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

*USMEPCOM Regulation No. 680-3

Effective date:

Personnel Information Systems Entrance Processing and Reporting System Management

FOR THE COMMANDER:		
OFFICIAL:		
J. Cunningham Deputy Commander/Chief of Staff		
DISTRIBUTION: A (Electronic only publication)		

Executive Summary. This issuance establishes policy and assigns responsibilities for entrance processing using the Command's reporting system, United States Military Entrance Processing Command Integrated Resource System (USMIRS). This issuance prescribes the USMEPCOM Form (UMF) 680-3A-E, Request For Examination; USMEPCOM Product Control Number (PCN) 680-3ADP, Processee/Enlistee Record; USMIRS-generated labels (Identification Badge and File Packet Label); <u>USMEPCOM Accession Data</u> Dictionary; USMEPCOM Manual (UMM) 680-3-1, System Operations, UMM 680-3-2, USMIRS System Navigation and UMM 680-3-2-1, System Navigation for Service Users.

Applicability. This issuance applies to all personnel utilizing the Command's reporting system for entrance processing.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from HO USMEPCOM, ATTN: J-3/MEOP-AD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-3/MEOP. 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, 2834 Green Bay Road, North Chicago, Illinois, 60064-3091.

Internal Control Process. This regulation contains internal control provisions IAW Army Regulation (AR) 11-2, Managers' Internal Control Program and identifies key internal controls that must be evaluated (see Appendix **B**).

^{*}This regulation supersedes USMEPCOM Regulation 680-3, May 2, 2006

Summary of Changes

This regulation contains major revisions and must be reviewed in its entirety.

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Chapter 1 Responsibilities

1-1. General

United States Military Entrance Processing Command personnel and System users at all levels are responsible for the completeness, accuracy, and timeliness of applicant processing and data reporting.

1-2. Director, J-3 Operations (J-3/MEOP)

- a. Establish policy and procedural guidance supporting and operationalizing applicant entrance processing administrative procedures and the Command's enterprise reporting system.
- b. Exercise functional proponency for the system and all related actions required to maintain system functionality.
- c. Manage accession records information and functional data collection, ensuring quality assurance and timely transmission.
 - d. Review and approve Service-System automated applicant entrance processing form versions.
- e. Review System related agreements with non-USMEPCOM agencies ensuring organization, policy, and functional data requirements are satisfactorily represented; maintain liaison with external stakeholders who are users of the System.
- f. Issue mobilization guidance for the processing and reporting of inductions supporting Selective Service System (SSS) activation of the draft.
- g. Develop requirements, research deficiencies, and approve changes to system-automated processes. Ensure initiatives conform to applicable laws, regulations, policies, and requirements.
- h. Govern system user acceptance and operational field/production verification testing efforts; authorizing functional software deployments for release or rollback.
- i. Manage the user interface; develop and provide training of new processes, policies, and software when initiatives affect system user operation(s).

1-3. Director, J-6 Information Technology (J-6/MEIT)

- a. Develop plans, policies, and strategies to sustain and improve the System.
- b. Provide application development life cycle for the planning, creating, testing, deploying, and maintenance of the System.
 - c. Manage memorandums and agreements affecting the System.
 - d. Coordinate system and interface changes with external stakeholders.
- e. Responsible for the Continuity of Operations Plan (COOP) providing software, hardware, and technical support to enable MEPS processing at an alternate site based on business requirements determined

by J-3/MEOP, J-7/MEMD, and Sectors.

1-4. Director, J-7 Medical Plans & Policy (J-7/MEMD)

Develop requirements, researches deficiencies, and recommends changes for system processes affecting the USMEPCOM Medical Program. Collaborate with J-3/MEOP on system integration and impacts to applicant processing workflow.

1-5. Sector Commanders

- a. Manage MEPS system operations; ensure timely and accurate system data reporting; identify inefficiencies/deficiencies; initiate corrective actions when MEPS system operations are deficient and/or non-compliant.
 - b. Develop and coordinate COOP agreements and standard operating procedures (SOP).
- c. Support HQ USMEPCOM's software/hardware life cycle management; support software development, testing, and training initiatives sponsored by USMEPCOM.
- d. Ensure MEPS operationalize manual processing policy and procedures when authorized and capable.

1-6. MEPS Commanders

- a. Ensure procedural compliance; timely and accurate data entry; quality assurance; and training is provided.
- b. Approve system user roles and responsibilities within their MEPS. Authorize and monitor system access.
- c. Ensure applicant identity management, applicant accountability, and electronic signing of specified forms is accomplished as directed.
- d. Ensure Reconciliation is performed at close of business (COB) and morning of the next processing day.
 - e. Ensure the daily Quality Review Program (QRP) is performed.
- f. Ensure all issues affecting the System are reported to J-6/Information Technology Directorate (J-6/MEIT) via Service Desk Ticket and report all issues affecting System applicant processing to J-3/Operations Directorate, Current Operations (J-3/MEOP-COO) via a <u>MEPCOM Operations Center</u> (MOC) Request.
 - g. Develop, approve, and submit SOP and COOP for review by Sector.

1-7. Recruiting Service Personnel

Will provide to USMEPCOM complete, accurate, legible, and verified applicant data required for entrance processing IAW DoDM 1145.02, Military Entrance Processing Station (MEPS).

Chapter 2 General Overview

2-1. Purpose

- a. The System is purposed for accessing recruits into the Military Services and reporting recruit accession data. The Services use the System to schedule applicant processing services, such as aptitude testing, medical examinations, enlistment contracting, and traveling. These activities necessitate the storage and safeguarding of applicant data within the System, 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 Defense Manpower Data Center (DMDC) needs.
- b. The System is composed of integrated processes that create, maintain, use, and dispose of applicant data. As such, System policies and procedures are not inclusive of the System alone. All applicant processing resulting in System applicant data is governed by this regulation and other 680-3-series issuances.
 - c. HQ USMEPCOM, J-3/MEOP, Operations Directorate is the authoritative System proponent.
- d. Policy, procedures, and guidance contained in the 680-3-series issuances takes precedence over other publications and materials, especially when those publications and materials contain conflicting System direction.
 - e. This regulation and associated 680-3-series:
 - (1) Issues System responsibilities.
- (2) Directs procedures for applicant entrance processing into the Armed Forces, or for non-Service sponsored and other DoD personnel authorized specific processing actions in the MEPS.
- (3) Directs administrative control over the collection, recording, coding, and timely transmission of data; and establishing applicant/paper workflow procedures, including quality control/assurance standards.

2-2. System Manuals

<u>UMM 680-3-1, System Operations</u>, contains System processing procedures. <u>UMM 680-3-2, USMIRS System Navigation</u> and <u>UMM 680-3-2-1, System Navigation for Service Users</u> provide instructions for how and where System processes can be accessed.

2-3. System Access

- a. An approved <u>DD Form 2875</u>, System Authorization Access Request, must be on file prior to an Information Technology Specialist (ITS) creating a System user's account IAW <u>UMR 25-1</u>, Managing Information Technology Resources. Procedures on how to request system access are contained in <u>UMM 680-3-1</u>, System Operations.
 - b. MEPS System users will only have one System account per MEPS IAW <u>UMR 25-1</u>.

2-4. Training

- a. System Training. Employees required to use any System applications will complete <u>applicable</u> <u>training</u> within 90 days of assignment. System refresher training is required bi-annually.
- b. HQ USMEPCOM Directed Training. MEPS will update the System's Local Operating Schedule Module to reflect a HQ USMEPCOM Training Day as a non-processing day.
- c. Service Personnel Training. MEPS will train Service Liaison (SL)/Guidance Counselor (GC) within 90 days of assignment on the following minimum areas: local policies, operating procedures, System functions, and <u>UMM 680-3-2-1</u>.
- d. System Training Social Security Numbers (SSN). MEPS submit a MOC Request to access training SSN(s). The request must be received No Later Than (NLT) one day prior to the training event. Once training is complete, MEPS will submit another MOC Request to have the training SSNs removed.

2-5. Privacy

- a. MEPS will ensure applicants read and sign authorizations, acknowledgements, and consents pursuant to the Privacy Act; Health Insurance Portability and Accountability Act of 1996 (HIPAA); DD 1966/5, Parental/Guardian Consent For Enlistment; and release for data capture, maintenance, and exchange.
- b. MEPS will safeguard applicant data IAW <u>UMI 25-52-1</u>, <u>Personally Identifiable Information (PII) and Protected Health Information (PHI) Incident Reporting and Breach Notification Procedures</u>, to prevent inadvertent, unauthorized, or malicious disclosure of record content during processing, storage, transmission, and disposal. MEPS will only disclose record content containing PII and PHI to entities with a valid need-to-know; require the record to perform official, assigned duties; and IAW regulations.

2-6. Personal Data

- a. The <u>UMF 680-3A-E</u> is the authoritative source document for applicant personal data. The sponsoring Service will submit a complete and accurate <u>UMF 680-3A-E</u> IAW Form Instructions in Appendix D. MEPS will enter non-Service sponsored applicant data in the System.
- b. Applicant personal data must be the initial System transaction before subsequent data can be entered.
- c. MEPS will verify all Service-required items and signatures are complete on the <u>UMF 680-3A-E</u>. MEPS will ensure the <u>UMF 680-3A-E</u> information matches the System electronic record. If any data elements are missing, incomplete, or inaccurate, MEPS may update the System.

2-7. Records Management

a. The Applicant Processing Record refers to all data and documentation collected during the enlistment evaluation process and retained locally at the MEPS in both electronic (USMIRS) and hardcopy (packet record) formats.

- (1) MEPS files rooms will retain the applicant processing record under Record Number (RN) 601-270a/600A "Examination/Enlistment Files" IAW disposition purge criteria outlined in <u>UMM 680-3-1</u>, (see Recordkeeping Requirements).
- (2) The USMIRS Record Identification (RID) code will determine specific disposition and purge criteria based on the individual applicant processing status; MEPS record retention will not exceed seven years.
- b. The USMIRS Master File is the electronic applicant record data retained in the USMIRS archive. The USMIRS Master File is divided into two categories Qualified Applicant Processing Records, and Permanently Disqualified Applicant Processing Records.
- (1) The USMIRS Master File Qualified Applicant Processing Records will be retained in USMIRS under RN 601-270d/600A until no longer needed for conducting business; records will then be placed on physical storage media and transferred to the Federal Records Center (FRC). The FRC will destroy the record when the applicant turns 43 years old (see Recordkeeping Requirements).
- (2) The USMIRS Master File Permanently Disqualified Applicant Processing Records will be retained in USMIRS under RN 601-270e/600A until no longer needed for conducting business; records will then be placed on physical storage media and transferred to the FRC. The FRC will destroy the record after 99 years (see Recordkeeping Requirements).
- c. MEPS will use the System Packet Tracking Modules to charge-in/out the applicant processing record. MEPS will only charge out the applicant processing record to authorized personnel, as determined by the MEPS Commander and Service Processing For (SPF) code.
- d. IAW established timelines, MEPS will use the System-generated rosters to verify system electronic record purging; to track, remove, destroy, or retain applicant packet records IAW corresponding retention schedules; and to reconcile conflicting applicant record data.
- e. Upon receipt of <u>DA Form 200, Transmittal Record</u>, MEPS will verify or request system ownership, complete form responses and files room actions IAW <u>UMR 601-23</u>.

2-8. Projection Scheduling

- a. The sponsoring Service and MEPS will use the <u>UMF 727-E</u> to schedule processing projections.
- b. The sponsoring Service projects Service-sponsored applicants (to include Individual Ready Reserve (IRR) officer candidates, healthcare professionals, Reserve Officer Training Corps Cadets, etc.). MEPS will project non-Service sponsored applicants (Federal Bureau of Investigation, Public Health Service, etc.).
- c. The sponsoring Service will update/cancel/delete projections the same day schedule change is known.
- d. Neither MEPS nor the sponsoring Service are authorized to delete or modify projections on the date of processing (after 0100 CST). If a projection deletion/modification is required on the date of processing, MEPS will submit a MOC Request with justification.

2-9. Quality Review Program

- a. MEPS will perform QRP daily, reviewing each projected applicant's electronic and packet records to identify discrepancies regarding eligibility to process, accuracy of packet contents, required entrance processing forms/supporting documents exist and are correct; and to determine staffing requirements.
- b. MEPS will report each QRP discrepancy (create an administrative hold status) to notify the sponsoring Service and MEPS morning check-in personnel; and for statistical analysis by Headquarters.
- c. MEPS and sponsoring Service will make every attempt to resolve each QRP administrative hold discrepancy during, and immediately following the QRP timeframe. However, if circumstances prevent, MEPS may permit the sponsoring Service to resolve NLT applicant arrival at MEPS (with prior approval).
- d. QRP will be conducted 48-hours prior to the scheduled projection to afford the sponsoring Service adequate time to correct discrepancies that prevent processing eligibility.

2-10. Identity Management and Applicant Accountability

- a. MEPS will use the System's biometric application to positively identify an applicant. Each applicant, regardless of Service or non-Service sponsored status, or processing services scheduled (aptitude, medical, special category, enlistment, etc.), will be biometrically enrolled.
- b. MEPS will use the System's Applicant Tracking Module to check-in/out an applicant to each section.

2-11. Entrance Processing and Data Reporting

- a. The minimum standard for transmitting aptitude, medical, and enlistment data is the same day processing occurred.
- b. MEPS will immediately correct data discrepancies upon discovery, unless authorized by other official guidance. Users unable to correct data discrepancies immediately will place the applicant record in an administrative hold status and refer the applicant to the sponsoring Service (as applicable).
- c. Applicant accession processing data collection forms are the source documents for system data. Reported data and the source documents will match.
- d. The <u>DD Form 1966 series</u>, <u>Record of Military Processing Armed Forces of the United States</u>, is the authoritative source document for applicant enlistment data. The sponsoring Service will submit a complete and accurate <u>DD 1966 IAW DoDI 1304.02</u>, <u>Accession Processing Data Collection Forms</u>.
- e. The <u>DD Form 4, Enlistment/Reenlistment Document</u>, is the basic agreement establishing a legal relationship between the sponsoring Service and enlistee. MEPS prepare the <u>DD Form 4</u> with enlistment data from the DD Form 1966 series.
- f. The <u>DD Form 93, Record of Emergency Data</u>, is a mandatory document for all applicants accessing in the Armed Forces (except Coast Guard). MEPS will initiate the <u>DD Form 93</u> in the System at Delayed Entry Program (DEP) enlistment and ensure it is completed for accession.

- g. MEPS will use the System's electronic signature capability to biometrically sign the <u>DD Form 4</u> and <u>DD Form 93</u>. The System will transfer the e-Signed documents to the e-Record application, which the Services' systems may retrieve (as of November 9, 2017, Army, Navy, and Air Force are connected).
- h. MEPS will not commit DEP discharge or Guard/Reserve separation transactions, delete DEP-in, or remove accession data until receiving discharge/separation documentation. Discharge/separation documentation will only contain one applicant's PII (group rosters are not authorized). Applicants will not process with a new sponsoring Service until MEPS receives discharge or separation documentation. The sponsoring Service will return the applicant record packet with all previously generated MEPS documents.
- i. The sponsoring Service will submit the <u>DD Form 4</u>, <u>DD Form 1966/1</u>, and applicable medical documentation (IAW <u>UMR 40-1</u>) to report a non-MEPS enlistment. MEPS will ensure the applicant is qualified before entering the enlistment data. If not qualified, MEPS will put the applicant's record in an administrative hold status, inform the sponsoring Service, and retain the documents pending resolution.

2-12. Data Reconciliation

Each MEPS processing section will perform morning and COB reconciliation to verify the processing day's transactions are reported in the System and received by the Centralized Relational Database (CRDB). MEPS will immediately correct transaction discrepancies upon discovery.

