceed Medical Department capacity. Walk-ins for medical processing must have a simple prescreen (PS) packet uploaded into USMIRS NLT 1100 on the Friday preceding the Saturday opening or have a complex PS in a "Ready to Process" PS status in USMIRS.

    (4)   MEPS Commanders will determine processing capacity for Same Day Processing (SDP) (see paragraph 2-6a for SDP policy).

    (5)   Officer candidates may process; however, special-category processing and head-of-line-privileges are not required to be offered during Saturday processing (see paragraph 2-6d for special-category processing).

    (6)   Saturday processing does not factor into PS timelines IAW UMR 40-1 and Accession Medical Evaluation Standard Operating Procedure (AME SOP).

   e.   Organization Day. One Organization Day per FY is authorized for each MEPS. MEPS Commanders will coordinate their Organization Day with local IRC partners. MEPS Commanders will send their Organization Day date to the BN Commander, Sector, and J-3/MEOP via MOC request.

2-4. Applicant Dress and Hygiene Standards

Sponsoring Services will ensure applicants are aware of MEPS dress and hygiene standards (see Figure 2-1), that they will be processing through a professional military organization, and must adhere to these standards. Applicants are required to meet basic hygiene standards by taking a shower prior to arriving at MEPS (if possible), and every attempt is to be made by applicants to wear clean clothing on the day of processing.

a. Applicants not adhering to dress and hygiene standards will be placed in an Admin Hold with reason "Applicant Violated Clothing Standards" and returned to SL/GC until the violation is resolved.

b. MEPS will not place applicants in Admin Holds for standards outside the scope of this regulation.

2-5. USMEPCOM Commander's Welcome Briefings

USMEPCOM Commander's Welcome Briefings outline rules of applicant conduct and personal safety, informs applicants they're in a professional military organization, and ensures applicants understand they're the number one mission priority.

MEPS Commanders may edit and arrange the slides to accommodate local circumstances, with exception to the four sexual assault slides that must remain together in their current order. No content will be deleted from the slides. The briefings are not required to be read verbatim. Briefing updates will be announced and provided via CMS. For maximum value, the briefings will precede as much of the MEPS processing day as possible.

   a.   USMEPCOM Commander's Welcome Briefing for Initial Processing: This briefing is designed for applicants new or unfamiliar with MEPS processing.

    (1)   The briefing will be presented to applicants processing for the Active, Reserve, or National Guard component who have not been to a MEPS in over 2 years, or requires processing other than a consult,

ASVAB, special purpose test, or a significantly reduced level activity.

(2)   The briefing will be provided verbally while displaying the current version of the slides posted on milSuite.

(3)   The briefing will be given by a uniformed member in the grade of E-7 or above, to the maximum extent possible. However, MEPS Commanders may certify qualified MEPS civilian or military staff to present the briefing. MEPS Commanders must observe the briefings prior to certifying presenters. Staff members will be certified as presenters via Memorandum for Record (MFR), which will be maintained on file by the MEPS Commander. When civilian staff are presenters, they will be dressed to present a professional image. Military personnel will be dressed in the uniform of the day.

b.   Modified Welcome Briefings: These briefings are designed to provide a condensed/reduced version of the Welcome Briefing for Initial Processing. All modified welcome briefings may be given by any MEPS staff member; no certification is required.

(1)   USMEPCOM Commander's Modified Welcome Briefing for Shippers and Reduced Processing.

(a) The briefing is to be given to shippers, applicants who have received the USMEPCOM Commander's Welcome Briefing for Initial Processing within the past 2 years, or applicants who require a significantly reduced level of processing activity.

(b) The briefing will be provided verbally while displaying the current version of the slides posted on milSuite.

(2)   USMEPCOM Commander's Modified Welcome Briefing for Night Testing. This briefing is given to ASVAB night testers only. The briefing may be provided verbally or by hand-out provided to each applicant by a MEPS staff member.

(3)   MEPS Brief to Applicants Riding Shuttle to the Contract Lodging Facility (CLF). The briefing is to be given to applicants just prior to departing the MEPS for the CLF shuttle. The briefing may be provided verbally or by hand-out provided to each applicant by a MEPS staff member.

2-6. Applicant Processing Categories

a.   Same Day Processor (SDP). SDP is defined as an applicant processing for aptitude testing, Accession Medical Examination, and enlistment in the same processing day. SDP will be provided, at a minimum:

(1)   The first processing day of the week.

(2)   The next processing day after a mid-week MEPS closure for holidays, weather emergencies, or other events that impact MEPS ability to execute scheduled night testing. MEPS will make every attempt to determine aptitude testing results before initiating the Accession Medical Examination.

b.   Walk-in. A walk-in is defined as an applicant not scheduled for processing by the 1100 scheduled visit cut-off time (see paragraph 5-2).

(1) Each Recruiting Service (Army, Army National Guard, Navy, Marine Corps, Air Force, Space Force, and Coast Guard) is provided a minimum of one walk-in per day. SL/GCs may barter an unused walk-in allocation with another SL/GC office.

(2) Medical walk-in:

(a) MEPS will ensure sufficient Medical Department resources are available before permitting additional walk-ins beyond the minimum authorized IAW MDC/A policy (see paragraph 5-4).

(b) A walk-in for medical processing must have a scheduled visit submitted and simple prescreen (PS) packet uploaded in the applicant's USMIRS record NLT 1100 on the business day preceding the requested processing day or be in a "Ready to Process" USMIRS PS status.

(c) Once the medical walk-in has been authorized, place the applicant on the MHS GENESIS Tracking Board IAW AME SOP.

(3) SL/GC will identify a walk-in by annotating "Walk-in" in the USMIRS scheduled visit notes and provide an updated UMF 727-E (Processing List) to the Processing Section NLT 1100 on the business day preceding the requested processing date.

(4) Walk-in priority above the minimum allocated will be given to the designated Recruiting Service on their Mission Day (see paragraph 5-5).

c. Holdover.

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

(a) SL/GC will identify a processing holdover applicant NLT one hour prior to the end of the local MEPS processing day.

(b) SL/GC will schedule the applicant for remaining processing on the next processing day, annotate "HOLDOVER" in the USMIRS schedule visit notes, and provide an updated UMF 727-E to the Processing Section.

(c) Processing Section will review scheduled visits for the next processing day to ensure MDC/A for new contracts is not exceeded (see paragraph 5-4d).

(d) Processing Section will make arrangements for meals and lodging.

(e) Processing Section will annotate the current processing day UMF 727-E with "H" as the processing day action.

(f) SL/GC is responsible for transporting the holdover applicant from MEPS to CLF if other arrangements are not available.

(2) Medical Holdover. A medical holdover is an applicant who did not complete medical processing and will return to MEPS the next business day to complete processing. Example: If an applicant

did not complete medical processing on a Friday, the applicant will be a medical holdover and return to MEPS/RPS on Monday (or Tuesday if Monday is a holiday) to complete processing.

(a) Medical Holdovers will complete the same actions as a processing holdover. In addition the steps below will be completed.

(b) SL/GC will select the "MHS-G Holdover" box in USMIRS (Schedule an Applicant Visit screen) and annotate "HOLDOVER" in the schedule visit notes. See example on milSuite.

(c) SL/GC will schedule the medical holdover as a "full physical."

(d) Processing Section will review scheduled visits for the next processing to ensure MDC/A for Accession Medical Examinations are not exceeded (see paragraph 5-4d).

(e) The Medical Department will perform all medical USMIRS and MHS GENESIS actions IAW AME SOP.

(3) Shipper Holdover.

(a) In the event travel interruptions (see paragraph 9-12) and/or requests from the SL/GC cause a holdover, the MEPS Commander will coordinate with IRC partners to determine whether an applicant should be sworn in (accessed) or not, if pending accession. MEPS Commanders and IRC partners must determine the feasibility of meals, lodging, and transportation, and responsibility for applicant behavior during the holdover.

(b) The sponsoring HQ Recruiting Command is responsible for recruits that have accessed, but cannot ship the same day.

(c) MEPS Commanders will advise appropriate IRC members that the conduct and behavior of recruits is now the sponsoring Service's responsibility and falls under the UCMJ. MEPS will restate UCMJ articles 85 and 86 prior to recruits departing MEPS. MEPS will provide transportation, lodging, and meals.

(d) Recruits will be shipped on original travel orders when travel interruptions are resolved.

(4) Non-MEPS Shipper Holdover. Sponsoring Service will support holdovers by:

(a) Ensuring meals and lodging are available, as needed.

(b) Ensuring ground transportation is available to and from the departure terminal until the recruit departs for the designated destination. Schedule holdovers to lodge in the CLF, as needed.

(c) Contact DTMO RA hotline for any travel related issues including meal allowances, re-ticketing, ground transportation, etc. See travel interruptions in paragraph 9-12.

d. Special-Category Processing. Special-category processing is intended to recognize an applicant who is older, more educated, and deserving of special treatment due to their expected position in military service. This applies to an applicant for direct commission, such as a healthcare professional, chaplain, and attorney.

(1) If MEPS is unsure of an applicant's special-category processing eligibility, either accept as special-category or seek guidance from J-3/MEOP via MOC request.

(2) Officer Candidate School (OCS)/Officer Training School (OTS), Reserve Officers Training Corps (ROTC), prior-service, and cadet applicants are not automatically eligible for special-category processing but will receive head-of-line privileges. MEPS Commanders may provide special-category processing to any of the above applicants, at their discretion.

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

(4) Special-category processing is not required on Saturday openings; however, MEPS Commanders may approve special-category processing on a Saturday opening.

(5) Special-category applicants must be scheduled by the 1100 cut-off time. The sponsoring Service will annotate "special-category" in the scheduled visit applicant notes. If a special-category applicant arrives at the MEPS without being scheduled, the applicant will be processed as a walk-in, IAW paragraph 2-6b and given head-of-line privilege only.

(6) MEPS Commanders will establish an appointment time for at least one special-category applicant per Service each normal processing day. If scheduled visits or under-utilization by another Service on a given day allow, MEPS are encouraged to meet the needs of the applicant. MEPS will manage the allocation of the slots to ensure a fair distribution to each Service. MEPS will work the SL/GC to promptly correct any administrative issues.

(7) MEPS will identify special-category applicants to ensure staff is aware of the applicant's special-category (e.g., color-coded name badge, "SC" annotation on badge, etc.) and include the identifier in the local MEPS SOP.

e. Minor Applicants. DD Form 1966/5, Parental/Guardian Consent and UMF 680-3A-2, Authorization for Medical Records Release is required to process a minor applicant for an Accession Medical Examination and enlistment prior to the age of 18. A complete DD Form 1966/5 and UMF 680-3A-2 must be uploaded into the applicant's USMIRS record as part of the PS packet. If the DD 1966/5 or UMF 680-3A-2 is not uploaded or required signatures are missing, MEPS will stop reviewing the PS packet, delete the scheduled visit (as applicable), and place the applicant in an Admin Hold. MEPS will also enter a "Prescreen Incomplete" PS status in the applicant's USMIRS record IAW AME SOP.

(1) MEPS will ensure the sponsoring Service has obtained parent(s)/guardian(s) consent via signature(s) in Section VIII (Parental/Guardian Consent for Enlistment) of DD Form 1966/5 and block 6 (Parent of Guardian Authorization) of UMF 680-3A-2. MEPS will ensure the witness signature date matches the corresponding parental signature date on DD Form 1966/5; each parent/guardian signature may be on a different date. Pre-printed signature date(s) are acceptable providing that parent/guardian signature date(s) are the same date as the witness signature date(s). Parental/guardian signature(s) on DD Form 1966/5 and UMF 680-3A-2 do not expire and are valid until the minor applicant turns 18 years old.

(2) Except as otherwise noted, both parents/guardians must sign DD Form 1966/5 and UMF 680-3A-2. MEPS will ensure DD Form 1966/5 item 41 contains a reason why only one parental/guardian signature was obtained (e.g., mother incarcerated, mother has sole custody, etc.). See DD Form 1966/5

item 41 exceptions below. It's not the MEPS responsibility to determine what reason is acceptable. MEPS will only verify source documents in case of suspected fraud. If fraud is suspected, MEPS will interview the applicant and inform the SL/GC as necessary.

(3) DD Form 1966/5 item 41 is not required to be completed when one of the following conditions are met:

(a) Both parents/guardians signed the same DD Form 1966/5.

(b) Each parent/guardian signed a separate DD Form 1966/5 and both forms are uploaded into the applicant's USMIRS record.

(c) DD Form 1966/4 is uploaded into the applicant's USMIRS record with the reason for single parent/guardian consent annotated in Section VI (Remarks).

(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 Service will upload the applicable court document(s) into the applicant's USMIRS record 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 milSuite. The sponsoring Service will upload the court order or marriage license into the applicant's USMIRS record, as applicable.

f.   Uncooperative/Disruptive Applicants. Procedures for handling uncooperative/disruptive applicants must be included in the MEPS SOP and annual training plan. Providing quality customer service to applicants is principal to the USMEPCOM mission. The efforts to achieve this goal are not to be misconstrued to mean that MEPS staff must accept abuse from an applicant or allow an applicant to disrupt MEPS operations. If an applicant is observed being uncooperative or disruptive, MEPS staff will be proactive in their response. Do not wait for another applicant to complain. Applicants must be informed on the MEPS rules of conduct as part of the Recruiter to Applicant Pre-arrival Fact Sheet and again during the USMEPCOM Commander's Welcome Briefing. Processing of an intoxicated applicant is not authorized; immediately suspend processing, place the applicant in an Admin Hold by selecting "Applicant Intoxicated in MEPS" from the Reason for Hold dropdown, and return the applicant to the SL/GC. When dealing with an uncooperative or disruptive applicant, consider the following actions:

(1) Remove the applicant from the processing area.

(2) The section/department supervisor will 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 OPSO for further counseling and possible referral to the SL/GC for counseling.

(4) If attempts by MEPS and SL/GC to correct the applicant's inappropriate behavior fail, the MEPS Commander may terminate the applicant's processing until cleared for further processing by the Service's Recruiting BN Commander. A MFR will be uploaded into the applicant's USMIRS record describing the incident/behavior and the actions taken to correct the situation. The applicant will be placed

in an Admin Hold with reason "Applicant Disorderly Conduct in MEPS" and returned to their SL/GC. A STARNET will be submitted for applicant misconduct IAW UMR 380-1.

g. In-service Documentation Requirement. MEPS must receive DD Form 368, Request for Conditional Release before conducting any processing (including aptitude testing and Accession Medical Examination). DD Form 368 will be uploaded into the applicant's USMIRS record by the sponsoring Service. It's the MEPS responsibility to review Section II, 5a, of the form which states the release is valid until (Date). The Processing Section will ensure the "valid until date" is good through the date the applicant is to access (usually current date). An applicant with an expired date will be placed in a custom Admin Hold with reason "Expired DD 368" and returned to the SL/GC to produce a new or updated DD 368 before continuing to process. An updated DD Form 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. Special-category processing applicants/non-applicants processing within the same component for commission, appointment, or as a warrant officer do not require a DD Form 368 to process.

2-7. Contract Lodging Facility (CLF) Operating Procedures
The following policies ensure authorized applicants and shippers are lodging overnight at the CLF the safety of underage applicants, and applicants are correctly assigned to rooms.

a. Photographic Identification (photo ID) (see paragraph 7-5 and Figure 7-2 for Photo ID Requirements). Sponsoring Services will ensure applicants lodging at the CLF have an authorized photo ID to check-in to the CLF.

(1) The applicant's identity will be verified upon check-in to the CLF and prior to departure from the CLF to the MEPS.

(2) Applicants without an authorized photo ID (IAW paragraph 7-5 and Figure 7-2) must have an approved ETP (IAW paragraph 2-13) to check-in with an alternate photo ID.

(3) The ETP must be approved prior to the applicant arriving to the CLF. Upon MEPS approval of the ETP, the sponsoring Service will provide to the CLF liaison.

(4) If no photo ID is available, or the applicant attempts to check-in with an alternate photo ID and no ETP 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.

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 DD Form 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) Upon discovery that an underage applicant left the CLF premises without authorization, MEPS will place the underage applicant in an Admin Hold with reason "Applicant Misconduct at CLF" and details annotated in the Admin Hold notes. MEPS will notify the SL/GC and initiate a STARNET IAW UMR 380-1. A MFR describing the incident will be completed, provided to the SL/GC, and uploaded into the applicant's USMIRS record. No further processing is authorized until cleared by the local Service

Recruiting Commander via email or in writing.

    c. Walk-in Applicant: In the event the sponsoring Service requires lodging for applicant after the scheduled visit cut-off time:

        (1) The sponsoring Service will email the CLF from their enterprise email account (.mil) 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 (SPF)

            (d) Estimated time of arrival

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

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

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

    d. Travel Interruptions: In the event a shipper requires lodging at the CLF due to travel interruptions, DTMO may email the CLF from their CACI email account providing the following required information before the shipper is authorized overnight lodging.

        (1) Name (Last, First, MI)

        (2) Sex

        (3) SPF

        (4) Estimated time of arrival

    e. Applicants may drive their POV to the CLF. Applicants with a POV at the CLF will drive it to MEPS; the POV will not be left at the CLF while the applicant is processing.

2-8. Commander's Role
MEPS Commanders are responsible for implementing Red Carpet Treatment in their MEPS. Each MEPS Commander must develop a local SOP 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, MEPS Commanders 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 their MEPS culture. Market this vision to everyone associated with the MEPS, including CLF personnel, contractors, FBPs, 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, walk through the MEPS, observing it from the applicant's point of view.

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

    g. Ensure applicants who do not meet established standards to qualify for military Service are thanked on behalf of a grateful nation.

2-9. Conduct of Recruiting Service Activities
The Red-Carpet Treatment policy requires excellent rapport and coordination with Recruiting Service partners, IRC, and SL/GCs.

    a. Recruiters are the key to ensuring an applicant knows what to expect at MEPS. At a minimum, recruiters will explain what a MEPS is, describe the processing day, and inform the applicant of dress and hygiene standards, meals, 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 and Fact Sheet handout available on milSuite. The fact sheet will be reviewed by recruiters with applicants and provided to applicants prior to arriving to MEPS.

    (2) "A Day at the MEPS" video is another resource to prepare applicants for MEPS processing. The video is located on the USMEPCOM public website under "USMEPCOM Videos".

    b. Engagement in recruiting interviews with applicants is not authorized within the MEPS, CLF, MET sites, or during school testing. 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 8-10 will be used to report this impropriety.

2-10. Visitors
Visitors (applicant visitors, recruiters, guest EOs, volunteers) are authorized to enter the MEPS.

    a. Applicant visitors are authorized to enter MEPS to observe Oath of Enlistment ceremonies IAW Visitor Policy Operating Procedures on milSuite.

b.   Recruiters, guest EOs, and volunteers MEPS access and identification procedures will be conducted IAW local MEPS SOP and UMR 380-1.

c.   Visitor policy changes will be updated via CMS, as applicable.

2-11. Customer Satisfaction Survey (CSS)
The CSS is a unique part of USMEPCOM's Red Carpet Treatment policy providing the USMEPCOM Commander, Sector Commanders, BN Commanders, and MEPS Commanders with near real-time customer Service metrics. In addition, CSS feedback to the MEPS IRC is essential for assessing applicant feedback on areas under Recruiting Service control, such as SL/GC or pre-arrival information. Feedback from applicants is an essential element in evaluating the effectiveness of each MEPS.

a.   MEPS leadership must take advantage of every opportunity to speak to applicants, 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 applicants to have the opportunity to participate in the survey. Recommendations for CSS changes are welcome and submitted through each Sector and reviewed by J-3/MEOP Analysis & Architecture Branch (J-3/MEOP-PPA) for consideration and approval.

b.   CSS computers will be in a high traffic area (e.g., near the control desk, near the applicant waiting area, applicant lounge, etc.). MEPS Information Technology Specialists (ITS) will ensure the CSS computer is maintained and operational and will submit a J-6/MEIT Service Desk ticket if additional support is needed.

2-12. Training
a.   Familiarization Training with a Recruiting Service. The intent of this training is to provide MEPS military staff with a basic working knowledge of the mission of the Recruiting Service partners. MEPS military staff will only observe and not get involved with the selling process or provide anecdotal comments to the recruiter or applicant.

(1)   Each newly assigned MEPS military staff member will spend 1 to 2 days of Familiarization Training with a Service recruiter within 90 days of assignment. Civilian employees are encouraged (but not required) to participate.

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

(3)   Except for the MEPS Commander, OPSO, and SEA, a MEPS military staff member will 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 will visit the IRC HQ of their counterparts that are within 300 miles of the MEPS to review their enlistment mission and marketing mission/advertising strategies to support the Student Testing Program.

(4)   A MEPS military staff 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.

b.   New Recruiter Orientation. MEPS training provided to new recruiters ensures Recruiting Service personnel are prepared with the necessary resources to assist applicants for MEPS processing. Each new recruiter will attend the supporting MEPS orientation training within 90 days of arrival. The Recruiters Orientation Briefing is located on milSuite. During the training, MEPS will provide the Recruiter to Applicant Pre-arrival Fact Sheet.

c.   New SL/GC Orientation. MEPS will also offer training to each new SL/GC. The SL/GC Orientation Briefing is designed to target SL/GCs and will be used on an as needed basis as new SL/GCs arrive at MEPS. The SL/GC Orientation Briefing is located on milSuite.

d.   QAE for TMC Contract Training. See paragraph 9-13 for QAE and alternate QAE training requirements.

e.   USMIRS training. See milSuite for USMIRS training videos.

f.   MHS GENESIS Training. See SPEAR for Joint Knowledge Online (JKO) and Familiarization training requirements for MHS GENESIS access.

g.   Service Personnel Training. MEPS will train SL/GCs within 90 days of assignment on the following minimum areas: local policies, operating procedures, and USMIRS functions.

2-13. Processing Exception to Policy (ETP)
Deviations from policy require an approved ETP; an ETP related to operational processing (Aptitude, Medical, Processing, and Travel) that requires HQ USMEPCOM approval will be submitted to J-3/MEOP via MOC request for approval. ETP requiring MEPS-level approval will be processed via UMF 601-23-8, Exception to Policy Request and approved by the MEPS Commander or delegated. UMF 601-23-8 will be uploaded into the applicant's USMIRS record when approved. Other applicant specific ETP approvals (e.g., MOC ticket response, email, etc.) will be uploaded into the applicant's USMIRS record. MEPS will redact other applicant PII before uploading.

a.   If an ETP is time sensitive and requires HQ USMEPCOM approval, the requestor who originated the MOC Request contact the appropriate HQ USMEPCOM proponent to notify them of the urgency of response needed.

b.   ETP approvals must be obtained prior to applicant arrival at the CLF or MEPS, whichever comes first.

c.   A medical related ETP will be forwarded via MOC request to J-3/MEOP Medical Branch (J-3/MEOP-ORM) as for approval. Medical logistics issues which fall outside of the applicant medical processing areas must follow medical ETP guidance prescribed in UMR 40-1 (e.g., issues requiring a staff package that is processed from the MEPS, BN, Sector, then to HQ; such as Medical Material Allowance (MMAL) ETP requests, local agreements, etc.).

d.   Shipping ETPs generally fall into two categories: time or money. Examples of situations that warrant an ETP include shipping outside of the standard ship days, shippers arriving at the destination after published NLT arrival time windows, or to procure airfares that exceed established GSA City Pair Fare.

(1)   No ETP is required for GSA City Pair Fares regardless of cost.

(2) Non-availability of City Pair Fare Flights: TA will submit ETP to J-3/MEOP Current Operations Branch – Recruit Travel (J-3/MEOP-ORP-R) via MOC request if no City Pair Fares are available. Approval by J-3/MEOP-ORP-R is required prior to purchasing the airfare.

(3) If TMC or DTMO cannot identify a City Pair fare flight, alternate air carriers, or feasible ground transportation within established funding limits identified by GSA City Pairs, MEPS Commanders may authorize ETPs for alternate government fares or alternate flight carriers up to the Service designated maximum cost as follows:

(a) Army (including Army National Guard): $1000.00 - Maximum cost (including city pair fare cost)

(b) Marine Corps: $400.00 - Above city pair fare cost (1 October - 15 May); $500.00 - Above city pair fare cost (16 May – 30 September)

(c) Navy - $1,500.00 - Above city pair fare cost

(d) Air Force and Space Force - $500.00 - Above city pair fare cost

(e) Coast Guard – $500.00 - Above city pair fare cost

(4) For shipping outside of standard ship days and late arrivals to RTC requests, SL/GCs will coordinate an ETP with their respective Service's Recruiting and Training Commands. MEPS TAs will forward the approved Service ETP to J-3/MEOP-ORP-R via MOC request prior to purchasing travel.

Note: The Service's normal ship days schedule can be found in the USMEPCOM Operating Calendar available on SPEAR.

e. ETP Tasks and Responsibilities

(1) J-3/MEOP Policy and Training Branch (J-3/MEOP-PPT) is responsible for overall coordination and control of the ETP program.

(2) J-3/MEOP-ORP is responsible for forwarding received ETP to the appropriate functional proponent business owner for action. When the ETP is resolved, the MOC will close the MOC request.

