

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

*USMEPCOM Regulation
No. 715-4

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Procurement
Applicant Meals and Lodging Program

FOR THE COMMANDER:

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DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Executive Summary. This regulation prescribes policies and procedures for the USMEPCOM Applicant Meal & Lodging Program.

Applicability. This regulation applies to USMEPCOM activities/individuals whose functions include management of, or are related to, the administration of the applicant/enlistee M&L contracting program.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-4/MEFA-CD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency for this regulation is HQ USMEPCOM, Facilities Directorate, Contracting Division. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: J-4/MEFA-CD, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal Control Process. This regulation is subject to the requirements of Army Regulation (AR) 11-2, Managers' Internal Control Program. This regulation contains internal control provisions and provides an internal control evaluation checklist, in appendix H, for use in conducting internal control evaluations.

*This regulation supersedes USMEPCOM Regulation 715-4, November 29, 2010.

This regulation contains a number of major revisions and must be reviewed in its entirety to have a clear understanding of all revisions.

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Chapter 1 General

1-1. Purpose

This regulation prescribes command policies, procedures, guidelines, scheduling, reporting, and specifications concerning the applicant/enlistee Military Entrance Processing Station Applicant Management Services (MEPS AMS) and Boxed Noon Meal (BNM) contracting efforts, and establishes responsibilities related to this program.

1-2. References

References are listed in [Appendix A](#).

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are listed in [Appendix I, Glossary](#).

1-4. Responsibilities

a. Director, J-4/Facilities Directorate (MEFA) HQ USMEPCOM, will:

- (1) Oversee monitoring of the entire MEPS AMS & BNM contracting efforts.
- (2) Develop command policies, procedures, guidelines, and contract specifications.
- (3) Provide command wide technical assistance and guidance on all matters concerning MEPS AMS & BNM contracting.
- (4) Recommend to MICC Ft Knox, that the Meals & Lodging Program Manager be appointed as the Contracting Officer Representative (COR) for all MEPS AMS & BNM contracts/task orders. Once appointed, the COR adheres to responsibilities in the appointment letter.
- (5) Review selected contracts to ensure compliance with Department of Defense (DoD) and command policies.
- (6) Maintain a file of current copies of MEPS AMS & BNM contracts/task orders and all modifications under record number 715k1/700A "Contract Actions" (see disposition in [Appendix A, Section III](#)). MEPS AMS & BNM contract files will consist of those items directed, in writing, by the KO. In the absence of such guidance from the MICC KO, MEPS AMS & BNM contract/task order files will consist of:
 - (a) Copies of purchase request and memorandums from each Armed Service providing a line of accounting for MEPS AMS & BNM services.
 - (b) Copies of solicitations. These documents must be discarded upon receipt of copies of the awarded contract.
 - (c) Copies of the awarded contract/task orders and all subsequent modifications to the basic contract/task order.
 - (d) Copies of contract discrepancy reports and supportive documents (i.e., inspection checklists, valid applicant complaint records, correspondence sent to the contractor or KO).

(e) Letters of appointment from the Contracting Officer's Representative (COR).

(f) Other pertinent correspondence.

(7) Ensure MEPS AMS & BNM contracts/task orders are initiated according to policies and guidelines contained in this regulation and applicable directives.

(8) Monitor actual MEPS AMS & BNM use, and provide estimated requirements and historical data to the MEPS and contracting office.

(9) Prepare and submit procurement package requesting contracting of services in a timely manner. Coordinate with the KO to get a contract awarded 30 days prior to the effective date.

b. MEPS Commanders will:

(1) Ensure compliance with command policies prescribed in this regulation and applicable policies and procedures prescribed by DOD and DA procurement directives.

(2) Complete and submit Performance Work Statement (PWS) to HQ USMEPCOM J/4-MEFA-CD requesting contracting of services by the suspense date established by J-4/MEFA-CD.

(3) Recommend an Evaluation/Selection Committee consisting of:

(a) MEPS Senior Enlisted Advisor.

(b) Operations Officer, Medical Noncommissioned Officer in charge (NCOIC) or the Processing NCOIC.

(4) Ensure a MEPS POC, is designated to monitor contractor performance, in addition to the COR. The MEPS POC is designated per [Paragraph 2-4c](#).