2-13. Manual Processing

- a. MEPS will use Appendix E when manual processing is required.
- b. MEPS will perform failure mode manual processing once per fiscal year for familiarization.
- c. MEPS will maintain a 5-day stock of all applicant entrance processing forms for contingencies.
- d. When System processing returns to normal operations, MEPS will immediately enter the manually recorded results and update applicant packet record charge-in/outs.

Appendix A References

Section I

Publications referenced or related to this regulation

5 United States Code (USC) Section 552a

Records Maintained on Individuals (also known as the "The Privacy Act of 1974," as amended)

10 USC Chapter 31

Enlistments

10 USC Section 978

Drug and Alcohol Abuse and Dependency: Testing of New Entrants

50 USC Chapter 49

Military Selective Service

Accessing MIRS with Windows 10 User Guide

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 11-2

Manager's Internal Control Program

AR 601-222

Armed Service Military Personnel Accession Testing Programs

AR 601-270

Military Entrance Processing Station (MEPS)

Background Investigation Reports (BIR) for MSI User Manual

DoDD 1145.02E

United States Military Entrance Processing Command

DoDD 5400.11

DoD Privacy Program

DoDI 1010.16

Technical Procedures for the Military Personnel Drug Abuse Testing Program

DoDI 1304.02

Accession Processing Data Collection Forms

DoDI 1336.08

Military Human Resource Records Lifecycle Management

DoDI 5015.02

DoD Records Management Program

DoDI 6130.03

Medical Standards for Appointment, Enlistment, or Induction in the Military Services

DoDI 6485.01

Human Immunodeficiency Virus (HIV) in Military Service Members

DoDI 1304.02

Accession Processing Data Collection Forms

EFCS Touch Print Enterprise Live Scan System User Guide

e-Record User Guide

e-Security User Manual

e-SOA Training Presentation

Legacy USMIRS CAC Login User Guide

UMI 25-51-1

Records Management

UMM 680-3-1

System Operations

UMM 680-3-2

USMIRS System Navigation

UMM 680-3-2-1

System Navigation for Service Users

UMR 25-1

Managing Information Technology Resources

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 55-2

Recruit Travel

UMR 380-1

USMEPCOM Security Program

UMR 601-4

Student Testing Program

UMR 601-23

Enlistment Processing

UMR 611-1

Enlistment Qualification Tests

UMR 715-4

Applicant Meals and Lodging Program

USMEPCOM Accession Data Dictionary

USMEPCOM Touch Print Enterprise Live Scan System User's Manual

Section II

Forms referenced in or related to this regulation

DA Form 200

Transmittal Record

DA Form 543

Request for Records

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3903

Multi-Media/Visual Information (M/VI) Work Order

DD Form 4 Series

Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 93

Record of Emergency Data—Armed Forces of the United States

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 215

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

DD Form 368

Request for Conditional Release

DD Form 1966 Series

Record of Military Processing

DD Form 2005

Privacy Act Statement-Health Care Records

DD Form 2807-1

Report of Medical History

DD Form 2807-2

Medical Prescreen of Medical History Report

DD Form 2808

Report of Medical Examination

DD Form 2875

System Authorization Access Request (SAAR)

NGB Form 22

National Guard Bureau Report of Separation and Record of Service

SF 507

Medical Record

SF 513

Medical Record Consultation Sheet

UMF 40-8-1-E

Drug/Alcohol and HIV Testing Acknowledgment Form

UMF 601-23-E

Report of Additional Information

UMF 601-23-2-E

Records Flag

UMF 680-3A-E

Request for Examination

UMF 727-E

Processing List (PL)

USMEPCOM PCN 680-3ADP

Processee/Enlistee Record

USMEPCOM PCN ZHM002

Drug and Alcohol Processing Eligibility Roster

USMEPCOM PCN ZHM003

Report of Daily ENTNAC Submissions

TOC

USMEPCOM PCN ZHM005

HIV Results Roster

USMEPCOM PCN ZHM082

DEP-In Roster

USMEPCOM PCN ZHM084

Accession Roster

USMEPCOM PCN ZHM103A/S

Purge Roster

USMEPCOM PCN ZHM122

Duplicate Records List

USMEPCOM PCN ZHM126

Overdue Packet Roster

Section III

Recordkeeping Requirements

RN 601-270a/600A: "Examination/Enlistment Files"

PA: A601-270USMEPCOM

Keep in office file in accordance with disposition purge criteria outlined in USMEPCOM Manual 680-3-2, not to exceed 7 years, then destroy. The USMIRS Record Identification (RID) code will determine specific disposition and purge criteria based on the individual applicant processing status; MEPS record retention will not exceed 7 years.

(Referenced in paragraphs 2-7.a (1), C-1.f (3) Note, D-1, D-2, D-4.f (1), D-9, D-11, D-12)

RN 601-270d/600A: "USMIRS Master File - Qualified Applicant Processing Records" PA: A601-270USMEPCOM

Electronic applicant records will be retained in USMIRS until no longer needed for conducting business; records will then be placed on physical storage media and transferred to the Federal Records Center (FRC). The FRC will destroy the record when the applicant turns 43 years old. (Referenced in paragraph 2-7.b (1))

RN 601-270e/600A: "USMIRS Master File - Permanently Disqualified Applicant Processing Records" PA: A601-270USMEPCOM

Electronic applicant records will be retained in USMIRS until no longer needed for conducting business; records will then be placed on physical storage media and transferred to the FRC. The FRC will destroy the record after 99 years.

(Referenced in paragraph 2-7.b (2))

Appendix B

Internal Control Evaluation Checklist - System Processing and Reporting

Note: This checklist consolidates the Management Control Evaluation Checklist and the MEPS Management Checklist from the previous UMR 680-3 revision.

B-1. Function

The function covered by this checklist is entrance processing at the Military Entrance Processing Station.

B-2. Purpose

This checklist assists MEPS commanders and section supervisors in evaluating key management controls. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). An answer that indicates deficiencies must be explained and corrective action indicated in the supporting documentation. These management controls must be evaluated at least once per year. Certification that this evaluation has been conducted must be accomplished on <u>DA</u> Form 11-2, *Internal Control Evaluation Certification*.

B-4. Checklist Questions

- a. **General Qualification.** The objective is to ensure MEPS personnel are qualified to process applicants.
 - (1) Are assigned personnel trained?
 - (2) Is the Internal Control Evaluation Checklist completed annually?
 - (3) Are deficiencies corrected within 30 days?
- b. **Aptitude Qualification.** The objective is to ensure that applicants administered an aptitude test by testing section personnel have accurately collected and processed personal and aptitude data.
- (1) Did the testing section personnel ensure that all required signatures were on the <u>UMF 680-3A-E</u> prior to testing?
 - (2) Did the Test Administrator (TA) ensure that the provided <u>UMF 680-3A-E</u> was fully completed?
 - (3) Did the testing section personnel correctly process test records with incomplete personal data?
- (4) Did the testing section personnel perform Quality Assurance (QA) procedures on all associated aptitude documents during the course of the aptitude evaluation process?
 - (5) Did the TA compare personal data on applicant answer sheets with the <u>UMF 680-3A-E</u>?
 - (6) Did the testing section personnel conduct a manual files check before merging tests?

- (7) Did the testing section personnel accurately enter all required testing data elements into USMIRS?
 - (8) Did the testing section personnel correctly process invalid test records?
 - (9) Were the file labels produced and applied?
- (10) Were the USMEPCOM PCN 680-3ADPs and <u>UMF 680-3A-E</u> filed and maintained according to <u>UMR 601-23</u> and this regulation?
- (11) Did the testing section personnel reconcile on a daily basis the <u>UMF 727-E</u> against the system electronic data (e.g., Testing Reconciliation (OR01-Series), Process Results (CR01))?
 - (12) Were the Appendix C, QA Points conducted and complied with according to this regulation?
- c. **Medical qualification**. The objective is to ensure that applicants continuing to process are medically qualified.
- (1) Did the medical section personnel ensure applicants were Armed Forces Qualification Test (AFQT) qualified to enlist prior to starting the medical examination?
- (2) Did the medical section personnel verify and update, when necessary, personal data in United States Military Entrance Processing Command Integrated Resource System (USMIRS) prior to submitting prescreen data?
- (3) Did the medical section personnel enter all medical data within the required timeframe (physicals, consults, prescreens, etc.)?
- (4) Did the medical section personnel reconcile on a daily basis the <u>UMF 727-E</u> against the system electronic data (e.g., Medical Reconciliation (OR01-Series), Process Results (CR01))?
 - (5) Were all the medical applicants/non-applicants listed on the <u>UMF 727-E</u>?
 - (6) Was the data for "papers only" review entered as required?
- (7) Did the medical section personnel perform QA procedures on all associated medical documents during the course of the medical evaluation process and before data entry into USMIRS?
- (8) Were the illegible or missing medical entries on the <u>DD Form 2808</u> corrected by medical section personnel only?
- (9) Did the medical section personnel hand carry disqualified applicant paperwork and/or packet record(s) to the control desk as required?
- (10) Did the medical section personnel accurately enter all required medical data elements into USMIRS?

- (11) Were the Human Immunodeficiency Virus (HIV) and Drug and Alcohol Testing (DAT) results entered correctly and annotated on the original <u>DD Form 2808</u> on a daily basis?
 - (12) Were the Appendix C, QA Points conducted and complied with according to this regulation?
- d. **Operations.** The objective is to ensure absolute correct information is collected and processed permitting accurate and timely transmission of same.
- (1) Did all applicants on the MEPS processing floor wear a System-generated identification badge to include applicants on the floor for night-testing?
 - (2) Did the MEPS perform DEP Discharges in a timely manner?
- (3) Did the MEPS perform Accession removals only after the appropriate paperwork was received from the Service?
 - (4) Did all 17 year-old applicants process with a signed parental consent form?
 - (5) Did all applicant packet records have a System-generated packet/file label?
- (6) Did the MEPS reconcile on a daily basis the <u>UMF 727-E</u> against Reconciliation screens (OR-Series) and Process Results (CR01)?
- (7) Did the MEPS personnel communicate all Accession and Delayed Entry Program (DEP)-in enlistments on the Date of Enlistment (DOE)?
- (8) Did the MEPS personnel conduct an electronic and packet record check on applicants listed on the <u>UMF 727-E</u> daily?
 - (9) Did the MEPS personnel review submitted forms for legibility, accuracy, and completeness?
- (10) Did MEPS personnel ensure that all applicant packets contain the appropriate source documents required for the entrance process?
- (11) Was the review accomplished of all data elements comparing USMEPCOM PCN 680-3ADP and the DD Form 4 Series against the corresponding source documents before the enlistment ceremony?
 - (12) Were the Appendix C, QA Points conducted and complied with according to this regulation?
- (13) Did the Operations Officer (OPSO) periodically check to ensure applicant records were entered into the System?

B-5. Supersession

This internal control evaluation checklist replaces the previously published version in USMEPCOM Regulation 680-3 (May 2006).

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B-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: J-3/MEOP-AD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

B-7. Use of DA Form 11-2, Internal Control Evaluation Certification

<u>DA Form 11-2</u> is designed to document any management control evaluation. Certification that a management control evaluation has been conducted will be certified on this form. The form is available in the USMEPCOM Electronic Pubs/Forms Library.

Appendix C Quality Assurance Points

Note: These QA points originally appeared as QA checks in the previous UMR 680-3 revision, Chapters 4, 5, and 6. QA points no longer applicable are lined out, but remain as placeholders until the next revision.

C-1. Aptitude Processing

- a. The TA is responsible for the following prior to test scoring:
- (1) A <u>UMF 680-3A-E</u> and a complete set of answer sheets are present for each individual listed on the <u>UMF 611-1-7-R-E</u>, Aptitude Testing Processing List. If not, notify the Test Control Officer (TCO) and/or the Test Scoring Technician (TST). This could result in a test loss/compromise report.
 - (2) UMF_680-3A-E is complete. See UMM 680-3-1 for incomplete form procedures.
- (3) Personal data on page 1 of the answer sheet matches the personal data on the corresponding <u>UMF 680-3A-E</u>.
- (4) Test version marked on page 1 of the answer sheet matches the test version on the <u>UMF 611-</u>1-7-R-E for the applicant indicated.
- (5) A comprehensive files room packet record and System electronic record search is conducted on each individual listed on the UMF 611-1-7-R-E.
- b. MEPS testing section TA is responsible for the following during packet build: USMEPCOM Form 680-3A E is coded to include item 22.
- c. Testing personnel that merged test data with applicant personnel data will ensure the USMEPCOM PCN 680-3ADP matches the source document (UMF 680-3A-E).
- d. Other than MEPS testing section, ensure the personal data on the USMEPCOM PCN 680-3ADP matches the source document (USMEPCOM Form 680-3A-E).
- e. Testing section control desk annotates the testing section <u>UMF 727-E</u> with aptitude testing action completed.
- f. Following aptitude processing, MEPS testing and operations section review packet record content and ensure:
- (1) The UMF 680-3A-E is completely coded (if not, return to the testing section if the form was initiated by testing) as required. SPF change UMF 680-3A-E and medical read-outs do not belong to testing personnel.
- (2) When directed to print the most recent transaction record, the USMEPCOM PCN 680-3ADP is present.

(3) Duplicate USMEPCOM PCN 680-3ADP forms are removed. File under RN 601-270a (see Appendix A, Section III for disposition instructions).

Note: <u>UMF 680-3A-E</u>s for aptitude testing, including special tests, will be maintained in the applicant's packet. File under RN 601-270a (see <u>Recordkeeping Requirements</u>).

g. The MEPS TCO/TST will confirm workload and reconciliation: Testing will reconcile the tests given to ensure tests delivered and scored are reflected in the system. If there is a mismatch, it could be as simple as an unmerged test, a test entered with the wrong test date, or Military Entrance Test (MET) site code.

C-2. Medical Processing

- a. Prior to the physical examination, the medical section Non-Commissioned Officer in Charge (NCOIC) or lead health technician will review the applicant's packet and ensure the following:
 - (1) Ensure the <u>UMF 680-3A-E</u> is complete.
 - (2) DD Form 2807-2 is signed, and if a minor, signed by a parent/guardian.
 - (3) DD Form 1966/5, Parental/Guardian Consent For Enlistment, is present for 17-year-old applicants.
- b. MEPS medical section technician will review applicant's electronic record header for "N" status, RID codes, and ensure the Personal, Aptitude, Medical, DEP, Enlistment, Hold, Overall (PAMDEHO) contains status codes V (personal data) and an aptitude status code "P" or "X" (ASVAB not required).
 - c. After medical processing, the MEPS medical section control desk will ensure the following:
 - (1) DD Form 2808, DD Form 2807-1, and other medical entrance processing forms are complete.
 - (2) Item 79, MEPS Workload of the DD Form 2808 is coded.
 - (3) The medical section UMF 727-E is annotated with medical action completed.
- d. After medical processing, the MEPS medical section NCOIC or lead health technician will ensure the following:
 - (1) Medical data on the DD Form 2808 is entered in the System and Item 79 is coded.
 - (2) Validity of medical entry by reviewing the PAMDEHO.
- (3) The applicant packet record contains required medical processing documents before charging the packet record out of the medical section.
- e. Upon receiving the applicant packet record following medical processing, MEPS operations section control desk personnel will ensure the following:

- (1) Master <u>UMF 727-E</u> is annotated with applicant arrival time from the medical section.
- (2) <u>DD Form 2808</u>, <u>DD Form 2807-1</u>, <u>DD Form 2807-2</u>, <u>DD Form 1966/5</u> (if required), <u>UMF 680-3A-E</u>, and a signed <u>DD Form 2005</u> are present in the applicant packet record.