(3) ETPs 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) Sector and BN are not approval authorities for an operational ETP.

2-14. Manual Processing

a. MEPS will report system outages impacting USMIRS and/or MHS GENESIS to J-3/MEOP-ORP-C via MOC request or by phone.

b. J-3/MEOP-ORP-C will verify MHS GENESIS outages by contacting the Defense Health Agency

Hotline.

c.   MEPS will conduct manual processing training once per fiscal year for familiarization. Training must be coordinated with IRC partners and not fall on a Service Mission day. Sectors will be informed of this training event.

d.   MEPS Medical Departments and Processing Sections will create and maintain individual desktop folders containing all pertinent processing forms in PDF format (e.g., medical, processing, and recruit travel centric forms saved on corresponding workstation computers). PDF forms may be pre-filled with information common to all applicant processing. MEPS should strive to maintain a goal of paperless processing even during system outages.

e.   MEPS will maintain a 5-day hardcopy stock of blank applicant entrance processing forms for network outage contingencies or printing unavailability.

f.   When processing returns to normal operations, MEPS will immediately enter required data and upload hardcopy/manually-generated documents into USMIRS and MHS GENESIS, as applicable.

g.   Manual processing procedures for USMIRS and MHS GENESIS are outlined in Appendix C.

Figure 2-1. Applicant Dress and Hygiene Standards

Mandatory Attire	
Footwear (socks must be worn)	Clean undergarments (Males) – briefs or boxers
Upper and lower garments (e.g., shirts/blouses, pants, shorts, dresses/skirts)	Clean undergarments (Females) – brassieres/sports bras and underpants
Unauthorized Attire	
Sandals, open heeled, or open-toed shoes	Thong or similar exposure-type undergarments/underpants
Headwear (e.g., hats, headbands, bandanas, doo-rags)	Sleeveless t-shirts, net or mesh shirts, tank tops, midriffs or halter tops, and shirts with low-cut necklines
Clothing that displays objectionable or obscene words, gestures, or graphics	Shorts or trousers where underwear is visible
Clothing that is transparent	Items intended to be worn as undergarments worn as outer garments (e.g., plain white t-shirts or boxers)
Military Uniforms (complete or incomplete items)	Jewelry to include body piercings, earrings, gauges, chains, necklaces, etc. (except engagement/wedding rings and a watch)

Note: Clothing, headwear, and grooming styles dictated by religion or ethnicity are exempt. Applicants may be asked to remove clothing or headwear to complete the Accession Medical Examination.

Figure 2-2. Post-Closure and System Disruption Table

Increased Processing Capability	Description	Authorizer
1. Offer SDP	Applicants undergo aptitude testing, Accession Medical Examination, and enlistment in one processing day	MEPS Commander
2. Increase MDC/A	Increase daily maximum capacity and Service allocation numbers.	MEPS Commander
3. Increase Walk-ins	Increase the minimum threshold greater than one walk-in per sponsoring Service per day. Ensure sufficient Medical Department resources are available before permitting additional walk-ins. Simple PS packet must be uploaded or "Ready to Process" PS status entered.	MEPS Commander
4. Extend Hours	Extend hours beyond normal MEPS working hours.	BN and Sector HQ

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).*

Chapter 3
Personal Data

3-1. Overview
Applicant personal data collected at MEPS fall into two categories – PII and PHI. PII is information about an individual that can be used to distinguish or trace an individual's identity. PHI relates to the past, present, or future physical/mental health, or medical condition of an individual (see UMR 25-53, PII/PHI Incident Reporting and Breach Notification).

3-2. USMEPCOM Form (UMF) 680-3A Series

a. UMF 680-3A (Request For Examination): Is the initial form used for collecting applicant personal data, is used by sponsoring Services to request MEPS processing services and serves as the authoritative source document for applicant personal data maintained in USMIRS and MHS GENESIS. Sponsoring Services will submit UMF 680-3A completed IAW Form Instructions outlined in Appendix B-2, prior to any authorized processing at MEPS or MET sites. MEPS will ensure personal data entered on UMF 680-3A matches personal data in the applicant's USMIRS record and will follow appropriate QRP procedures for missing, incomplete, or inaccurate data (see Chapter 6). Signatures from both the applicant and recruiting personnel certifies all information provided is true and accurate.

(1) Submission of UMF 680-3A with PS packet. Sponsoring Services will upload UMF 680-3A into the applicant's USMIRS record as part of the PS packet IAW paragraph 5-3. MEPS will upload the UMF 680-3A to the applicant's MHS GENESIS EHR (as part of the PS packet) upon completion of an administrative review to ensure the form is accurate and complete IAW Appendix B-2.

(2) Other submission of UMF 680-3A. For non-PS packet submissions, sponsoring Services will upload UMF 680-3A into the applicant's USMIRS record and notify MEPS of the upload. UMF 680-3A for aptitude testing may be provided via hardcopy. MEPS will upload the hardcopy version into the applicant's USMIRS record by COB the next business day after receipt. The hardcopy version will be destroyed upon verifying successful upload.

b. USMEPCOM Form 680-3A-2, Authorization For Medical Records Release: Serves as written authorization from an applicant for USMEPCOM to request medical records/information from all healthcare providers, clinics, and inpatient/outpatient facilities using Health Information Exchange (HIE). UMF 680-3A-2 will be completed IAW Form Instructions outlined in Appendix B-3 and uploaded to the applicant's record with the PS packet by the sponsoring Service IAW paragraph 5-3. MEPS will upload the UMF 680-3A-2 into the applicant's MHS GENESIS EHR (as part of the PS packet) upon completion of an administrative review to ensure the form is accurate and complete IAW Appendix B-3.

3-3. Signatures
Electronic signatures on accession processing forms are authorized. MEPS will continue to ensure forms submitted for applicant processing are complete and required signatures (ink or electronic) are present. With electronic signatures authorized, the process of comparing signatures (signature verification) is obsolete and not required to be performed. Accession processing forms signed in ink 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/fluid will not be used.

3-4. Safeguarding Personal Data

The protection of applicant personal data is critical to mission success and requires proper administrative, technical, and physical safeguards to ensure the security and confidentiality of personal data maintained by USMEPCOM. MEPS Commanders will establish and maintain proper safeguard measures as outlined in UMR 25-53, in full coordination with corresponding SL/GC offices. Minimum measures will include:

a.   Conducting annual training on the responsibilities for collecting, maintaining, and disseminating PII, procedures for implementing PII safeguards, and the penalties for failing to comply with applicable privacy requirements.

b.   Limiting access of applicant documents only to MEPS and SL/GC personnel in the performance of their official duties.

c.   Ensuring the proper storage, handling, transmission, release, and destruction of records. OPSOs will ensure any violations (including loss or misplacement of records) are immediately investigated, corrected, and reported IAW UMR 25-53.

d.   Ensuring applicant records do not contain any other applicant's personal data. MEPS will not accept any form of group rosters/orders (e.g., discharge/separation documents) for uploading into an applicant's USMIRS record. PII/PHI pertaining to any other applicant will be redacted prior to upload. Additionally, MEPS will redact PII/PHI, and other unnecessary remarks/comments that are not required for official processing functions when recording scheduled visits, reservations, confirmations, etc.

e.   Maintaining hardcopy applicant documents in secure rooms with limited access to authorized personnel only. MEPS Commanders and OPSOs will closely supervise and monitor the security and destruction of hardcopy documents used during applicant processing.

f.   Ensuring applicant records are only disclosed for official use to personnel with a need to know within the accession triad (USMEPCOM, Recruiting Service HQ Commands, and Service RTCs); or in response to Freedom of Information, or Privacy Act requests coordinated through the USMEPCOM Privacy Officer (MEPS may only release records to the USMEPCOM Privacy Officer in response to Freedom of Information Act (FOIA)/Privacy Act (PA) requests, MEPS are not authorized to release any information directly to requestors).

g.   USMIRS-generated applicant name badges do not require protective safeguarding measures. Applicants will remove their badge when being photographed or recorded. MEPS will not add PII (e.g., date of birth (DOB), place of birth, social security number (SSN, including last four)) to badges.

h.   Ensuring no additional applicant PII, PHI, or other unnecessary remarks are entered on UMF 727. Additional PII/PHI includes, but is not limited to, full SSN, DOB, reason for consult, height/weight/body mass index (BMI), medical history, etc. If found, MEPS will remove or inform the SL/GC to remove.

Chapter 4
Records Management

4-1. Overview
This chapter prescribes policies and procedures for the upload, maintenance, and disposition of records maintained at MEPS.

a.   The USMIRS record is the applicant's primary record preserving all personal, processing, testing, medical, enlistment data, and associated documentation collected during enlistment processing.

b.   The MHS GENESIS EHR is the applicant's primary medical record that will be utilized during enlistment processing and throughout their military Service.

4-2. Record Creation

a.   USMIRS. The applicant's record is created when personal data is received from sponsoring Service systems or entered directly by Service personnel in USMIRS using UMF 680-3A. MEPS will create non-Service sponsored (Federal Bureau of Investigation (FBI), Public Health Service, etc.) applicant records in USMIRS using UMF 680-3A.

b.   MHS GENESIS.

(1)   MEPS will create the applicant's EHR in MHS GENESIS using the applicant's personal data in USMIRS and UMF 680-3A after:

(a) Administratively reviewing the PS packet to validate all required forms are present, accurate, and, complete, and completing QRP for applicants with a simple PS packet.

(b) Administratively reviewing the PS packet to validate all required forms are present, accurate, and, complete for applicants with a complex PS packet.

(c) Verifying the SSN by either viewing the USMIRS record Applicant Processing Summary (APS) to determine the SSN is in a "Verified" status or viewing an authorized source document (IAW paragraph 7-3) uploaded into the applicant's record if the SSN is in a "Pending", "Mismatch" or "Not Found Status"

(d) Completing shipper QRP (recommend performing prior to QRP) for applicants with a hardcopy packet record (processed prior to MHS GENESIS implementation).

(2)   Creating the applicant's EHR consists of (IAW AME SOP):

(a) Registering the applicant

(b) Creating a Lifetime Pharmacy Encounter

(c) Creating a Document Upload Encounter

(d) Creating an In-between Visit Encounter by sending a message via the message center to the Medical Technician.

(3)   MEPS will verify USMIRS data matches Defense Enrollment Eligibility Reporting System (DEERS) data in MHS GENESIS. Discrepancies will be processed as follows:

(a) Personal data.

1. Submit a MOC request (MOC will submit a request to User Role Assignment Coordinator (URAC).

2.   Enter a custom Admin Hold with reason "DEERS Mismatch".

3.   Inform SL/GC of the discrepancy.

4.   HRA will contact DMDC support office IAW AME SOP.

5.   All applicant processing will continue as normal.

6.   Clear the Admin Hold upon contracting.

(b) DoD ID discrepancies require no action; all further processing will continue as normal.

4-3. Document Upload
Every processing and medical document will be maintained in the applicant's USMIRS record (including, but not limited to: PS packet, supporting medical documentation (SMD), waivers, medical disqualification letters, DD Form 368, UMF 680-3A, UMF 601-23-8, UMF 601-23-8, applicant-related MFRs, identity source documents, etc.). Only the PS packet and medical documentation will be uploaded into MHS GENESIS; no other documents will be uploaded into MHS GENESIS.

a.   Service-generated documents will be uploaded by the sponsoring SL/GC and MEPS-generated documents will be uploaded by the section/department that generated the document. UMF 680-3A may be provided to MEPS via hardcopy.

b.   Positive HIV letters will not be uploaded into USMIRS or MHS GENESIS

c.   Multiple versions of the same document may be uploaded; documents will display from newest to oldest.

d.   Documents scanned will be reviewed to ensure all pages are captured and legible prior to upload.

e.   Medical documents will be uploaded separately from processing documents except for the PS packet.

f.   Once uploaded, ensure documents are saved by reviewing the documents in the applicant's USMIRS record and MHS GENESIS EHR.

g.   Uploaded documents will be retained in USMIRS. Only delete documents that were erroneously uploaded.

h.   PS and medical documentation upload. MEPS will receive an USMIRS notification when the sponsoring Service uploads a simple or complex PS, waiver, medical read, supporting medical

documentation (SMD), and consult. No SL/GC notification is required for these types of uploads.

i.   Other upload. USMIRS will not provide a notification for processing documentation and other uploads (e.g., non-MEPS enlistment documentation, UMF 680-3A, etc.); therefore, the SL/GC will notify MEPS of upload IAW local MEPS SOP.

j.   Prior to MHS GENESIS upload, MEPS will conduct a quality assurance (QA) to ensure:

(1)   Only the PS packet and medical documents are being uploaded.

(2)   All pages are captured (e.g., double-sided) and legible.

(3)   PS packet and medical documents are properly completed, signed, and dated.

4-4. Disposition of Hardcopy Applicant Packets
This paragraph applies to hardcopy applicant packet records created and maintained at MEPS prior to the implementation of MHS GENESIS.

a.   MEPS will destroy all DQ records (IAW UMR 25-51, Records Management) which are two to seven years old.

b.   The disposition of HIV Positive/HIV Indeterminate records will continue to be maintained IAW UMR 40-8, Department of Defense (DoD) Human Immunodeficiency Virus (HIV) Testing Program and Drug and Alcohol Testing (DAT) Program.

c.   MEPS will scan and upload hardcopy packet records for applicants who have enlisted in the DEP or accessed in Guard or Reserve into USMIRS and MHS GENESIS NLT shipper QRP. Upon completion of upload, the following actions will be accomplished:

(1)   Create the applicant's MHS GENESIS EHR and upload all medical documents into MHS GENESIS IAW AME SOP.

(2)   All processing documents contained in the hardcopy packet record (e.g., medical documents, subsequent submissions of UMF 680-3A, UMF 601-23-8, etc.) will be uploaded into the applicant's USMIRS record.

(3)   Perform a QA of documents in USMIRS and MHS GENESIS to ensure all documents have been uploaded.

(4)   Enter a custom Admin Hold with reason "Hardcopy to SL/GC" in USMIRS.

(5)   Provide SL/GC the hardcopy packet record for appropriate disposition and clear the Admin Hold.

d.   MEPS will upload hardcopy packet records in a qualified, not enlisted (QNE) or disqualified status within two years, into the applicant's USMIRS record only. Upon completion of USMIRS upload, the following actions will be accomplished:

(1)   Identify uploaded records by selecting "Custom" in the document drop-down list and enter

"QNE Legacy Record" or "DQ Legacy Record" as the Document Title.

(2)   Perform a QA of documents in USMIRS to ensure all documents have been uploaded.

(3)   Enter a custom Admin Hold with reason "Hardcopy to SL/GC" in USMIRS.

(4)   Provide SL/GC the hardcopy packet record for appropriate disposition and clear the Admin Hold.

e.   Shipper QA. When confirming shippers (see paragraph 8-2c(2)) MEPS will perform a QA check of the applicant's MHS GENESIS EHR to ensure an Outside Document Encounter is displayed indicating the hardcopy packet record has been uploaded. If the record was not uploaded, MEPS will locate, scan, and upload the hardcopy packet record prior to reporting shipped status.

f.   If the packet cannot be located, MEPS will submit a STARNET report IAW UMR 25-53.

4-5. MEPS-to-MEPS Transfer
This paragraph applies to applicants who began processing at one MEPS, then transfer to another. The losing MEPS is the MEPS the applicant most recently processed at, and the gaining MEPS is the MEPS the applicant will continue processing at. All MEPS-to-MEPS transfers begin with the SL/GC requesting the transfer. MEPS will not include PII (e.g., SSN) in any email communications.

a.   Applicant processed prior to MHS GENESIS and hardcopy packet record has not been uploaded in USMIRS:

(1)   Gaining MEPS will notify the losing MEPS of the request via e-mail containing the URL of the applicant's USMIRS record.

(2)   Losing MEPS will upload the hardcopy packet record into the applicant's USMIRS record by COB the next business day after receipt of request. Upon completion of upload, the losing MEPS will send the gaining MEPS a confirmation email and provide the hardcopy packet record to the SL/GC for disposition.

b.   Applicant processed after MHS GENESIS or no hardcopy packet record exists: No action is required.

c.   Shippers. When an applicant processed at one MEPS but will ship at another MEPS (does not apply to non-MEPS shippers):

(1)   The losing and gaining MEPS SL/GCs will inform both losing and gaining MEPS TAs of the transfer.

(2)   The losing MEPS TA will revoke orders, travel arrangements, and meal allowances, if applicable.

(3)   The gaining MEPS TA will perform all recruit travel requirements IAW Chapter 9.

d.   No transfer is required for non-MEPS shippers. The TA at the MEPS the shipper processed at will perform all travel requirements IAW Chapter 9.

Chapter 5
Scheduled Visits

5-1. Overview
This chapter prescribes policies for scheduling applicants for MEPS processing.

a.   The sponsoring Service and MEPS will use UMF 727-E to schedule MEPS visits.

b.   Sponsoring Services will schedule Service-sponsored applicants only (to include Individual Ready Reserve (IRR) officer candidates, healthcare professionals, ROTC cadets, etc.). MEPS will schedule non-Service sponsored applicants (FBI, Public Health Service, etc.).

c.   All applicants visiting MEPS must have a scheduled visit in USMIRS for their processing day. This includes walk-ins and applicants conducting limited processing, such as liaison visit or fingerprinting only.

d.   Sponsoring Services will update/cancel/delete visits as soon as any schedule change is known, if prior to the processing date.

e.   Neither MEPS nor the sponsoring Service are authorized to delete a scheduled visit on the date of processing. If a visit deletion is required on the date of processing, MEPS will submit a MOC request with justification.

f.   In the event the sponsoring Service needs to modify a visit on the date of processing, the SL/GC must request the modification through the Processing Section. If resources are available to accommodate the request, MEPS will update the scheduled visit in USMIRS with the modified processing activities.

5-2. Timelines.
The scheduled visit cut-off time is 1100 MEPS local time. SL/GC will provide UMF 727-E to MEPS and ensure all required documents are uploaded into the applicant's USMIRS record by the cut-off time (see paragraph 5-3). If a visit is scheduled after the cut-off time, the walk-in policy applies (see paragraph 2-6b).

a.   24-hour scheduled visit. Aptitude testing (ASVAB and special purpose) only may be scheduled by 1100, 24 hours prior to the requested testing date.

b.   48-hour scheduled visits (see Figure 5-1 for timetable). Must be submitted by 1100, 48 hours prior to the requested processing date for applicants scheduled for:

(1)   Accession Medical Examination

(2)   Shipping Inspect

(3)   Consult

(4)   Delayed Entry Program (DEP)

(5)   Guard/Reserve Accession

c. Shipping (MEPS and Non-MEPS): Recommended to be scheduled NLT 30 days prior to the requested ship date when practical; however, must be scheduled NLT 1100, 72-hours prior to the requested ship date.

(1) Sponsoring Services will annotate shippers as either "MEPS Shipper" or "Non-MEPS Shipper" by selecting the appropriate value in the Shipping dropdown on the USMIRS "Schedule an Applicant Visit" screen. The sponsoring Service will annotate the departure airport in the scheduled visit notes for non-MEPS shippers, as applicable.

(2) Sponsoring Services will annotate "POV shipper" in the scheduled visit notes for applicants travelling via POV.

(3) Shipper scheduled visits made less than seven days from the requested ship date are at risk for non-availability of flights due to limited airline availability. Flight availability is contingent upon airline capacity.

5-3. Documentation.
To prevent processing delays, cancellations, and redundancies, the SL/GC will ensure all required documents for processing are complete, accurate, and submitted to MEPS by the scheduled visit cut-off time.

a. All applicants must have a completed and signed UMF 680-3A submitted for any requested processing action (see paragraph 3-2a).

b. Applicants scheduled for an Accession Medical Examination must have a PS packet uploaded into their USMIRS record by the sponsoring Service or be in a "Ready to Process" PS status in USMIRS by the scheduled visit cut-off time. The PS packet (simple or complex) consists of:

(1) DD Form 2005, Privacy Act Statement

(2) UMF 680-3A-2, Authorization for Medical Records Release

(3) UMF 680-3A, Request for Examination

(4) DD Form 1966/5, Parental/Guardian Consent, as required, IAW paragraph 2-6e

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

(6) Orthodontist and endodontist Letter, as needed.

(7) UMF 40-8-1, Drug, Alcohol, and HIV Acknowledgement Form

(8) SMD (e.g., transcripts, Individual Educational Plans (IEP), etc.) is optional and will be uploaded at the sponsoring Service's discretion.

c. Applicants with a complex PS will not be scheduled until the PS status "Ready to Process" is reported in the applicant's USMIRS record. The PS packet above will be uploaded by the sponsoring Service into the applicant's USMIRS record by the 1100 PS processing cut-off time to be processed by MEPS. MEPS will process the complex PS IAW AME SOP.

5-4. Maximum Daily Capacity/Allocation (MDC/A)

MDC/A determines both the MEPS maximum daily capacity for new contracts (excluding shippers) based on Processing Section staffing (excluding the Processing Section Supervisor and TA) and Accession Medical Examinations (excluding inspects) based on Medical Department staffing (excluding CMO, ACMO, and FBP).

MDC/A provides each Recruiting Service a guaranteed minimum level of daily contracts/Accession Medical Examinations. Service allocation is determined by 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 Accession Medical Examinations is exceeded. Further explanation of MDC/A and the calculations are available on milSuite.

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

b.   During QRP, MEPS will ensure each Recruiting Service's scheduled visits do not exceed overall daily maximum capacity.

(1)   If total scheduled visits exceed overall capacity, MEPS will notify SL/GCs to reduce their number of scheduled visits (no lower than the Service's daily allocation) to bring the total down to maximum capacity.

(2)   MEPS will not lower a Service's scheduled visits based solely on the Service exceeding its daily allocation. Service scheduled visits will only be capped to daily allocation if the Service exceeds its daily allocation **and** the MEPS exceed overall daily capacity.

(3)   SL/GCs provide MEPS with scheduled applicants name(s) to be deleted NLT 1100 the next business day after notification of exceeded MEPS capacity (e.g., 1100 the day before scheduled processing).

c.   Walk-ins are built into HQ USMEPCOM MDC/A calculations and will not count towards MEPS MDC/A.

d.   Medical and/or processing holdovers returning to MEPS to finish an Accession Medical Examination and/or a new contract will impact MEPS MDC/A. Before authorizing a holdover, MEPS will review Accession Medical Examination and/or new contract scheduled visits for the next processing day to ensure MEPS overall daily capacity is not exceeded.

5-5. Mission Day.

The designated Recruiting Service's Mission Days are identified on the USMEPCOM Operating Calendar on SPEAR. During Mission Day, MDC/A is still in effect. Walk-in priority above the minimum allocated will be given to the designated Recruiting Service on their Mission Day.

Figure 5-1.
"48-Hour" Scheduled Visit Timetable

If applicant is scheduled to process on:	Then scheduled visit is submitted NLT 1100 on the preceding:
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday (as required)	Thursday

Note: The above timetable is based on a normal five-day week where MEPS is open, holidays, MEPS closures, and non-processing days will impact the timetable.

Chapter 6
Quality Review Program (QRP)

6-1. Overview
QRP ensures each applicant is eligible to process for the activities their sponsoring Service scheduled. QRP identifies discrepancies to be resolved to prevent disruptions, prior to the applicant's arrival. QRP is a joint effort between the sponsoring Services and MEPS; the more accurate and complete documentation submitted by the Service is, the quicker scheduled visits can be confirmed.

6-2. Timelines
    a.   MEPS will ensure sponsoring Services are provided until the 1100 cut-off time to submit scheduled visits via UMF 727-E and upload required documentation (see paragraph 5-2 for schedule visit timelines and paragraph 5-3 for documentation requirements).

    b.   MEPS will begin QRP NLT 1300 daily to provide SL/GCs sufficient time to resolve discrepancies.

    c.   MEPS will notify SL/GCs of discrepancies identified, or scheduled visits that are deleted, via Admin Hold. For each discrepancy identified, or scheduled visit deleted at QRP, there will be a corresponding Admin Hold entered in the applicant's USMIRS record NLT QRP completion.

    d.   MEPS will verify discrepancies have been properly resolved at QRP reconciliation, 1100 the next business day.

6-3. Personnel
The Processing Section and Medical Department will reconcile QRP together. Testing Section personnel are optional attendees. Testing Section may complete QRP separately, but will follow all procedures outlined in this chapter, to include entering Admin Holds for each discrepancy or schedule visit deleted.

6-4. Process

    a.   MEPS will perform QRP by reviewing the applicant's USMIRS record for each scheduled visit listed on UMF 727-E.

    b.   MEPS will ensure all required documentation is uploaded into the applicant's USMIRS record.

        (1)   The following documents are mandatory at QRP for applicants scheduled for an Accession Medical Examination:

            (a) DD 2005

            (b) UMF 680-3A

            (c) UMF 680-3A-2

            (d) DD 2807-2

            (e) DD 1966/5 (minor applicants)

Note: QRP will continue if UMF 40-1-8 and orthodontist/endodontist letters are not uploaded. The

(2)   Create the applicant's MHS GENESIS EHR IAW AME SOP.