(5) Ensure the MEPS POC, who evaluate/inspect contractor performance, is thoroughly familiar with the contract requirements and monitor contractor performance according to the Inspection Checklist at [Appendix B](#).

(6) Ensure monthly Quality Assurance (QA) inspections of meals/lodging facilities are conducted and documented and all discrepancies are reported, in writing, to the COR for corrective action.

(7) Ensure the contractors monthly invoices are provided to the Service liaisons within one working day of receipt from the contractors.

(8) Maintain contract files, associated correspondence, and pertinent military publications as directed by the COR.

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Department of Defense (DoD) Manual 1145.02 Military Entrance Processing Station (MEPS), paragraph 3-3c(2) charges the recruiting services with responsibility for briefing applicants on the procedures that must be followed to receive MEPS AMS services. They will explain the rules of conduct expected of applicants during their stay at the contract lodging facility and consequences for failure to follow rules. Emphasize that violations of the rules of conduct may delay or result in their being found not qualified for further processing. MEPS leadership will inform the recruiting services as to the contracted MEPS AMS facility, type of service, and requirements to be fulfilled in order to obtain meals and/or lodging for applicants/enlistees. Provide base operations and logistical support to the Military Entrance Processing Command Mission and Installation Contracting Center Ft. Knox (MICC Ft. Knox).

- a. Mission and installation contracting center Ft. Knox (MICC Ft. Knox) provided base operations and logistical support to the MEPS.
- b. The KO will appoint the COR. This appointment is the source of the COR's authority.

Chapter 2 Policies

2-1. MEPS Applicant Management Services Requirements

a. All applicant/enlistee MEPS AMS & BNM services will be provided by a requirements type contract/task order. There will be one contract/task order for MEPS AMS services and a separate contract for BNMs.

b. The MEPS AMS contract/task order will provide for transportation from the inbound travel terminal to the hotel, evening transportation, lodging, supper, breakfast the next morning and transportation from the hotel to the MEPS, at a single cost per applicant processing at the MEPS.

c. Applicants will be provided double room accommodations, with no more than two applicants per room. During emergencies, the Administrative Contracting Officer (ACO), from MICC Ft Knox, may authorize three applicants to a room.

Note: MEPS POCS need to monitor contractor practices to ensure the emergency exception for three applicants per room is not abused. They must inform the COR if they believe a contractor is abusing this contract term.

(1) Officer candidate applicants will be provided single room accommodations. Prior service applicants may be provided single room accommodations at the discretion of the MEPS Commander IAW UMR 601-23 para 3-6(d). Prior service officer candidate applicants will be given priority processing even if they were not projected as special category applicants.

(2) Separate rooms must be provided for male and female applicants, unless both applicants are legally married to each other and each desires the same room. This type of room assignment may be at the discretion of the MEPS Commander.

(3) Males and females will be housed on separate floors of a multi-floor facility or in separate wings of a single floor facility, if at all possible.

(4) Contracted accommodations will not be provided for non-applicants. If a married applicant is accompanied by a legal spouse and desires joint accommodations, the government will pay only the applicant's portion of a double room. Charges for the accompanying spouse are between the contractor and the spouse.

(5) Any additional charges for miscellaneous services, such as personal telephone charges, pay-per-view movies, room service, laundry, etc., are the personal responsibility of the applicant.

2-2. Boxed Noon Meals (BNM)

The BNM contract will provide for lunches for applicants processing at the MEPS. The MEPS will provide fast food, short order, sub-type sandwiches, or box lunch type BNMs. J-4/MEFA-CD, the MEPS, and the Mission and Installation Contracting Command (MICC) Center – Fort (FT) Knox (MICC Center-Ft. Knox) have formulated a standard sub-sandwich Performance Work Statement (PWS) or Product & Delivery Specifications for BNMs. The standard PWS or Product & Delivery Specifications will be used for all new contracts. If a MEPS has a compelling need for a PWS for other than a sub-sandwich style noon lunch, those needs must be reconciled with J-4/MEFA-CD before starting a new contract proposal. On extended processing days, commonly referred to as mission days, the MEPS require additional meals for applicants

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processing into the late evening hours at the MEPS location. MEPS will determine the number of meals they will require for applicants processing late and add them to the regular BNM order.