C-3. Medical Processing - Inspects

- a. Prior to the inspection, the medical NCOIC or lead health technician will review applicant's packet record and ensure the following:
 - (1) Applicant has received a previous medical examination and it is still valid.
 - (2) The applicant requires a medical section inspection.
- (a) A shipping inspection is required for Entry on Active Duty (EAD) or Initial Active Duty Training (IADT) if more than 72 hours have elapsed from the current medical examination or from a subsequent medical section inspection.
- (b) A physical inspection is required for applicants entering the DEP, National Guard, or Reserve (excluding Guard/Reserve IADT) and more than 30 days have elapsed since the current medical examination or subsequent medical section inspection.
- (c) A medical inspection is required when an applicant returns to the MEPS for a medical reevaluation or to complete medical processing, but less than 30 days have elapsed from the current medical examination or subsequent medical section inspection.
- (3) <u>DD Form 2808</u>, <u>DD Form 2807-1</u>, and other medical entrance processing forms are present and complete (as applicable).
- b. After the medical section inspection and/or additional medical processing are complete, the medical section control desk will ensure the following:
 - (1) <u>DD Form 2808</u>, <u>DD Form 2807-1</u>, and other medical entrance processing forms are complete.
 - (2) Item 79, MEPS Workload of the DD Form 2808 is coded.
 - (3) The medical section <u>UMF 727-E</u> is annotated with medical action completed.
- c. After the medical section inspection and/or additional medical processing, the MEPS medical section NCOIC or lead health technician will ensure the following:
 - (1) Medical data on the DD Form 2808 is entered in the System and Item 79 is coded.
 - (2) Validity of medical entry by reviewing the PAMDEHO.
 - (3) The applicant packet record contains required medical processing documents before charging

the packet record out of the medical section.

- d. Upon receiving the applicant packet record following the medical section inspection and/or additional medical processing, MEPS operations section control desk personnel will ensure the following:
 - (1) Master UMF 727-E is annotated with the applicant arrival time from the medical section.
- (2) <u>DD Form 2808</u>, <u>DD Form 2807-1</u>, <u>DD Form 2807-2</u>, <u>DD Form 1966/5</u> (if required), <u>UMF 680-3A-E</u>, <u>SF 507</u>, <u>UMF 40-8-1-E</u>, and a signed DD Form 2005 are present in the applicant packet record.

C-4. Operations Processing – DEP-In

- a. MEPS operations section control desk personnel will review the applicant packet record and ensure the following:
 - (1) The applicant PAMDEHO aptitude status code is a "P."
 - (2) There are no "N" status administrative holds.
 - (3) A completed <u>DD Form 1966/5</u> is present for 17-year-old applicants.
 - (4) Performance of signature verification procedure (per UMM 680-3-1).
 - (5) System check-in/out screen annotated with the applicant's processing times.
 - (6) Master UMF 727-E is annotated to indicate the applicant is on the MEPS processing floor.
- (7) The applicant is wearing the correct System identification badge and the USMIRS file/packet label is on their packet.
 - b. MEPS medical section control desk personnel will review the packet and ensure the following:
- (1) The applicant is authorized medical processing (i.e., PAMDEHO contains aptitude status code "P" or "X" (ASVAB not required)).
 - (2) System check-in/out screen annotated with the applicant's processing times.
 - (3) DD Form 2808, DD Form 2807-1, and other medical entrance processing forms are complete.
 - (4) Item 79, MEPS Workload of the DD Form 2808 is coded.
- (5) All applicable items in paragraph C-4.a. have been completed if medical was the initial MEPS check-in point.
 - c. MEPS testing section will review the packet and ensure the following:

- (1) UMF 611-1-20-R-E is prepared and completed properly, if required.
- (2) The results of the ASVAB or special test (if applicable) are entered into the USMIRS.
- (3) All applicable items in paragraph C-4.a. have been completed if testing was the initial MEPS check-in point.
- d. MEPS operations section control desk personnel will review the applicant packet record and ensure the following:
 - (1) System check-in/out screen has been annotated with the applicant's processing times.
 - (2) All documents required for contract preparation (e.g., <u>DD Form 1966</u>, etc.) are present.
 - (3) Test scores and medical examination transactions are entered and are valid for enlistment.
- (4) All required <u>UMF 680-3A-E</u> and a current (as required) USMEPCOM PCN 680-3ADP are present.
- e. MEPS operations section Human Resource Assistant (HRA) will review the packet and ensure the following:
- (1) Personal data on the <u>DD Form 1966</u> agrees with the System Personal Data screen and current PAMDEH*O field.
- (2) The <u>DD Form 1966</u> is verified with supporting personal and enlistment documents and elements in Section I will be coded as needed (optional at DEP-in).
 - (3) DD Form 1966/4, section VI, is reviewed for changes.
- (4) The PEI interview has been completed and <u>UMF 601-23-E</u> is properly completed/cleared and the System updated, if appropriate.
- (5) DD Form 93 is prepared and reviewed for accuracy, printing is optional at DEP time (not prepared for Coast Guard applicants).
 - (6) The DEP-in data transaction has been entered into the System.
 - (7) The Special Agreement Check (SAC) transaction has been submitted, if required.
 - (8) Annexes are verified with the <u>DD Form 4</u> Series and <u>DD Form 1966</u>.
 - (9) DD Form 4 Series is prepared, printed, and reviewed for accuracy.
 - (10) Consistency of name on all documents.
 - (11) Each document is completed and signed as required.

- (12) Required number of copies of all documents is enclosed.
- (13) System check-in/out screen annotated with the applicant's processing times.
- f. Before the enlistment ceremony, MEPS operations section control desk personnel will review the packet and ensure the following:
 - (1) System check-in/out screen has been annotated with the applicant's processing times.
 - (2) DD Form 4 series contains the SL/GC signature in block 14e.
- g. Following the enlistment ceremony, MEPS operations section control desk personnel will review the packet and ensure the following:
- (1) The <u>DD Form 4</u> series is properly signed by the enlistee and the enlistment officer (EO) that performed the ceremony.
- (2) The master <u>UMF 727-E</u> is annotated with a "D" in the respective "Enlistment DEP-IN" notes column (item 7.c.) to indicate a DEP-in enlistment was performed. The enlistment officer will notify operations section control desk personnel when the applicant declines enlistment.
 - (3) The System check-in/out screen has been annotated with the MEPS-out time.

C-5. Operations Processing – Accession

- a. MEPS operations section control desk personnel will review the applicant packet record and ensure the following:
 - (1) The applicant PAMDEHO aptitude status code is a "P" or "X" (no ASVAB required).
 - (2) There are no "N" status administrative holds.
 - (3) A completed DD Form 1966/5 is present for 17-year-old applicants.
 - (4) Performance of signature verification procedure (per <u>UMM 680-3-1</u>).
 - (5) System check-in/out screen annotated with the applicant's processing times.
 - (6) Master UMF 727-E is annotated to indicate the applicant is on the MEPS processing floor.
- (7) The applicant is wearing the correct System identification badge and the USMIRS file/packet label is on their packet.
 - b. MEPS medical section control desk personnel will review the packet and ensure the following:
 - (1) The applicant is authorized medical processing (i.e., PAMDEHO contains aptitude status code

"P" or "X" (ASVAB not required)).

- (2) There are no "N" status administrative holds.
- (3) System check-in/out screen annotated with the applicant's processing times.
- (4) DD Form 2808, DD Form 2807-1, and other medical entrance processing forms are complete.
- (5) All applicable items in paragraph C-5.a. have been completed if medical was the initial MEPS check-in point.
 - (6) The medical section <u>UMF 727-E</u> is annotated with medical action completed.
 - c. MEPS testing section will review the packet and ensure the following:
 - (1) USMEPCOM Form 611 1 20 R E is prepared and completed properly, if required.
 - (2) The results of the ASVAB or special test (if applicable) are entered into the USMIRS.
 - (3) System check-in/out screen annotated with the applicant's processing times.
- (4) All applicable items in paragraph C-4.a. have been completed if testing was the initial MEPS check-in point.
- d. MEPS operations section control desk personnel will review the applicant packet record and ensure the following:
 - (1) The applicant is in a Qualified Not Enlisted (QNE) status if processing for enlistment.
 - (2) All documents required for contract preparation (e.g., <u>DD Form 1966</u>, etc.) are present.
 - (3) Test scores and medical examination transactions are entered and are valid for enlistment.
- (4) All required <u>UMF 680-3A-E</u> and a current (as required) USMEPCOM PCN 680-3ADP are present.
 - (5) System check-in/out screen has been annotated with the applicant's processing times.
 - e. MEPS operations section HRA will review the packet and ensure the following:
 - (1) Personal data on the DD Form 1966 agrees with the System Personal Data screen.
- (2) The <u>DD Form 1966</u> is verified with supporting personal and enlistment documents and elements in Section I will be coded as needed.
- (3) <u>DD Form 1966/1</u>, item 16, contains aptitude test scores used for enlistment or the statement: "TEST SCORES NOT REQUIRED."

- (4) DD Form 1966/4, section VI, is reviewed for changes.
- (5) The Pre-Enlistment Interview (PEI) and/or Pre-Accession Interview (PAI) interview has been completed and UMF 601-23-E is properly completed/cleared and the System updated, if appropriate.
- (6) DD Form 93 is prepared and reviewed for accuracy, printing is optional at DEP time (not prepared for Coast Guard applicants).
 - (7) The accession data transaction has been entered into the System.
 - (8) The SAC transaction has been submitted, if required.
 - (9) Annexes are verified with the DD Form 4 Series and DD Form 1966.
 - (10) DD Form 4 Series is prepared, printed, and reviewed for accuracy.
 - (11) Consistency of name on all documents.
 - (12) Each document is completed and signed as required.
 - (13) Required number of copies of all documents is enclosed.
 - (14) The USMEPCOM PCN 680-3ADP reflects and prints all the correct transactions and data.
 - (15) System check-in/out screen annotated with the applicant's processing times.
- f. Before the enlistment ceremony, MEPS operations section control desk personnel will review the packet and ensure the following:
 - (1) System check-in/out screen has been annotated with the applicant's processing times.
 - (2) DD Form 4 series contains the SL/GC signature(s) in the appropriate item(s).
- g. Following the enlistment ceremony, MEPS operations section control desk personnel will review the packet and ensure the following:
- (1) The <u>DD Form 4</u> series is properly signed by the enlistee and the enlistment officer that performed the ceremony.
- (2) The master <u>UMF 727-E</u> is annotated with an "A", "B" or "C" in the respective "Enlistment" notes column (item 7.c., excluding DEP-IN) to indicate the type of accession performed. The enlistment officer will notify operations section control desk personnel when the applicant declines enlistment.
 - (3) The System check-in/out screen has been annotated with the MEPS-out time.

Appendix D Processing Forms and Source Documents

Section I Prescribed Forms and Documents

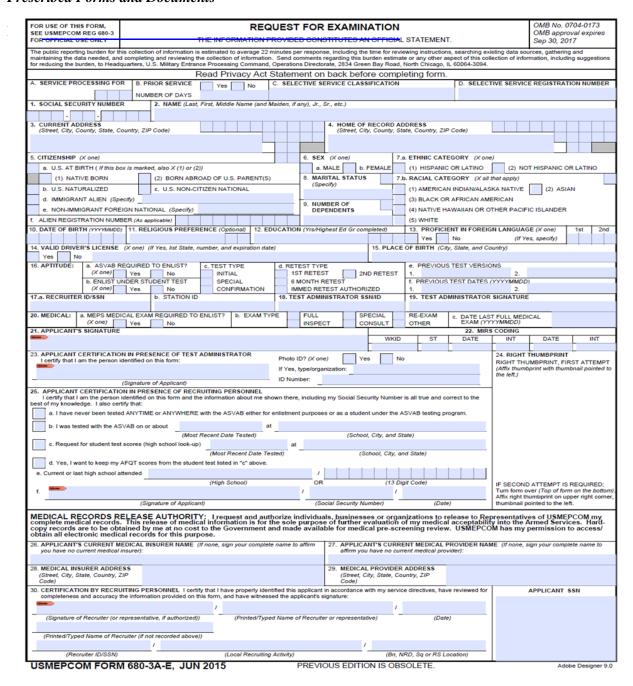


Figure D-1. USMEPCOM Form 680-A-E, Request for Examination

General

The <u>USMEPCOM Form 680-3A-E</u> is the first, required document completed by an applicant and their sponsoring Service, used to properly process, determine eligibility for authorizing requested examinations

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at MEPS, and initiate the preliminary examination steps (aptitude and medical) as a pre-condition for enlistment into the Armed Forces. The form containing the applicant's personally identifiable information (PII) is the authoritative source document in identifying the applicant, validating the quality of the applicant's information supplied (e.g., Social Security Number with Social Security Administration, prior military service check with Defense Manpower Data Center, and Alien Registration Number with U.S. Citizenship and Immigration Service), and establishing the applicant's claimed identity in the creation of their initial electronic personal data record. From the initial personal data record point of entry, the form represents the genesis to the enlistee's personnel record, medical record, and security records.

The form contains the Privacy Act Statement, Medical Records Release Authority, and certifications by the applicant and sponsoring recruiting Service personnel for the accuracy of information provided. A fully completed and certified UMF 680-3A-E must be presented before requested examination is administered (aptitude and medical). The original form must include the reverse-side Privacy Act Statement. The form is to be completed in its entirety using blue, black or blue/black ink only; inclusive of signatures. The applicant's legible and legal signature (comparable to how a check is signed or is displayed on an Identification Document (ID); for example: *John H. Smith*) on the form authorizes the release of PII and constitutes acceptance of a conditional offer of enlistment.

Each recruiting Service will coordinate their system's automated versions of the form with USMEPCOM/J-3/MEOP-AD prior to use for applicant processing.

Manual processing - provides the historical paper trail when USMIRS is not operational. <u>UMF 680-3A-E</u> contains aptitude data that is readily available when USMIRS is not operational or at a MET Site, which decreases the possibility of ASVAB tests being invalidated due to retesting too soon or using the same version within 6 months. It is also used for signature verification when e-Security is not available.

Procedures

Accuracy of the data elements on the form is the responsibility of the applicant and the sponsoring Service; e.g., data on race or ethnicity supports each Service's affirmative action plan and assessment process; religious preference supports determination in the proper mix of chaplains in each Service; marital status supports allocation of appropriate pay and benefits, etc.

MEPS will perform quality assurance of the data presented on <u>UMF 680-3A-E</u> to verify the form is completed IAW these instructions. Additionally, MEPS will verify or enter the information provided by the sponsoring Service from <u>UMF 680-3A-E</u> into USMIRS.

Signatures on the form are used to positively identify the applicant in conjunction with verifying that the applicant understands the information he/she provided is true and accurate (Item 25). Signature verification between Items 21 and 25f ensures the applicant that signed the <u>UMF 680-3A-E</u> with the recruiter is the same applicant submitting biometrics for enrollment. When biometric enrollment is unavailable, signature verification between Items 23 and 25f (along with Photo ID) positively identify the applicant for the TA, while comparative analysis from Item 23 to Item 21 further ensures the same applicant that took the ASVAB is the same applicant requesting further MEPS processing.

MEPS will not accept forms with whiteout corrections. If an error is discovered and the Service is unable to provide a corrected form, the entry will be drawn through with a single line, the updated information entered, and initialed by the applicant. If an incomplete item or error cannot be corrected, the applicant will be placed in an administrative hold status (as applicable) and referred back to the sponsoring Service. If the applicant erroneously signed in an incorrect area (e.g. Item 23 before the ITA witnesses the applicant sign at an iCAT MET site) perform the same line-out procedures and then direct applicant to provide a new

signature on reverse side of form, flipped over from bottom to top. The MEPS user is now able to perform a signature verification by flipping the very bottom of the form over to compare against Item 25.