(3)   Upload the applicant's PS packet into the MHS GENESIS EHR.

(4)   Add applicant to the MHS GENESIS Tracking Board.
Note: MEPS must verify the PS Packet and applicant EHR match prior to upload into MHS GENESIS.

e.   Shipper QRP.

(1)   For applicants scheduled to ship (MEPS and non-MEPS shippers) MEPS will verify:

(a) HIV and Drug Results are posted (USMIRS only).

(b) Applicant is medically qualified.

(c) Applicant has an approved waiver for any disqualifying conditions.

(d) Applicant has verified SSA/ARN results, or an authorized source document uploaded (see paragraph 7-3).

(e) Applicant's hardcopy record is uploaded into USMIRS and MHS GENESIS and EHR created (only applies to applicants who began processing prior to MHS GENESIS implementation)

(f) Non-MEPS shipper QRP will be conducted NLT five processing days prior to ship date. If non-MEPS shipping scheduled visits are scheduled within five processing days of ship date, MEPS will perform QRP at the next scheduled session.

(2)   MEPS Processing Section will notify TA of QRP results for each scheduled shipper.

f.   MEPS will record all discrepancies identified and any deletions via Admin Hold in the applicant's record.

g.   MEPS will notify SL/GC of discrepancies and/or deletions IAW local MEPS SOP.

h.   QRP reconciliation. At QRP reconciliation (1100 the next business day) MEPS will verify discrepancies have been resolved. If resolved, clear the Admin Hold, update the PS status and perform MHS GENESIS EHR creation IAW AME SOP. If not resolved, the Admin Hold will remain in the applicant's record and the scheduled visit will be deleted.

i.   Walk-in QRP. QRP is required to be conducted on walk-in applicants prior to being authorized to process. MEPS will include walk-in QRP procedures in their local SOP.

Note: UMF 680-3-2-E (QRP Discrepancy List) is rescinded.

Chapter 7
Identity Management & Accountability

7-1. Overview
This chapter prescribes policies for positively identifying applicants and verifying identity when external organizational checks report personal data discrepancies.

7-2. Identity Verification
Applicant identity is initially established when sponsoring Service personnel collect personal data from an applicant's identity source documentation IAW applicable Service directives and certifies the collection method by signing UMF 680-3A, item 25 after witnessing the applicant's signature in item 24f. Upon USMIRS record creation, the system will perform external organization checks with Social Security Administration (SSA), Defense Manpower Data Center (DMDC), and United States Citizenship and Immigration Service (USCIS). These checks will return information used by MEPS for ensuring the applicant's identity is consistent with authoritative source documentation.

7-3. SSN Verification
Upon receiving results from DMDC/SSA, USMIRS will generate a status of SSA "Verified", "Mismatch", or "Not Found" in the applicant's USMIRS record (APS and Work History tab). SSA "Pending" indicates results have not been received.

a. SSA Verified. DMDC/SSA results are favorable, and no further action is required.

b. SSA Mismatch. DMDC/SSA has found the SSN entered, but corresponding personal data (e.g., name, sex, date of birth (DOB), etc.) is incorrect. The applicant's USMIRS record will report "Mismatch" in the APS and the Work History tab will report the reason for the mismatch. USMIRS will automatically generate an Admin Hold for a SSA Mismatch. The SL/GC is responsible for resolving the mismatch by performing the following steps:

(1) Verify the applicant's personal data utilizing authorized source documents (IAW Figure 7-1). The source document is required to be uploaded into the applicant's USMIRS record for MEPS to complete PS processing and ship QRP while the SSN is in a mismatch status.

(2) Correct the applicant's personal data in USMIRS, as applicable. If personal data matches the source document(s) and no personal data correction is required, assist the applicant with contacting SSA to resolve any discrepancies to prevent future issues in their military service.

(3) Perform the SSN resubmission steps posted on milSuite to resubmit the SSN to DMDC/SSA.

(4) Clear the SSN mismatch Admin Hold with "[Name of Source Document] Verified" entered in the Admin Hold notes box.

c. SSA Not Found. DMDC/SSA did not find the SSN entered. The applicant's USMIRS record will report "Not Found" in the APS and the Work History tab will report results were not found. USMIRS will automatically generate an Admin Hold for SSN Not Found. The following steps will be performed by the SL/GC and MEPS:

(1) SL/GC will upload an authorized source document (IAW Figure 8-1) in the applicant's USMIRS record and notify MEPS.

(2)   MEPS will enter the applicant's correct SSN using the authorized source document.

(3)   MEPS will clear the SSN not found Admin Hold with "[Name of Source Document] Verified" entered in the notes box.

d.   SSA Pending. Results have not yet been received.

(1)   The SL/GC will upload an authorized source document (IAW Figure 7-1) into the applicant's USMIRS record before MEPS can begin PS processing or clear the applicant to ship.

(2)   At QRP, MEPS will ensure the source document matches personal data in USMIRS.

(3)   For shipping scheduled visits only: MEPS will authorize the applicant to ship in a pending SSN status by entering a custom Admin Hold with reason "Cleared to Ship" and "[Name of Source Document] Verified" entered in the notes box. Immediately clear the Admin Hold upon entering it.

e.   In the event the authenticity of a 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 will provide the document to their OPSO or Processing Section supervisor for review. Suspected fraudulent source documents will be treated as an Alleged Improper Recruiting Practice (AIRP) (see paragraph 8-10 for AIRP procedures).

7-4. ARN Verification
Upon receiving results from USCIS, USMIRS will generate a status of USCIS "Verified", "Mismatch", or "Not Found" in the applicant's USMIRS record (APS and Work History tab). USCIS "Pending" indicates results have not been received. If no ARN is required, USCIS status will indicate "Not Required".

a.   USCIS Verified. Results are favorable.

b.   USCIS Mismatch. USCIS has found the ARN entered, but corresponding personal data (e.g., name, date of birth (DOB), place of birth, etc.) is incorrect. The applicant's USMIRS record will report "Mismatch" in the APS and the Work History tab will report the reason for the mismatch. MEPS will generate a custom Admin Hold with reason "ARN mismatch". The SL/GC is responsible for resolving the mismatch by performing the following steps:

(1)   Verify the applicant's personal data utilizing authorized source documents (IAW Figure 7-1). The source document is required to be uploaded into the applicant's USMIRS record for MEPS to complete PS processing while the ARN is in a mismatch status.

(2)   Correct the applicant's personal data in USMIRS, as applicable. If personal data matches the source document(s) and no personal data correction is required, assist the applicant with contacting USCIS to resolve any discrepancies to prevent future issues in their military service.

(3)   Clear the ARN mismatch Admin Hold with "[Name of Source Document] Verified" entered in the Admin Hold notes box.

c.   USCIS Not Found. USICS did not find the ARN entered. The applicant's USMIRS record will report "Not Found" in the APS and the Work History tab will report results were not found. MEPS will

create a custom Admin Hold with reason "ARN not found". The following steps will be performed by the SL/GC and MEPS:

    (1)   SL/GC will upload an authorized source document (IAW Figure 7-1) in the applicant's USMIRS record and notify MEPS.

    (2)   MEPS will enter the applicant's correct ARN using the authorized source document.

    (3)   MEPS will clear the ARN Not Found Admin Hold with "[Name of Source Document] Verified" entered in the notes box.

   d.   USCIS Work Status. SL/GC and MEPS will verify an applicant's USCIS Work Status in the applicant's USMIRS record – Info Tab during pre-ship quality control and shipper QRP.

    (1) If a work status is not displayed, MEPS will submit a MOC request.

    (2) If the MOC request does not resolve the issue, SL/GC will upload an authorized source document into the applicant's USMIRS IAW Figure 7-1. MEPS will verify the applicant's record is complete.

    (3) If an applicant requires a work status, shipping is not authorized without an USCIS work status in their USMIRS record. The sponsoring Service will determine the applicant's eligibility to continue processing based on which work status is present.

7-5. Applicant Positive Identification

Identity management and accountability is achieved through positive identification. Positive identification prevents fraudulent enlistments. MEPS will perform a photo ID check of every applicant upon MEPS check-in. Each time an applicant enters MEPS, a photo ID check will be performed.

   a.   Applicants must have an authorized photo ID IAW Figure 7-2 to check-in to MEPS and the CLF (see paragraph 2-7). Applicants without an authorized photo ID must have an approved ETP (IAW paragraph 2-13) to check-in with an alternate photo ID prior to arrival to MEPS and CLF.

   b.   Photo IDs must be unexpired to be considered authorized.

   c.   A digital photo ID viewed from Apple Wallet, or a state-sponsored mobile application is acceptable.

    (1) Scanned images, pictures, or screenshots of a photo ID are not acceptable.

    (2) Digital photo IDs are not authorized at MET Sites.

    (3) Transportation Security Administration (TSA) may require a physical photo ID card in lieu of, or in addition to, a digital photo ID.

   d.   If an applicant arrives to MEPS without an authorized photo ID or approved ETP, MEPS will place the applicant in a custom Admin Hold with reason "No Authorized Photo ID" and return the applicant to the SL/GC.

e.   Applicants must present a physical photo ID card or provide their right thumbprint on UMF 680-3A to test at MET Sites.

f.   The sponsoring Service is responsible for ensuring their applicants meet photo ID and access requirements for federal installations and TSA.

7-6. Applicant Name Badge
Every applicant, regardless of sponsorship status or processing requested, will wear a USMIRS-generated name badge. The badge must be visible on the applicant. MEPS may manually add markings to the badge to help identify applicants IAW MEPS SOP but not while being worn by the applicant; MEPS will not add PII/PHI to the badge IAW paragraph 3-4g. MEPS will ensure applicants temporarily remove their badge during the Oath of Enlistment when recorded or live streamed.

Figure 7-1
Source Documents for SSN/ARN Verification

	POB	SSN	Citizenship	Name
US Born	Birth Certificate DD Form 372 DS 1350 FS 240 FS 545 US Passport US Passport Card N-560-AB Global Entry Card	SSN Card DD 214 DD 215 NGB Form 22 W-2 (must contain full SSN) Document/Printout/Letter from SSA containing name and SSN.	Birth Certificate SSN Card DD 372 DS 1350 FS 240 FS 545 US Passport US Passport Card N-560-AB Global Entry Card	Birth Certificate SSN Card State ID Military ID Global Entry Card Marriage License House Deed Passport Passport Card DD 214 DD 215 DS 1350 FS 240 FS 545
Naturalized Citizens	Birth Certificate US Passport US Passport Card N-560, N-560-A, N-561	Same as US Born	Birth Certificate N-550, N-570, N-560, N-560-A, N-561 US Passport US Passport Card Global Entry Card	Same as US Born and: N-550, N-570, N-560, N-560-A, N-561
FSM/RMI/ROP	Same as US Born	Same as US Born	Birth Certificate N-550, N-570, N-560, N-560-A, N-561 US Passport with unexpired I-551 stamp I-551 Card I-9	Same as US Born
Native Americans	Same as US Born	Same as US Born	Birth Certificate Tribal Letter/Card	Same as US Born

			US Passport with unexpired I-551 stamp I-551 Card	
Non-US Citizen	Same as Naturalized Citizens	Same as US Born	US Passport with unexpired I-551 stamp G-845 I-551 Card	Same as US Born

Notes:
Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Republic of Palau (ROP).
See Appendix F Glossary for form names.
See milSuite for source document examples.

Figure 7-2
Authorized Photo ID

ID Type	Notes
Driver's license issued by Department of Motor Vehicles	Must be unexpired; physical or digital is authorized
State photo ID	Must be unexpired; physical or digital is authorized
U.S. Passport Book or Card	Expired is acceptable
Foreign Government-issued Passport	Expired is acceptable
U.S. Department of Defense ID; including IDs issued to dependents	Must be unexpired
USCIS Form N-550 (Certificate of Naturalization)	original or official copy used by Recruiting Services
USCIS Form I-551 (Permanent Resident Card)	Expired is acceptable
USCIS Form N-560 (Certificate of Citizenship)	original or official copy used by Recruiting Services
HSPD-12 PIV Card (Smart Card, Common Access Card, etc.)	Must be unexpired
DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)	Must be unexpired
U.S. Merchant Mariner Credential	Must be unexpired
Federally recognized, Tribal-issued Photo ID	Must be unexpired
Student (high school, university, trade/vocational school) photo ID	Must be issued within previous two years

Chapter 8
Operations Processing

8-1. Overview
This chapter prescribes policies and procedures for: applicant tracking, UMF 727-E management, applicant processing cycle, preparing and reviewing enlistment documents, special agreement checks (SAC), interviews, conducting the Oath of Enlistment, data reporting, reconciliation, and discharge/separation procedures.

8-2. Applicant Tracking
MEPS will check applicants in/out of MEPS and each section/department in USMIRS to ensure applicant accountability and management. The MEPS Control Desk will manage and annotate UMF 727-E to track applicants and reconcile the processing day's actions IAW paragraph 8-15.

    a.   MEPS Check-in. Every applicant will be checked-in to MEPS immediately upon arrival.

       (1)   MEPS will perform a photo ID check to positively identify applicants IAW paragraph 7-5.

       (2)   MEPS will annotate UMF 727-E (e.g., highlight, checkmark, etc.) IAW local MEPS SOP to document applicant arrival.

       (3)   MEPS will check-in applicants in USMIRS (Location tab).
Note: SL/GC offices may perform MEPS check-in functions. MEPS Processing Section will ensure SL/GC offices perform all required check-in actions (e.g., USMIRS check-in, photo ID check, etc.).

    b.   Section/Department Check-in/out.

       (1)   Applicants will be checked in/out of each section/department (e.g., Control Desk, Processing, Oath Room, Testing, Medical, SL/GC) in USMIRS upon arrival/departure.

       (2)   Applicants who remain in a waiting room before beginning processing in any Section/Department must be checked-in to the Section/Department they're waiting to process in.

    c.   MEPS Check-out. Every applicant will be checked-out of MEPS in USMIRS immediately upon departure. MEPS will not check out applicants who've completed processing but are still inside MEPS waiting for departure. Upon applicant check-out, MEPS will:

       (1)   Annotate the processing day action on UMF 727-E IAW paragraph 8-15.

       (2)   Shippers only:

         (a) Confirm shippers by clicking the Confirm Ship button in USMIRS (see user guide on milSuite)

         (b) For shippers who began processing prior to MHS GENESIS implementation (hardcopy packet record created), perform a QA check in MHS GENESIS ensuring an Outside Document Encounter is displayed indicating the hardcopy packet record was uploaded (see paragraph 4-4e).

    d.   No-Show. Applicants were scheduled to process but did not report to MEPS or reported to MEPS

after the MEPS check-in cut-off window.

(1)   MEPS Commanders will establish a check-in cut-off window that will be documented in the local MEPS SOP and communicated to IRC partners. If applicants arrive after the cut-off time, MEPS are encouraged to accommodate processing if resources are available.

(2)   MEPS will annotate UMF 727-E with "NS".

(3)   MEPS will report the no-show in USMIRS (Location tab).

8-3. Applicant Processing Cycle

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

b. Medical. The Accession Medical Examination will be conducted IAW UMR 40-1 and AME SOP. Under normal processing procedures, the medical examination will follow aptitude testing.

(1) MEPS will not conduct an Accession Medical Examination on an applicant with a disqualifying aptitude test score, (e.g., score with an Armed Forces Qualification Test (AFQT) less than 10). Applicants with an AFQT score of 10 or higher are authorized full processing to include medical evaluation through Enlistment, when requested by the Sponsoring Service.

(2) MEPS Commanders may allow medical processing of applicants 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 MET site, an inoperative Optical Mark Reader (OMR), USMIRS unavailability, or manual scoring) that cannot be resolved or accomplished before the last medical examination start time.

(a) MEPS Commanders may direct medical processing be conducted first to minimize applicant down-time in the MEPS during heavy workload days when, for example, the number of applicants showing to test exceeds the number of available Computerized Adaptive Test (CAT)-ASVAB terminals.

(b) MEPS Commanders, OPSOs, or a delegated staff member must prepare and sign a brief MFR explaining the circumstances. The MFR will include the applicant's name, last 4 of SSN and the reason the Accession 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 uploaded into each applicant's USMIRS record with redacted SSNs of each applicant except for the applicant's record the MFR is uploaded in.

(c) If an applicant receives a disqualifying aptitude test score while undergoing an Accession Medical Examination, the MEPS Commander will inform the Medical Department. The applicant will complete medical processing, to include annotation of the applicant's medical results in USMIRS and MHS GENESIS accordingly. No additional medical testing/consults will be scheduled until the applicant receives a qualifying ASVAB score.

(3) If requested by SL/GC, applicants placed in an Admin Hold or declared medically disqualified, may ASVAB retest or take any special purpose test provided no mandated retest waiting period is violated. However, applicants 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 SL/GC may request the applicant's fingerprints be captured and submitted to the investigating agency.

c. Operations. Contract processing is conducted after the applicant is medically qualified and is completed in three phases.

(1) Phase I consists of the Processing Section:

(a) Providing the Pre-Enlistment Interview (PEI) (see paragraph 8-8).

(b) Initiating DD Form 93 (Record of Emergency Data) for Regular-Component applicants entering DEP or completing DD Form 93 for Guard or Reserve-Component applicants accessing (see paragraph 8-6).

(c) Completing DD Form 4 Acknowledgment by reviewing DD Form 4-series for accuracy and completing acknowledgements (see paragraph 8-5).

(2) Phase II consists of SL/GC reviewing DD Form 4-series with applicants and completing the Service Certification.

(3) Phase III consists of:

(a) Providing Pre-Oath briefing (see paragraph 8-11).

(b) EO providing Oath of Enlistment (see paragraph 8-12).

(c) EO completing DD Form 4 Confirmation by confirming the Oath of Enlistment with the applicants via applicant and EO signatures (see paragraph 8-5).

(d) Providing applicants UMF 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces) (see paragraph 8-13).

(e) Ensuring fingerprints were captured and submitted upon DEP or initial accession (see paragraph 8-7).
Note: See paragraph 9-10 for ship day processing.

8-4. DD Form 1966 (Record of Military Processing – Armed Forces of the United States)
DD Form 1966 (Record of Military Processing - Armed Forces of the United States) consists of pages 1966/1, 1966/2, 1966/3, 1966/4, and 1966/5; collectively referred to as the DD Form 1966-series. The DD Form 1966-series is the authoritative source document for enlistment data and preparing the DD Form 4-series. The sponsoring Services will submit a complete and accurate DD Form 1966-series IAW DoDI, 1304.02, Accession Processing Data Collection Forms.

a. SL/GC will upload DD Form 1966/1 into the applicant's USMIRS record prior to applicants arriving to the Processing Section for phase I (see paragraph 8-3c(1)).

b. Processing Section will review the uploaded DD Form 1966/1 in USMIRS to enter/verify data DEP or Accession data for DD Form 4-series generation.

Note: See paragraph 2-6e for DD Form 1966/5 requirements for minor applicants.
Note: See Appendix A-2 for non-MEPS enlistments and Appendix A-3 for overseas enlistment requirements for DD Form 1966/1.

8-5. Preparation of DD Form 4 Series, Enlistment/Reenlistment Document Armed Forces of the United States
The DD Form 4-series is used for enlistment and reenlistment in the Armed Forces consisting of pages 4/1, 4/2, 4/3, and 4/4; collectively referred to as the DD Form 4-series. The DD Form 4-series is the basic agreement establishing a legal relationship between the sponsoring Service and enlistee. Special care must be taken to ensure the DD Form 4-series is prepared accurately and completely.

a.   MEPS will use enlistment data from DD Form 1966/1 to prepare the DD Form 4-series. MEPS will display and review entries with the applicant for accuracy and completeness, and ensure applicants understand the meaning and intent of the enlistment contract. The DD Form 4-series must be displayed to and reviewed by each applicant in its entirety (to include annexes and contract clauses) prior to fully executing the enlistment contract. If an applicant does not understand the enlistment contract, the applicant will be returned to their SL/GC for clarification. Upon completion it is a legally binding agreement between the United States Government and the enlisted member. Sponsoring Service representatives will perform these actions for non-MEPS enlistments (see Appendix A-2) and overseas enlistments (see Appendix A-3).

b.   DD Form 4 Pages 4/1, 4/2, and 4/3 are used for Regular-Component DEP enlistment, and for Reserve/Guard-Component accession.

c.   DD Form 4 Page 4/4 is used for discharge from the DEP and enlistment into the Regular-Component. Applicants in DEP will receive DD Form 4/4 upon accession.
Note: DD Form 4/4 will not be produced for Reserve DEP (RDEP) Programs. See Appendix A-6 for Navy Reserve DEP and Appendix A-7 for other RDEP Program DD Form 4-series procedures.

d.   MEPS will use the fingerprint scanner function to capture applicant initials and signatures (see e-Signature User Guide on milSuite). Mouse signing will only be used when the fingerprint scanner is inoperable.

e.   The EO who administered the Oath of Enlistment must be the same individual who signs each DD Form 4-series.

(1)   The EO will utilize the batch signing function when multiple applicants were administered the Oath of Enlistment (see Batch Signing User Guide on milSuite).
Note: Applicants must be checked-in to the Oath Room for the batch signing function to be available.

(2)   Upon the applicant and EO signing the DD Form 4-series, it will automatically be saved into the applicant's USMIRS record (Documents tab).

f.   SL/GC will print IAW Service guidelines or upon applicant request.

g.   Manual preparation of DD Form 4:

(1)   MEPS will prepare DD Form 4-series in USMIRS, except during manual processing or special processing, as prescribed (see Appendix A) IAW DD Form 4-series Instructions in Appendix B-4.

(2)   Manual DD Form 4-series will be completed and signed in black, blue, or blue-black ink only.

(3)   Manual DD Form 4-series must include the vaccination advisory statement in item 8b (see Appendix B-4).
Note: The statement is automatically generated in item 8b when the DD Form 4-series is generated in USMIRS.

(4)   MEPS will ensure "Outside MEPS" is selected as place of enlistment in the USMIRS DEP or Accession Service Information screen and the "Commit" button is selected to transmit enlistment and accession data to DMDC.

(5)   Upon applicant and EO signature, MEPS will immediately upload DD Form 4-series into USMIRS and provide original copy to SL/GC for disposition.

(6)   For non-MEPS and overseas enlistments, the sponsoring Service will upload the DD Form 4-series in the applicant's record and notify MEPS of upload IAW local MEPS SOP (see Appendix A-2 and Appendix A-3).

h.   Corrections.

(1)   Pen-and-ink corrections are the only authorized method for correcting the DD Form 4-series.

(2)   Corrections in items 5, 8, 18b, 19b, 19f, 20a, 21a, 21f, 22c, 23b, and 23f of DD Form 4-series are not authorized and necessitate the deletion and re-creation of the document for digital signature IAW paragraph 8-16.

(3)   The sponsoring Service is required to make corrections to the DD Form 4-series if the applicant has shipped. The sponsoring Service will re-establish the DD Form 4-series with the recruit IAW DoDI 1304.02.

8-6. Preparation of DD Form 93, Record of Emergency Data
DD Form 93 is an official record of beneficiaries designated to receive death gratuity, pay and allowances, and will be verified at any time of preparation; even during front-loading (see paragraph 8-8e). 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.

a.   DD Form 93 is a mandatory document for each applicant accessing in the Armed Forces; except Coast Guard.

b.   Initiation of DD Form 93 in USMIRS is at DEP-in. Completion will be accomplished in its entirety during the accession process.

c.   Each data element on DD Form 93 must be complete and thoroughly verified with applicants when reviewing/completing the form.

d.   MEPS will verify the submitted family member and dependent details with the applicant, update as necessary, and enter emergency contact and beneficiary information in USMIRS (Info Tab – Emergency Contact & Beneficiaries screen).

e.   MEPS will complete DD Form 93 for guard/reserve applicants during phase I (see paragraph 8-3c(1)).

f.   MEPS will initiate DD Form 93 for applicants entering the DEP during phase I but will not complete the form until applicants return to MEPS to access. At this time, MEPS will verify with applicants all information is correct, update as required, and complete the form.

g.   Immediately prior to completing DD Form 93 MEPS will make the following 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."

h.   Witness signature is not required when DD Form 93 is completed in USMIRS.

i.   The USMIRS-generated DD Form 93 will be saved in the applicant's USMIRS record (Documents tab) upon completion. Manually generated DD Form 93 must be uploaded into the applicant's USMIRS record immediately upon completion and system availability.

j.   SL/GC will print DD Form 93 IAW Service standards or upon applicant request.
Note: See Appendix A-2 for non-MEPS processing DD Form 93 procedures and Appendix A-3 for overseas processing DD Form 93 procedures.

8-7. Special Agreement Check (SAC)
This chapter prescribes policies, procedures, and responsibilities for processing SAC requests with Electronic Fingerprint Capture Stations (EFCS).

a.   MEPS will capture and process fingerprints primarily in the online Enrollment environment.

(1)   If Enrollment is unavailable or inoperable, MEPS will utilize the LiveScan Management Software (LSMS) or offline environment to capture and submit fingerprints, or queue until network availability or issue resolution allows submission.