a. MEPS with designated dining areas will make arrangements to have BNMs served in the MEPS dining area. Government furnished equipment/facilities available to the contractor must be stated in the BNM contract. Contractor furnished property must be stated in the BNM contract.

b. Meals will be prepared outside the MEPS and brought in for serving.

c. The BNM contractor will feed only applicants or enlistees, at the MEPS. When meals are ordered and served at the MEPS facility, the contractor cannot offer food for resale.

d. Excess lunches may be offered as “seconds” to applicants already fed, once it has been determined each applicant has had the opportunity to eat. “Seconds” are at no cost to the applicant. BNM orders are placed as one meal per applicant eating lunch. Quantities known to be excessive may not be ordered.

Note: The Services must pay for lunches that are ordered.

f. Perishable lunch items not consumed will be destroyed and disposed of in any convenient manner. Consumption by non-applicants to include MEPS employees, Armed Services and family members is not authorized. Non-perishable food items (soda pop, chips, and packaged desserts) will be retained by the MEPS and offered to applicants on heavy processing/mission days.

e. The sponsoring Service must provide meals and transportation for applicants needing a meal at Military Entrance Test (MET) sites. USMEPCOM has no responsibility for those services.

2-3. Transportation requirements

Transportation from the incoming transportation terminal (i.e. bus, train, and airport) to the contract hotel, evening transportation and transportation from the hotel to the MEPS in the morning, will be part of the MEPS AMS contract/task order. This transportation will be included in the single item cost per applicant and charged to the Recruiting Services. MEPS will furnish transportation from the MEPS to medical consultation services on a non-reimbursable basis. MEPS will work with J-4/MEFA-CD to establish a local charter service agreement.

2-4. Contracting support

a. Currently all MEPS AMS & BNM contract support is provided by the MICC-Center Ft. Knox.

b. The Lowest Price-Technically Acceptable method of source selection will used for selecting MEPS AMS & BNM contractors.

c. The MEPS Commander will designate, in writing, a Primary MEPS POC. The Primary MEPS POC must be at least E-7 or above and complete the required training as stated in [Paragraph 2-9](#).

d. MEPS AMS & BNM contracts/task orders will be awarded for a base year and up to four annual option periods for a total of five years of service. The ACO is the only person authorized to make contract changes, modifications, or extension of services.

e. When a new MEPS AMS & BNM contract/task order is awarded, the MEPS will inform the Service counselors/liasons of the new contractor, location, price, effective date, and any changes of procedures or

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prior practices from the previous contract. A copy of Standard Form (SF) 1449 (Solicitation/Contract/Order for Commercial Items) of the new contract may be provided to the Service liaisons and/or the Recruiting Services' point of contact for payment of MEPS AMS & BNM charges.

f. J-4/MEFA-CD will provide copies of MEPS AMS & BNM contracts and other pertinent contractual information to the Recruiting Services resource managers or staff persons, when requested.

2-5. Subcontracting

a. When services are provided through a subcontractor, the subcontractor will be clearly identified in the contract/task order. The COR, the MEPS POC or any other person designated in writing by the KO will inspect the facilities of the subcontractor to ensure they meet the applicable specifications of the basic contract.

b. The MEPS POC will document any problem or discrepancy with the subcontractor's performance and will provide this documentation to the COR.

2-6. Performance work statement (PWS)

a. J-4/MEFA-CD and MICC Center-Ft. Knox have a template PWS for MEPS AMS and BNM contracts to ensure standard and consistent services at all MEPS. The appropriate template PWS will be used when requesting a contract for MEPS AMS & BNM services. Sample standard PWS boilerplates are available through J-4/MEFA-CD.

b. During the contract requirement coordination with J-4/MEFA-CD, MEPS will be asked to tailor the PWS by filling-in information such as local times areas, location, specific requirements, etc. Other changes, additions or deletions to the PWS, must be coordinated with J-4/MEFA-CD for approval before a procurement package will be submitted to MICC-Center Ft. Knox. During the life of a contract, any changes, additions or deletions, to the PWS that may be required at a MEPS must be coordinated with J-4/MEFA-CD before being submitted to a KO.