The <u>UMF 680-3A-E</u> is maintained in the applicant's packet record. File under RN 601-270a (see <u>Recordkeeping Requirements</u>).

Item A - SERVICE PROCESSING FOR: (Sponsor) Enter the specific Service code for which the applicant is processing (i.e., Regular Army, Army National Guard, Regular Air Force, Air Force Reserve, Air National Guard, etc.) IAW the <u>Accession Data Dictionary</u> Service Processing For (SPF).

Item B - PRIOR SERVICE (PS): (Sponsor)

- Yes / No Enter an "X" in either the "Yes" or "No" block, based on the respective recruiting Service definition of "Prior Military Service (PMS)" IAW with applicable directives.
- Number of Days Enter total active duty days if item B is "Yes"; entry must be at least 1 day.

NOTE: If "No" is selected, the USMIRS-printed UMF 680-3A-E will display four zeros.

Item C - SELECTIVE SERVICE CLASSIFICATION: Leave blank, unless directed by HQ USMEPCOM (information only entered by MEPS during mobilization or induction processing).

Item D - SELECTIVE SERVICE REGISTRATION NUMBER: Leave blank, unless directed by HQ USMEPCOM (information only entered by MEPS during mobilization or induction processing).

Item 1 - Social Security Number: (Sponsor) Enter the applicant's Social Security Number (SSN) (nine numeric characters) as assigned by the Social Security Administration (as reflected on the authorized SSN verification document)

Item 2 - NAME: (Sponsor) Enter the applicant's full legal name (last, first, middle name order) in capital letters with one space between each name field. As applicable, enter the maiden name and suffix (Jr., Sr., etc.). Entering a nickname (Jeff vs. Jeffrey, Bill for William) in lieu of a full legal first name is not authorized. Entering a middle initial in lieu of a full legal middle name is authorized for an applicant who has only a middle initial as part of their legal name. There is a maximum 62-character limit; broken down as follows:

- Last name 2 character minimum; 26 maximum
- First & middle names 1 character min each; 15 max each
- Suffix 6 character max
- Apostrophes are not a valid character in USMIRS
- <u>Single names</u> or <u>single-character names</u> will follow special procedural guidance available on the <u>J-</u>
 3, Accession Division Sharing Policy Experience and Resources (SPEAR) page.

Item 3 - CURRENT ADDRESS: (Sponsor) Enter the street, city, county, state, country, and ZIP-code (+4 digit suffix). For foreign addresses, enter the ZIP-code+4 (if applicable) or all 0s and the 2-character country code. The state, country, and country codes will be recorded IAW the <u>Accession Data Dictionary</u>.

Item 4 - HOME OF RECORD ADDRESS: (Sponsor) If different from Item 3, enter the street, city, county, state, country, and ZIP-code+4 claimed as the "HOME OF RECORD (HOR)." If the applicant's HOR address is the same as the current address, then enter "Same as Item 3" or enter the same address.

- **Item 5 CITIZENSHIP: (Sponsor)** Enter an "X" in the appropriate block(s) for applicant citizenship status.
- **Item 5a U.S. AT BIRTH:** Enter "X" if the applicant is born a US citizen. If Item 5a is selected, Item 5a (1) "Native Born" or Item 5a (2) "Born Abroad of U.S. Parent(s)" must also be selected. Native born includes an individual born in the United States, Puerto Rico, the US Virgin Islands, Guam, the Northern Mariana Islands (and did not declare the exception in Item 5c), the Panama Canal Zone before October 1, 1979 (pursuant to <u>8 USC Section 1403</u>), and an individual whose parent is a U.S. citizen, IAW <u>The Child Citizenship Act</u>.
- **Item 5b U.S. NATURALIZED:** Enter "X" if the applicant is a former immigrant alien that is now a naturalized US citizen (either through their own effort or derived from the naturalization of their parents)
- **Item 5c U.S. NON-CITIZEN NATIONAL:** Enter "X" if the applicant is from American Samoa, Swain's Island, or is from the Northern Mariana Islands <u>AND</u> within 6 months after reaching 18 years of age; declared under oath their intention to be a national, but not US citizen.
- **Item 5d IMMIGRANT ALIEN:** Enter "X" if the applicant is an alien who has been granted the right by the United States Citizenship and Immigration Services (USCIS) to reside permanently in the United States and to work without restrictions. Also known as a Lawful Permanent Resident (LPR). All immigrants are eventually issued a "green card" (USCIS Form 1-551), which is the evidence of the alien's LPR status. LPR's who are awaiting the issuance of their green cards may bear an I-551 stamp in their foreign passports. Enter the applicant's 2-character Country Code IAW the Accession Data Dictionary, Appendix A.

NOTE: USMIRS data field displays COC for "Country of Citizenship."

- **Item 5e NON-IMMIGRANT FOREIGN NATIONAL:** Enter "X" if the applicant is from a Compact of Free Association country and specify (Federated States of Micronesia (FSM), Republic of Marshall Islands (RMI), or Republic of Palau (ROP)).
- **Item 5f ALIEN REGISTRATION NUMBER:** (**Sponsor**) Enter the Alien Registration Number (ARN) as assigned by the U.S. Citizenship and Immigration Services. Enter all 5s for Military Accessions Vital to the National Interest (MAVNI) applicants that have not been issued an ARN from USCIS. (**MEPS**) If applicant has an ARN, but it is not available for ASVAB testing, temporarily enter all 9s.
- **Item 6 SEX: (Sponsor)** Enter "X" in the appropriate gender block.
- **Item 7a ETHNIC CATEGORY: (Sponsor)** Enter an "X" in the applicable block.
- **Item 7b RACIAL CATEGORY: (Sponsor)** Enter an "X" in the applicable block(s).
- **Item 8 MARITAL STATUS: (Sponsor)** Enter the legal marriage status IAW the <u>Accession Data Dictionary</u>.
- **Item 9 NUMBER OF DEPENDENTS: (Sponsor)** Enter the number of individuals who are totally or partially dependent on the applicant for support; with a maximum allowable of 10.
- **Item 10 DATE OF BIRTH: (Sponsor)** Enter the date of birth (DOB) in YYYYMMDD format.

(MEPS) Verify the applicant is eligible for enlistment processing.

Note: An applicant younger than 17 is not eligible for enlistment processing and therefore, will not be given an ASVAB enlistment test and/or a medical examination.

Item 11 – RELIGIOUS PREFERENCE: (Sponsor) This data element is optional. Enter the applicant's 2-character religious preference code IAW the <u>Accession Data Dictionary</u>, Religious Denomination.

Item 12 – EDUCATION: (Sponsor) Enter the total years of education completed (first two numeric characters) and the education certification code (third character) from Table D-1.

CREDENTIAL	CODE	DEFINITION
Tier 1		
Currently in High School	9	An individual currently in high school who is not yet a high school senior.
High School Senior	S	An individual attending high school as a senior.
Currently Enrolled, Other Than A High School Diploma	M	An individual who is currently enrolled and attending a secondary or post-secondary program.
High School Diploma	L	A diploma issued to a graduate of a public or private 12-year, "traditional," credit-based day program of classroom instruction. Includes individuals who met all requirements for graduation, but failed to pass mandated exit exams (formerly Code F).
Completed One College Semester	8	A non-high school diploma graduate who completed 15 semester hours/22 quarter hours of college level credit or 675 clock hours from an accredited traditional or online post-secondary institution.
Associate Degree	D	An associate degree from an accredited traditional or online post-secondary institution.
Professional Nursing	G	A diploma from an accredited 3-year hospital school of nursing program.
Baccalaureate Degree	K	A baccalaureate degree from an accredited traditional or online post-secondary institution.
Master's Degree	N	A master's degree from an accredited traditional or online post-secondary institution.
Post Master's Degree	R	A degree conferred from an accredited institution that is beyond the master's level but below the doctorate level.
Doctorate Degree	U	A doctorate degree from an accredited degree granting institution.

Table D-1. Education Certification Codes

Table D-1. Education Certification Codes, Continued		
CREDENTIAL	CODE	DEFINITION

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Tier 1			
First Professional Degree	W	A degree/certificate awarded upon completion of the academic requirements in selected professions: Dentistry (D.D.S. or D.M.D.), Law (L.L.B. or J.D.) Medicine (M.D.) Theology (B.D.) and so forth.	
"Covered Graduates" Possessir	ıg:		
Adult Alternative Diploma	В	A diploma issued to a graduate of a public or private a traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e., all alternative, accelerated, or high school completion programs to include the GED Test Option).	
Virtual/Distance School Diploma	7	A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.	
Home School Diploma	Н	A diploma issued to a graduate of a home school program in accordance with State requirements, administered by a parent, teacher/school district, or umbrella association.	
Tier 2			
Test-Based Equivalency Certificate	Е	A certificate of General Educational Development (GED) or other test-based credential obtained solely by testing.	
National Guard Youth ChalleNGe Program	X	A GED Certificate or other test-based credential obtained by completing a 22-week National Guard Youth ChalleNGe Program (NGYCP) and passing the test.	
Occupational Program	С	Certificate received for completing a 6-month vocational-technical program and a minimum of 11 years of secondary education.	
High School Certificate of Attendance, Completion or Special Education	J	An attendance-based high school certificate issued to students based on an Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.	
Tier 3			
Less than High School Diploma or Credential	1	An individual who is not currently in a secondary education program and has no diploma/credential.	

Item 13 – PROFICIENT IN FOREIGN LANGUAGE: (Sponsor) Enter an "X" in either the "Yes" or "No" block, based on applicant self-disclosure (foreign language = any language other than English). If "Yes", enter the language code(s) IAW the <u>Accession Data Dictionary</u>, Foreign Language Proficiency

Item 14 – VALID DRIVER'S LICENSE: Enter an "X" in either the "Yes" or "No" block. If "Yes" enter the valid driver's license information (list state, number, and expiration date) as assigned by the state's licensing authority.

Item 15 – PLACE OF BIRTH (POB): (Sponsor) Enter the applicant's place of birth (city, state, country). The state and country codes will be recorded IAW the <u>Accession Data Dictionary</u>.

Item 16 – APTITUDE: (Sponsor) Items 16a-d required for aptitude testing.

Item 16a - ASVAB REQUIRED TO ENLIST?: Enter an "X" in the "Yes" or "No" block based upon whether a qualifying ASVAB test score is or is not required for this enlistment.

Item 16b - ENLIST UNDER STUDENT TEST: Enter an "X" in the "Yes" or "No" block indicating whether the applicant elects to enlist with their student test scores.

Item 16c - TEST TYPE: If "Yes" is entered in Item 16a, then enter an "X" in the one of the following aptitude test type blocks:

- **INITIAL:** Indicates an initial enlistment ASVAB test is required.
- **SPECIAL:** Indicates special purpose testing is requested.
- CONFIRMATION: Indicates a confirmation ASVAB test is required.

Item 16d - RETEST TYPE: Enter an "X" in one of the following ASVAB retest type blocks (times are in calendar days and IAW UMR 611-1, Enlistment Qualification Tests):

- **1ST RETEST:** Indicates retesting and 1 month has elapsed after initial test.
- **2ND RETEST:** Indicates the next retest and 1 month has elapsed after the 1st retest.
- **6 MONTH RETEST:** Indicates the next retest and 6 months have elapsed since the 2nd retest.
- **IMMED RETEST AUTHORIZED:** Indicates the MEPS Commander has authorized an immediate retest using a different ASVAB version.

Item 16e - PREVIOUS TEST VERSIONS: Enter the previous ASVAB test version(s). The block allows entry for up to two of the most recently tested versions.

Item 16f - PREVIOUS TEST DATES: Enter the testing date of the previous ASVAB test version(s). The date must be in year-month-day format (YYYYMMDD). This block allows date entry for up to two of the most recently tested versions.

Item 17a – RECRUITER ID/SSN: (Sponsor) Enter (up to 9 characters) the Recruiter ID/SSN. The ID/SSN in this block does not need to match Item 30 Recruiter ID/SSN. Formatting rules include:

- **DFR/DFV** Alphanumeric.
- **DMR/DMV** Recruiter's DoD ID number truncated by one character (9 out of the 10 numbers).
- **DAG** First two characters are state numeric code (IAW <u>Accession Data Dictionary</u>, Appendix A); next three characters are Recruiter Station ID; last four characters are Recruiter specific.

Item 17b – STATION ID: (Sponsor) Enter recruiting station ID (up to five alphanumeric characters). **Item 18 – TEST ADMINISTRATOR SSN/ID: (MEPS)**

Enlistment ASVAB Test Administration - Enter five zeros and the last four of the TA's SSN.

Student Test Score Pull – Enter nine zeros.

Item 19 – TEST ADMINISTRATOR SIGNATURE: (MEPS) TA administering the test signs here. A high school score pull does not require a signature.

Item 20 – MEDICAL: (Sponsor)

Item 20a - MEPS MEDICAL EXAM REQUIRED TO ENLIST?: Enter an "X" in the "Yes" or "No" block based upon whether a qualifying MEPS medical examination is or is not required for enlistment.

Item 20b - EXAM TYPE: If "Yes" is entered in Item 20a, then enter an "X" in the one of the following exam type blocks:

- **FULL:** Indicates a full medical exam is required.
- **INSPECT:** Indicates an inspection is requested.
- **SPECIAL:** Indicates a special full medical exam is required (Over-40 examination, etc.).
- **CONSULT:** Indicates a medical exam provided by a contracted physician to evaluate possible medical limitations of an individual.
- **RE-EXAM:** Indicates a full medical re-exam is required.
- **OTHER:** Indicates an "other" form of medical processing is requested (DAT only, etc.).

Item 20c - DATE LAST FULL MEDICAL EXAM: Enter date the last full medical examination was taken; format is in year-month-day (YYYYMMDD).

Item 21 – APPLICANT'S SIGNATURE: (MEPS) Used for applicant positive identification either through biometric enrollment signature verification or e-Security failure mode signature verification.

- e-Security Unavailable; Applicant Testing Only: No wet-ink signature required.
- e-Security Unavailable; Operations and/or Medical Processing: Applicant wet-ink signature in presence of MEPS personnel for signature verification against Item 23 signature (or 25f if testing not required).
- e-Security Available; Applicant Not Biometrically Enrolled: Wet-ink signature verification required for e-Security biometric enrollment (IAW <u>UMR 601-23</u>). Applicant signs Item 21 and MEPS personnel verify against the Item 25f signature. If a <u>UMF 680-3A-E</u> is pending delivery from a MET site, MEPS personnel will compare Item 21 signature against all applicant signatures on the MET site <u>UMF 680-3A-E</u> when it arrives.
- e-Security Available; Applicant Partially or Fully Biometrically Enrolled: No wet-ink signature required.
- e-Security Available; Applicant Requires Partial or Full Biometric Reenrollment: No wet-ink signature required.
- e-Security Available; Applicant Biometrically Enrolled; Successfully Verified During Initial MEPS Check-In: No signature required.

Item 22 – MIRS CODING: (MEPS) Only required in System failure mode – manually code the data block(s) with the initial test or medical examination workload identification (WKID) transaction (e.g. B100, B200, B010, B030, etc.); the status code (ST); the test/examination date (DATE); and the initials (INT) of the individual manually coding the transaction. The second DATE and INT blocks are for the individual entering the manually recorded processing results when the System returns to normal operations.

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Item 23 – APPLICANT CERTIFICATION IN PRESENCE OF TEST ADMINISTRATOR: (MEPS) Used for wet-ink signature verification when testing is requested and e-Security is not available (MET site, e-Security failure mode, USMIRS failure mode, etc.). IAW <u>UMR 611-1</u>, the Test Administrator is "the individual responsible for the required testing material on the <u>UMF 611-1-9-R-E, Daily Inventory Log</u> and will administer the test session." A TA performing duties in a different section (e.g. the Operations Control Desk) will not require the applicant to sign Item 23.