(2)   MEPS will submit a J-6/MEIT Service Desk EFCS ticket within 24 hours when an EFCS problem is encountered.

(3)   If a critical system error occurs that prevents the capture or submission of an applicant's fingerprints, MEPS will call the J-6/MEIT Service Desk to seek immediate assistance.

(4)   MEPS will not stop processing applicants to attempt fingerprinting at a later date without first contacting J-6/MEIT Service Desk for assistance.

b.   MEPS will capture and submit fingerprints during enlistment/accession processing for:

(1)   Service-sponsored applicants in support of background investigations, regardless of place of birth (POB), foreign travel, prior Federal employment, special programs, waivers, and residency of immediate family members.

(2)   Non-Service sponsored applicants, DA civilians, military and contractor personnel assigned to

USMEPCOM.

c.   MEPS will not capture fingerprints for non-USMEPCOM military, civilian, and contractor personnel or for any other individual outside the purview of this regulation (e.g., friend, parent, spouse, etc.) without prior-approval from J-3/MEOP via MOC request.

d.   Services may capture fingerprints prior to applicant arrival at MEPS. These fingerprints are used for internal Service purposes only; MEPS will continue to capture and submit fingerprints IAW this chapter and DoDM 1145.02.

e.   USMEPCOM-issued training aid posters will be displayed near the EFCS and visible to all EFCS users.

f.   In the event Services request additional fingerprint checks, or resubmission of fingerprints with or without results within 120 days of initial submission, MEPS will create a custom Admin Hold, entering "Fingerprint Resubmission" as the reason and document the justification for resubmission in the notes section prior to recapturing and submitting fingerprints. MEPS will immediately clear the "Fingerprint Resubmission" Admin Hold. A MOC request is not necessary nor required.

g.   Fingerprinting Requirements:

(1)   All EFCS (computers) must remain powered on at all times, with Bitlocker password entered to receive system checks and updates. EFCS computers will not be turned off due to inactivity.

(2)   MEPS will utilize all EFCSs when feasible and necessary to maximize efficient processing throughout the day. When an EFCS computer and/or scanner cannot power on or connect to capture fingerprints, users or ITS personnel will enter a J-6/MEIT Service Desk ticket or call the Service Desk to report the issue within 24 hours.

(3)   Lighting in the fingerprinting area must be sufficient to ensure proper evaluation and quality assurance of fingerprints.

(4)   All EFCSs must be at the proper height from the floor. Proper height is a level that allows an average applicant's forearm to assume a horizontal position when fingers are being scanned.

(5)   MEPS will maintain the EFCS supply kit, and store in a common area accessible to all users. EFCS supplies will not be locked or stored in server rooms or private offices. MEPS will submit a J-6/MEIT Service Desk ticket to request additional EFCS supply kits when supplies reach a minimum 30-day level. The EFCS supply kit consists of:

(a) Alcohol prep pads – Used to sanitize the EFCS fingerprint scanner and to clean the glass surface during silicone membrane changes. Alcohol pads will never be used to clean silicone membranes; alcohol pads will only be used to clean the EFCS glass when the silicone pad has been removed for replacement.

(b) Microfiber cloth – Must be microfiber or lint-free material to prevent abrasion and/or damage to the fingerprint scanner.

(c) Tacky/Sticky tape – Tape is to be used often to clean the silicone membrane in-between

applicants and any time the silicone membrane appears dirty or opaque. Tacky tape removes oils, dirt, debris, lint, and perspiration from the silicone membrane to ensure the scanner can capture clear fingerprints images.

(d) Silicone membrane – MEPS will ensure a properly installed silicone membrane is always applied to every EFCS scanner.

1. Both (2) clear protective/mylar sheets need to be removed during silicone membrane installation so they are no longer present when actively capturing fingerprints. The silicone membrane needs to be clean and easy to see through.

2. If the membrane is dirty or opaque from extended wear and use, the scanner will not be able to take clear fingerprint images. If the membrane cannot be cleaned using the sticky tape, it must be replaced. Depending on use and wear, a silicone membrane should last three to four weeks with regular cleaning, then it must be replaced. Consult the EFCS User Guide and reference materials available on milSuite for silicone membrane replacement instructions.

3. To request additional silicone membranes, MEPS will submit a J-6/MEIT Service Desk ticket to request an EFCS supply kit when supplies reach a minimum 30-day level.

(e) Scanner lid – When not in use, MEPS will cover EFCS scanners with the included lid to prevent dust and debris from degrading the silicone membrane, and to prevent damage to the underlying glass. MEPS with missing or damaged scanner lids will request replacement lids through J-6/MEIT. If a scanner lid is not available, a sheet of Tacky/Sticky Tape is to be applied to silicone membrane when not in use.

(6) MEPS will only use approved products and approved procedures on EFCS equipment and applicants being fingerprinted.

(a) Applicant hands must be clean, dry, and free from perspiration or body oils. Prior to fingerprinting, instruct applicants to rinse their hands with cold water, without using soap, and pat dry with a paper towel. Applicants will only use soap if hands are visibly dirty. Hot water and soap will raise the oil on the skin, making fingerprint capture more difficult.

(b) Sanitizer, lotion, moisturizers, and ridge builders will not be used prior to fingerprint capture and/or on the EFCS silicone membranes. In rare cases, applicants with severe dry hands may necessitate the use of oil and scent-free lotion, moisturizer, or ridge-builder to improve fingerprint capture, such as Corn Huskers® lotion.

(c) Orange cleaner/degreaser, WypAll® wipes, and all other chemical cleaning wipes are not authorized for use.

8-8. Pre-Enlistment Interview (PEI)
The purpose of the PEI is to assist sponsoring Services in preventing fraudulent entry into the Armed Forces.

a. The PEI will be conducted in English and precede the Oath of Enlistment.

b. The PEI will be provided to each Regular-Component applicant entering the DEP or Reserve/Guard-Component applicant accessing into the Reserve or Guard.

   c.   MEPS interviewers will:

   (1)   Ensure applicants understand the importance of providing complete and accurate information. Applicant information collected is entered into USMIRS to prepare MEPS-generated required enlistment documents.

   (2)   Confirm applicant information and acquires required signatures.

   (3)   Explain UCMJ Article 104a—Fraudulent Enlistment to applicants (see Figure 8-1, Uniform Code of Military Justice Articles 104a, 85, and 86).

   (4)   Follow the PEI script on milSuite and may ask the listed questions in their own words.

   (5)   Ask subsequent questions, as necessary, to clarify situations or to clarify applicant statement(s). The PEI script is furnished as a guide and is not required to be followed specifically as written; however, all questions listed must be covered during the interview.

   d.   Interview Facility Requirements. 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.

   e.   PEI "Front-load". Front-loading refers to processing activities that are authorized to be performed before the PEI.

   (1)   MEPS have the option to "front-load" applicants to support efficient applicant flow.

   (2)   The quality of the PEI, completeness, and accuracy of data will not be jeopardized when front-loading.

   (3)   For applicants not enlisting at MEPS front-load processing does not apply as the sponsoring Service will perform these activities IAW Appendix A-2.

   (4)   The front-load processes consists of the following and can be performed in any order as long as each process is completed in its entirety:

   (a) DoD Separation Policy

   (b) Capture of fingerprints.

   (c) DD Form 93 data (form cannot be signed until accession data is entered).

   (d) PEI questions 10 and 11 (cannot ask these questions until after the Accession Medical Examination is completed).

   (e) PEI questions 7 thru 9 (contract information will be asked during the PEI).

   (f) All remaining PEI questions not specified above may be "front-loaded".

(g) The remaining parts must be completed during the actual PEI.

(h) Medical "Front-Load" processes will be conducted IAW UMR 40-1.

f.   Enlistment Forms/Documents Required for the PEI. MEPS interviewers will review UMF 680-3A and DD Form 1966/1 in the applicant's USMIRS record to assist in the PEI, validate answers, and to verify the accuracy of previously provided applicant data. If the interviewer determines the documents to be contradictory to data in USMIRS, the applicant will be placed in a custom Admin Hold with reason "PEI Issue" and returned to their SL/GC for resolution.

8-9. Pre-Accession Interview (PAI)
The purpose of the interview is to provide a final quality check after the Accession Medical Examination and before enlistment into a regular component from the DEP.

a.   The PAI will be conducted in English prior to the Oath of Enlistment.

b.   The PAI is not required for reserve or guard enlistees returning to MEPS to Ship.

c.   Applicants at MEPS to access and ship will be provided UMF 601-23-5-R-E (Introductory Pre-Accession Interview) to read before receiving either an individual or group PAI.

d.   MEPS will distribute the form IAW local MEPS SOP and instruct applicants to complete section I of the form (e.g., name, sponsoring Service, SSN). MEPS must allow applicants sufficient time to thoroughly read the form before the interview begins.

e.   MEPS interviewer will:

(1)   Review UCMJ Article 104a and report any incidents that may be disqualifying for military Service.

(2)   Follow the PAI script on milSuite and may ask the listed questions in their own words.

(3)   Ask subsequent questions, as necessary, to clarify situations or applicant 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.

f.   At the end of the PAI, applicants will sign and date UMF 601-23-5-R-E.

g.   MEPS interviewers will review each UMF 601-23-5-R-E prior to each applicant taking the Oath of Enlistment.

h.   MEPS will provide completed UMF 601-23-5-R-E to SL/GC for disposition.

i.   If an applicant refuses to sign (RTS) UMF 601-23-5-R-E, the MEPS interviewer will place the applicant in a custom Admin Hold with reason "RTS PAI" and return applicant to their SL/GC for disposition.

j.   MEPS may conduct an individual/desk-side PAI or group PAI.

(1)   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.

(a) If the applicant discloses information not previously reported, the interviewer will initiate report of additional information procedures IAW paragraph 8-10.

(b) Facility requirements in paragraph 8-8d apply.

(2)   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 starting the interview.

(a) The MEPS interviewer will inform each applicant there are to be no public responses to individual questions, nor will MEPS staff request a public response to individual questions on the form (e.g., raised hand, verbal response).

(b) 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.

(c) At the end of the interview, each applicant will sign and date UMF 601-23-5-R-E.

(d) The MEPS interviewer will review each UMF 601-23-5-R-E prior to the applicant taking the Oath of Enlistment

(e) If the applicant has marked any question "No" or "Discuss", the MEPS interviewer will give the applicant an individual/desk-side PAI for those specific questions. If the applicant discloses information not previously reported, the interviewer will initiate report of additional information procedures IAW paragraph 8-10.

8-10. 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. The Processing Section will initiate UMF 601-23-E (Report of Additional Information) 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 Processing Section will place the applicant in an administrative hold 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 D, 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 interviewer will initiate UMF 601-23-E and place the applicant in a custom administrative hold with reason "Medical Disclosure". The interviewer will enter any information relevant to the disclosure in the administrative hold notes box. The interviewer will discontinue processing and direct the applicant to the CMO for evaluation of the disclosure.

(4) The 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 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.

(5) The Processing Section will enter any applicable waiver information, and remove the administrative hold. 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 the MEPS Commander will complete UMF 601-23-E (item 3a "Qualified") and return the applicant to the interviewer to continue processing. The interviewer will clear the administrative hold.

(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.

(b) Advise the SL/GC 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 keep the administrative hold active.

(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), securely file UMF 601-23-E, 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 SL/GC) by COB. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s). Completed UMF 601-23-E will be retained under Record Number 601-270a/600A, Examination/Enlistment Files (see Appendix D, Section III).

    b. Processing a Non-medical Disclosure.

       (1) When a non-medical disclosure occurs, the interviewer will initiate UMF 601-23-E and place the applicant in a custom administrative hold with reason "Non-Medical Disclosure". The interviewer will enter any information relevant to the disclosure in the administrative hold notes box.

       (2) When USMIRS is not operational, and a non-medical disclosure occurs, manual processing will continue as follows. The MEPS will return the applicant 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 signed UMF 601-23-E is to be returned to the interviewer for filing before COB or prior to the applicant continuing processing, if cleared.

       (4) If the disclosure was not disqualifying, or a waiver is approved, the applicant will continue processing after the SL/GC makes notification to clear the applicant and the interviewer clears the administrative hold.

       (5) If the disclosure was permanently or temporarily disqualifying, the SL/GC will return UMF 601-23-E to the interviewer for filing.

       (6) If a SL/GC is not available during processing, the interviewer will annotate on the UMF 601-23-E, item 4 (Remarks), "Service determination required".

    c. Processing alleged improper recruiting practice disclosures. If an applicant alleges an improper recruiting practice anytime during processing, the applicant's processing will be suspended pending sponsoring Service determination, and the interviewer will place the applicant in an "Alleged Recruiter Impropriety" administrative hold, 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 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)."

          (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 white paper. The interviewer or MEPS

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Commander will ensure the following acknowledgement is written 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 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 request the applicant to include ensure the following information, if feasible:

(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.   AIRP Reporting.

(1) Interviewer will inform the MEPS Commander of the AIRP.

(2) MEPS Commander will:

(a) Verbally inform the appropriate IRC Commander on the same day the allegation surfaces and prepare a MFR using the template on milSuite that includes:

1.   Applicant's full name and SSN in the subject line.

2.   Description of allegations and recruiter(s) involved in the body.

(b) Within 1 workday of documenting the allegation:

1.   Send the original statement and MFR to the IRC Commander via encrypted email.

2.   Mail information copies to the appropriate HQ Recruiting Command Investigative Activity IAW the list provided on the MFR template.

3.   Submit a STARNET IAW UMR 380-1.

(3) MEPS will maintain a complete hardcopy record (MFR to IRC, applicant or staff 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 filed

under Record Number 601-210e/600A, Recruiter Impropriety Investigations (see [Appendix D, Section III](#)).

   (4)   No medical documentation will be filed with AIRPs.

   (5)   The AIRP checklist is available on [milSuite](#) as a resource to MEPS.

8-11. Pre-Oath Briefing
Prior to administering the Oath of Enlistment for entry into the DEP and/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. Applicants will not be administered the Oath of Enlistment without first being administered the Pre-Oath Briefing.

   a.   MEPS will check applicants into the Oath Room for accountability and batch signing.

   b.   The verbal Pre-Oath Briefing will include:

   (1) The mandatory reading of UCMJ Articles 85 and 86 ([Figure 8-1](#)).

   (2) The mandatory reading of the DoD Applicant Briefing on Separation Policy and Restrictions on Personal Conduct in the Armed Forces, posted on [milSuite](#).

   (3) Instructing an applicant on proper conduct during the Oath of Enlistment (e.g., how to stand at attention and hold their right hand up at a 90-degree angle).

   (4) Informing an applicant that while reciting the Oath of Enlistment they have the option to swear or affirm, and the words "so help me God" may be omitted at the end of the oath if they so choose.

   c.   The DVD briefing will include:

   (1)   MEPS staff member being present during the entire DVD viewing.

   (2)   MEPS notifying applicants the DVD reference to UCMJ Article 83 is outdated and the correct article number is 104A.

   d.   Either the verbal briefing or DVD briefing will include:

   (1)   Reminding applicants, the Oath of Enlistment will be recorded and published on the MEPS social media site.

   (2)   Providing applicants, the opportunity to opt out of being recorded, by reciting the following script, with a second staff member as a witness: "[Name of MEPS] posts the Oath of Enlistment to our social media sites so that applicants can revisit this momentous occasion and family and friends can witness it. If any applicant does not wish to be recorded, it will have no negative impact on your enlistment process. Does anyone here prefer to remain off camera during the Oath?"

   (3)   Informing applicants to remove their name badge while the Oath of Enlistment is being recorded or livestreamed.

   (4)   Asking applicants if they fully understand the potential punishments if found guilty of violating any policies or articles of the UCMJ.

8-12. Oath of Enlistment
The Oath of Enlistment will take place immediately following the Pre-Oath Briefing. MEPS Commanders (or designated EO) will conduct the Oath of Enlistment according to U.S.C. Title 10, DoDI 1304.02, and DoDM 1145.02.

    a. Recording. MEPS will record the Oath of Enlistment IAW Policy Memorandum (PM) 7-2, Oath of Enlistment, Recording and Posting.

        (1) MEPS will either:

            (a) Record and post the Oath of Enlistment to the MEPS social media page.

            (b) Livestream the Oath of Enlistment on the MEPS social media page.

        (2) MEPS will ensure applicants aged 18 or over give verbal consent to being filmed prior to administration of the Oath of Enlistment. If an applicant refuses, MEPS will accommodate the request by having the applicant stand off camera or the EO will provide a separate unrecorded Oath of Enlistment.

        (3) Minor applicants require a signed UMF 360-1-2 (Name Photograph and Recording Release) by a parent/guardian to be recorded.
Note: The sponsoring Service will provide UMF 360-1-2 to minor applicants for parent/guardian signature, DD Form 1966/5 will not be utilized for providing Oath of Enlistment recording consent.
Note: A missing UMF 360-1-2 is not considered a QRP discrepancy.

            (a) Processing Sections will verify minor applicants have a signed release prior to recording the Oath of Enlistment.

            (b) Signed releases will be uploaded into the applicant's USMIRS record by close of business (COB) on the date the applicant was administered the Oath of Enlistment.

            (c) If an applicant does not have a signed release, the applicant will stand off camera or the EO will provide a separate unrecorded Oath of Enlistment.

    b. MEPS will ensure the minimum ceremonial room décor requirements of DoDM 1145.02 are met. The appropriate order of precedence for all Service flags and seals is: U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, U.S. Space Force, and U.S. Coast Guard. MEPS will ensure ceremonial flags and seals are evenly centered and displayed in a dignified professional appearance.

    c. Only under emergency conditions resulting from an absence of one or more of the assigned MEPS EOs, MEPS civilian personnel, who are Commissioned Officers currently serving in the Reserves or National Guard, or retired from Military Service, may conduct swear-in ceremonies either in uniform (if properly fitted and neat in appearance) or professional business attire.

    d. Guest EO. A Guest EO is not governed by appearance 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 MEPS operations. MEPS will generate a manual DD Form 4-series IAW paragraph 8-5f and Appendix B-4 when a guest EO administers the Oath of Enlistment.
Note: See guest EO visitor policy in paragraph 2-10,

e.   MEPS Commanders may only appoint officers assigned, attached, or detailed to USMEPCOM as a designated EO. If a MEPS is experiencing a shortage of assigned officers, MEPS Commanders may appoint a designated EO from outside the MEPS if the officer is stationed near the MEPS.

f.   EO will:

(1) Ask applicants, prior to the Oath of Enlistment, "Have you been briefed on and do you understand the DoD's Separation Policy, Restrictions on Personal Conduct in the Armed Forces, and UCMJ Articles 104a, 85, and 86?" If an applicant cannot recall receiving the Restrictions on Personal Conduct in the Armed Forces Briefing, MEPS will conduct an additional briefing IAW local procedures.

(2) Ask applicants before the Oath of Enlistment "Does anyone have any questions, reservations, or 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.

(3) Ask applicants 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.

(4) Applicants 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.

(5) Administer the Army National Guard or Air National Guard Oath of Enlistment utilizing the Enlistment Oath located on DD Form 4/3, item 16, then administer the separate Enlistment Oath to remaining Reserve and DEP enlistees utilizing the Enlistment Oath located on DD Form 4/3, item 15, or the oath located on DD Form 4/4, number 22a for DEP enlistees (excluding RDEP) accessing and shipping.

g.   Applicants are not permitted to sign DD Form 4-series prior to administration of the Oath of Enlistment.

h.   The EO who administered the Oath of Enlistment must be the same individual who signs the DD Form 4-series.

i.   If an applicant refuses to take the Oath of Enlistment (refuses to enlist (RTE)), MEPS will create a custom Admin Hold with reason "Applicant RTE" and return the applicant to their SL/GC for resolution.

j.   If an applicant RTS the enlistment agreement after administration of the Oath of Enlistment, the EO will exit out of the USMIRS contracting screen. MEPS will create a custom Admin Hold with reason "Applicant RTE" and return the applicant to their SL/GC for resolution.

8-13. Restrictions on Personal Conduct in the Armed Forces
MEPS will provide UMF 601-23-4-E to applicants after signing DD Form 4-series.

a.   UMF 601-23-4 is required to be provided to Regular Component applicants entering the DEP and to Guard and Reserve applicants upon initial accession.

b.   UMF 601-23-4 is not required for prior-Service applicants and applicants currently in the DEP returning to MEPS to access and ship.

c.   MEPS will document applicant receipt of UMF 601-23-4 by making an annotation in the "601-23-4" column on the printed UMF 727-E.

8-14. Entrance Processing and Data Reporting

a.   The minimum standard for transmitting aptitude, medical, and enlistment data is on the same day that processing occurred.

b.   MEPS will immediately correct data discrepancies upon discovery unless authorized by other official guidance.

c.   Applicant processing forms are the source documents for system data. System data will match the data copied from source documents.

8-15. Reconciliation

a.   Processing day actions. MEPS will record the following processing day actions on UMF 727-E and reconcile it against data reported in each applicant's USMIRS record to ensure accurate data reporting. MEPS will annotate the following on UMF 727-E and perform reconciliation by:

(1)   "D" must be annotated for applicants who enlisted in the DEP.

(a)   Processing status of "DEP Enlisted" must be reflected in the APS. If "DEP Enlisted" is not shown, confirm the applicant enlisted in the DEP and ensure enlistment data is committed in the DEP Service Information screen.

(b)   Verify DD Form 4-series is available in the Documents tab.

(c)   Verify fingerprints were captured and submitted in the Work History tab.

(d)   Verify 601-23-4 column on UMF 727-E is marked.

(2)   "A" must be annotated for applicants who accessed only (Guard and Reserve-Component applicants' initial accession).

(a)   Processing status of "Accession Enlisted" must be reflected in the APS. If "Accession Enlisted" is not shown, confirm the applicant accessed and ensure enlistment data is committed in the Accession Service Information screen.

(b)   Verify DD Form 4-series is available in the Documents tab.

(c)   Verify fingerprints were captured and submitted in the Work History tab.

(d)   Verify 601-23-4 column on UMF 727-E is marked.

(3)   "S" must be annotated for all applicants who shipped (to include non-MEPS shippers).

(a)   Processing status of "Accession Enlisted" must be reflected in the APS. If "Accession Enlisted" is not shown, confirm the Applicant accessed and ensure enlistment data is committed in the

Accession Service Information Screen.

        (b) Verify DD Form 4-series is available in the Documents tab.

        (c) Verify a "Confirmed Ship" icon is displayed on the Applicant Processing List (USMIRS homepage) or APS. If not displayed, verify the applicant shipped and click the "Confirm Ship" button.

    (4) "NS" must be annotated for applicants who were reported as a no-show. The applicant's location must be reported as "No-Show" or "NOS" in USMIRS.

    (5) "H" must be annotated for applicants who are holdovers and will return to MEPS the next processing day. Ensure each applicant is scheduled in USMIRS to return the next processing day. If an applicant is a medical holdover, ensure the MHS-G Holdover box is checked in the USMIRS "Schedule an Applicant Visit" screen.

    (6) "MOT" must be annotated for applicants who completed a processing action and were not identified as DEP, access, ship, no-show, or holdover (e.g., testing only, fingerprinting, liaison visit, QNE, disqualified, etc.).

    b. If there is a discrepancy between UMF 727-E annotations and USMIRS data (especially for DEP "D", Accession "A", and ship "S") MEPS must make corrections to either USMIRS or UMF 727-E. If the applicant's processing status is not correctly reported, perform the necessary correction.

    c. If a manual DD Form 4-series was generated, MEPS must ensure "place of enlistment" on either the DEP Service Information screen, or the Accession Service Information screen is reported as "Outside MEPS" and the Commit button is selected. The manual DD Form 4-series must be uploaded into the documents tab.

    d. MEPS may make other annotations, in addition to the mandatory annotations listed above for internal applicant management.

8-16. Discharges & Separations

    a. Accession or DEP data is not authorized to be deleted from USMIRS after the Oath of Enlistment unless meeting criteria prescribed in paragraph 8-16c below. Per DoDM 1145.02, the Oath of Enlistment at both DEP and Accession enlists an applicant into the Service (e.g., an enlistee cannot be removed from their enlistment obligation by deleting 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 authorized criteria for deleting enlistment (DEP or Accession) data on applicants who have taken the Oath of Enlistment is:

    (1) Applicants who return to MEPS to re-physical are 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/MEOP-ORM via a MOC request before any Accession or DEP data is authorized to

be deleted from USMIRS.

(2) Applicants in the DEP with positive drug results other than THC.

(a) Sponsoring Services are allotted 30 days to perform the DEP Discharge. Admin Hold in USMIRS with DEP Discharge reason "DAT Positive Results – Enlistment Data Removed (USMEPCOM Use Only)".

(b) Processing Sections will perform a monthly reconciliation of the Drug Processing Eligibility Roster (ZHM002-D) via the UBIS 1.1 SPEAR page to ensure applicants do not remain in the DEP for longer than 30 days with positive drug results.

(c) If applicants are still in the DEP for more than 30 days with positive drug results, the Processing Section will perform a DEP Discharge Admin Hold in USMIRS with DEP Discharge reason "DAT Positive Results – Enlistment Data Removed (USMEPCOM Use Only)".