2-7. Quality Assurance

a. The QASP provides for a systematic and objective evaluation of the contractor's performance to ensure that the requirements of the PWS are met. Inspection procedures are based on the planned sampling and customer complaint methods of inspecting. Evaluations and inspection results are documented and maintained in the COR file. Violations will be reported, in writing, to the COR. The QASP and pertinent procedures are discussed in chapter 6 of this regulation.

b. The COR and MEPS POC will monitor the contractor's performance according to the QASP. The QASP provides instructions on how to use the surveillance plan, customer complaint guide, and the sample checklists.

c. The inspection clause of the MEPS AMS & BNM contracts/task orders allows the COR, MEPS POC and other designated persons to inspect the contractor's facilities. These inspections ensure that state and local health regulations, and sanitation and fire prevention standards are being maintained, and that accommodations and meals are being furnished according to the contractor's proposal. These inspections will be conducted at unannounced times.

d. The MEPS POC will inspect the contractor’s facilities once each month, or as otherwise directed by the COR or the ACO, to ensure adherence to the requirements of the PWS. For MEPS AMS contracts/task orders, the breakfast, supper meals, applicant rooms, dining rooms, kitchen/food preparation areas, and vehicles used to transport applicants will be inspected to ensure compliance with the contract. The MEPS POC will observe the applicant briefing/check in process and morning applicant accountable process when they conduct their monthly inspections. For BNM contracts, the MEPS POC will also inspect the vendor’s facilities, food preparation and/or food serving areas, menu compliance, and quality of the meals. Inspections will be unannounced and conducted at varying times to ensure proper evaluation of services provided.

2-8. M&L data requirements

For new solicitations, J-4-MEFA-CD will provide historical MEPS AMS data to the MEPS. The estimated requirements will be based upon 12 months of actual usage. MEPS will review these estimates and will plus up or down the estimates based on their projected increase or decrease of future applicant processing. J-4/MEFA-CD will prepare the historical data technical exhibit reflecting actual usage, by month, for a previous 12-month period and will attach it to the new PWS.

2-9. Training requirements

The MEPS POC must take DAU Online Courses, Contracting Officer Representative with a Mission Focus, CLC 106, and Overview of Acquisition Ethics, CLM 003. They must also complete Combating Trafficking in Persons (CTIP) Annual Awareness Web-based Training.

Table 2-1 Transportation Requirements and Funding Responsibility	
Situation	Funding Responsibility
From incoming terminal to hotel	Recruiting Services
From hotel to MEPS in morning	Recruiting Services
From MEPS to hotel for ASVAB testing	Recruiting Services
For medical consultation	USMEPCOM
MEPS to bus station (applicant returning home)	Recruiting Services
MEPS to airport (shipper transportation)	Recruiting Services
Airport to hotel (stranded enlistee transportation)	Recruiting Services
Hotel to airport (stranded enlistee transportation)	Recruiting Services
Note: Of the above, only the first three items pertain to all the applicants staying at the hotel and should be part of the MEPS AMS contract/task orders.	

Chapter 3

Requesting New Contracts/task orders and Contract Options

3-1. General

The MEPS AMS and BNM contracts are up to 5 year contracts (in some cases 4); they are awarded for a base period and 4 options or a base period and 3 options.

3-2. Requesting new contracts

a. Before the last option year is exercised on the MEPS AMS or BNM contract/task order, J-4/MEFA-CD will notify the MEPS POC that it's time to start the procurement process. This initial notification is approximately 30 days before the last option is exercised.

b. J-4/MEFA-CD will email the standard template PWS or Product and Delivery Specifications to the MEPS POC for completing MEPS specific information. The MEPS POC will complete the blank lines that require MEPS specific information.

c. The MEPS POC will email the completed PWS back to J-4/MEFA-CD by the COR designated dates.

d. J-4/MEFA-CD will finalize the PWS, initiate and prepare the Acquisition Requirements Package (ARP) enter the PR requirement into the appropriate automated system for routing to MICC Center Ft. Knox.

e. Once a contract is awarded, MICC Center Ft. Knox will provide a copy of the contract (SF 1449) to the COR.

Note: J-4/MEFA-CD will email a copy of the new contract to the MEPS POC.