- **e-Security Unavailable:** Wet-ink signature verification IAW <u>UMM 680-3-1</u>. Enter an "X" in the "Yes" or "No" block if a Photo ID was presented for positive identification. If "Yes", enter "type/organization" and "ID Number." If "No", complete Item 24.
- **e-Security Available; Applicant Not Biometrically Enrolled:** Enroll applicant; if successful (to include partial enrollment), no signature required in Item 23.
- **e-Security Available; Applicant Partially or Fully Biometrically Enrolled:** No signature nor ID required.
- e-Security Available; Applicant Biometrically Enrolled; Successfully Verified During Initial MEPS Check-In: No signature nor ID required.

Item 24 – RIGHT THUMBPRINT (MEPS): Used when e-Security is unavailable and a photo ID is not presented, is invalid (expired, etc.), or the MEPS testing personnel is unable to verify the applicant identity with the photo ID (physical appearance does not match, ID information does not match other personal data or document information, etc.). Capture the applicant's right thumbprint in Item 24. If unsuccessful, turn form over (top of form on the bottom) and affix right thumbprint on upper right corner, thumbnail pointed to the left.

Item 25 – APPLICANT CERTIFICATION IN PRESENCE OF RECRUITING PERSONNEL: (Sponsor) The applicant certifies they are the person identified on this form and the information is correct. The applicant must indicate if they have ever taken the ASVAB, including the student test, and if so, when and where. The applicant is fully aware at the time of signing Item 25 that all information is correct, and the purpose of the information and all release authorizations are understood as well.

Item 25a – Enter an "X" if the applicant never tested under the enlistment or student ASVAB programs.

Item 25b – Enter an "X" if the applicant has tested under the enlistment or student ASVAB programs. Indicate the most recent date tested (in year-month-day format – YYYYMMDD) along with the testing location.

Item 25c – Enter an "X" if applicant tested under the student test program and requests the student test scores. Indicate the most recent date tested (in year-month-day format – YYYYMMDD) along with the testing location.

Item 25d – Enter an "X" if the applicant elects to keep the AFQT scores from the student test in Item 25c.

Item 25e – Enter the current or last high school attended.

Item 25f – (**MEPS**) The applicant signs, enters their SSN and dates the form in the presence of recruiting personnel. MEPS will verify the SSN matches Item 1.

Item 26 – APPLICANT'S CURRENT MEDICAL INSURER NAME: (Sponsor) Enter the applicant's current medical insurance company. If none, the applicant will sign to affirm they have no current medical

insurer.

Item 27 – APPLICANT'S CURRENT MEDICAL PROVIDER NAME: (Sponsor) Enter the applicant's current medical provider. If none, the applicant will sign to affirm they have no current medical provider.

Item 28 – MEDICAL INSURER ADDRESS: (Sponsor) If Item 26 is "None", this data block may be blank.

Item 29 – MEDICAL PROVIDER ADDRESS: (Sponsor) If Item 27 is "None", this data block may be blank.

Item 30 – CERTIFICATION BY RECRUITING PERSONNEL: (Sponsor) Authorized recruiting personnel sign certifying they have properly identified the applicant; reviewed the form for completeness and accuracy; and witnessed the applicant's signature IAW Service directives. False certifications will be forwarded to the appropriate Service Liaison/Guidance Counselor for disposition IAW Service directives. Furthermore, if it is discovered an applicant was administered an unauthorized retest or incorrect test version due to inaccurate data on the <a href="https://www.uman.com/www.u

END OF UMF 680-3A-E INSTRUCTIONS

D-2. USMEPCOM PCN 680-3ADP, Processee / Enlistee Record

A System-generated printout of an applicant's processing record. The form displays a summary of information related to work history, status codes, and transactions committed to the System. The most recently printed PCN 680-3ADP is the authoritative work history source document and is maintained in the applicant packet record. File under RN 601-270a (see Recordkeeping Requirements).

At a minimum, MEPS will print the PCN 680-ADP:

- After HIV/DAT results post
- Prior to shipping and following Packet Breakdown Checklists
- To support the Non-MEPS Ship Program (Hometown Ship (HTS)/Direct Ship (DS))
- To support MEPS operational needs
- When directed by the MEPS Commander
- To support failure mode processing

Note: The PCN 680-3ADP automatically prints when merging an applicant's ASVAB test record with their personal data record (B100 WKIDs only).

D-3. USMIRS Keyboard Strip

A reproducible <u>Keyboard Hot Key Strip</u> of System commands is downloadable from the J-3/MEOP Accession Division SPEAR page. MEPS can also request printed keyboard strips from J-1/MEHR Public Affairs by submitting a <u>DA Form 3903</u>.

D-4. USMEPCOM PCN ZHM ROSTERS

The following reports are generated either automatically or requested by the user. These reports will be

used to verify System workload accountability, and to perform reconciliation of transactions reported via a menu selection to account for workload on output products. User prints the required report via the "Forms and Reports" module.

- a. **USMEPCOM PCN ZHM002**, *Drug and Alcohol Processing Eligibility Roster*. This roster will be in two parts. Distribution: Part one to the MEPS medical processing section and part two (optional) to the respective senior SL/GC.
- (1) Part one will be sorted by test date and alphabetically by last name. It will contain the test results codes for alcohol and drugs. The alcohol result is reflected as entered into the System. Information on how to interpret the result codes is in <u>UMR 40-8</u>. The eligibility date and discharge date will appear under the appropriate heading, if applicable. If a cancellation code is received, the "test not later than date" will appear immediately behind the applicant's name. The report will be printed and given to the MEPS medical processing section for use in posting the drug test results to the original <u>DD Form 2808</u>.
- (2) Part two will be sorted by test date, SPF, and alphabetically by last name. This part can be given to the respective senior SL/GC for their use, but is no longer required. If results are positive, both parts of the report will reflect the eligibility date. This date is the earliest an applicant may return for further processing to include ASVAB testing. The respective counselors must be briefed on the definitions of the results codes, the eligibility dates, and the retest reason codes.
- b. **USMEPCOM PCN ZHM003, Report of Daily ENTNAC Submissions.** This roster is used to reconcile the processing day's DEPS and Accessions with the processing day's Special Agreement Check (SAC) submissions, ensuring applicants that contracted that day will have their fingerprints submitted to Office of Personnel Management (OPM).
- c. **USMEPCOM PCN ZHM005, HIV Results Roster.** This roster is generated as requested and comes in two parts. Part one is sorted by specimen number and will be given to the medical processing section for verification that all results received has been entered into the System. Part two is sorted by SPF, then alphabetically with a page break for each SPF. This part can be given to the respective senior recruiting SL/GC, but is not required.
- d. **USMEPCOM PCN ZHM082, DEP-in Roster.** This roster is used to ensure each applicant, scheduled by the appropriate Service on the original copy of the UMF 727-E to DEP-in, actually did DEP-in and the transaction has been entered into the System.
- e. **USMEPCOM PCN ZHM084, Accession Roster.** This roster is used to ensure each applicant, scheduled by the respective Service on the original copy of the UMF 727-E to access, actually did access, and the transaction has been entered into the System.
- f. **USMEPCOM PCN ZHM103A/S, Purge Roster.** This roster displays applicant electronic records purged by the CRDB. The roster automatically generates every day at the selected MEPS default printer. The roster displays the applicant full name, SSN, RID, and documents requiring action.
- (1) The MEPS files room will use the roster daily to locate the packets listed on the form, verify the packet contents, scan the SSN, and then properly destroy the entire packet. File under RN 601-270a (see Recordkeeping Requirements).
 - (2) MEPS will not use any internal flagging systems to permanently remove applicant packet

records from active files room storage. However, MEPS may flag records moved to another location when applicant record purge dates are longer than two years (i.e., medically disqualified records and DEP discharge records in a status code of "J," "N," or "R").

- g. **USMEPCOM PCN ZHM122, Duplicate Records List.** This roster is generated from the host data base reports screen. The report will query the MEPS local database for applicants that have the same DOB, last name, and first position of first name. This roster will be produced, at a minimum, monthly to assist the MEPS in researching possible duplicate records on the files room shelf.
- h. **USMEPCOM PCN ZHM126, Overdue Packet Roster.** The operations control desk and files room personnel will use the Overdue Packet by COB daily to ensure 100 percent applicant packet record accountability. If a packet cannot be located, MEPS personnel will immediately notify their supervisor for a possible Personally Identifiable Information (PII)/Protected Health Information (PHI) breach and create an Administrative Hold "N" Status (OQ03). MEPS will enter OQ03 codes: Q6, Service has Packet; P1, Packet Not Found; or other, as applicable.

D-5. LABELS

- a. **Identification Badge.** Applicants processing at the MEPS (regardless of sponsorship or status) will wear a System-generated identification badge. MEPS will not manually add any PII, PHI, or "unnecessary remarks" to the badge. MEPS are not required to collect the badges upon processing completion.
- b. **File Packet Label.** Applicant packet records will have a System-generated label that displays the applicant SSN, last name, first name, and middle name.

Section II
Required Forms and Documents

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

- a. The <u>DD Form 4</u> series consists of pages 4/1, 4/2, and 4/3. Pages 4/1 and 4/2 are used for the Regular Component Delayed Entry Program (DEP) and for the Reserve Component accession enlistment process. Page 4/3 is used for discharge from the DEP and enlistment into the Regular Component. The forms are produced using the System and signed biometrically. If conditions preclude the use of electronic systems, the form will be completed manually.
- b. Corrections in items 2, 5, 8, 18b, 19b, 19f, 20a, 21a, 21f, 22c, 23b, and 23f of <u>DD Form 4</u> are not authorized and shall necessitate the deletion and re-creation of the document for digital signature. Whiteout or correction tape or fluid shall not be used on this form.
- c. In the event a manual generation is required, <u>DD Forms 4</u> shall only be signed in black, blue, or blue-black ink. Ink signatures are the only acceptable method for manually executing contracts in lieu of digital signature.
- d. The DD Form 4 shall be displayed in its entirety (to include annexes and contract clauses) for review by the applicant prior to fully executing the enlistment contract.

- e. For digital signature, the enlistee, sponsoring Service representative, and oath official must be able to visually view the contract for accuracy and completeness prior to signing.
- f. The enlisted Service member shall be given access to the digitally signed <u>DD Form 4</u>, Military Services annexes, and <u>UMF 601-23-4-E</u>, <u>Restrictions on Personal Conduct in the Armed Forces</u>, for viewing, printing, and downloading copies in accordance with Military Services guidance.
- g. If the original documents cannot be located, MEPS will reprint the documents from e-Records. The missing document may not exist in e-Records if e-Security workflow was unavailable at the time the workload was committed in USMIRS, then MEPS will reproduce the document in USMIRS.

D-7. DD Form 93, Record of Emergency Data

- a. The information collected on the <u>DD Form 93</u> is used to designate beneficiaries for certain death benefits in the event of the Service member's death, and as a guide for disposition of that member's pay and allowances if captured, missing, or interned. The form also documents the names and addresses of the person(s) the Service member desires to be notified in case of emergency or death.
- b. The <u>DD Form 93</u> is a mandatory document for all applicants accessing in the Armed Forces, except Coast Guard. Initiation of the <u>DD Form 93</u> in USMIRS is at DEP-in. However, it must be completed in its entirety during the accession process.
- c. Data elements in each and every block of the <u>DD Form 93</u> must be completely and thoroughly verified with applicants when reviewing/completing the <u>DD Form 93</u>.
- d. All entries must be visually reviewed by a disinterested party for accuracy and completeness with the applicant prior to biometric digital signing. All items that are not applicable may be left blank.
 - e. The digitally signed DD Form 93 does not require the signature of a witness.
- f. If the original documents cannot be located, MEPS will reprint the documents from e-Records. The missing document may not exist in e-Records if e-Security workflow was unavailable at the time the workload was committed in USMIRS, then MEPS will reproduce the document in USMIRS.
- g. <u>DD Form 93 preparation instructions</u> must be available as a desktop reference when Human Resources Assistant (HRA) are completing/reviewing the form with applicants.
- h. The sponsoring Service must submit worksheet or draft $\underline{DD \text{ Form } 93}$ containing responses for at least items 4-7 of the $\underline{DD \text{ Form } 93}$ in support of the Pre-Enlisted Interview (PEI) for appropriate use by MEPS to assist in completion of the $\underline{DD \text{ Form } 93}$.
- i. The MEPS will continue to prepare and complete the <u>DD Form 93</u> ensuring the form is displayed to the applicant in its entirety before applying the biometric signature at the time of accession. The Service provided worksheet or draft <u>DD Form 93</u> will be destroyed upon completion of the MEPS prepared <u>DD Form 93</u>.
- j. Immediately prior to completing the <u>DD Form 93</u> during the PEI/PAI (whichever point the <u>DD Form 93</u> is accomplished), the interviewing MEPS HRA will make the following oral statement to the applicant if they are naming someone other than a family member as a Person Authorized to Direct

Disposition (PADD) on their <u>DD Form 93</u>: "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."

k. The print option is not available until the MEPS HRA has committed accession data, which would include the Unit Identification Code (UIC).

D-8. DD Form 1966, Record of Military Processing – Armed Forces of the United States

- a. The <u>DD Form 1966</u> is the principal document to report military processing and enlistment data elements, to include continued Military Service records. The information collected is used to feed other DoD- and Service-specific forms that later are used to prepare contracts, issue identification cards, and provide benefits associated with Military service.
- b. <u>DD Form 1966/5, Section VIII, Parental/Guardian Consent for Enlistment</u>. Required signature of the applicant's parent or guardian to process for enlistment into the Military Services prior to the age of 18.
- (1) Parent(s) or guardian(s) signatures are required to process a minor applicant for medical examination and/or enlistment. If only one parental signature can be reasonably obtained, this must be stated in Section VI ("Remarks") of the DD Form 1966 why only one parent has signed the consent of minor enlistment. The date should be in YYYYMMDD format; no pre-dated or typed date will be accepted. Medical examination is not authorized if either parent or legal guardian objects; the recruiting services will not project a minor applicant to process at the MEPS if a parent or guardian objects.
- (2) Minors with divorced parents require the signature of the parent assigned sole custody or, if joint custody was awarded, the signature of both parents.
- (3) Single signature consent will be verified with supporting documents by the recruiter and annotated within the remarks section of the <u>DD Form 1966</u>. A Commissioned / Warrant Officer or Non-Commissioned Officer will witness the signature of the parent.
- (4) The 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. If an applicant has been emancipated, the MEPS will attach any court document(s) to the <u>DD Form 1966</u> and process the 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.

D-9. DD Form 2807-2, Medical Prescreen of Medical History Report

The <u>DD Form 2807-2</u> must be accompanied by <u>UMF 680-3A-E</u> (to support System data entry). MEPS will deliver to the files room each prescreen that has been reviewed, completed, and signed for filing in the applicant's packet record. File under RN 601-270a (see <u>Recordkeeping Requirements</u>).

D-10. Medical Briefing Forms

- a. MEPS will use the System to print the following medical briefing forms:
 - (1) DD Form 2005, Privacy Act Statement Health Care Records
 - (2) DD Form 2807-1, Report of Medical History
 - (3) DD Form 2808, Report of Medical Examination
 - (4) SF 507, Medical Record
 - (6) UMF 40-8-1-E, Drug/Alcohol and HIV Testing Acknowledgment Form
- b. MEPS may print these forms IAW with the optimum processing flow. Options include (but are not limited to) printing the day prior to medical processing; during MEPS check-in (medical or operations control desk); or during night testing

D-11. USMEPCOM Form 601-23-E, Report of Additional Information

MEPS personnel must print one copy of all disclosures (<u>UMF 601-23-E</u>) generated for the day by close of business (COB) and must file the form in the applicant packets/folders. File under RN 601-270a (see <u>Recordkeeping Requirements</u>). The <u>UMF 601-23-E</u> is required to reconstruct the additional disclosure if the electronic personal data is lost during communication sessions or for failure mode processing.