(3) Applicants in the DEP with positive drug results for THC only. Applicants who receive a 2nd positive drug result after 90 days will be Discharged/Separated in USMIRS and are ineligible for military Service IAW UMR 40-8.
Note: Applicants in an accessed status will not have their accession data removed until the sponsoring Service uploads Accession Separation documentation.

(4) The sponsoring Service uploads DEP Discharge or Accession Separation documentation in the applicant's USMIRS record.

(a) Discharge/separation documentation will only contain one applicant's PII (group rosters are not authorized).

(b) SL/GC will notify the Processing Section of upload IAW local MEPS SOP.

(c) MEPS will perform the DEP Discharge or Accession Separation Admin Hold in USMIRS upon notification from the SL/GC by using the discharge/separation reason annotated on the discharge documentation (see Figure 8-2 for a list of discharge codes and reasons).

(d) Applicants are not authorized to be scheduled or process with a new Service until MEPS receives discharge/separation documentation and performs the discharge/separation Admin Hold. The new sponsoring Service must clear the Admin Hold before scheduling the applicant.

(5) Space Force applicants changing their SPF from DFR to DSR or DSR to DFR. No DEP Discharge documentation is required (see Appendix A-5).

8-17. Service Processing For (SPF) Change
SPF indicates the Armed Forces branch an applicant is processing for (see Figure 8-3). When applicants decide to change their SPF, the procedures below apply.

a. The gaining sponsoring Service will:

(1) Upload a new UMF 680-3A reflecting the new SPF, recruiter ID, and station ID, and any other updates to the applicant's USMIRS record, or:

(2)   Re-upload the existing UMF 680-3A with pen-and-ink changes made to the SPF, Recruiter ID, and Station ID. The sponsoring Service must initial and date all changes. No more than three SPF changes are allowed on any one UMF 680-3A.

b.   Upon upload, the gaining SL/GC will notify the MEPS Processing Section of the SPF change request IAW local MEPS SOP. Sponsoring Services will not perform SPF change transactions in USMIRS.

c.   MEPS Processing Section will:

(1)   Review the new or revised UMF 680-3A for accuracy and update the applicant's personal data in USMIRS (e.g., SPF, Recruiter ID, Station ID, etc.).

(2)   Perform the SPF change transaction in USMIRS (Info tab).

(3)   Notify the new SL/GC when the SPF transaction has been completed.

d.   Applicants in a DEP or accessed status must be discharged/separated before a SPF change can be processed. The losing sponsoring Service must upload discharge documentation to the applicant's USMIRS record.

8-18. Admin Hold Procedures.
An Admin Hold in the applicant's USMIRS record indicates a discrepancy or processing issue has been identified and requires resolution. Admin Holds are both system-generated and manually (HQ & MEPS)-generated. When an Admin Hold is active in an applicant record, USMIRS will prevent generation of DD Form 4-series. Admin Holds may be used for tracking purposes; however, these must not prevent processing and will be immediately cleared to enable DD Form 4-series generation.

a.   MEPS and SL/GC must ensure they have the proper authority and justification before clearing an Admin Hold.

b.   MEPS will review all Admin Holds during QRP to verify applicants are eligible to process.

c.   MEPS will ensure Admin Holds are placed correctly.

(1)   Common Admin Holds are listed in the Reason for Hold dropdown; other Admin Holds will be custom entered by HQ & MEPS.

(2)   MEPS must follow custom Admin Hold naming conventions prescribed throughout this regulation and USMEPCOM guidance in order to maintain data integrity.

d.   External Agency Admin Holds.

(1)   DoD Expedited Screening Protocol (ESP) maintains consistent standards of screening and vetting applicants for military Service, ensuring potential or recently enlisted (DEP/accessed) applicants are appropriately screened prior to shipping. When the DoD Expedited Screening Center (ESC) flags an applicant, HQ USMEPCOM will create a custom Admin Hold with reason "DoD ESP" and "Only J-3 can clear" annotated in the Admin Hold Notes. Shipping is not authorized until the DoD ESP Admin Hold is cleared by HQ USMEPCOM.

(a) If MEPS identify the Admin Hold during shipper QRP, the scheduled visit will be deleted.

(b) Upon notification from the ESC of a favorable result, J-3/MEOP HQ USMEPCOM will clear the Admin Hold.

(c) MEPS or SL/GC are not authorized to clear the Admin Hold under any circumstances; only J-3/MEOP is authorized to clear.

(2) Antiterrorism, Investigation, and Security agencies provide alerts to sponsoring Service Recruiting HQ when applicants are identified as a potential risk. The sponsoring Service Recruiting HQ will notify HQ USMEPCOM to suspend processing via Admin Hold. HQ USMEPCOM will create a custom Admin Hold with reason "Ext Agency Hold" and "Antiterrorism, Investigation, Security Agency; only J-3 can clear". Processing is not authorized until the Ext Agency Admin Hold is cleared by HQ USMEPCOM.

(a) If MEPS identify the Admin Hold during QRP, the scheduled visit will be deleted.

(b) Upon notification from the sponsoring Service Recruiting HQ of a favorable result, HQ USMEPCOM will clear the Admin Hold.

(c) MEPS or SL/GC are not authorized to clear the Admin Hold under any circumstances; only J-3/MEOP is authorized to clear.

8-19. DEP Extension.
Projected active-duty date (PADD) information may be changed by MEPS at the request of the sponsoring Service. Upon receipt of a revised DD 1996/1 and Service documentation (when required), MEPS will enter a DEP Discharge with reason (Other Reason) and annotate "DEP Extension" in the Notes box in order to re-enter DEP data with the new PADD.

a. DEP Extension. The sponsoring Service will make pen-and-ink changes to the applicant's current PADD on the original DD 1966/1, re-upload into the applicant's USMIRS record, and notify MEPS processing section of the DEP extension. No USMIRS actions are required by MEPS.

b. DEP Extension beyond 545 days. The sponsoring Service will upload Service documentation authorizing a DEP extension beyond 545 days and re-upload DD 1966/1 with pen-and-ink changes to the PADD into the applicant's USMIRS record and notify MEPS processing section. No USMIRS actions are required by MEPS.

Figure 8-1
Uniform Code of Military Justice Articles 104a, 85, and 86

UCMJ Articles 104a, 85, and 86
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 sex specific pronoun "his" is intended to be all inclusive 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 8-2
Discharge Codes

SVC CODE	REASON
ZAA	Medical disqualification - existed prior to service (EPTS)
ZAB	Medical disqualification - Non-EPTS
ZAC	Pregnancy
ZAD	Death
ZBA	Moral disqualification – EPTS
ZBB	Moral disqualification - Non-EPTS
ZBC	Apathy/personal problem
ZBD	Refused to enlist - separation action initiated
ZBE	Did not report on date scheduled for active duty - separation action initiated
ZBF	Concealment of prior service
ZCA	Dependency disqualification
ZCB	Marriage
ZCC	Personal hardship
ZDA	Failure to graduate from high school
ZDB	Pursuit of higher education
ZDC	Religious training or appointment as an ordained minister
ZEA	Enlisted in another Service recruiting error
ZEC	Enlistment misunderstanding
ZED	No longer qualified for option and declines alternate
ZEE	Temporarily disqualified through loss of original option and declines alternate
ZFA	Other reason
ZKC	Transfer to Individual Ready Reserve
ZZY	DAT positive results - enlistment data removed
ZZZ	Exceeded time in DEP (see note)

Note: HQ USMEPCOM use only. MEPS will not use this discharge code/reason.

Figure 8-3
SPF Codes

Army	Air Force	Marine Corps	Navy	Coast Guard	Space Force
DAR (Regular)	DFR (Regular)	DMR (Regular)	DNR (Regular)	GPR (Regular)	DSR (Regular)
DAV (Reserves)	DFV (Reserves)	DMV (Reserves)	DMV (Reserves)	GPV (Reserves)	DSZ (Non-Applicants
DAG (National Guard)	DFG (National Guard)	DMZ (Non-Applicants)	DNZ (Non-Applicants)	GPZ (Non-Applicants)	
DAZ (Non-Applicants)	DFZ (Non-Applicants)				

Chapter 9
Recruit Travel

9-1. Overview
This chapter establishes policies and procedures for processing and transferring recruits to their duty assignments as designated by their sponsoring Service. Recruit transfers consists of five areas: orders, transportation (air, ground, POV, and other), meal allowances, arrivals, and travel assistance.

9-2. Scheduling Shippers
Shipper scheduling will be processed IAW paragraph 5-2c.

a. Shipping scheduled visits will transmit data from USMIRS to e-Orders (to include Meals Module), and OBT.

b. Due to TA time constraints, data flowing between multiple systems, the order writing process, and airline availability, shipping scheduled visits submitted within seven days of ship day are at risk of transportation non-availability. Services are encouraged to schedule shippers at least 30 days from ship date.

c. SL/GC will immediately communicate changes to shipping scheduled visits to the TA.

9-3. Mission Requirements
Mission Requirements are established by each MEPS availability time, MEPS primary origination airport(s), RTC cutoff times, and RTC destination airport(s). Mission requirements are documented in the business rules of the TMC contract located on the SPEAR.

a. MEPS availability time is defined as the earliest time recruits can be ready to board an aircraft at a MEPS embarking airport after completion of MEPS processing, travel time to airport, and airport arrival time. Example: Shipper completes processing at 1200, travel time to airport is one hour, and TSA airport arrival time prior to flight departure is two hours; therefore, availability time to board an aircraft is 1500.

b. RTC arrivals. Each RTC has a destination airport. Fort Jackson and Fort Sill haves two destination airports.

c. Each RTC determines the drop-off points for ground shippers, either at the RTC or the destination airport.

d. RTC cutoff times are established between J-3/MEOP-ORP-R and each RTC. RTC cutoff times ensure the bulk of recruits arrive at the same time for group in-processing.

e. MEPS will notify J-3/MEOP-ORP-R via MOC request for any flight arriving after the RTC cutoff time prior to purchasing travel.

9-4. Recruit Travel Orders
Recruit travel orders are used to pay for travel allowances. MEPS are the order issuing authority for each Service. The TA and designated alternates are the designated order issuers and are responsible for transferring recruits to their duty assignments as designated by the sponsoring Service.

a. Orders are used to purchase airline tickets and populate the Expect and Onward Reports. Orders

must be confirmed as soon as possible after the schedule visit is submitted to secure airline tickets that meet the requested shipping date. Airline tickets may not be able to be secured for orders submitted less than seven days from the requested shipping date.

    b.   Order Types. There are two types of orders: basic and special.

       (1)   Basic orders: Recruits entering the active/Regular-Component for initial entry training (IET).

       (2)   Special orders: Recruits entering the Reserve/Guard-component, attending OTS, prior-Service, or any orders for separation process and amendments.

    c.   Order Writing.

       (1)   e-Orders is the primary system for writing MEPS Recruit travel orders. Refer to the Recruit Travel Systems Checklist on SPEAR for access, instructions, order formats, and user guide.

       (2)   MEPS will use order formats posted on SPEAR when required to manually-generate orders.

          (a)   Manual orders will only be generated when:

             1.   e-Orders is unavailable.

             2.   During interim periods when new order formats are pending incorporation into e-Orders, as directed by J-3/MEOP

          (b)   Manually-generated orders will be uploaded into e-Orders by COB the next business day of e-Orders becoming available. Upon confirming successful upload, MEPS will destroy the manually-generated orders IAW UMR 25-51.

    d.   Request for Orders (RFO).

       (1)   Basic orders: USMIRS scheduled visits function as RFOs and populate e-Orders with order information.

       (2)   Special orders: SL/GC will provide the TA all appropriate data necessary for creating recruit travel orders via a RFO document.

          (a)   The RFO is the source document for preparing orders. The RFO may be a printout from a Service system, worksheet, or form generated by the sponsoring Service.

          (b)   RFOs for DAG phase I shippers must indicate mandatory return date status. If the RFO indicates a mandatory return date, a date will be annotated. If the RFO does not indicate a mandatory return date, "none" will be annotated.

          (c)   RFO documents will be retained electronically IAW UMR 25-51 under Record Number 600-8-105a2/600A, "Personnel Orders – Request For Orders Documents" (for disposition instructions see Appendix D, Section III).

e. Order Dates.

(1) Order creation date. Due to the nature of the accession mission, orders are created in advance to purchase airline tickets. The order creation date is auto-populated when orders are generated in e-Orders. MEPS will use the current date as the order creation date when orders are manually-generated.

(2) Effective date. The effective date of orders, entitlements, and allowances is the scheduled ship date.

(3) Reporting date. The date the recruit must report to their duty assignment. The reporting date consists of adding expected travel time (to include overnight stay at CLF for two-day shipping) and authorized leave to the effective date.

f. Order Authentication. Orders require the MEPS Commander's signature.

g. Order Modification. MEPS will amend orders when required by the Services; orders may only be amended, rescinded, or revoked by the issuing MEPS. The sponsoring Service may request to amend, rescind, or revoke an order by submitting UMF 55-2-5 (Request for Modification of Recruit Travel Orders). UMF 55-2-5 will serve as the sole source document when amending, rescinding, or revoking an order.

(1) Orders may only be modified if the whole order has not been executed (e.g., Recruit has not completed travel to their destination and/or returned home).

(2) To reduce the number of order modifications and processing delays, sponsoring Services are encouraged to review and confirm shipper addresses, dependent statuses, and other personal data, and update USMIRS and RFOs, as necessary.

(3) Order modifications authorized:

(a) Adding FY lines of accounting for orders that cross two fiscal years (e.g., September and October, 53 weeks, orders projected to be completed by September but are extended, etc.)

(b) Additional training courses and dates

(c) Corrections to inaccurate information at the time of shipping.

1. Name

2. Home of Record:
- May only be changed to an address in USMIRS
- Will not be back dated IAW with JTR.

Note: Sponsoring Services are responsible for ensuring the accuracy of personal data in USMIRS.

(4) Order Modification unauthorized: Paygrade changes. Orders created for DAG phase II shippers will reflect the pay grade entered in the USMIRS Accession Service Information screen.

(5)　e-Orders allows a maximum of one order modification. If more than one modification is required, the order must be rescinded and a new order issued. Manual orders may be modified as many times as required without changing the order number.

h.　Recruit Absent Without Leave (AWOL).

(1)　SL/GC will notify the TA regarding the disposition (revocation, amendment, discharge, etc.) of recruits that do not travel after the oath of enlistment has been administered IAW Service regulations.

(2)　If the recruit is still at the MEPS, they will be returned to the SL/GC for disposition.

(3)　If MEPS becomes aware of an AWOL recruit, they will immediately notify SL/GC.

i.　MEPS will provide copies of orders to SL/GC upon request.

j.　If a non-MEPS shipper is a no-show or scratch (cancellation), SL/GC will return unused orders to the TA within five business days of ship date (see non-MEPS shipping procedures in Appendix A-4).

k.　Retention of Orders:

(1)　Retain RFOs under Record Number 600-8-105a2/600a "Personnel Orders – Request for Orders Documents" (for disposition instructions see Appendix D, Section III).

(2)　e-Orders: No further action required.

(3)　Manual orders: Upload into e-Orders.

9-5. Air Travel

The JTR requires all air travel to be coordinated through TMC. TMC is contractually obligated to procure the lowest logical fare determined by mission requirements (e.g., GSA City Pair Fare, government fare, commercial fares, etc.). GSA City Pair Fares may not be the least expensive and do not require an ETP.

a.　TMC non-DOD Online Booking Tool (OBT). The OBT is used to track and manage ticketing status for air shippers. The ticketing status goes through five stages: Shippers to Submit, Submitted Shippers, Shippers Pending Confirm, Confirmed Shippers, Ticketed, and Completed. TAs will manage shipper schedule visits for ticketing in the OBT using USMIRS and e-Orders. Shipper scheduled visits will be transmitted to the OBT at 0500, 2100, and 2300 central time (CT) daily.

(1)　Shippers to Submit: All shippers scheduled that do not have an active record in the OBT scheduled to ship more than 72 hours from the date received into the OBT. TAs will:

(a) Verify records for accuracy

(b) Ensure records identified as two-day shipping are coordinated with SL/GC and MEPS SEA for meals, lodging, and transportation.

(c) Submit records for shippers expected to fly daily for soft reservation (unpurchased) booking.

(d) Manually enter records into the OBT for shippers scheduled to ship within 48-72 hours.

(e) Call TMC for reservations/ticketing for shippers scheduled to ship less than 48 hours.

(f) Move records not expected to fly to ground shippers.

(2) Submitted Shippers: TMC's automated process is searching for the lowest logical fare that meets mission requirements. If tickets are not found, the record will become an Agent Assist for a manual search.

(3) Shippers Pending Confirm: TMC's automated process booked a soft reservation. TA will:

(a) Verify reservation information.

(b) Enter order number to purchase ticket.

(c) Submit record to confirm purchase of tickets.

Note: Airlines will cancel tickets not confirmed 48-hours prior to ship date.

(4) Confirmed: TMC's automated process purchased tickets and will hold until 72-hours prior to ship date.

(5) Ticketed: The record has a ticket and itinerary is emailed to MEPS. TA will:

(a) Ensure all segments of the ticket have been paid.

(b) Monitor for status changes (e.g., flight time changes, date changes, cancellations, etc.).

(6) Completed: Recruit has completed travel on purchased tickets.

b. Non-Availability of City Pare Fare Flights. If no city pair fares are available, MEPS will submit ETP to J-3/MEOP-ORP-R via MOC request IAW paragraph 2-13.
Note: MEPS will coordinate with TMC to identify flight availability and/or fare to alternate airports for RTCs where there are two airports: Fort Jackson utilizes airports in Atlanta, GA and Columbia, SC; and Fort Sill utilizes airports in Oklahoma City, OK and Lawton, OK.

c. SL/GC and MEPS TA Coordination.

(1) SL/GC will:

(a) Inform the TA of any shipper updates or cancellations and update shipper scheduled visits in USMIRS, as applicable.

(b) Inform the TA if scheduled shippers have a PADD or an Active Duty Service Date (ADSD) within 30 days of ship date.

(2) TA will:

(a) Monitor shipping schedule visits daily and updates changes to names, dates, and shipper destinations, as required.

(b) Inform SL/GC of any changes to flights that impact arrival of recruits to their duty assignments.

(c) Accommodate last-minute requests as much as practicable, while still meeting mission requirements.

9-6. Personally Owned Vehicle (POV) Travel

a. Recruits shipping on basic orders to RTCs are not authorized to travel via POV.

b. Recruits shipping on special orders to duty assignments other than RTCs for additional training (e.g., advanced individual training (AIT)) or direct duty assignments, are authorized to travel via POV IAW Service regulations.

(1) Recruits travelling via POV will not be provided meal allowances.

(2) Sponsoring Service will annotate "POV Shipper" in the scheduled visit notes.

(3) SL/GC will provide the TA instructions for orders IAW sponsoring Service regulations.

(4) Amount of travel time authorized:

(a) If travel distance is 400 or fewer miles between official locations (zip code to zip code) then one day of travel time is authorized IAW JTR.

(b) If travel distance is greater than 400 miles, travel time is calculated by dividing the total mileage by 350 miles. If the remainder is 51 miles or more, one additional travel day is authorized.

(c) If the recruit completed ship processing at MEPS, the travel time begins the following day.

9-7. Other Modes of Travel

a. Other modes of travel, such as commercial ground carriers (bus or rail) require an approved ETP by J-3/MEOP-ORP-R via MOC request IAW paragraph 2-13.

b. Fear of Flying. MEPS will refer applicants who state they have a fear of flying to their SL/GC for disposition.

(1) SL/GC will coordinate with their respective Service to determine applicant availability to continue processing.

(2) If Service proceeds with shipping, TA will coordinate ground travel with TMC. Additional meals and lodging may need to be provided.

(3) If Service suspends shipping, the SL/GC will provide UMF 55-2-5 to the TA IAW paragraph 9-4g.

9-8. Airport to Recruit Training Center (RTC) Ground Transportation
Ground transportation from the destination airport to the RTC is coordinated by each RTC. A list of servicing carriers for airport to RTC ground routes and NLT flight arrival times for each destination airport is available on SPEAR.

9-9. Recruit Meal Allowances
MEPS will provide recruits with applicable meal allowances, as prescribed in the JTR and Defense Travel Regulation (DTR).

    a. Procedures.

    (1) Meal Allowance Issuers (MAI) will include the TA and up to four alternates. MAIs will be nominated by the MEPS Commander (IAW paragraph 1-5c(4))) and appointed by J-8/MERM-PP.

    (2) MAIs will use the e-Orders Meals Module to create, print, and void meal allowances, End of Day Reports, and Proxy Pick Up Sheets (for non-MEPS shippers only).

    (3) Recruits will receive meal allowances based on their travel schedule. Recruits will go no more than six hours between meal periods and no more than 12 hours between dinner and breakfast meal periods. Based on the travel schedule, meal allowances will be issued for each meal period covered:

    (a) Breakfast: 0600-0730

    (b) Lunch: 1130-1300

    (c) Dinner: 1700-1830

    (4) Additional meal allowances may be issued if travel interruptions are anticipated.

    (5) Recruits travelling via POV are not authorized meal allowances.

    (6) Meal Allowances must be printed on authorized check stock. Meal allowances printed from both the e-Orders meal check module and meal check contingency PDF, will be printed by selecting "Actual Size" in the "Print" screen under "Page Sizing and Handling". MEPS Information Technology Specialists (ITS) will ensure printers are connected to the network with correct software installed as prescribed by J-6/MEIT.

    (7) MAIs will verify accuracy of meal allowances.

    (a) Additions, modifications, or deletions of information on meal allowances is not authorized.

    (b) If errors are identified, a new allowance must be issued.

    (c) The erroneous allowance will be voided in the e-Orders Meals module. If the allowance was printed, the MAI will annotate "VOID" and retain for one year.

    1. Voided meal allowances for MEPS shippers will be retained with the corresponding End of Day Report.

　　　　2.　Voided meal allowances for non-MEPS shippers will be retained with the corresponding Proxy Pick-Up Sheet.
Note:　See disposition instructions in Appendix D, Section III.

　　b.　Distribution.

　　　(1)　MEPS Shippers.　During the travel briefing, MAIs will distribute meal allowances to MEPS shippers, explain authorized use, demonstrate how to use, and explain how to properly dispose of unused allowances (see paragraph 9-10).

　　　(2)　Non-MEPS Shippers.　Sponsoring Services will distribute meal allowances to shippers, explain authorized use, demonstrate how to use, and explain how to properly dispose of unused allowances.

　　c.　Accounting.

　　　(1)　MEPS Shippers.　Shippers will initial the End of Day Report for each meal allowance received on the corresponding line to their name and meal allowance numbers. The MAI, and ATO or MEPS Commander will sign the End of Day Report.

　　　(2)　Non-MEPS Shippers.　SL/GC will sign the Proxy Pick Up Sheet for receipt of meal allowances on behalf of shippers (see Appendix A-4 for non-MEPS shipping procedures).

　　　　(a)　SL/GC will return unused meal allowances to MEPS within five business days of scheduled ship date in the event of a no-show or scratch (cancellation).

　　　　(b)　MAIs will void meal allowances in the e-Orders meals module, annotate "VOID" on the check, and retain unused checks with the corresponding Proxy Pick Up Sheet.

　　　　(c)　MAIs will retain EOD Reports, Proxy Pick Up sheets, and voided meal allowances under RN 55-355PERp/700B Meal Allowance and Meal Ticket Files, (for disposition instructions see Appendix D, Section III).

　　　　(d)　In the event a non-MEPS shipper meal check is lost, the SL/GC will immediately upload a MFR with the circumstances in the applicant's USMIRS record and notify MEPS.

　　　　　1.　MAIs will report lost meal checks to the ATO within 24 hours.

　　　　　2.　ATO will submit a STARNET and notify J-8/MERM-PP via email within 24 hours of notification.　The STARNET and email will be uploaded into the applicant's USMIRS record.

　　d.　Contingencies.　In the event the e-Orders Meal Check Module is unavailable, MEPS will use alternative methods to process meal allowances.

　　　(1)　First contingency.　e-Orders Meal Check Module is unavailable at MEPS, but available at HQ USMEPCOM.　MEPS will contact J-3/MEOP-ORP-R to create meal allowances and End of Day reports. J-3/MEOP-ORP-R will provide MEPS with meal allowances and End of Day reports via the MEPS designated printer or email.

(2) Second contingency. e-Orders Meal Check Module is unavailable USMEPCOM wide, or the module is unavailable at MEPS only and email is unavailable. MEPS will use the Meal Check PDF and Meal Check End of Day Report PDF available on SPEAR to create, issue, and account for meal allowances. MAIs will:

(a) Save copy of the Meal Check PDF and Meal Check EOD Report PDF on their computer desktop prior to network outage.

(b) Complete the Meal Check PDF and Meal Check EOD Report IAW the Procedures for utilizing the Meal Check PDF File on SPEAR.

(c) Email completed End of Day reports to J-3/MEOP-ORP-R, osd.north-chicago.usmepcom.list.hq-j357-meop-pd-recruit-travel@army.mil by COB, or immediately upon email becoming available if after COB.