3-3. Medical Consult Transportation (local charter service agreements)

a. USMEPCOM has the funding responsibility to pay transportation costs for applicant transportation to medical consult appointments.

b. The Department of Transportation requires, IAW the Department of Defense (DoD) Regulation 4500.9-R, Part 1, Chapter 104, Buses, a documented and in place local charter service agreement. This agreement will show the acceptance and award to DoD Approved Carriers for transportation services acquired using procedures available in Defense Travel Management Office's Military Bus Agreement. The MEPS must use a DTMO, DoD Approved Carrier when arranging transportation services for applicants. This is considered office travel as the government pays the bill for services rendered.

Note: There are no exceptions to this policy.

c. The MEPS will contact at least three DoD approved carriers to obtain quotes to provide transportation services to take applicants to medical consult appointments.

d. The MEPS will submit three quotes to J-4/MEFA-CD along with their recommendation of which provide would best support their MEPS. Factors to consider when selecting carriers are: Cost, Sufficient Equipment and Safety for the applicants. For additional guidance see reference in paragraph 3-3b above.

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- e. J-4/MEFA-CD will assemble a staff packet and submit to MEJA for legal review and concurrence.
- f. J-4/MEFA-CD Chief will review, approve, and sign the Local Charter Service Agreement for medical consult transportation following the legal review and concurrence.
- g. J-4/MEFA-CD will provide the MEPS with a signed copy of the Local Charter Service Agreement. The MEPS will have the service provider sign the Local Charter Service Agreement and return a copy to J-4/MEFA-CD.
- h. Services will normally be procured for a base year with two option periods.
- i. The MEPS will notify J-4/MEFA-CD at least 30 days prior to the expiration of the Local Charter Service Agreement that they wish to continue to use the same provider. J-4/MEFA-CD will submit a renewal packet to legal for review and J-4/MEFA-CD will sign the option for the Local Charter Service Agreement.
- j. The MEPS will be notified 60 days/month before the last option expiration date to start the process to recomplete the requirement after the three year period is over.
- k. The MEPS will use a Centrally Billed Account (CBA) to pay for transportation services.

Chapter 4**Source Selection Evaluation Board (SSEB)****4-1. Purpose**

To provide a Source Selection Evaluation Board (SSEB) to evaluate written proposals and conduct onsite evaluations for future contracted lodging facilities.

4-2. Procedures

a. MICC-Center Ft. Knox will:

(1) Issue the request for task order proposals (RTOP) or solicitation to advertise the requirement for a new contract lodging facility. The RTOP or solicitation is posted for a minimum of 30 days to allow sufficient time for vendors to prepare their proposals.

(2) The KO will request the COR to provide a SSEB recommendation. The SSEB team will consist of three members.

(3) The KO will provide each evaluation board member, prior to the evaluation of the contract proposals, a Certificate of Non-Disclosure and Source Selection Participation Agreement for completion and this must be returned to the KO. SSEB members will also need to file an OGE 450 and provide a copy to the contract attorney for review. The KO will appoint the SSEB team in writing.

(4) The KO and contract attorney will provide a mandatory Ethics and SSEB Briefing prior to the SSEB convening. This briefing will be held via Tele-Conference and arranged by J-4/MEFA-CD.

(5) The KO will scrub proposals that are received from interested vendors and then provide the SSEB the proposals that will be evaluated.

(6) The KO will provide the SSEB with written instructions, individual evaluation forms, team consensus forms and the template for the SSEB memorandum.

b. MEPS commander will:

(1) Recommend two members from the local MEPS to participate on the SSEB. The MEPS Commander will ensure each evaluation board member reviews, signs, and returns the Certificate of Non-Disclosure, Source Selection Participation Agreement and files an OGE 450. The MEPS Commander will ensure the SSEB team participates in the SSEB briefing from the contract attorney and KO.

(2) The Commander will ensure the SSEB is available the entire time the SSEB is meeting.

c. J-4/MEFA-CD will—

(1) Oversee overall management of the SSEB.

(2) Provide the SSEB Chairperson to assist the MEPS with the process.

4-3. Evaluation review board/SSEB will

a. Review all proposals qualified for consideration by the contracting office. The SSEB visits each site as part of the evaluation process.

b. Each team member must review, sign and return a Certificate of Non-Disclosure, Source Selection Participant Agreement and file an OGE 450.

4-4. Proposal evaluation process

a. Administrative procedures:

(1) The SSEB Chairperson (normally J-4/MEFA-CD representative) is in charge of the team performing hotel evaluations.