D-12. USMEPCOM Form 601-23-2-E, Records Flag

- a. MEPS use this form to provide an immediate visual notification that a discrepancy (equivalent of a System administrative hold "N" status) exists with the applicant packet that may have a bearing on an applicant's enlistment qualifications. When a 'Flag' is used, it should mirror information sited in the System hold remarks.
 - b. MEPS will ensure PHI is not recorded on the Records Flag.
- c. When packet records are manually flagged, MEPS will ensure Records Flag use is standardized throughout the MEPS .
- d. When USMIRS is not operational, and a medical disclosure occurs, manual processes will be used. The MEPS will complete <u>UMF 601-23-E</u> (items 1 and 2) and <u>UMF 601-23-2-E</u> and post both to the hard copy packet, and continue to process as above. The operations section will maintain a copy in the suspense file, which must be reconciled (response received by both medical and Service) by close of business.
- e. When USMIRS is operational, ensure the applicable transactions are entered, and terminate the suspense file(s). Completed <u>UMF 601-23-2-E</u> (and <u>UMF 601-23-E</u>) will be retained under RN 601-270a/600A, Examination/Enlistment Files (see <u>Recordkeeping Requirements</u>).

D-13. USMEPCOM Form727-E, Processing List (PL)

a. MEPS personnel will take the actions required to enhance the Service's ability to project applicants to meet the established daily cut-off time for the form. MEPS personnel will work three areas to accomplish this goal: SPF changes, high school test score look-ups, and requests for source documents.

- b. The Services will project all Service sponsored applicants on the MEPS processing floor (testing, medical, processing, Services only, etc.) on <u>UMF 727-E</u>. Each Service Regular and Reserve component must project its applicants for processing at the MEPS.
- c. MEPS personnel can offer projection data entry assistance to the Services, but that assistance by no means relieves the Services of their data entry responsibilities.
 - d. The MEPS can request that a separate <u>UMF 727-E</u> for shipper projections be provided.
- e. The MEPS will provide the <u>UMF 727-Es IAW UMR 715-4</u> to the contract facility/vendor as the authorization and receipt documentation for supplying appropriate Services to applicants listed on each form.
- f. Faxing the pages to the lodging facility is authorized; faxing copies from the lodging facility to the MEPS is not authorized. Original applicant signatures are required on the form.
- g. The testing, medical, and operations processing <u>UMF 727-E</u> page 1s can be filed together to create a master <u>UMF 727-E</u> page 1 file or the <u>UMF 727-E</u> page 1s can be filed separately within each respective processing section.

Appendix E

Manual Processing Capabilities

E-1. Manual Processing

Defined as "applicant processing without USMIRS (System or network) access."

E-2. Appendix Use

This appendix is designed as a reference guide.

E-3. USMEPCOM Processes

Table E-1 breaks down 52 processes USMEPCOM provides.

USMEPCOM CAPABILITIES:

Using the BPR As-Is OV-6 models, below you will find the 52 processes summarized into three categories: Showstoppers, Medium Risk Items, and Low Risk Items. Color corresponds to line items in following pages.

SHOWSTOPPER:

The processing task is not possible without the System. Currently, only one showstopper identified as the EFCS software does not allow for off-line biometric capture of the applicant's 10-prints. A future software update will add this functionality in FY 18.

MEDIUM RISK:

Is a risk to accuracy of Reported Accession Numbers and timeliness for Processing or Shipping of applicants?

LOW RISK:

Is a reduction of efficacy or risks with a mitigation process in place?

TESTING	Manual Process?	Reference	Location
onduct Aptitude Testing at the MEPS			
Retrieve Daily Projection Testing List	Yes	UMR 601-23	2-2
Acquire Computerized Test Material from MEPS Inventory			
(UMF 611-1-8-R-E, UMF 611-1-9-R-E, UMF 702)			
Setup Computer Lab at Test Site	Yes	UMR 611-1	3-10
Acquire Approval for Paper & Pencil Test	Yes	UMR 611-1	3-8e, (4)
Acquire Paper and Pencil Test Material from Inventory			
(UMF 611-1-7-R-E, UMF 611-1-8-R-E, UMF 611-1- 9-R-E, UMF 702)	Yes	UMR 611-1	2-3c, (3)
Perform Applicant Tracking Processing Check-in	No	UMR 601-23	9-7
Provide Testing Brief	Yes	UMR 611-1	3-10e; 5-10f
Administer Armed Services Vocational Aptitude Battery (ASVAB) Test	Yes	UMR 611-1	3-9
Distribute Test Booklets to Applicants	Yes	UMR 611-1	3-9
Read Test Administration Instructions	Yes	UMR 611-1	3-9
Administer Applicant Paper and Pencil ASVAB Test	Yes	UMR 611-1	3-9

Table E-1. Manual Processing Task Reference List

Table E-1 Continued					
TESTING	Manual Process?	Reference	Location		
Conduct Aptitude Testing at the MEPS (Continued)					
Administer Applicant Paper and Pencil ASVAB Test	Yes	UMR 611-1	3-9		
Review and Merge Applicant Test	Yes	UMR 611-1	3-10		
- Update Accession Profile with Accession Test Information -> USMEPCOM PCN					
680-3ADP	No	UMR 611-1	3-10		
Account for Automated Test Material	Yes	UMR 611-1	Multiple spots?		
Account for Applicant ASVAB Test Material	Yes	UMR 611-1	Multiple spots?		
Provide ASVAB Score to Applicant -> UMF 611-1-2-RE	Yes	UMR 611-1	3-11, 3-12, 4-5		
Perform Applicant Tracking Processing Check-Out	No	UMR 601-23	9-7		
Return Accountable Test Material to Secure Storage	Yes	UMR 611-1	2-3		
Score ASVAB	Yes	UMR 611-1	3-11, 3-12, 4-5		
Verify ASVAB Test Results	Yes	UMR 611-1	3-11, 3-12, 4-5		
Conduct Special Purpose Testing at the MEPS					
Administer Special Purpose Computerized Testing	No				
Distribute Special Purpose Test Booklets to Applicants	Yes	UMR 611-1	5-10		
Read Special Purpose Test Administration Instructions	Yes	UMR 611-1	5-10		
Notify Service of Special Purpose Test Results		UMR 611-1			
Administer Applicant Paper and Pencil Special Purpose Test	Yes	UMR 611-1	5-10		
Update Applicant Package	Yes	UMR 611-1			
Account for Automated Test Material	Yes	UMR 611-1	5-10		
Check Applicant out of Testing Section -> UMF 727-E	No	UMR 611-1			
Account for Applicant Special Purpose Pencil and Paper Test Materials	Yes	UMR 611-1	5-10		
Remove Answer Key from Secure Storage	Yes	UMR 611-1	5-10		
Score Special Purpose Test		UMR 611-1			
Enter Placeholder Score	No	UMR 611-1			
Return Accountable Test Material to Secure Storage	Yes	UMR 611-1	5-10		
Ship Package to Air Force	1.00	UMR 611-1			
Notify Servicers	Yes	UMR 611-1	5-11		
Hothy Sel Vicels	165	OWW. CIT I	3 11		
Determine Aptitude Eligibility for ASVAB and Special Purpose Testing					
Review Answer Sheets – UMF 611-1-7-R-E	Yes	UMR 611-1	3-9, 5-10		
Correct Administrative Errors – UMF 611-1-7-R-E	Yes	UMR 611-1	3-9, 5-10		
Create a Valid Record – UMF 680-3A-E	Yes	UMR 611-1	3-9, 5-10		
Create N-Status Record	Yes	UMR 611-1	3-9, 5-10		
Score ASVAB Answer Sheets	Yes	UMR 611-1	3-11, 3-12, 4-5		
Manual Scoring when Optical Mark Reader (OMR) is Inoperative	Yes	UMR 611-1	3-12		
Verify Manual Input	1.00		+ ==		
Return Accountable Test Material to Secure Storage	Yes	UMR 611-1	2-3		
Review and Merge Test Results – UMF 611-1-7-R-E, USMEPCOM PCN 680-3ADP	Yes	UMR 611-1			
Release Test Scores to Services Liaison / Services	Yes	UMR 611-1	3-11, 4-5, 5-11		
Print USMPECOM PCN 680-3ADP	No	OWIN OTT-T	J 11, 7 J, J 11		
Create Packet – UMF 680-3A-E	Yes	UMR 611-1	3-9, 5-10		
Deliver Packet to Files Room	Yes	UMR 611-1	3-9, 5-10		
Deliver Lacker for the Propili		OIMIN 011-1	J-J, J-10		
OPEDATIONS	Manual Process?	Poforence	Location		
OPERATIONS Manage PH	FIOCESS!	Reference	Location		
Manage PII			_		
Enter Personal Data / Create UMF 680-3A-E	Yes				

Perform External Agency Check	No						
Receive Results from External Agency Check	No						
Table E-1 Continued							
	Manual						
OPERATIONS	Process?	Reference	Location				
nage PII (Continued)							
Update Record / Data	No						
Verify Data / Update UMF 680-3A-E	Yes						
Request Additional Information	No						
Receive Additional Information	No						
f							
form Records Management Create Packets	Yes	UMR 680-3					
o Generate Applicant Packet Label	Yes	UMR 601-23	4-4				
o Charge-In Record	Yes	UMR 601-23	4-4b				
Daily Purge Roster	No	UMR 601-23	4-7b				
o Print ZHM103A/S	No	UMR 601-23	4-7b				
o Verify Applicant Packet	No	UMR 601-23	4-7b				
§ Confirm Purge	No	UMR 601-23	4-7b				
§ Fix Record	No	UMR 601-23	4-7b				
§ Re-Shelve Applicant Packet	Yes	UMR 601-23	4-7b				
o Destroy Applicant Packet	No	UMR 601-23	4-7b				
Daily Overdue Roster	No	UMR 601-23	4-4a				
o Print ZHM126	No	UMR 601-23	4-4a				
o Locate Packet	Yes	UMR 601-23	4-4a				
o Charge-In Record	Yes	UMR 601-23	4-4b				
o Document Breach	Yes	UMR 601-23	4-3				
o Complete DD Form 2959 (Breach of PII Report)	Yes	UMR 601-23	4-3				
o Provide Affected Person List	Yes	UMR 601-23	4-3				
o Re-Create Applicant Packet	No						
Packet Transfer	Yes	UMR 601-23	4-8				
		UMR 601-23	4-8				
o Complete DA Form 200 o Charge-Out Packet	Yes	UMR 601-23	4-8 4-4b				
o Mail Applicant Packet	Yes Yes	UMR 601-23	4-8				
o Receive Applicant Packet	Yes	UMR 601-23	4-8				
o Send DA Form 200	Yes	UMR 601-23	4-8				
o Charge-In Applicant Packet	Yes	UMR 601-23	4-4b				
o Destroy Applicant Packet	Yes	UMR 601-23	4-8d				
o best by applicant i dence	163	OWIN 001-23	. 55				
port DEP Discharge / Separation	.,	LIMAD COC. C	6.04(2)				
Receive Discharge Notification	Yes	UMR 680-3	6-9d (3)				
Retrieve Applicant's Packet	Yes	UMR 680-3	6-9d (3)				
Enter DEP Discharge Data Perform Records Management	No Yes	UMR 601-23	4-4b				
- Crossine Corus Munagement	163	OWIN 001-23	· ·~				
anage Projection Schedule							
Receive Projections	Yes	UMR 601-23	2-2				
IdentifyShippers	Yes	UMR 601-23	2-2				
Generate Processing List UMF 727-E	Yes	UMR 601-23	2-2				
Generate Non-Processing List UMF 727-E	Yes	UMR 601-23	2-2				
Retrieve Applicant Packet	Yes	UMR 601-23	2-2				
Conduct QRP	Yes	UMR 601-23	2-2				

Table E-1 Continued						
OPERATIONS	Process?	Reference	Location			
Manage Projection Schedule (Continued)						
· Conduct QRP (Continued)	Yes	UMR 601-23	2-2			
o Review Applicant Packet for Completeness UMF 727-PL	Yes	UMR 601-23	2-2			
o Processing QRP	Yes	UMR 601-23	2-2			
o Testing QRP	Yes	UMR 601-23	2-2			
o Medical QRP	Yes	UMR 601-23	2-2			
o Create N-Status	Yes	UMR 601-23	2-2			
§ Notify Services	Yes	UMR 601-23	2-2			
§ Receive Correction Notification	Yes	UMR 601-23	2-2			
o Delete Projections	Yes	UMR 601-23	2-2			
o Submit Projections to	Yes					
§ Commercial Travel Office (CTO)	Yes	UMR 55-2	2-4.c			
§ Meals & Lodging	Yes	UMR 715-4	5-4			
Perform Applicant Routing						
Perform Contraband and Security Brief	Yes					
Conduct Security Check Perform MEPS Check-In	Yes					
	No	LINAD CO4 22	4.25			
Provide Applicant Name Tag (If SL/GC does not)	Yes	UMR 601-23	4-3f			
Verify Positive Identification of Applicant			0.4.0.5			
 Enroll Applicant Perform Applicant Tracking Processing Check-In (Control Desk) 	No No	UMR 601-23 UMR 601-23	9-4, 9-5 9-7			
		OIVIN 001-23	5-7			
Provide Applicant Processing Chack Out (Control Dock)	Yes	LIMP 601 33	9-7			
Perform Applicant Tracking Processing Check-Out (Control Desk) Welsome Printing	No	UMR 601-23 UMR 601-23	5-2			
o Welcome Briefing	Yes					
o Medical Welcome Briefing	Yes	UMR 40-1	5-1			
Send Applicants to appropriate MEPS Section	Yes	LINAD CO4 22	0.7			
Perform Applicant Tracking Processing Check-In (MEPs Work Section)	No	UMR 601-23	9-7			
Perform Applicant Tracking Processing Check-out (MEPs Work Section)	No	UMR 601-23	9-7			
· Perform MEPS Check-Out	No	UMR 601-23	9-7			
Perform PEI / PAI Processing						
Perform Applicant Tracking Processing Check-In (MEPs Work Section)	No	UMR 601-23	9-7			
PEI Documentation Review	110	01VIIX 001 23	,			
o Retrieve Med Wavier	Yes	UMR 601-23	5-9			
o Retrieve DD Form 1966	Yes	UMR 601-23	5-9			
o Retrieve DD Form 2808	Yes	UMR 601-23	5-9			
o Retrieve DD Form 2807-1	Yes	UMR 601-23	5-9			
o Retrieve DD Form 2807-2	Yes	UMR 601-23	5-9			
o Retrieve UMF 680-3A-E	Yes	UMR 601-23	5-9			
o Retrieve UMF 40-1-15-1-E	Yes	UMR 601-23	5-9			
• PEI Documentation Review						
o Retrieve Med Wavier	Yes	UMR 601-23	5-9			
o Retrieve DD Form 4	Yes	UMR 601-23	5-9			
o Retrieve DD Form 2808	Yes	UMR 601-23	5-9			