(d) Meal Check PDFs will not be pre-printed; MAIs will only print when e-Order Meals Module is unavailable USMEPCOM wide and/or email is unavailable.

(e) Proxy Pick Up Sheets are not required to be completed when Meal Check PDFs are generated for non-MEPS Shippers.

e. Accountability of Meal Allowances. Meal allowances are considered accountable documents and must be stored in a General Services Administration (GSA) approved file cabinet or safe with a changeable combination lock and/or a security bar used to store accountable documents.

(1) MAIs will maintain SF 700 (Security Container Information) in a secure space with a lock. SF 700 will not be maintained in the file cabinet/safe containing accountable documents.

(2) MAIs will affix SF 702 (Security Container Check Sheet) to the outside of the file cabinet/safe containing accountable documents.

(3) MAIs will initial and annotate the time in the "OPENED BY" and "CLOSED BY" items when the file cabinet/safe is opened and closed.

(4) ATO will initial and annotate the time in the "CHECKED BY" item daily.

9-10. Ship Day Processing
This paragraph prescribes processing procedures for shippers returning to MEPS. See Appendix A-4 for non-MEPS shipper procedures.

a. All shippers will receive the USMEPCOM Commander's Modified Welcome Briefing for Shippers and Reduced Processors IAW paragraph 2-5b(1). For maximum value, the briefing will precede as much of the ship day as possible.

b. Prior to the travel briefing, Regular-Component shippers will complete:

(1) The previously initiated DD Form 93 (IAW paragraph 8-6)

(2) PAI (IAW paragraph 8-9).

(3)   Pre-Oath Briefing (IAW paragraph 8-11).

(4)   Oath of Enlistment (IAW paragraph 8-12).

(5)   DD Form 4/4 (IAW paragraph 8-5c).

c.   Travel Briefing. All shippers (air, ground, POV, etc.) will receive the travel briefing from the TA prior to departing MEPS for their destination.

(1)   The TA will display the Travel Briefing slides to the shippers and verbally brief the content. Slides are not required to be read verbatim.

(2)   The most current briefing will be presented (posted on milSuite). Briefing updates will be announced and disseminated via CMS.

(3)   No content will be deleted from the slides.

(4)   During the travel briefing, the TA will distribute orders, RTC information sheets, meal allowances, and itineraries to shippers in an unsealed standard business envelope as applicable. **Note:** The travel video is rescinded.

(a) RTC information sheets are automatically affixed to orders generated in e-Orders. If manual orders are generated, the TA will access SPEAR to print and provide RTC information sheets to shippers.

(b) The TA will explain the RTC information sheets contain helpful information about travelling from the originating airport to the destination airport, meal allowance usage, and instructions for obtaining onward transportation from the destination airport to the RTC.

(c) The TA will instruct shippers to use the DTMO RA chat or hotline number available on the RTC information sheets.

(d) The TA will inform shippers to review their travel documents for accuracy.

(5)   During the travel briefing, the TA will assign a group leader and alternate IAW local MEPS SOP, as applicable. Groups are comprised of shippers enroute to the same destination. Group leaders and alternates will be briefed by the TA on the following responsibilities:

(a) Group spokesperson with transportation personnel (e.g., airline representative, bus driver, etc.)

(b) Reporting any attempts by transportation personnel to collect personal belongings from group members to RTC personnel.

(c) Accountability of all group members while in transit.

(d) Group spokesperson with DTMO, to report:

<u>1</u>. Missing group members

<u>2</u>. Travel delays that risk the group missing the last bus departing from the destination airport to RTC.

(6) Upon conclusion of the travel briefing and when shippers are ready to depart MEPS, the Processing Section will:

(a) Check shippers out of MEPS IAW paragraph 8-2c.

(b) Verify MHS GENESIS document upload (if required) IAW paragraph 8-2c(2).

(c) Confirm Shippers in USMIRS IAW paragraph 8-2c(2).

(d) Annotate "S" on UMF 727-E IAW paragraph 8-15a(3).

d. Non-MEPS shipper status. SL/GCs will provide written notification to the TA of all non-MEPS shipper statuses (shipped, canceled, or no-show) NLT 1200 local MEPS time. In the case of a non-MEPS shipper no-show or scratch, all travel documents (e.g., unused meal allowances, orders, etc.) will be returned to the MEPS TA within 5 processing days of the scheduled ship date.

e. Shipper Register Reconciliation. The TA will conduct shipping register reconciliation NLT 1300 on ship days to ensure accuracy of the Onward Transportation and Web Expect Report provided to the RTCs and ground transportation carriers.

(1) The TA will reconcile the e-Orders Shipping Register shipper status block to reflect "Shipped," "No Show," or "Scratch" as required.

(2) Ensure that any shipper identified as "Confirmed" in the Shipping Register status column is also updated as "Shipped", "No Show", or "Scratch", as applicable.

(3) TA will contact ground transportation carriers in the event e-Orders is unavailable. The following information will be provided to the ground carriers:

(a) MEPS name.

(b) Date shippers will require onward ground transportation.

(c) The number of shippers requiring onward ground transportation.

Note: Ensure that all shippers projected to use ground transportation directly to their RTC are not submitted to the TMC for reservations.

9-11. Prior-Service Travel
The TA will arrange for transportation of prior-Service recruits.

a. RTC destinations: Prior-Service recruits will receive the same transportation arrangements and meal allowances as non Prior-Service recruits.
Note: See POV travel meal allowance restrictions in paragraph 9-6b(2).

b.   Non-RTC destinations: SL/GCs will provide recruits with local travel information and points of contact when shippers arrive at the destination airport. Onward ground transportation is not available at non-RTC destinations. Recruits are responsible for transportation from the destination airport to the non-RTC destination.

(1)   MEPS will refer recruits who report an issue with funds to their SL/GC for disposition.

(2)   Recruits authorized shipment of household goods or unaccompanied baggage will be directed to their SL/GC for disposition.

(a) Prior-Service recruits ordered directly to a duty assignment are entitled to shipment of dependents and household goods. Specific information will be provided on the order.

(b) Prior-Service recruits ordered to a training assignment first will receive orders to their duty assignment upon completion of training. At this time, dependents and household goods are authorized.

9-12. Travel Interruptions
Recruits travel may be interrupted by numerous scenarios. This paragraph prescribes guidelines, resources, and best practices to support recruits during travel.

a.   The TA will frequently monitor flight and weather status at origin airports, common transfer routes, and destination airports.

b.   If flights are cancelled prior to shippers taking the Oath of Enlistment, MEPS will coordinate with SL/GCs on courses of action, examples are:

(1)   ETP for Late Arrival at RTC.

(2)   Reschedule Ship Date

(3)   Compete Oath of Enlistment and holdover at CLF for travel the next business day.

(4)   Using alternate mode of transportation.

(5)   Alternate airports.

9-13. Quality Assurance Evaluator (QAE)
The DTMO COR is responsible for managing TMC performance. MEPS QAEs will conduct quarterly reviews of the TMC's contract performance and communicate issues with the assigned DTMO COR and Program Manager (PM).

a.   Appointment procedures. MEPS Commanders will nominate the TA as primary QAE and ATO as alternate AQE by completing the QAE Nomination/Termination form with the current TMC contract number. The QAE Nomination/Termination form and form instructions are available on SPEAR.

(1)   Primary and Alternate QAE will:

(a) Complete Defense Acquisition University (DAU) course Contracting Representative (COR) with a Mission Focus (CLC 106) by accessing the DAU online course catalog. Enrollment instructions are available on SPEAR
Note: CLC 106 must be renewed every three years. The renewal certificate will be provided to the designated DTMO COR or PM.

(b) Submit the signed QAE Nomination/Termination form and a copy of the DAU CLC 106 training certificate via e-mail to the designated DTMO COR and PM.

(2)   The COR or PM will issue an appointment letter to the primary and alternate QAE detailing specific duties and responsibilities.

(3)   MEPS Commanders will terminate QAEs in the event of TA or ATO personnel changes by completing the QAE Nomination/Termination Form and emailing it to the DTMO COR or PM.

b.   QAEs will provide oversight of TMC performance and will provide a quarterly report to the DTMO COR, PM, and Sector.

c.   Only QAEs will receive a copy of the TMC contract and monthly air CBA reconciliation files.

9-14. Centrally Billed Account (CBA)
The CBA is the primary financial means for procuring recruit travel. Per the Anti-Deficiency Act, 31 U.S.C. § 1341(a)(1)(A), MEPS will not make or authorize obligations or expenditures that exceed an amount available in an appropriation or fund. J-8/MERM Resource Management Directorate - Programs and Formulation Branch (J-8/MERM-PP-PF) will assist MEPS with avoiding/resolving suspension or cancellation of CBAs. Additional information regarding CBA payment procedures is provided on SPEAR.

a.   Reconciliation. Payment is due monthly to the contract card company by the payment due date as listed on the contract card company statement.

(1)   TA follow-up to ensure the statement is paid to the contract card company is accomplished by using the contract card company Electronic Access System (EAS). After the bill is submitted to DFAS, the TA will check on their packet status every three days using Electronic Document Manager/Electronic Document File Room (EDM/EFR), MYINVOICE, and their DFAS points of contact.

(2)   Access to EDM/EFR and MYINVOICE is controlled using the Wide Area Workflow (WAWF) applications Electronic Document Access (EDA) and IRAPT. TA will register for WAWF, EDA, EDM/EFR, IRAPT (MYINVOICE), and the contract card company EAS.

(3)   TA will log into EDM/EFR and WAWF once every 30 days or access will be lost. MEPS TA will document all payment issues.

(4)   Mailing, uploading, or faxing payment information to DFAS does not constitute payment of the bill. Follow up must be performed every three days until payment is posted in the EAS. In the event EDM/EFR is not available MEPS TAs should contact their DFAS point of contact to obtain fax numbers and fax their bills to the DFAS.

(5)   TAs bear primary responsibility for reconciling all Service CBAs and serve as MEPS A/OPC. The TA (A/OPC) will:

(a) Attach recruit travel orders to their respective itineraries daily and file IAW local MEPS procedures.

(b) Access the contract card company website and click on the EAS to print the current month's statement within two business days after the end of the billing cycle.

(c) Ensure receipt of reconciliation (recon) file email(s) and invoices from the TMC. If any of these items are not provided to the MEPS, immediately contact the servicing TMC and request the missing items and report the incident on the quarterly QAE report. The contract card company forwards an electronic invoice to the TMC. The TMC forwards the TMC invoice to the TA within five business days from receipt of the contract card company statement. TAs will document all interactions with the TMC and QAE.

(d) Date stamp the Service's charge card bill with the date it is printed from the contract card company website, and date stamp the Service's TMC invoice when received (The TMC invoice usually does not arrive the same day the contract card company invoice from the contract card company website is printed). The contract card company invoice and the TMC invoice will both have two date stamps. Example:

1. Receive statement from contract card company website on January 2, 2023. Stamp contract card company statement with January 2, 2023 date and annotate name of the contract card company below the date stamp.

2. Receive TMC invoice on January 6, 2023. Stamp TMC invoice with January 6, 2023 and annotate TMC name below the date stamp.

3. Stamp the TMC invoice with date contract card company statement was received (January 2, 2023) and annotate name of the contract card company below the date stamp.

4. Stamp contract card company statement with date TMC invoice was received (January 6, 2023) and annotate TMC name below the date stamp.

5. Reconcile bill and complete SF 1034. Submit the payment package to DFAS within three business days of TMC invoice receipt.

(e) Reconcile bill and complete SF 1034, Public Voucher for Purchases and Services Other than Personal (see Figure 9-1). Submit the payment package to DFAS within three business days of TMC invoice receipt.

1. The amount on the SF 1034 must be equal to all reconciled transactions on the current bill.

2. If invalid transactions are present subtract those transactions from the total activity amount on page 2 of the contract card company statement.

3. If the TA (A/OPC) is not going to pay the transaction(s) on a bill, annotate them

directly on the contract card company invoice (the one being submitted with the payment packet). Circle unpaid transaction(s), initial and calculate the correct amount to be paid at the top of the contract card company invoice being submitted with the packet.

4. In addition to annotating this information on the invoice, TAs will submit a memorandum, signed by their certifying officer, explaining transaction(s) are unpaid. If a Memorandum is being included in the payment packet, a "see attached memo" note must be included in the "Articles" box on SF 1034.

5. When credits post on the next bill, the TA will remove the credits from the invoice, and not take them twice (as the TA already took the advanced credit on the previous statement). Removing the credits after they post will increase the dollar amount of the bill.

6. If the previous steps are skipped, the risk of DFAS packets rejection increases. If transactions are disputed or transferred transactions, and the amount on SF 1034 is not paid, the entire contract card company invoice must be submitted with their payment packet instead of only including the first two pages.
Note: Reconciliation can begin prior to receipt of TMC invoice; however, TMC invoice must be received before DFAS submission.

(f) Abide by the Prompt Payment Act (PPA), which mandates a vendor must be paid interest if a statement is not paid within 30 calendar days from the date the statement is received. The PPA clock does not start until both the charge card statement and TMC invoice are received. This does not change the payment due date.

(g) Physically scan and compare TMC submitted invoice with contract card company statement. Annotate discrepancies identified.

(h) Load the data disk or email received from TMC into the DTMO CBA reconciliation tool. The information contained in the disk should match documentation received from TMC. If discrepancies exists, take necessary actions to resolve.

(i) Copies of completed and closed CBA packages will be retained electronically IAW UMR 25-51, by FY, under Record Number 37z/1100B, "Centrally Billed Account Files" (for disposition instructions see Appendix D, Section III).

b. Discrepancies. TA (A/OPC) must appropriately identify discrepancies and take appropriate action to ensure the correct transactions are posted. Discrepancies are identified as either disputes or transfers.

(1) Disputes are any charge and/or credit MEPS did not make or earn.

(2) Transfers are any charge and/or credit that belong to an alternate Service charge card or MEPS.

(3) TAs (A/OPC) will:

(a) Dispute charges, credits, and transfers using the DTMO CBA reconciliation tool. Disputing transactions in the reconciliation tool does not generate a dispute with the contract card company. Only generate dispute charges with the contract card company when the charge does not belong to the local MEPS or any other MEPS in the command. Transfers are transactions that belong to other MEPS, or other

services within the local MEPS. These will be completed using the transfer transaction form with the contract card company.

(b) Complete the required dispute or transfer documentation and/or call the contract card company immediately.

1. The contract card company will remove disputes from the statement immediately.

2. The contract card company will recharge the card after 60 days if TMC does not reverse erroneous charges.

(c) Follow-up on disputes or transfers every three days by contacting TMC and/or contract card company. Document all actions taken until the issue is resolved and retain in a file.

(d) Report discrepancies in quarterly report to the DTMO COR, PM, and Sector.

(e) Notify their Battalion and Sector of all disputes not resolved within 30 days.

c. Delinquencies. At 30 days past due, the contract card company statement is considered delinquent.

(1) The timer for delinquency starts on the statement closing date and not the due date. For example:

(a) If the contract card company closing billing date cycle is the 15th of the month the contract card company will generate the statement for that month. In this example the 15th is considered the closing date for the month (this date is printed on the bill).

(b) On the 15th (closing date) the timer for delinquency starts. If the bill is released on September 15 and the bill is not paid by October 15 the bill will be considered 30 days delinquent.

(c) The closing date is printed on page one of the contract card company bill under the account summary section.

(d) TA (A/OPC) is responsible for pulling the following reports from the contract card company EAS every Tuesday:

(e) Delinquency Report – Report that shows all cards that are 30+ days delinquent.

(f) Pre-suspension Report – Report that shows all cards that are 45-60 days past due.

(g) Suspension Report – Report that shows all cards that are 61-125 days past due.

(2) Every Tuesday J-8/MERM-PPF will send out the amber and red reports. The amber and red reports are built off the Delinquency, Pre-suspension, and Suspension reports. Responsibility for pulling the reports remains at the MEPS. J-8/MERM-PPF sends the reports as a courtesy.

(3) Definitions of each report can be found below:

(a) Amber Report – This report shows any card that is between 30-45 days past the closing date on page one of the contract card company statement.

(b) Red Report – This report shows any card that is 45+ days past the closing date on page one of the contract card company statement. If a MEPS card is on the red report and payment will not post before the card suspends, TA will contact J-8/MERM-PPF and request an exception to keep the card active.

(4) Any cards that are already suspended due to delinquency will also be placed on the red report. Cards in pre-suspension on Red Report result in five points lost on the MEPS of Excellence (MOE) Award program (CBA Reconciliation). Suspended cards, or cards granted an exception, will result in 10 points lost on the MOE.

d. Disruption of Service. If an account is in danger of suspension and all actions have been taken to resolve billing discrepancies, MEPS TA (A/OPC) will contact DFAS for a TRACER number and date for pending payment.

(1) MEPS will:

(a) Notify BN if CBA is 30 days delinquent.

(b) Notify BN and Sector if CBA is 60 days delinquent.

(c) Notify BN, Sector, J-3/MEOP-ORP-R, and J-8/MERM if CBA is 90 days delinquent.

(d) Compile the following information if on the verge of suspension:

1. CBA Account numbers, last 6 numbers of the corporate number, transaction number.

2. Date of the last payment.

3. Current number of days past due.

4. Reason for delinquency.

5. Expected full reconciliation date.

6. Expected payment date.

7. Send information to MEPS representative in J-8/MERM.

(2) MEPS that are Battalions will:

(a) Notify Sector if CBA is 30 days delinquent.

(b) Notify Sector, J-3/MEOP, and J-8/MERM if CBA is 60 days delinquent

e.   Partnering. In the unlikelihood a CBA is suspended or revoked, transportation can be arranged by partnering with another MEPS to accomplish shipping.

(1)   MEPS will request assistance from another MEPS within their BN.

(2)   Both MEPS will agree, in writing, on a process for providing orders and returning itineraries to facilitate timely bill reconciliation.

(3)   The assisting MEPS will provide TMC written authorization to use their designated Service's charge card account for a specific timeframe. MEPS will not exchange charge card numbers.

(4)   The MEPS receiving assistance is responsible for ensuring the assisting MEPS receives documentation needed for CBA reconciliation.

Figure 9-1
Sample SF 1304

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION	DATE VOUCHER PREPARED 05/17/2012	SCHEDULE NO.
Unit's Name Xxx Anywhere St Somewhere, Il XXXXX POC: name, phone#, and email(if possible)	CONTRACT NUMBER AND DATE	PAID BY
	REQUISITION NUMBER AND DATE	

PAYEE'S NAME AND ADDRESS

Citibank Government Card Services
PO Box 183173
Columbus, Oh 43216-3173
Cage Code 541Y2

DATE INVOICE RECEIVED
Date Stamp

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER
Corporate account number

SHIPPED FROM	TO	WEIGHT	GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN-TITY	UNIT PRICE		AMOUNT
				COST	PER	(1)
Invoice # Statement Closing Date	Statement closing date	Transaction account number Corporate account number				$$$ Amount

(Use continuation sheet(s) if necessary)	(Payee must NOT use the space below)		TOTAL	$$$ Amount

PAYMENT:	APPROVED FOR	EXCHANGE RATE	DIFFERENCES	
☐ PROVISIONAL ☐ COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE	=$ BY ² TITLE	=$1.00	Amount verified; correct for payment (Signature or initials)	$$$ Amount

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

MM/DD/YYYY	Authorized certifying officer	Title of authorized certifying officer
(Date)	(Authorized Certifying Officer) ²	(Title)

ACCOUNTING CLASSIFICATION

LINES OF ACCOUNTING (ACTIVE, NATIONAL GUARD, RESERVE ALL ON SEPARATE LINES) INDICATE DOLLAR AMOUNT APPLICABLE TO CORRESPONDING (LOA)

P A I D B Y	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)
	CASH $	DATE	PAYEE ³	

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER

TITLE

Previous edition usable

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Chapter 10
Support and Assistance

10-1. Overview
This chapter provides support and assistance resources to MEPS staff, sponsoring Services, and other personnel in support of efficient applicant processing.

10-2. USMEPCOM Operations Center "MOC"

a. The J-3/MEOP Processing Branch – Current Operations (J-3/MEOP-ORP-C) "MOC" provides on demand entrance processing support to MEPS by processing MOC requests in ServiceNow and manning the USMEPCOM War Room on Microsoft Teams.

b. MEPS will submit a MOC request via ServiceNow for issues regarding applicant administrative, testing, enlistment, travel processing, policy clarification, ETP requests, and other requests for assistance.

c. MEPS are encouraged to utilize the USMEPCOM War Room or directly call HQ personnel for time-sensitive requests (e.g., applicant is currently on the processing floor). For general inquiries or suggestions, MEPS are encouraged to contact their respective Sector first.

d. Hours of operation.

(1) Normal hours of operation are Monday–Friday, 0500–1800 CT.

(2) After normal hours the J-3/MEOP-ORP staff are available on their duty cell phones. The phone numbers are located on SPEAR.

(3) Saturday processing support hours will be announced on a case-by-case basis via CMS.

e. Contact the "MOC" via telephone or group email address (osd.north-chicago.usmepcom.list.hq-j357-meop-pd-current-ops@army.mil) when ServiceNow is unavailable.

10-3. Service Desk

a. The J-6/MEIT Service Desk provides on demand technical support to MEPS by processing Service Desk requests.

b. MEPS will submit a Service Desk request via ServiceNow for technical issues involving the failed or faulted operation of USMIRS, supporting applications, and associated software and hardware.

c. Hours of operation.

(1) Normal hours of operation are Monday-Friday, 0500-1800 CT.

(2) Saturday processing support hours will be announced on a case-by-case basis via CMS.

10-4. Good Idea (GID) Program
The objective of the Good Idea (GID) Program is to encourage the submission of ideas to HQ USMEPCOM for consideration of improving applicant enlistment processing operations and procedures. Approved and

implemented GIDs improve quality, productivity, and response time of the applicant enlistment process by removing non-value added activities and costs (tangible and intangible) through incremental enhancements.

   a.   Procedures.

      (1) Any MEPS staff member may submit a GID to J-3/MEOP-PPT via email (osd.north-chicago.usmepcom.list.hq-j357-meop-policy-training-div@army.mil) with the GID included in the body of the email or provided in an attached document.

      (2) J-3/MEOP-PPT will review the GID and forward to the appropriate proponent for evaluation with a suspense of five business days, as applicable.

      (3) For a GID to be approved and implemented, the request or idea must be clear, concise, and not a duplicate of current policy or procedure. The GID should propose the solution with sufficient rationale to support the requested 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).

      (4) J-3/MEOP-PPT will respond to the submitter within 10 business days with the GID determination. A justification will be included for disapproved GIDs.

      (5) The submitter of an approved GID 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).

      (6) Approved GIDs will be published on milSuite. Submitters are encouraged to view approved GIDs prior to submission to prevent a duplicate submission.

   b.   The GID Program does not replace the following:

      (1) Generating Enhancements Through Innovative Thinking (GETIT) program (see paragraph 10-5).

      (2) System Change Proposal (SCP). A SCP will record new system functionality or new features that are not currently in the system. However, a GID could require a SCP submission of a supporting automation solution. See local MEPS ITS personnel or contact J-6/MEIT for assistance on documenting an SCP.

      (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.

10-5. Generating Enhancements Through Innovative Thinking Program (GETIT)
The objective of the GETIT Program is to create a knowledgeable workforce in continuous process improvement methodology to promote innovation, creativity, change management, and success in applicant processing initiatives. The GETIT Program also supports determining future operational programs, business processes, and system modifications through on-site MEPS collaboration.

a.   The GETIT team will normally consist of three individuals from J-3/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.

b.   Scheduling.

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

(2)   The GETIT schedule will be coordinated to ensure no conflict exists with other events (e.g., staff assistance visit (SAV), training assistance visit, Inspector General (IG), Manpower). J-3/MEOP will not schedule a GETIT within 30 days before or after a SAV or IG, or the last 2 weeks of September.

(3)   After reviewing Sector input and considering the Command's priorities/strategic objectives, J-3/MEOP will publish the GETIT schedule via CMS.

c.   Procedures.

(1)   Approximately 2 weeks before a 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.

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

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

(b) Leading two, 2-hour sessions each day (morning and afternoon), Tuesday through Thursday, with MEPS Commander and staff focused on upskilling, idea generation, information-gathering, and user requirements.

(c) Conducting and documenting an analysis of an operational processing area.

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

(e) Out-briefing the MEPS Commander and providing a copy of the summary report. 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.

Chapter 11
System Management

11-1. Overview
USMIRS is purposed for accessing applicants into the Military Services and reporting accession data. The Military Services use USMIRS to schedule applicant processing services including aptitude testing, Accession Medical Examination, enlistment contracting, and travel. These activities necessitate the storage and safeguarding of applicant data within USMIRS, which is the authoritative source of accession data. Maintaining applicant data requires regulation to ensure the availability, quality, and secure transmission of data to support the DoD, Military Services, and DMDC needs.

a.   USMIRS is the sole Department of Defense (DoD) joint Service support system used to execute Congressional, DoD, and Military Service qualification criteria for accessions. By interfacing with the Services' recruiting capabilities, incorporating electronic data sharing, and using standard DoD data elements between USMEPCOM and recruiting commands, USMIRS provides the automation and communications capability to meet peacetime, mobilization, and wartime military manpower accession requirements.

b.   USMIRS is composed of integrated processes that create, maintain, use, and dispose of applicant data. As such, USMIRS policies and procedures are not inclusive of the System alone, all applicant processing culminating in USMIRS data is governed by this regulation.

c.   USMIRS directly supports mobilization in the event of a military draft through electronic interfaces with Selective Service System (SSS) and the system's capabilities to process and ship inductees.

d.   J-3/MEOP is the USMIRS proponent.

e.   USMIRS access. A completed DD Form 2875, System Authorization Access Request, must be approved prior to account creation IAW UMR 25-1. USMIRS access procedures are available on milSuite.

Appendix A
Special Programs

A-1. Overview
This appendix provides policy and procedures for special applicant processing programs. The programs listed below require unique processes that may differ from normal procedures outlined in this regulation.

A-2. Non-MEPS Processing Procedures
Recruiting Services are authorized to conduct enlistment processing (Regular Component DEP/Reserve and Guard accession) outside of MEPS for applicants who are medically and morally qualified, and meet Service standards IAW DoDM 1145.02. Sponsoring Services are responsible for providing the MEPS Processing Section completed enlistment documents (see required documents below) for reporting the enlistment to DMDC. See non-MEPS processing workflow on milSuite.

Standard processing requirements prescribed by this regulation and other regulatory policies will be followed for Non-MEPS Processing. The following supplemental guidance outlines specific Non-MEPS processing responsibilities for both the sponsoring Service and MEPS.

    a. Applicant is qualified as part of standard MEPS processing:

        (1) Completion of all aptitude testing (to include mandatory special testing) IAW UMR 611-1.

        (2) Completion of Accession Medical Examination IAW UMR 40-1.

        (3) HIV and DAT Testing completed IAW UMR 40-8.

        (4) Approve medical waiver reviewed and applied IAW UMR 40-1 (as applicable).

    b. MEPS will ensure fingerprints are captured and submitted during enlistment processing (see paragraph 8-7).

    c. Sponsoring Service will:

        (1) Upload approved medical waiver documentation for a disqualifying condition(s) (when applicable) into the applicant's USMIRS record and notify the MEPS Processing Section of upload. The waiver must be reviewed and entered in the applicant's USMIRS record by the MEPS Medical Department prior to enlistment.

        (2) Conduct PEI using UMF 601-23-7-R-E (Pre-Enlistment Interview (Non-MEPS)).

        (3) If an applicant disclosed additional information during the PEI, upload UMF 601-23-7-R-E into the applicant's USMIRS record.

        (4) Complete DD Form 93 for accessing Guard and Reserve applicants (see paragraph 8-6).

        (5) Initiate DD Form 93 for Regular-Component applicants entering the DEP. DD Form 93 will be completed upon accession (see paragraph 8-6).

        (6) Perform Pre-Oath Briefing IAW paragraph 8-11.

(7)   Administer the Oath of Enlistment IAW paragraph 8-12. Ensure the minimum ceremonial room décor requirements IAW DoDM 1145.02 are met.
Note: Designated enlisted recruiters-in-charge (E-6 and above) may administer the Oath of Enlistment for Coast Guard non-MEPS enlistments only.

(8)   Complete DD Form 4-series IAW DD Form 4 instructions in Appendix B-4 and conduct the Oath of Enlistment.

(a) Ensure the vaccination advisory statement is included in DD Form 4/1, item 8b. If not included, the procedures below must be followed:

<u>1.</u>   Provide applicants the Attestation of Adherence to Mandatory Vaccination to review and sign during contracting.

<u>2.</u>   Service representative who witnessed the applicant's signature will sign and date.

<u>3.</u>   Upload into the applicant's USMIRS record.

(b) Enlistment officer will sign the DD Form 4-series with the applicant. The EO who administered the oath must the same person who signs the DD Form 4-series.

(c) Provide the applicant with a copy of their DD Form 4-series IAW Service regulations or upon applicant request.

(9)   Provide the applicant with UMF 601-23-4-E, Restrictions on Personal Conduct in the Armed Forces.

(10)   Upload the following enlistment documents into the applicant's USMIRS record NLT **72 hours** after administration of the Oath of Enlistment for reporting enlistment:

(a) DD Form 1966/1

(b) DD Form 4-series

(c) DD Form 93 (accession only)

(d) Attestation of Adherence to Mandatory Vaccination (when applicable)

(e) UMF 601-23-7-R-E (when applicable)

(11)   Notify MEPS of upload IAW local MEPS SOP.

d.   Upon notification of non-MEPS enlistment, MEPS will:

(1)   Verify required documents are uploaded.

(2)   Review and enter required data from DD Form 1966/1 into USMIRS. If there are missing data elements from DD Form 1966/1 which make "committing and reporting" within USMIRS impossible,

MEPS will enter a custom Admin Hold indicating the discrepancy and return to SL/GC for correction.

Note: MEPS will assist SL/GCs with ensuring accuracy of data. The sponsoring Service has overall responsibility for the accuracy and completion of each form and the data provided (IAW DoDI 1304.02) on the forms, all of which are part of the applicant's permanent military record.

      (3)   Enter and commit enlistment data into USMIRS by COB the next business day after SL/GC notification.

Note: Place of Enlistment must be entered as "Outside MEPS."

      (4)   Verify previously captured fingerprints were submitted.

A-3. Overseas Processing

Overseas processing provides enlistment processing for applicants residing outside of the United States for applicants who are medically and morally qualified, and meet Service standards IAW DoDM 1145.02. Sponsoring Services are responsible for providing the MEPS Processing Section completed enlistment documents (see required documents below) for reporting the enlistment to DMDC.

   a.   The designated MEPS which are responsible for reporting overseas enlistments and creating the applicant's MHS GENESIS EHR:

      (1)   Atlantic (Europe) Region:

         (a) Boston MEPS: Marine Corps

         (b) New York MEPS: Navy, Air Force, Space Force

         (c) Albany: Army

      (2)   Pacific (Asia) Region: Honolulu MEPS: All Services.

   b.   Sponsoring Service will upload the following documents into the applicant's USMIRS record NLT 72 hours after administration of the Oath of Enlistment

      (1)   DD Form 2005

      (2)   UMF 680-3A

      (3)   UMF 680-3A-2

      (4)   DD Form 2808

      (5)   DD Form 1966/1

      (6)   DD Form 4-series

      (7)   DD Form 93 (accession only)

   c.   Notify MEPS of upload IAW local MEPS SOP.

d. Upon notification of overseas enlistment, MEPS will:

(1) Verify required documents are uploaded.

(2) Review and enter required data from DD Form 1966/1 into USMIRS. If there are missing data elements from DD Form 1966/1 which make "committing and reporting" within USMIRS impossible, MEPS will enter a custom Admin Hold indicating the discrepancy and return to SL/GC for correction.
Note: MEPS will assist SL/GCs with ensuring accuracy of data. The sponsoring Service has overall responsibility for the accuracy and completion of each form and the data provided (IAW DoDI 1304.02) on the forms, all of which are part of the applicant's permanent military record.

(3) Enter and commit enlistment data into USMIRS by COB the next business day after SL/GC notification.
Note: Place of Enlistment must be entered as "Outside MEPS."

e. Create the applicant's MHS GENESIS EHR and ensure specific overseas applicant procedures are followed IAW AME SOP.

f. An overseas shipper requiring processing at a MEPS will be scheduled by the sponsoring Service with "Overseas Shipper" annotated in the notes NLT 72 hours prior to arrival. If the MEPS identifies an issue(s) with the scheduled visit during QRP or during check-in for a walk-in overseas shipper, it will be addressed with the designated Atlantic or Pacific region MEPS as they are the only liaisons/POCs for overseas processing

A-4. Non-MEPS Shipping
The sponsoring Service may elect to ship recruits to RTCs or duty assignments without returning to MEPS.

a. Sponsoring Service will schedule non-MEPS shippers IAW paragraph 5-2c.

(1) Non-MEPS shippers will be scheduled NLT 30 days prior to the requested ship date when practical; however, they must be scheduled NLT 1100, 72-hours prior to the requested ship date.

(2) Sponsoring Services will select "Non-MEPS shipper" in the shipper dropdown in the USMIRS Schedule a Visit screen.

(3) Sponsoring Services will annotate the departure airport in the scheduled visit notes.

b. TA will process orders IAW paragraph 9-4.

c. MEPS will conduct non-MEPS shipper QRP IAW paragraph 6-4e.

(1) Non-MEPS shipper QRP will be conducted NLT five processing days prior to ship date. If non-MEPS shipping scheduled visits are submitted within five processing days of ship date, MEPS will perform QRP at the next scheduled QRP session.

(2) The Processing Section will notify the TA of QRP results for each scheduled shipper.

d. MAIs will use the e-Orders Meals Module to create and print meal allowances and Proxy Pick Up

Sheets. SL/GCs will sign the Proxy Pick Up Sheet for receipt of meal allowances on behalf of non-MEPS shippers.

e. SL/GCs will provide written notification to the TA of all non-MEPS shipper statuses (shipped, canceled, or no-show) NLT 1200 local MEPS time. In cases of a non-MEPS shipper no-show or scratch, all travel documents (e.g., unused meal allowances, orders, etc.) will be returned to the MEPS TA within 5 processing days of the scheduled ship date. MAIs will use the e-Order Meals Module to void unused meal allowances.

f. The TA will conduct shipping register reconciliation NLT 1300 on ship days IAW paragraph 9-10e.

g. MEPS will confirm ship, annotate UMF 727-E, and perform reconciliation IAW paragraph 8-15.

A-5. Space Force Processing
Space Force (DSR) applicants require special processing procedures due to the United States Space Force's Individual Ready Reserve (IRR) program pending establishment. Until IRR establishment, DSR applicants will DEP into the Air Force (DFR) DEP. See DSR processing flowchart on milSuite.

a. Procedures.

(1) Space Force applicants will process under SPF "DSR".

(2) Upon completion of DD Form 93, MEPS will print and make a pen-and-ink change in item 3a, striking out "Air Force" and legibly writing in "Space Force". Upload the corrected DD Form 93 into the applicant's USMIRS record.

(3) MEPS will perform a DEP enlistment via manual contract (IAW Appendix B-4), ensuring "Air Force" is entered in the appropriate Service entries on DD Form 4, Section B, lines 8 and 8a, and Section D, line 14a.

(4) DEP contract must reflect enlistment of DSR applicant into DFR DEP.

(5) Although the USMIRS record will reflect SPF DSR, the DEP contract will ensure enlistment into DFR DEP.

(6) Place of Enlistment in the USMIRS DEP Service Information screen must reflect "Outside MEPS".

(7) Upon accession, MEPS will generate a DSR accession contract in USMIRS. The system-generated accession contract will appropriately identify "Space Force."

b. SPF Change. Performing a SPF change on an applicant in a DEP Enlisted status:

(1) DFR to DSR:

(a) SL/GC will upload a DEP Discharge document to the applicant's USMIRS record (IAW paragraph 8-16c(4)) specifying reason for discharge as "other reason" to change SPF to DSR within 48 hours of receiving list of Space Force Shippers from Air Force Recruiting Service Space Force Recruiting

Branch.

(b) SL/GC will notify MEPS Processing Section of DEP Discharge upload IAW local MEPS SOP.

(c) Upon notification by SL/GC, MEPS Processing Section will perform the DEP Discharge transaction in USMIRS under the Admin Hold tab, selecting DEP Discharge as the Reason for Hold.

<u>1.</u> DEP Discharge Reason will be "other reason".

<u>2.</u> Custom Hold Reason will be "SPF DSR".

(d) MEPS Processing Section will perform the SPF change from DFR to DSR under the Info tab, and clear the DEP Discharge Admin Hold.

(e) Using the uploaded DD Form 1966/1, the Processing Section will re-enter the DEP Enlistment Data in the DEP Service Information screen ensuring "Place of Enlistment" reflects "Outside MEPS" to re-commit the DEP data without creating a new DEP contract.

(f) Applicant will access as DSR.

(2) DSR to DFR:

(a) The SL/GC will upload a DEP Discharge document to the applicant's USMIRS record (IAW paragraph 9-16c(4)) specifying discharge code "ZFA" (other reason) to change SPF to DFR.

(b) SL/GC will notify MEPS Processing Section of upload IAW local MEPS SOP.

(c) Upon notification by SL/GC, MEPS Processing Section will perform the DEP Discharge transaction in USMIRS under the Admin Hold tab, selecting DEP Discharge as the Reason for Hold.

<u>1.</u> DEP Discharge Reason will be "other reason".

<u>2.</u> Custom Hold Reason will be "SPF DFR".

(d) MEPS Processing Section will perform the SPF change from DSR to DFR under the Info tab, and clear the DEP Discharge Admin Hold.

(e) Using the uploaded DD Form 1966/1, the Processing Section will re-enter the DEP Enlistment Data in the DEP Service Information screen ensuring "Place of Enlistment" reflects "Outside MEPS" to re-commit the DEP data without creating a new DEP contract.

(f) Applicant will access as DFR.

c. Shipping. TAs will process DSR shippers identically to DFR shippers, including prior-service applicants.

A-6. Navy Reserve DEP
Applicants enlisting in the Navy Reserve (DNV) Full Time Support (FTS) Program require a special

contracting process to enlist into the DEP.

a. DNV DEP process:

(1) DNV DEP enlistments must be completed via manual contract. USMIRS will not generate a correct contract for DNV DEP.

(2) After verifying data on DD Form 1966/1 (item 17) is correctly reflected on the USMIRS DEP Service Information screen, ensure "Place of Enlistment" reflects "Outside MEPS" so enlistment data can be committed to DMDC.

(3) DD Form 4/1, Item 8 will reflect the following entries:

(a) Military Service Obligation (MSO): 8 years 0 months and 0 weeks.

(b) Active Duty Obligation: 0 years, 0 months, and 0 weeks.

(c) Reserve Component time: 8 years, 0 months, and 0 weeks

(4) DD Form 4/1 Item 8a, Delayed Entry Program, will be left blank.

(5) Once complete and signed, the manual contract must be uploaded into the applicant's USMIRS record.

b. DNV DEP accession process:

(1) DD Form 4/4 will not be generated.

(2) Accession data from DD Form 1966/1, item 18 will be entered in the USMIRS Accession Service Information screen.

(3) "Place of Enlistment" must reflect "Outside MEPS" to commit accession data.
Note: DNV applicants not enlisting into the FTS will be processed as a normal Reserve-Component Accession.

A-7. Reserve DEP (RDEP)
Sponsoring Services may elect to enter Reserve or Guard-Component applicants into the DEP. SL/GCs will communicate this intention to MEPS to ensure proper procedures are followed.

a. Sponsoring Services will enter "RDEP" in the scheduled visit notes.

b. MEPS will perform DEP processing procedures (see Chapter 8) and use DD Form 1966/1 to generate DD Forms 4/1, 4/2, and 4/3.

c. RDEP accession process:

(1) DD Form 4/4 will not be generated.

(2) Accession data from DD Form 1966/1, item 18 will be entered in the USMIRS Accession

Service Information screen.

(3) "Place of Enlistment" must reflect "Outside MEPS" to commit accession data.

A-8. Non-English Speaking Applicants
Applicants must be able to comprehend English well enough to complete processing requirements for entry into the Military Services. This includes aptitude testing (e.g., ASVAB, special purpose tests), medical processing/examination, interviews, and reading/comprehending enlistment documents.

a. Applicants identified during processing as non-English speaking will be evaluated by the OPSO. If indicated, a recommendation for the termination of processing due to non-English speaking/comprehension will be submitted to the MEPS commander.

b. If the MEPS Commander suspends processing:

(1) Notify the local IRC Commander.

(2) MEPS will create a custom Admin Hold in the applicant's USMIRS record with the reason "Non-English Speaking".

(3) To continue processing, the sponsoring Service will schedule the applicant for the English Comprehension Level (ECL) special purpose test.

(4) The Testing Section will enter the ECL score results into the applicant's USMIRS record.

(a) Applicants scoring 35 and higher on the ECL are authorized to continue processing (MEPS will remove the Admin Hold).

(b) Applicants scoring 34 and below will not be permitted to enlist and will retest IAW UMR 611-1.

A-9. Assessment of Recruit Motivation and Strength (ARMS) Pilot Program
Army (DAR), Army Reserve (DAV), Army National Guard (DAG), Navy (DNR), and Navy Reserve (DNV) non-prior Service applicants, may qualify for enlistment under the ARMS 2.0 Pilot Program. SL/GCs are responsible to identify applicants who meet program eligibility. Updates to the program will be announced via CMS.

a. Medical Departments will provide support by:

(1) Ensuring the identified applicant is medically evaluated IAW established DoD and USMEPCOM policies and procedures, to include administrative measurements of height, weight, and BFP.

(2) Entering a custom Admin Hold, with reason "Overweight," for applicants who exceed Service-specific height/weight standards. The Admin Hold notes field will be used to record the percentage that the applicant exceeds BFP standards and Reevaluation Believed Justified (RBJ) date.

(3) SL/GCs will clear the Admin Hold if the applicant meets the ARMS 2.0 Pilot Program standards.

b.   MEPS TA will make travel reservations and generate travel orders for DAR, DAV, and DAG applicants using the following steps:

(1)   DAR: Use Basic order format.

(2)   DAG/DAV: Use ESL order formats (12a & 12b).

(3)   Remove all pre-filled destinations.

(4)   Change from Lackland to 120th Adjutant General Battalion (Reception), FT Jackson, SC.

(5)   ESL Training Duration: Enter 99 weeks.

(6)   Basic and MOS Training Duration: Enter actual number of days.

(7)   Enter known locations for IET and AIT.

(8)   PMOS: Enter MOS contracting for.

(9)   MOS: Enter MOS contracting for.

(10) Fiscal Years (years encompassing order): Select 3.

A-10. Abbreviated Commissioning Medical Evaluation (ACME)
ACMEs are authorized to be conducted for Army Reserve Officers' Training Corps (ROTC) cadets to assist the officer accessions enterprise. ACME exams do not require a PS submission and no MHS GENESIS actions (e.g., registration, HIE pull, etc.) will be performed at MEPS.

a.   Sponsoring Services are responsible for submission of UMF 680-3A for USMIRS record creation.

b.   The U.S. Army Cadet Command (USACC) will coordinate with their SL/GC who will schedule the cadet in compliance with their Service's available MDC/A slots. To schedule the Army ROTC cadet in USMIRS, SL/GC will:

(1)   Select "Hotel not Required" under Accommodations.

(2)   Select "Commissioning Physical" under Medical Visit Type.

(3)   Enter "ACME" in the Applicant Notes box.

c.   During QRP, the Processing Section will ensure "Hotel not Required" is selected in the Scheduled Visit screen.

d.   Army ROTC cadets undergoing an ACME at MEPS receives allowances for transportation, meals, and lodging from USACC and are not authorized lodging at the CLF or a meal (lunch box meal). The "Hotel Required" filter on the USMIRS Homepage must be selected before generating USMEPCOM Form 727-E (Lodging Authorization) to ensure this applicant cohort is not displayed on the Lodging Authorization provided to the CLF.

e.   Check-in and Processing:

(1)   On the day of the ACME, Army ROTC cadets will report to the Control Desk for check-in.

(2)   Army ROTC cadets undergoing an ACME are required to attend the USMEPCOM Commander's Welcome Brief and Medical Brief.

(3)   Medical processing of Army ROTC cadets undergoing an ACME will be accomplished IAW Medical Processing Procedures, Army ROTC Cadet ACME located on milSuite.

(4)   MEPS Medical Departments will annotate HIV/DAT results on DD Form 2808 and upload to the applicant's USMIRS record.

A-11. Academic Skills Pilot Program (09M)
The U.S. Army Training and Doctrine Command established the Academic Skills Development Pilot Program to assist applicants with increasing their aptitude for a higher Armed Forces Test Score Category. The pilot is open to only DAR, DAV, and DAG non-prior Service applicants who have scored 21-30 on the ASVAB (09M). Updates to the program will be announced via CMS.

a.   Sponsoring Services are responsible to ensure applicants meet program eligibility.

b.   TAs will make travel reservations and generate travel orders using the following steps:

(1)   DAR: Use Basic order format.

(2)   DAG/DAV: Use ESL order formats (12a & 12b).

(3)   Remove all pre-filled destinations.

(4)   Change from Lackland to 120th Adjutant General Battalion (Reception), FT Jackson, SC.

(5)   ESL Training Duration: Enter 99.

(6)   Basic and MOS Training Duration: Enter 999.

(7)   PMOS: Enter 09M10.

(8)   MOS: Enter 09M10.

(9)   Fiscal Years (years encompassing order): Select 3

A-12. Military Accessions Vital to National Interest (MAVNI)

a.   Personal Data. If a MAVNI applicant does not have an ARN, the sponsoring Service will leave UMF 680-3A, item 5f. "ARN" blank. In the applicant's USMIRS record – Info Tab, check the "MAVNI" box. This will update the USCIS status in the APS to "Not Required."

b.   Scheduling. Sponsoring Services will annotate "MAVNI" in the schedule visit notes.

c.   Aptitude. ASVAB is not required for MAVNI applicants if previously tested.

d.   Medical. If the Accession Medical Examination has expired, the sponsoring Service must upload a valid Periodic Health Assessment (PHA) into the applicant's USMIRS record or the applicant will be required to undergo a new medical evaluation.

e.   Enlistment.

(1)   Sponsoring Services will upload DD Form 1966/1 into the applicant's USMIRS record and notify MEPS of upload.

(2)   MEPS will enter and commit enlistment data using DD Form 1966/1. Place of Enlistment must be entered as "Outside MEPS".

f.   Travel. MEPS TA will process travel orders and make reservations IAW Chapter 9.

A-13. Army National Guard Phase II (Split Shippers)
DAG phase II shippers (also known as split shippers) ship to RTC, return home, and then ship again to a duty assignment designated by the sponsoring Service. Phase II shippers are typically non-MEPS shippers but are authorized to ship from a MEPS.

a.   TAs will ensure orders reflect the pay grade entered in the USMIRS Accession Service Information screen.

b.   If returning to MEPS to ship, the sponsoring Service will annotate "Phase II shipper" in the scheduled visit notes. The applicant is only required to attend the USMEPCOM Modified Commander's Welcome Brief for Shippers and Reduced Processing (see paragraph 2-5b) and the Travel Briefing (see paragraph 9-10c).

Appendix B
Forms and Instructions

B-1. Overview
This appendix provides a consolidated list of key processing forms and instructions.

B-2. UMF 680-3A, Request for Examination
UMF 680-3A is the initial form used in collecting each applicant's personal data and will be submitted by sponsoring Services prior to any authorized processing at MEPS or MET sites. UMF 680-3A must include the Privacy Act Statement whether it's printed as hardcopy, or uploaded electronically. Signatures from both the applicant and recruiting personnel serve as certification that the applicant confirms all information provided is true and accurate.

UMF 680-3A will be completed IAW form instructions on milSuite.

B-3. UMF 680-3A-2, Authorization for Medical Records Release
UMF 680-3A-2 serves as written authorization from a civilian applicant for USMEPCOM to request medical records/information from all healthcare providers, clinics, and inpatient facilities. Information collected from this authorization is used to validate preexisting medical conditions during the prescreen examination process.

UMF 680-3A-2 will be completed IAW form instructions on milSuite.

B-4. DD Form 4 Series, Enlistment/Reenlistment Document of the Armed Forces of the United States
The DD Form 4-series (4/1, 4/2, 4/3, and 4/4) are documents used for enlistment and reenlistment in the Armed Forces. It is, upon execution, an official legal agreement between the United States Government and the enlisted member. DD Form 1966/1 is the source document for preparing the DD Form 4-series. MEPS will prepare the DD Form 4-series, review entries with the applicant for accuracy and completeness, and ensure the applicant understands the meaning and intent of the enlistment documents. If the applicant does not understand the enlistment document, the applicant will return to the SL/GC for clarification, as applicable. Special care must be taken to ensure the DD Form 4-series is prepared accurately and completely. The sponsoring Service will perform these actions for outside of MEPS enlistments.

DD Form 4-series will be completed IAW DoDI 1304.02 and form instructions on milSuite.

Appendix C
Manual Processing

C-1. Overview
This appendix illustrates procedures MEPS staff will use while processing applicants manually in the event of a system or network failure outlined in paragraph 2-14. It is critical to ensure all manually completed applicant processing forms are securely retained for immediate access in order to upload forms and input data into USMIRS and/or MHS GENESIS when system access resumes. MEPS will input data as soon as practical IAW local SOP. Upon verification of successful uploads, hardcopy documents created during manual processing will be destroyed IAW UMR 25-51, paragraph 4-3.

As stated in paragraph 2-14, MEPS Medical Departments and Processing Sections will create and maintain individual desktop folders containing all pertinent processing forms in PDF format for immediate access when manual processing is required (e.g.., medical, processing, and recruit travel centric forms saved on corresponding workstation computers).