o Retrieve DD Form 2807-1	Yes	UMR 601-23	5-9				
o Retrieve UMF 680-3A-E	Yes	UMR 601-23	5-9				
		OWIN 001 23	3 3				
Table E-1 Continued							
	Manual						
OPERATIONS Destance DEL (DAI Ducassing (Cautinus II)	Process?	Reference	Location				
Perform PEI / PAI Processing (Continued)							
PEI Documentation Review (Continued)							
o Retrieve UMF 40-1-15-1-E	Yes	UMR 601-23	5-9				
· Review / Update Personal Data	Yes	UMR 601-23	5-9				
· InterviewApplicant	Yes	UMR 601-23	5-9				
o PEI							
§ Uniform Code of Military Justice Article 83	Yes	UMR 601-23	5-9				
§ PEI Script	Yes	UMR 601-23	5-9				
o PAI							
§ UMF 601-23-5-R-E	Yes	UMR 601-23	5-10				
§ UCMJ Article 83	Yes	UMR 601-23	5-10				
§ PAI Script	Yes	UMR 601-23	5-10				
· Collect Applicant Signature	Yes	UMR 601-23	5-10, 5-11				
Enter Enlistment Data on DD Form 1966	Yes	UMR 601-23	5-10, 5-11				
		UMR 601-23					
Complete Record of Emergency Data (DD Form 93)	Yes		5-10				
· Generate Contract	Yes	UMR 601-23	5-10				
· Capture 10-Print Biometrics (EFCS)	No						
· Perform Applicant Tracking Processing Check-out (MEPs Work Section)	No	UMR 601-23	9-7				
Disclosure Additional Information							
· Annotate Additional Information	Yes	UMR 601-23	5-12				
· Generate UMF 601-23-E	Yes	UMR 601-23	5-12				
· Create N-Status	Yes	UMR 601-23	5-12				
Annotate Improper Recruiting Statement	Yes	UMR 601-23	5-12				
o Generate UMF 601-23-E	Yes	UMR 601-23	5-12				
o Request Statement from Applicant	Yes	UMR 601-23	5-12 5-12				
o Receive Statement o MEPS Prepare Statement	Yes Yes	UMR 601-23 UMR 601-23	5-12				
o Inform Commander	Yes	UMR 601-23	5-12				
o Inform the respective Inter-service Recruitment Committee (IRC) Commander	Yes	UMR 601-23	5-12				
Review Additional Information (Medical)	Yes	UMR 601-23	5-12				
o Add Medical Response	Yes	UMR 601-23	5-12				
o Notify Services	Yes	UMR 601-23	5-12				
o Receive Notification from Services	Yes	UMR 601-23	5-12				
o Annotate Eligibility	Yes	UMR 601-23	5-12				
o Generate DD Form 2807-1	Yes	UMR 601-23	5-12				
o Generate UMF 601-23-E	Yes	UMR 601-23	5-12				
o Annotate Determination	Yes	UMR 601-23	5-12				
o UMF 601-23-E	Yes	UMR 601-23	5-12				
Oath Ceremony							
Perform Applicant Tracking Processing Check-in	No	UMR 601-23	9-7				
· Check-in Applicant into Ceremony Room	No	UMR 601-23	9-7				
· Conduct Pre-Oath Briefing	Yes	UMR 601-23	5-13				
· Conduct Oath	Yes	UMR 601-23	5-14				
· Generated DD Form 4	Yes	UMR 601-23	5-14g				
· Gather Applicant to Biometrically Sign Contracts	No	UMR 601-23	9-9				
· Send Applicant to SL/GC	Yes	UMR 680-3	6-10				

		•					
· Sign Contracts	Yes	UMR 601-23	5-14g				
Perform Signature Confirmation	Yes	UMR 601-23	5-14g				
Provide Copy of Signed Contract	Yes	UMR 601-23	5-14g				
Table E-1 Continued							
	Can						
OPERATIONS	Process		Location				
Provide Copy of Restriction on Personal Conduct	Yes	UMR 601-23	5-14g				
Generate UMF 601-23-4-E Perform Applicant Tracking Processing Check-Out	Yes No	UMR 601-23 UMR 601-23	5-14g 9-7				
Perform Applicant Tracking Processing Check-Out	NO	01VIK 001-23	9-7				
Perform Packet Breakdown							
Add Documents to Packet	Vos	UMR 55-2	7-2				
	Yes						
Separate Packet Documents per Service Checklist	Yes	UMR 55-2	7-2				
· QC Packets	Yes	UMR 55-2	7-2				
Place Documents into Envelopes for Shippers	Yes	UMR 55-2	7-2				
o Prepare Address Labels	Yes	UMR 55-2	7-2				
Place Documents for Mail to Service Headquarters	Yes	UMR 55-2	7-2				
o Mail Documents	Yes	UMR 55-2	7-2				
· Deliver to TA	Yes	UMR 55-2	7-2				
· Deliver HTS Packets to Recruiting Service	Yes	UMR 55-2	7-2				
Perform Recruit Travel							
· Provide RFO to TA	Yes	UMR 55-2	3-3				
· Write Orders	Yes	UMR 55-2	3-3				
· Meal Checks/Meal Tickets	Yes	UMR 55-2	5-5				
Arrange Transportation to Airport	Yes	UMR 55-2	2-2j				
· Arrange Transportation for Ground Routes	Yes	UMR 55-2	2-2j				
· Arrange Onward Transportation	Yes	UMR 55-2	2-10				
· Receive Packets for Distribution	Yes	UMR 55-2	7-2				
· Process HTS/DS	Yes	UMR 55-2	Chapter 6				
· Deliver Travel Briefing	Yes	UMR 55-2	2-6				
· Coordinate Shipping Exception to Policy (ETP)	Yes						
· Check Travel Groups	Yes	UMR 55-2	2-7				
· Verify Group Leaders	Yes	UMR 55-2	2-7				
· Provide Recruits with:							
o Reception Training Center (RTC) Info	Yes	UMR 55-2	2-6e				
o Orders	Yes	UMR 55-2	2-6e				
o Itinerary	Yes	UMR 55-2					
o Meal Checks	Yes	UMR 55-2/DTR Part I	5-5				
o Package and Orders	Yes	UMR 55-2					
· Send to Airport / Bus	Yes	UMR 55-2					
Perform Applicant Tracking Processing Check-out - Not TA	No						
· Update Shipping Information	No						
· Shipping Reconciliation	No						
	Manual						
MEDICAL	Process?	Reference	Location				
Perform Medical Prescreen							
· Email-A-Doc Program	No	UMR 40-1	2-1				
· Dial-A-Doc Program	Yes	UMR 40-1	2-1				

· Review DD Form 2807-2	Yes	UMR 40-1	2-2.b, 2-3

Table E-1 Continued Manual						
MEDICAL	Process?	Reference	Location			
Perform Accessions Med Prescreen Report Quality Check (QRP)	Yes	UMR 40-1	Chapter 17			
rform Medical Prescreen (Continued)						
Request Additional Medical Information	Yes	UMR 40-1	2-3.e(5)			
o Notify Services of Medical Prescreen Status	Yes	UMR 40-1	2-2.d-h, 2-3.j			
Review Medical Treatment Records	Yes	UMR 40-1	2-2 and 2-3			
Summarize and Document Medical History (DD Form 2807-2 and SF 507)	Yes	UMR 40-1	2-3.a-d			
Determine Applicant Medical Exam Authorization	Yes	UMR 40-1	2-3.e			
Annotate Applicant Profile with Prescreen Results (DD Form 2807-2)	Yes	UMR 40-1	2-3.b-c			
erform Medical Exam						
Verify Positive Identity of the Applicant	Yes	UMR 601-23	5-16.b(1), 9-4.b, 9-5.a, 9-6.d			
Perform Applicant Check-in	Yes	UMR 40-1	4-1			
Perform:						
o Vision Tests (DD Form 2808 with USMIRS overprint)	Yes	UMR 40-1	Chapter 7			
o Hearing Test (DD Form 2808 with USMIRS overprint)	Yes	UMR 40-1	6-1			
§ Retest	Yes	UMR 40-1	6-2, 6-3			
o Cerumen removal (MEPCOM SF 600 Ear Wax Removal Consent Form)	Yes	UMR 40-1	6-5			
o Blood Pressure and Pulse (DD Form 2808 With USMIRS overprint)	Yes	UMR 40-1	8-6a., 8-7a			
§ Retest Blood Pressure and Pulse	Yes	UMR 40-1	8-6.c-e, 8-7.b-e			
Perform Applicant Exam (DD Form 2808 With USMIRS overprint)	Yes	UMR 40-1	11-1			
Deliver Medical Brief	Yes	UMR 40-1	5-1.a-d			
Perform Breath Alcohol Test (BAT)	Yes	UMR 40-8	Appendix C			
o Retest BAT	Yes	UMR 40-8	Appendix C			
Annotate BAT Results	Yes	UMR 40-8	Appendix C			
Review Additional Disclosure (UMF 601-23-E)	Yes	UMR 601-23	5-10, 5-12.a(9)			
	Yes	UMR 40-1 &	(40-1) 11-4;			
Request Additional Medical Information (DD Form 2808 with USMIRS overprint)		UMR 601-23	(601-23) 5-12.a			
Annotate Medical Information Learned from Additional Disclosure (DD Form 2807-1 with USMIRS overprint and UMF 601-23-E)	Yes	UMR 601-23	5-12.a(6)(b), 5-12.a(9)			
Draw Blood Sample	Yes	SPEAR	SOP for Manual DAT-HIV			
Write External Consult (SF 513)	Yes	UMR 40-1	7-8, Chapter 13			
o Schedule External Consult	Yes	UMR 40-1	7-8, Chapter 13			
o Receive External Consult Results (SF 513)		UMR 40-1	7-8, Chapter 13			
o Meet External Consult Scheduling Timeframes	Yes	UMR 40-1	13-4.a-d			
o Document Issues with Contract Consultant Performance (UMF 40-1-5)	Yes	UMR 40-1	13-4.e			
Collect Urine Sample (drug testing)	Yes	SPEAR	SOP for Manual DAT- HIV			
Collect Urine Sample (pregnancy testing)	Yes	UMR 40-1	11-1.d(23), 20-6(d)			
Perform Delayed Sample Collection			SOP for Manual DAT- HIV			
	Yes	SPEAR				
Send Blood and Urine Samples to Labs for Testing	Yes	SPEAR	SOP for Manual DAT- HIV			
Receive Blood and Urine Test Results	Yes	SPEAR	SOP for Manual DAT- HIV			
Complete Control Logs:						
o UMF 40-1-16-E	Yes	UMR 40-1	6-5.c			
o UMF 40-1-6	Yes	UMR 40-1	20-6(d)			

o UMF 40-1-7	Yes	SPEAR	
o UMF 40-1-8	Yes	SPEAR	
Conduct Medical Interview (DD Form 2807-1 with USMIRS overprints)	Yes	UMR 40-1	Chapter 10
	Manual		
MEDICAL	Process?	Reference	Location
form Medical Exam (Continued)			
Complete Special Physicals:			
o Army Airborne	Yes	UMR 40-1	16-4
o Release From Active Duty (REFRAD)	Yes	UMR 40-1	16-1
o Commissioning and Warrant Officer	Yes	UMR 40-1	16-2
o Disenrolled ROTC (DROTC)/Service Academy	Yes	UMR 40-1	16-3
o Air Force Valsalva and Read Aloud	Yes	UMR 40-1	11-1.d(46)-(47)
o Army Blue to Green	Yes	UMR 40-1	16-5
o MAVNI	Yes	UMR 40-1	16-6
o General Officer	Yes	UMR 40-1	16-7
o Over-40	Yes	UMR 40-1	16-8
o Overseas	Yes	UMR 40-1	16-9
o Non-MEPS	No	UMR 40-1	16-10
o NOAA	Yes	UMR 40-1	16-11
o Public Health Service	Yes	UMR 40-1	16-12
o Reserve Officer Training Corps (ROTC)	Yes	UMR 40-1	16-13
Complete Supplemental History/Exam Forms:			
o UMF 40-1-9	Yes	UMR 40-1	16-8.b(2)
o UMF 40-1-18	Yes	UMR 40-1	5-1.d(5)
		UMR 40-1 &	(40-1) 7-7.c;
o UMF 40-1-4	Yes	DODI 6130.03	(6130.03) 4.c(3)
o UMF 40-1-3	Yes	UMR 40-1	7-1
o UMF 40-1-2	Yes	UMR 40-1	11-2.b(1)
o UMF 40-1-10	Yes	UMR 40-1	16-8.b(1)
o UMF 40-1-15-1-E	Yes	UMR 40-1	5-1.d(3)
o UMF40-8-1-E	Yes	UMR 40-8	3-9
o UMF40-8-20-E	Yes	SPEAR	SOP for Manual DAT- HIV
o DD Form 2005	Yes	UMR 40-1	5-1.d(1)
o Male/Female Physical Examination Information Sheet (read-only)	Yes	UMR 40-1	3-7.b, 5-1.d(2)
Request Additional Information	Yes	UMR 40-1	3-9.a(2), 11-4
Check Height and Weight (including Body Fat and BMI)	Yes	UMR 40-1	8-1 thru 8-5, 11-1.d(31)(a)-(b
Conduct Ortho-Neuro Evaluation	Yes	UMR 40-1	Chapter 12
Conduct Shipper Inspect/Medical Inspect (DD Form 2808 with USMIRS overprint)	Yes	UMR 40-1	Chapter 15
o Temperature	Yes	UMR 40-1	8-8
Annotate Inspection Results (DD Form 2808 with USMIRS overprint)	Yes	UMR 40-1	15-2.e-f
Meet Goal of 6-Hour Processing Window	No	UMR 40-1	3-6
Meet double from Frocessing William	110	014111 10 1	3 0
termine Medical Qualification			
<u> </u>		DoDI 6130.03	(6130.03) All;
Determine Medical Qualification/PULHES codes	Yes	& UMR 40-1	(40-1) 11-2
Perform Medical Read	Yes	UMR 40-1	11-4
Annotate Applicant Profile with Qualification Results (DD Form 2808)	Yes	UMR 40-1	7-7, 11-2
Notify Services of Medical Qualification Status	Yes	UMR 40-1	14-3
Receive External Consult Request from SMWRA	Yes	UMR 40-1	11-3.c(1-3)
Notify Service Liaison of External Consult Results	Yes	UMR 40-1	13-3.a, 14-3

· Receive Service Medical Waiver	Yes	UMR 40-1	11-3
· Notify Service Medical Waiver Required	Yes	UMR 40-1	11-3
· Create Official Disqualification Notification Letter	Yes	UMR 40-1	11-5.b-d
MEDICAL	Manual Process?	Policy	Location
Determine Medical Qualification (Continued)			
· Notify Applicant of Medical Qualification Status	Yes	UMR 40-1	11-5
· Perform Applicant Check-out	Yes	UMR 40-1	4-1.a, Chapter 14
Fee Basis Providers (FBP)			
· Order Additional Physicians (FBPs), Based on Workload Projections	Yes	UMR 40-1	18.1-2
Document Contract Physician (FBP) Work Hours (UMF 40-1-12)	Yes	UMR 40-1	18-3-4
Document Issues with Contract Physician (FBP) Performance (UMF 40-2-4-E)	Yes	UMR 40-2	6-2.
J-7/MEMD has created a folder on the MMD-input drive that contains copies of			
all forms needed to conduct manual medical processing. The forms would need			
to be printed out and kept in a binder for use in event of network outage. The			
link is at \\mepcom-a7-00\mmd-input\Manual Processing			

Service Capabilities	Army	Marine Corps	Navy	Air Force	Coast Guard
Will you project an Applicant?	Yes	Yes	Yes	Yes	Yes
Will you accept Enlistment Data?	Yes	Yes	Yes	Yes	Yes
Will you accept Medical Data?	Yes	Yes	No	Yes	Yes
Will you accept Administrative Holds?	Yes*	Yes	Yes	Yes	Yes
Do you have procedures or instructions for manual processing?	No	No	No	No	No
How much time must pass, before the service is willing to conduct processing in a manual state?	USMEPCOM Guidance	1 day	1 day	> 12 hours	N/A