C-2. USMIRS Outage Procedures

    a. Scheduled Visits and QRP/PS Process.

        (1) Sponsoring Services will provide UMF 727-E (Processing List) listing scheduled applicants.

        (2) Scheduled visits for Accession Medical Examinations are authorized when USMIRS is unavailable and MHS GENESIS is operational. Simple PS packets and all other scheduling documentation (e.g., testing only scheduled visit) will be submitted to MEPS via secured file transfer or encrypted email, MEPS will not accept a simple PS packet or other scheduling documentation in hardcopy. A thorough administrative review of all documents will be completed IAW paragraph 6-4b(2). Scheduled visits for Accession Medical Examinations with a complex PS must reflect in MHS GENESIS that processing is authorized.

        (3) Complex PS packets may continue to be submitted to MEPS during USMIRS outages via secured file transfer or encrypted email, or Sponsoring Services may wait until USMIRS is available. PS packets will be reviewed and uploaded into MHS GENESIS IAW AME SOP. MEPS must ensure appropriate entries are made in USMIRS for all Complex PS packets reviewed and accepted during the USMIRS outage.

    b. Applicant Accountability.

        (1) MEPS will check-in applicants using UMF 727-E and update with pen & ink changes to actively monitor and track applicant accountability & processing activity.

        (2) MEPS will manually create applicant name badges ensuring full name and SPF are clearly printed. MEPS may include additional markings to the badge IAW paragraph 7-5.

    c. Applicant Processing.

        (1) Testing Section.

            (a) Manually check-in applicants on UMF 727-E and update with pen & ink changes as

required IAW local SOP.

(b) Capture applicant signature on item 22, UMF 680-3A.

(c) Use available hotspot or external WiFi capabilities to access iCAT and special purpose test platforms to administer applicable tests.

(d) If iCAT/Special Purpose Testing platforms are down (iCAT A&R), sponsoring Services must reschedule applicants.

(e) If network printer is down, download and save the Test Score Report for manual entry for CAT-ASVAB testers. For Special Purpose Test Scores, provide the applicant's information to J-3/MEOP-ORT to retrieve the scores for manual entry.

(f) Verify and manually enter each test result in USMIRS after outage is resolved.

(2) Medical Department.

(a) Manually check-in applicants on UMF 727-E and update with pen & ink changes as required IAW MEPS SOP.

(b) Conduct Accession Medical Examination IAW UMR 40-1, AME SOP, and SMDRP SOP.

(c) Ensure all medical evaluation, laboratory screening, and physical profile data is entered into USMIRS as soon as the system is available.

Note: The Medical Department will have the medical briefing printed to assist applicants with completing required documents during manual processing.

(3) Processing Section.

(a) Prepare and print DD Form 4-series IAW appendix B-4.

(b) Prepare and print DD Form 93 (Record of Emergency Data) for accessions & shippers IAW paragraph 8-6.

(c) Print and complete UMF 601-23-5-R-E (Introductory Pre-accession Interview) IAW paragraph 8-9.

(d) Print and complete UMF 601-23-2-E (Records Flag) for any issue that requires an Admin Hold (e.g., applicant misconduct, additional disclosure, AIRP, etc.) as required, and place in secure location for future uploading. When USMIRS is operational, enter any required Admin Holds and upload UMF 601-23-2-E into the applicant's USMIRS record.

(e) Return UMF 680-3A and DD Form 1966 to SL/GC for corrections as required.

(f) Conduct Pre-Oath Briefing (IAW paragraph 8-11) and Oath of Enlistment Ceremony IAW paragraph 8-12.

(g) Enlistment Officer and applicant will ink-sign DD Form 4-series, immediately after Oath ceremony is conducted.

(h) Provide SL/GC copies of DD Form 4-series and DD Form 93.

Note: All forms listed in this section are available on the milSuite.

(4) Recruit Travel.

(a) Prepare manual travel orders using the current "Order Formats" template on SPEAR.

(b) Prepare meal allowances in advance of ship day.

(c) Utilize Meal Check Contingency IAW paragraph 9-9(d).

(d) Manually generated orders will be uploaded into e-Orders by COB the next business day of the system becoming available. Upon confirming successful upload, MEPS will destroy manually generated orders IAW UMR 25-51.

(e) If access to downloaded PDF contingencies are not available, notify J-3/MEOP-ORP-R that shippers are travelling without orders and to coordinate meals support enroute.

C-3. MHS GENESIS Procedures

   a. PS Process and Accession Medical Examination.

(1) Services will submit PS packets IAW AME SOP. MEPS will not accept PS packets in hardcopy.

(2) Simple PS: Applicant scheduled visits for Accession Medical Examinations are authorized. A thorough administrative review of all documents will be completed IAW paragraph 6-4b(2). The PS Packet will be uploaded into MHS GENESIS when functionality is restored.

(3) Complex PS: All Complex PS currently under review will pause and new complex PS packets will not be accepted until MHS GENESIS functionality is restored. Complex PS reviews will resume once MHS GENESIS is available.

(4) The Accession Medical Examination will be conducted IAW UMR 40-1, AME SOP, and SMDRP SOP, and documented on DD Form 2808 and SF 507.

(5) MEPS Medical Departments will upload DD Form 2808 and SF 507 as a single PDF document in the applicant's USMIRS record and label the file "MEPS Medical Exam". If USMIRS is unavailable, the Medical Department will make copies of DD Form 2808 and SF 507 and provide to the applicant to provide to their SL/GC.

(6) The PDF file will be uploaded into the applicant's MHS GENESIS record when functionality is restored.

b. Shippers.

(1) Shippers who have completed the Accession Medical Examination entirely through MHS GENESIS require no further action unless a significant medical change has occurred resulting in the provider changing their shipping status. If a significant change has occurred, MEPS providers will use SF 507 to document the details. The SF 507 will be scanned and uploaded into the applicant's MHS GENESIS record when functionality is restored.

(2) A grandfathered shipper who processed under paper-based processing will have their hardcopy record scanned and uploaded into USMIRS and MHS GENESIS IAW paragraph 4-4 when systems are available.

c. Restoration of MHS GENESIS.

(1) When MHS GENESIS functionality resumes, J-3/MEOP-ORP-C will release an Operational Status message directing MEPS to resume using MHS GENESIS for applicant processing.

(2) MEPS will continue to manually process throughout the day of the outage after functionality has been restored to ensure standardized continuity of processing. Medical Departments will scan all completed Accession Medical Evaluations into each applicant's MHS GENESIS record.

(3) Normal MHS GENESIS applicant processing will resume the following business day.

(4) All encounter notes that were started but not completed due to a MHS GENESIS outage will require the following administrative note: "Encounter administratively closed. See DD Form 2808 and SF 507 for Accession Medical Examination details." Providers will then save and sign the encounter.

(5) Applicants who did not have encounter notes started do not require an administrative note, the uploaded examination documents will serve as the MEPS encounter.

Appendix D
References, Forms, and Recordkeeping Requirements

Section I
Publications referenced in or related to this regulation

8 USC
Aliens and Nationality

10 USC
Armed Forces

DoDD 4500.9
Transportation and Traffic Management

DoDI 1304.02
Accession Processing Data Collection Forms

DoDM 1145.02
Military Entrance Processing Stations (MEPS)

DoD 7000.14-R
Financial Management Regulation (FMR)

JTR
Joint Travel Regulation

UMR 25-1
Managing Information Technology Resources

UMR 27-1
Military Justice and Legal Services

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

UMR 25-53
PII/PHI Incident Reporting and Breach Notification

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 380-1
USMEPCOM Security Program

UMR 601-4
Student Testing Program

UMR 608-1
Wellness and Readiness (WR) Program

UMR 611-1
Enlistment Qualification Tests

Accession Medical Evaluation Standard Operating Procedure (AME SOP)

Section II
Forms referenced in or prescribed by this regulation

DA Form 2028
Recommended Changes to Publications and Blank Forms

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 368
Request for Conditional Release

DD Form 372
Request for Verification of Birth

DD Form 577
Appointment/Termination Record – Authorized Signature

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 1034
Public Voucher for Purchases and Services Other than Personal

UMF 55-2-5
Request for Modification of Recruit Travel Orders

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

UMF 680-3A
Request for Examination

UMF 680-3A-2
Authorization for Medical Records Release

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 600-8-105a2/600A: "Personnel Orders – Request for Orders Documents (RFO)"
PA: A0600-8-104bAHRC; A0600-8-104bNGB
Destroy when no longer needed for conducting business. If required, keep in office file for 2 years but not longer than 6 years, then destroy. (Referenced in paragraph 9-4d)

RN 55-355PERp/700B: "Meal Checks and Meal Ticket Files"
PA: N/A
End of Day Reports, Proxy Pick Up sheets, and voided meal allowances (hard copy or electronic) are to be maintained on file for 1 year, then destroy hard copies by shredding and electronic files by deleting. (Referenced in paragraph 9-9c).

RN 37z/1100B: "Centrally Billed Account Files"
PA: N/A
IAW DoD FMR 7000.14-R Volume 1 chapter 9, MEPS will keep all CBA payment packets electronically (PDF format), by fiscal year, for 10 years, then delete. Secured external storage on physical media such as CD/DVD is authorized. The MEPS Records Manager is responsible to ensure the records are maintained in a sustainable format throughout the record life cycle as information systems evolve. (Referenced in paragraph 9-14a)

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 E-4)

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 E-3)

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 8-10)

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 paragraphs 4-2, 4-3, and 4-4)

Appendix E
Internal Control Evaluation Checklist

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

E-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).

E-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 D, Section III).

E-4. Inspector General Checklists
The list of questions is located on SPEAR. 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).

E-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, travel). The methodology used to conduct the evaluation(s) could be the internal control evaluation checklist(s) referenced in Appendix E-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.

E-6. Comments
To help make this a better tool for evaluating internal controls, submit comments to J-3/MEOP via a MOC request.

Appendix F
Glossary

Section I
Abbreviations

ACME
Abbreviated Commissioning Medical Evaluation

ACMO
Assistant Chief Medical Officer

AD
Active Duty

ADSD
Active Duty Service Date

AFQT
Armed Forces Qualification Test

AIRP
Alleged Improper Recruiting Practices

AIT
Advanced Individual Training

A/OPC
Agency/Organization Point of Contact

APS
Applicant Processing Summary

AR
Army Regulation

ARN
Alien Registration Number

ARNG
Army National Guard

ASVAB
Armed Services Vocational Aptitude Battery

ATO
Assistant Transportation Officer

AUM
Assessable Unit Manager

AWOL
Absence Without Leave

BMI
Body Mass Index

BN
Battalion

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

CBA
Centrally Billed Account

CLF
Contract Lodging Facility

CMO
Chief Medical Officer

CMS
Command Message System

COB
Close of Business

COR
Contracting Officer Representative

CSS
Customer Satisfaction Survey

CT
Central Time

DA
Department of the Army

DAT
Drug and Alcohol Testing

DAU
Defense Acquisition University

DEERS
Defense Enrollment Eligibility Reporting System

DEP
Delayed Entry Program; Delayed Enlistment Program

DFAS
Defense Finance and Accounting Service

DMDC
Defense Management Data Center

DOB
Date of Birth

DoD
Department of Defense

DTMO
Defense Travel Management Office

DTR
Defense Travel Regulation

DVD
Digital Versatile Disc

EAS
Electronic Access System

EDA
Electronic Document Access

EDM
Electronic Document Manager

EFCS
Electronic Fingerprint Capture Station

EFR
Electronic File Room

EHR
Electronic Health Record

EO
Enlistment Officer

EOD
End of Day

EMP
Emergency Management Plan

ESC
Expedited Screening Center

ESP
Expedited Screening Protocol

ETP
Exception to Policy

FBI
Federal Bureau of Investigation

FBP
Fee Basis Provider

FMR
Financial Management Regulation

FOIA
Freedom of Information Act

FS
Form, State Department

FSM
Federated States of Micronesia

FY
Fiscal Year

GCOE
Guidance Counselor of Excellence

GETIT
Generating Enhancements Through Innovative Thinking

GID
Good Idea

HIE
Health Information Exchange

HIV
Human Immunodeficiency Virus

HQ
Headquarters

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

HRA
Human Resources Assistant

HVAC
Heating, Ventilation, and Air Conditioning

IADT
Initial Active Duty Training

IAW
In Accordance With

i-CAT
Internet Computerized Adaptive Testing

IED
Individual Educational Plan

IET
Initial Entry Training

ID
Identification

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/MEOP
J-3/Operations Directorate

J-3/MEOP-ORM
J-3/Operations Directorate-Medical Branch

J-3/MEOP-ORP
J-3/Operations Directorate-Processing Branch

J-3/MEOP-ORP-C
J-3/Operations Directorate-Processing Branch – Current Ops "MOC"

J-3/MEOP-ORP-R
J-3/Operations Directorate-Processing Branch – Recruit Travel

J-3/MEOP-PPA
J-3/Operations Directorate-Analysis and Architecture Branch

J-3/MEOP-PPM
J-3/Operations Directorate-Product Management Branch

J-3/MEOP-PPT
J-3/Operations Directorate-Policy and Training Branch

J-4/MEFL-PS
J-4/Facilities, Physical Security & Logistics Directorate – Physical Security Division

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

J-8/MERM
J-8/Resource Management Directorate

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

J-8/MERM-PPF
J-8/MERM Resource Management Directorate – Programs and Formulation Branch

JTR
Joint Travel Regulation

MAI
Meal Allowance Issuer

MAPWG
Manpower Accession Policy Working Group

MAVNI
Military Accessions Vital to National Interest

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

MICP
Magnetic Ink Character Recognition

MOS
Military Occupational Specialty

NET
Not Earlier Than

NGB
National Guard Bureau

NLT
No Later Than

NOAA
National Oceanic and Atmospheric Administration

NOS
No-show

OBT
Online Booking Tool

OCS
Officer Candidate School

OMDMP
Official Mail and Distribution Management Program

OMR
Optical Mark Reader

OPSO
Operations Officer

QAE
Quality Assurance Evaluator

PA
Privacy Act

PADD
Projected Active Duty Date

PAI
Pre-Accession Interview

PEI
Pre-Enlistment Interview

PHI
Protected Health Information

PII
Personally Identifiable Information

POB
Place of Birth

POV
Privately Owned Vehicle

PS
Prescreen

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

QA
Quality Assurance

QNE
Qualified, Not Enlisted

QRP
Quality Review Program

RA
Recruit Assistance

RC/OC
Recruiting Conference/Operations Conference

RBJ
Reevaluation Believed Justified

RDEP
Guard/Reserve DEP

RFO
Request for Orders

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

SEA
Senior Enlisted Advisor

SDP
Same Day Processing/Processor

SF
Standard Form

SL/GC
Service Liaison/Guidance Counselor

SMD
Supporting Medical Documentation

SOI
Security Office Identifier

SOP
Standing Operating Procedures

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

TA
Transportation Assistant

TDY
Temporary Duty

TIN
Temporary Identification Number

TMC
Travel Management Center

TO
Task Order

TSA
Transportation Security Agency

UBIS
USMEPCOM Business Intelligence System

UCMJ
Uniform Code of Military Justice

UMF
USMEPCOM Form

UMR
USMEPCOM Regulation

USCIS
United States Citizenship and Immigration Services

USMIRS
United States Military Entrance Processing Command Integrated Resource System

WAWF
Wide Area Workflow

Section II
Terms

Accession
An enlistment that increases the incremental strength of the Regular and Reserve components of the Military Services. Personnel enlisted in the DEP are not in this category.

Active Duty/Active Component/Regular Component
Full-time duty in a Service's active component. Active status does not include full-time National Guard duty.

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.

AFQT
A score derived from ASVAB subtests that assists selection of applicants into a Service and eligibility determination for special Service programs, and accession quality reporting to Congress.

Alien Registration Number (ARN).
A unique nine-digit number issued by USCIS.

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.

Annex
A legal accession agreement addendum to the DD Form 4-series, establishing obligations made by the Service to the applicant.

Applicant
A person who relinquishes PII and PHI for the purpose of applying for acceptance and formal affiliation to a DoD component, as confirmed by acknowledgment of a privacy statement as to the purpose, collection, use, and retention of application information for processing at an approved USMEPCOM processing location, including Enlistees, Recruits, Shippers, Registrants, Inductees, Officer Candidates and those individuals approved by DUSD/MPP (e.g., FBI candidates).

Armed Services Vocational Aptitude Battery (ASVAB)
The basic examination used by MEPS for enlistment qualification of applicants for Military Service.

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

Citizenship
The state of being vested with the rights, privileges, and duties of a native or naturalized member of a state or nation who owes allegiance to its government and is entitled to its protection.

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

Compact of Free Association
A type of diplomatic relationship that an independent country has with the United States of America, as an associated country. Presently, there are three sovereign states that have this type of relationship with the United States: Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Consultation
A special medical examination provided by a physician who is board-certified or board-eligible in the specialty concerned. For the purpose of providing specialty expert evaluation in a medical or surgical specialty area when such evaluation is needed to determine an applicant's medical enlistment eligibility.

Control Desk
The activity within the MEPS that monitors and controls processing by directing individuals to various sections and performing certain QA procedures.

Date of Birth (DOB)
The day, month, and year of an applicant's birth as recorded on a birth certificate or other legal documents.

Date of Enlistment (DOE)
The date the applicant enlisted into the Regular or Reserve component of the Armed Forces.

DD Form 1966, Record of Military Processing
The form used by Military Services to request applicant enlistment, and by MEPS personnel to report accession data.

DD Form 4, Enlistment/Reenlistment Document - Armed Forces of the United States
A document signed by the applicant, specifying the conditions and terms of enlistment. A DD Form 4 is completed for DEP and accession.

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

Delayed Entry Program (DEP)
Any of the various Service programs to enlist personnel into a special inactive reserve group pending enlistment into active Service at a projected future date. A DEP enlistee is not an accession.

DEP Discharge
A separation because of ineligibility for enlistment under standards prescribed by the Secretary concerned or upon request when authorized by the Secretary concerned.

Dependents
An employee's spouse; children who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support; dependent parents, including step and legally adoptive parents of the employee's spouse; and dependent brothers and sisters, including step and legally adoptive brothers and sisters of the employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Disqualified
Applicant does not meet established criteria to enlist under standards prescribed by DoD and the sponsoring Service.

Electronic Health Record (EHR)
All medical data and documentation collected during the enlistment evaluation process and retained electronically in MHS GENESIS.

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 sex 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.

Home Of Record (HOR)
The address of an applicant's residence when entering the military. Used to determine travel entitlements when separating from the military and certain state benefits.

Inductee
An individual registered with the SSS who has been inducted into the military.

Initial Active Duty for Training (IADT)
The initial duty for training period of a non-prior Service 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 (IET)
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.

Individual Ready Reserve (IRR)
A manpower pool principally consisting of individuals who have had training and have previously served in the active forces or in the Selected Reserve; obligors who must fulfill their MSO; those who have fulfilled their MSO and who voluntarily remain in the IRR; enlisted members awaiting IADT (except for members of the National Guard); and members of the Delayed Entry Program.

Marital Status
The legal status of an individual or applicant as it pertains to marriage.

Maximum Daily Capacity/Allocation (MDC/A)
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. MDC/A 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.

Medical Waiver
A Service waiver of a medical defect that would otherwise disqualify an individual for enlistment or Service job assignment.

Military Entrance Processing Station (MEPS)
A DoD joint-service organization staffed with military and civilians that utilizes state-of-the-art testing and examination procedures to process applicants for accession into the Military Services to determine if the applicant has met the physical qualifications, aptitude and moral standards as set by each branch of military service, the DoD, and federal law.

Military Entrance Testing (MET) site
A location outside the MEPS used to administer the ASVAB 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.

No Later Than (NLT)
When associated with scheduling, means that a Service must schedule applicants prior to this established cut- off time. A MEPS establishing a cut-off 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.

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 uploaded into the applicant's USMIRS record when an additional disclosure occurs.

Non-MEPS Enlistment
Applicants processing outside the continental United States, Alaska, Hawaii, or Puerto Rico, and administered the Oath of Enlistment at a location other than MEPS. Pre-coordination with the MEPS Operations staff must be done to verify that the applicant is qualified for enlistment. The Military Service must upload DD Form 1966/, DD Form 4 series, and UMF 601-23-7-R-E in the applicant's USMIRS record for MEPS staff to report the enlistment information in USMIRS. These applicants are inclusive of overseas (Europe and Asia) and in support of applicant processing under the Compact of Free Association.

Non-MEPS Shipping
A program that allows shipping directly to a duty assignment designated by the sponsoring Service without returning to MEPS to perform ship processing.

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-Show (NOS)
A scheduled applicant who did not report to MEPS or reported to MEPS after the check-in cut-off time and was not authorized to process.

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.

Oath of Enlistment
A sworn promise taken by all persons enlisting in a Uniformed Service.

Optical Mark Reader (OMR)
The OPSCAN 8 hardware device used to read ASVAB answer sheets.

Order
Regarding Recruit travel, an order is a written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel; provides the traveler information regarding what expenses will be paid; provides the TMC documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

Overseas
Locations not within of the 50 States of the United States, the District of Columbia, United States Commonwealths, or United States territories.

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.

Processing
Any work unit accomplished for an applicant within the MEPS for enlistment qualification testing, medical examination, enlistment interviews, contracting, accession travel, associated paperwork.

Processing List (PL)
A roster that lists all applicants by Service, name, and SSN and identifies all processing actions for that day. A copy is used for meals and lodging contract facilities, identifying those applicants for whom Service is to be provided. This roster is also known as USMEPCOM Form 727-E.

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.

Qualified
Applicant meets enlistment criteria under the standards prescribed by DoDI 1304.26 and the sponsoring Military Service.

Qualified, Not Enlisted (QNE)
A qualified applicant who is not in an enlisted status. This denotes a potential enlistee who has satisfactorily completed required MEPS aptitude and medical processing.

Quality Assurance
Actions or procedures that ensure accuracy, timeliness, and completeness.

Quality Review Program
Actions and procedures performed by the MEPS to ensure the applicant's documents and data are complete and accurate and the applicant is eligible to execute scheduled processing actions.

Reception Training Center
The location where an applicant begins their military Service Initial Enlistee Training. a.k.a. "Recruit Training Command" (Navy), "Recruit Depot" (Marine Corps), "Adjutant General (AG) Battalion (Reception)" (Army), and "Basic Military Training Center" (Air Force).

Reconciliation
The process of comparing scheduled and documented workload against the actual workload reported. This includes ensuring business processes (e.g., schedule visits, enlistments, records management, external agency results, etc.) are complete and accounted for.

Record
All recorded information, regardless of form or characteristics, made or received by a federal agency under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the US Government or because of the informational value of the data in them.

Recruit
An applicant who processed through a MEPS and accessed into one of the Military Services and is transferring to a duty assignment (e.g., temporary duty, under instruction, permanent, etc.) as designated by the sponsoring Service.

Recruiter Identification
An identification of the recruiter, by SSN or other Service-unique number, responsible for processing an individual through a MEPS.

Registrant
An individual registered with the SSS for potential induction.

Report of Additional Information (UMF 601-23-E**)**
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).

Scheduled Visit
An individual scheduled to process and identified on the UMF 727-E . The MEPS must receive the schedule visit and all required forms and data prior to the deadlines established by applicable directives. Schedule visits identify MEPS workload scheduling requirements.

Selective Service System (SSS)
The independent agency responsible for implementing a military draft within the United States. The SSS requires the registration for men ages 18 through 25 living in the United States to serve as a backup system to provide workforce to the Military Services. The obligation of a man to register is imposed by 50 USC Section 453.

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.

Service Liaison/Guidance Counselor (SL/GC)
The individual at the MEPS who is authorized to speak on behalf of the Uniformed Service; is responsible for interfacing between the MEPS and the Service.

Service Processing For (SPF)
An alphabetic code identifying a branch of the Armed Forces an applicant is processing for.

Sex
The classification of a person based on reproductive function.

Shipper
An applicant ready to transfer to a duty assignment as designated by the sponsoring Service.

Social Security Number (SSN)
A nine-digit number used for identifying an individual by his or her social security account.

Special Agreement Check (SAC)
A personnel security investigation consisting of a records review of certain national agencies.

Special Purpose Test
Any test, other than the ASVAB or other initial test, administered to determine an applicant's qualification for certain specialty fields or for enlistment in the sponsoring Service.

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.

USMEPCOM Form 680-3A, Request for Examination
UMF used by Military Service personnel for requesting applicant evaluation or processing; and for providing PII demographic data to initiate applicant entrance processing.

USMEPCOM Processing Location
A location used in entrance processing of applicants, including MEPS, RPS, learning centers, distributive facilities, MET sites.

USMIRS
The Command's enterprise system, established as a joint DoD Accession Reporting System, used for processing of an applicant and reporting of applicant data. Interfaces with Recruiting Service systems and external agencies (SSA, USCIS, DMDC) using standard DoD data elements. A system of systems composed of testing, medical, processing, recruit travel, and administrative applications.

USMIRS Record
All data and documentation collected during the enlistment evaluation process and retained electronically in USMIRS.

Walk-in
Applicant not scheduled for processing by the 1100 scheduled visit cut-off time