		_	l		
Notes:		Data can only	Data can	No web	No web
	taken by	be taken by	only be	services,	services,
	SL/GC with	the Marine	taken by the	paper	paper
	Recruiting	Corps	Navy	process	process
	Operations	Recruiting	Recruiting	already	already
	Center (ROC)	Command	Command	primarily	primarily
	assist (ROC	(MCRC)	(NRC)	used.	used.
	work around	Operations	Operation		
	changes	Center.	PRIDE Shop.		
	applicant to				
	PS then back				
	to Non-Prior				
	Service (NPS)).				
	- N status				
	requires				
	USMIRS				
	access.				
		1		1	1

Table E-2. Service Compatibilities with Manual Processing

Appendix F

Glossary

Section I

Abbreviations and Acronyms

ADP

Automated Data Product

AFQT

Armed Forces Qualification Test

AR

Army Regulation

ARN

Alien Registration Number

ASVAB

Armed Services Vocational Aptitude Battery

BAT

Breath Alcohol Test

BIR

Background Investigation Reports

CAC

Common Access Card

CMO

Chief Medical Officer

COB

Close of Business

COC

Country of Citizenship

COOP

Continuity of Operations

CRDB

Centralized Relational Database

СТО

Commercial Travel Office

DAT

Drug and Alcohol Test

DA

Department of the Army

DD

Department of Defense

DEP

Delayed Entry Program

DMDC

Defense Management Data Center

DOB

Date of Birth

DoD

Department of Defense

DoDD

DoD Directive

DoDI

DoD Instruction

DOE

Date of Enlistment

EAD

Entry on Active Duty

EFCS

Electronic Fingerprint Capture System/Station

ENTNAC

Entrance National Agency Check

EO

Enlistment Officer

DROTC

Disenrolled ROTC

DS

Direct Ship

e-SOA

Electronic Service Oriented Architecture

ETP

Exception to Policy

FBP

Fee Basis Provider

FRC

Federal Records Center

FSM

Federated States of Micronesia

GC

Guidance Counselor

HIPAA

Health Insurance Portability and Accountability Act of 1996

HIV

Human Immunodeficiency Virus

HOR

Home of Record

HQ

Headquarters

HRA

Human Resources Assistant

HTS

Hometown Ship

IADT

Initial Active Duty Training

IAW

In Accordance With

ID

Identification Document/Identification

IRC

Inter-service Recruitment Committee

IRR

Individual Ready Reserve

ITS

Information Technology Specialist

MAVNI

Military Accessions Vital to National Interest

MCRC

Marines Corps Recruiting Command

MEPS

Military Entrance Processing Station

MET

Military Entrance Test

MOC

MEPCOM Operations Center

NCOIC

Noncommissioned Officer in Charge

NGB

National Guard Bureau

NLT

No Later Than

NPS

Non-Prior Service

NRC

Navy Recruiting Command

OMR

Optical Mark Reader

OPM

Office of Personnel Management

OPSO

Operations Officer

PADD

Person Authorized to Direct Disposition

PAMDEHO

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

PAI

Pre-Accession Interview

PCN

Product Control Number

PE

Pre-Enlistment Interview

PII

Personally Identifiable Information

PHI

Protected Health Information

PL

Processing List

PMS

Prior Military Service

POB

Place of Birth

PS

Prior Service

PRIDE

Personalized Recruiting for Immediate Delayed Enlistment

PULHES

Physical, Upper/Lower, Hearing, Eyes, Psychiatric

QA

Quality Assurance

QNE

Qualified Not Enlisted

QRP

Quality Review Program

REFRAD

Release From Active Duty

RID

Record Identification

RMI

Republic of the Marshall Islands

RN

Record Number

ROC

Recruiting Operations Center

ROP

Republic of Palau

ROTC

Reserve Officers Training Corps

RTC

Reception Training Center

SAC

Special Agreement Check

SF

Standard Form

SL

Service Liaison

SOP

Standing Operating Procedures

SPEAR

Sharing Policy Experience and Resources

SPF

Service Processing For

SSN

Social Security Number

SSS

Selective Service System

TA

Test Administrator

TCO

Test Control Officer

TST

Test Score Technician

UCMJ

Uniform Code of Military Justice

HIIC

Unit Identification Code

UMF

USMEPCOM Form

UMI

USMEPCOM Instruction

UMM

USMEPCOM Manual

UMR

USMEPCOM Regulation

USC

United States Code

USCIS

United States Citizenship and Immigration Services

USMEPCOM

United States Military Entrance Processing Command

USMIRS

USMEPCOM Integrated Resource System

WKID

Workload Identification

Section II

Terms

6-Hour Window

A MEPS goal to ideally provide a 6-hour processing window for SL/GCs to work new DEP contracts and Reserve/National Guard accession contracts. The 6-hour window starts when the first applicants completing full medical examinations check in to their respective SL/GC.

Accession

An enlistment which increases the incremental strength of the Active or Reserve/Guard component of the Armed Forces and Coast Guard. Personnel enlisted under the DEP are not involved in this category.

Accession Data Dictionary

A data element document containing extracts from DoD common human resources information standards and USMEPCOM unique elements.

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.

Alien Registration Number

A unique nine-digit number assigned to a noncitizen by the United States Citizenship and Immigration Services. The ARN is also known as Alien number, "A" number, and since May 10, 2010, the USCIS number

Annex

A legal accession agreement addendum to the <u>DD Form 4</u>, establishing obligations made by the Service to the applicant.

Applicant

A person who relinquishes personally identifiable information (PII) 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).

Applicant Processing Record

All data and documentation collected during the enlistment evaluation process and retained locally at the MEPS in both electronic (USMIRS) and hardcopy (packet record) formats.

Aptitude Data

Information depicting the results of an aptitude test taken by an applicant.

Armed Forces Qualification Test (AFQT)

The overall score derived from ASVAB subtests. The Services use the AFQT score to set a minimum aptitude eligibility standard and to determine Service program qualifications. DoD uses the AFQT score for accession quality reporting to Congress.

Armed Services Vocational Aptitude Battery (ASVAB)

The basic examination for enlistment qualification of potential members of the Military Services.

Biometric

Measurable physical characteristic or personal behavior trait used to recognize the identity or verify the claimed identity of an individual.

Centralized Relational Database (CRDB)

CRDB resides on the HQ USMEPCOM Host computer and collects workload, manages record/data/projection ownership, processes data to and from external agencies and manages data exchange between USMIRS and the MEPS local databases.

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. (Dictionary)

Coding

The abbreviation of data into machine-readable symbols, such as the combining of alphabetic and numeric characters.

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.

Contract (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 contract is completed for delayed enlistment program (DEP-in contract) and accessions (accession contract). See also Enlistment Agreement.

Control Desk

The activity within the MEPS that monitors and controls processing by directing individuals to various sections and performing certain QA procedures.

Data Block

A group of logically collected data elements, such as personal data (name, SSN, DOB, etc.).

Data Element

A data unit, which has a unique meaning, such as DOB, etc.

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.

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.

Direct Ship

National Guard program that allows shipping directly to the RTC or other duty station/gaining command without returning to MEPS to access, inspect, and obtain orders.

Discharge

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

Education

An indication of the highest level of education completed by an individual.

Electronic Record - The information recorded in a form that requires a computer or other machine to process it and that satisfies the legal definition of a record according to <u>U.S.C. Title 44 Sec 3301</u>. Includes both record content and associated metadata required to meet business needs, as determined by USMEPCOM.

Enlistment

The voluntary enrollment in the Armed Forces.

Enlistment ASVAB

A version of the ASVAB administered in the MEPS and at MET Sites. The enlistment ASVAB is used solely for the examination of individuals specifically applying for enlistment.

Enlistment Officer/Oath Officer/Oath Official

A commissioned (Active, Reserve or Retired) officer in any of the Military Services or other person designated by the Secretary of Defense. Chief warrant officers (paygrades W-2 to W-5) are commissioned officers.

Enrollment

The process of collecting a biometric sample from an end user, converting it into a biometric reference, and storing in the biometric system database for later comparison.

Entrance National Agency Check (ENTNAC)

A personnel security investigation consisting of certain national agency records reviews. Does not include fingerprint search of the FBI database. For MEPS, the ENTNAC has been replaced with the Special Agreement Check (SAC), however, System screens still use the ENTNAC term. MEPS System users will consider ENTNAC synonymous with SAC.

e-Record

An electronic content management system for an enlistee's <u>DD Form 4</u>, and <u>DD Form 93</u>.

e-Security

A software application used to capture biometric information of an applicant for enrollment, verification, tracking, and digital signature.

e-Signature

Biometric index print with Date/Time/Event stamp, indicating an approval/acceptance process.

e-SOA

A single, centralized web-services interface with external organizations in near real-time.

Ethnic Group - A segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general United States population and closely identifies with the cultural heritage.

Exception To Policy (ETP) - A variance to normal processing when conditions go beyond the established regulatory guidance.

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.

Fraudulent Enlistment/Entry

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 disqualifications that could have been waived.

Gender

Gender is the socially defined roles and characteristics of being male and female associated with that sex.

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.

Hometown Ship (HTS) - An Active Duty and Reserve program that allows shipping directly to the RTC or other duty station/gaining command without returning to MEPS to access, inspect, and obtain orders.

Improper Recruiting Practice

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.

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.

Inductee - An individual registered with the Selective Service System who has been inducted into the military.

Initial Active Duty Training (IADT)

The initial duty for training period of a non-PS enlistee which is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

Invalid Test

An ASVAB test/retest where the scores are nullified for enlistment.

Marital Status

The legal status of an individual or applicant as it pertains to marriage.

Medical Data

Information depicting the results of a medical examination taken by an applicant.

Medical Examination

A full medical examination or inspection that includes all required basic elements, including the evaluation of consultations, additional tests and determinations, and outside medical documentations if any, and including a completed physical profile and qualification decision.

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 Armed Services Vocational Aptitude Battery, and operated by MEPS personnel.

Non-Service Sponsored Applicant – An applicant with no military Service representative, authorized to process at MEPS by DUSD/MPP for other federal agencies (e.g. FBI, NOAA, FAA, etc.).

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.

Other DoD Applicant - An applicant sponsored by a Service for MEPS processing, but does not immediately contract as their application is board-dependent.

Order – Regarding MEPS shippers, a travel 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 CTO 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.

Packet Record - A collection of hardcopy original and reproduction documents required for processing and enlistment of an applicant. It is colloquially known as the *Applicant Packet* when the applicant is processing; *DEP Packet* when the applicant enters the DEP; *Enlistment Packet* (*Shipper Packet*) when the applicant leaves for training; and *Files Room Packet* when the applicant is not actively processing.

PAMDEHO

A data-based query used to display the results of processing actions accomplished on an applicant. P = Personal data; A = Aptitude data; M = Medical data; D = DEP data; A = Accession data; H = Hold; O = Overall status.

Population Group

A division of the human population having descent or origin in particular people or racial groups.

Pre-Accession Interview (PAI)

An interview given by MEPS personnel to an enlistee in the DEP returning to access. This additional screening process helps the Services prevent fraudulent enlistments, correct documentation errors, and detect improper recruiting activities. Any additional information obtained from an applicant may have a bearing on their qualification for military service. Such information will be furnished to the appropriate MEPS officer and/or sponsoring recruiting Service for resolution.

Pre-Enlistment Interview (PEI)

An interview given by MEPS personnel to an applicant entering the DEP or accessing into the Reserve or National Guard. This additional screening process helps the Services prevent fraudulent enlistments, correct documentation errors, and detect improper recruiting activities. Any additional information obtained from an applicant may have a bearing on their qualification for military service. Such information will be furnished to the appropriate MEPS officer and/or sponsoring recruiting Service for resolution.

Prior Military Service (PMS)

See Prior Service.

Prior Service

An indication an applicant has had prior active military service, as defined by the Services:

a. **Army -** All personnel applying for enlistment in the Regular Army and Army Reserve who have 180 days or more of continuous AD.

b. Navy

(1) **Navy Veterans (NAVETs)** – Prior Service veterans whose last whose last tour of active duty or active duty for training (AD/ACDUTRA) was in U.S. Navy or U.S. Navy Reserve; have been discharged or released more than 24 hours; and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA. Ready Mariners are also considered NAVETs even though they may have completed less than 12 consecutive weeks AD/ACDUTRA.

- (2) **Other Service Veterans -** Prior-service veterans whose last tour of AD was in a branch of service other than Navy and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA.
- c. **Air Force -** All personnel applying for enlistment in the Regular Air Force who have 180 days or more of continuous AD.
- d. **Marine Corps -** All personnel who have previously served in any military services or Reserve Component thereof.
- e. **Coast Guard -** A person who has served some valid period of creditable service in any of the US military services, including Reserve Components thereof.

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.

Projection

An individual scheduled to process and identified on the <u>UMF 727-E</u> early enough to allow completion of a database query and manual files searches as well as communication of data to HQ USMEPCOM. The MEPS must receive the projection and all required forms and data prior to the deadlines established by applicable directives. Projections identify MEPS workload scheduling requirements.

PULHES

A physical profile serial code representing different physical qualification categories. The codes are determined during the medical examination and collectively determine an applicant medical profile status. The letters in "PULHES" refer to the following body parts or organ systems: P=General physical condition, stamina, or any problem not addressed below; U=Upper extremities and upper (cervical and thoracic) spine; L=Lower extremities and lower (lumbosacral) spine; H=Hearing and ear conditions; E=Eyesight and eye conditions; S=Psychiatric conditions.

Qualified, Not Enlisted (ONE)

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.

Ouality 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 projected 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 projected workload against the actual workload reported. This includes ensuring business processes (i.e. projections, enlistments, external agency results, etc.) and products (forms, reports, screens, 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.

Records Flag (UMF 601-23-2-E)

A form equivalent to the System administrative hold "N" status. It is used to provide an immediate visual notification that a discrepancy exists with the file that may have a bearing on an applicant's enlistment qualifications. The flag will always mirror the information in the System administrative hold remarks.

Recruit Travel

Travel by an enlistee on active duty, reserve, National Guard, or a member of the military processing through a MEPS and traveling to a reception training center or other military destination.

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.

Release From Active Duty (REFRAD)

In regards to MEPS processing, the program allows Army Reserve (USAR) and Army National Guard (ARNG) soldiers a medical release from Basic Combat Training (BCT) or Advanced Individual Training (AIT) to receive treatment and recover at their home station/state unit for a medical condition discovered during training. REFRAD soldiers are given a return date, but must receive an accession physical to ensure the medical condition no longer exists.

Report of Additional Information (UMF 601-23-E)

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

Reserve Components

Reserve components of the Armed Forces of the United States are:

- a. Army National Guard (ARNG) of the United States
- b. Army Reserve
- c. Navy Reserve
- d. Marine Corps Reserve

- e. Air National Guard of the United States
- f. Air Force Reserve
- g. 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.

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 <u>50 USC</u> 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.

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 Sponsored Applicant

An applicant processing at MEPS for a military Service, either for enlistment, officer selection programs (OCS, Health Professions, ROTC commissioning, etc.) or other determinations (REFRAD, TDRL).

Sex

The classification of a person based on reproductive function.

Shipped

A member (enlistee or inductee) who was dispatched from the MEPS to the initial active duty for training (IADT) or active duty training (ADT), to include other duty locations as designated by the sponsoring Military Service.

Shipper

A member (enlistee or inductee) ready for travel to IADT or ADT.

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.

Status Code

A code identifying the enlistment qualification status of an individual being processed.

Student ASVAB - A version of the ASVAB administered in education facilities. The results may be used for enlistment.

Temporary Identification Number (TIN)

A unique identification number assigned by USMEPCOM to individuals, under the Compacts of Free Association, that is eligible to work in the United States, but has not received an 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.

Transaction

The addition/deletion/modification of data to the database.

USCIS Number - See Alien Registration Number.