(2) Upon receipt of the package of proposals, the SSEB Chairperson will provide each board member a copy of each proposal to be evaluated.

(3) Each board member will thoroughly review the proposals on an individual basis, annotating (e.g., notes, questions, comments) on the pages of the proposals. Board members will not compare proposals.

(4) The SSEB will conduct on-site visits of proposed lodging facilities.

(5) Members of the evaluation SSEB must not discuss details of the solicitations with brokers or hotel staff. All questions pertaining to the evaluation process must be referred to the SSEB Chairperson.

b. Evaluation Factors proposals submitted will be evaluated on one technical factor that is divided into two sub-factors:

(1) Sub Factor 1 – Property Security/Safety Controls.

(2) Sub Factor 2 – Quality Control.

c. Evaluation site visits.

(1) The evaluation board members will visit each hotel property under consideration for MEPS AMS contract/task order. The SSEB will organize a visitation itinerary that effectively and efficiently uses their time to maximize the number of site visits per day.

(2) Hotels will not be given advance notification of the exact time of the visit. However, the SSEB Chairperson will have already advised the contractors under consideration of the week in which the visitation is scheduled.

(3) The purpose of the site visit and evaluation is to verify the information in the proposal. Most questions will be answered by the written proposal.

(4) The site visit will take 30 to 45 minutes. SSEB members are there to verify information in the proposal. They are not there to conduct an in depth, lengthy, inspection of the vendor's property.

(5) During the visit, SSEB members will take detailed and specific notes. Both good and bad points must be referenced in the members' notes. Members will use their notes when justifying their ratings.

(6) During the visit SSEB the members must not talk with the staff, discuss findings, provide information on other proposals, the number of proposals, compare proposals, or show anyone their notes.

(7) During the visit, SSEB members must have in their possession, only the proposal of the hotel being inspected. Again, notes and comments may be written on the pages of the proposal.

(8) There is no set procedure for the routine of the visit (each visit will be different). However, the following is general guidance on how to conduct the visit.

(a) The lobby is generally the point of entry to the hotel / lodging facility. Inspect for cleanliness/condition.

(b) Request to look at two guestrooms, one guestroom will be already designated by hotel management and the other room will be chosen by the SSEB. Inspect the cleanliness/condition of the guestroom.

(c) Inspect the dining area where the applicants will eat, check for the number of seats and cleanliness/condition.

(d) Facilities such as exercise areas, and swimming pool(s)-inspect for cleanliness/condition.

(e) Look at the security cameras, verify that they record and cover all entrances/exits of the proposed lodging facility.

(f) Either drive/walk the outside of the lodging facility. Check to see if security cameras are present covering entrances/exits.

(g) Look at the dedicated check in area, verify the size of the check in area.

(h) Look at the smoking area, verify it's designated for hotel patrons.

d. Evaluation process.

(1) Once all proposals have been evaluated and site visits conducted, each SSEB member must complete their individual evaluation. Each member must rely on their notes and review of the proposals.

(2) SSEB members must then discuss their individual evaluations and come to a team consensus for each proposal.

(3) The SSEB will prepare a SSEB Memo and forward to the Source Selection Authority (SSA) with results of the SSEB.

e. Reconciliation and selection.

(1) The KO will review the SSEB memo and ask any questions prior to preparing the award documents.

(2) The contracting office will then work on the award documents and route the package through the Peer Review Process.

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(3) After the peer review process is complete, the KO will then notify the successful vendor and then complete the contract award.

(4) All other copies of all proposals must be shredded after contract has been awarded. All of the board members' handwritten notes, comments, etc. must be gathered and given to the KO.

Chapter 5

Government Purchase Card Payment Program

5-1. General

Effective 1 June 2001, the payment for applicant MEPS AMS at the contract hotels and payment for BNMs changed from a reimbursable process, involving USMEPCOM accounts, to direct payments to the contractors using the Recruiting Services Government Purchase Card Accounts. Recruiting Services have agreed to establish, maintain, and manage this program for their account holders according to their individual Service policies. Recruiting Services will procure and issue credit card accounts to their account holders. Specific requirements, such as having accounts only with no cards, restricting the account to MEPS AMS or BNM only, or having accounts issued in the name of a position versus a person, will be determined by the individual recruiting activity.

5-2. Purpose

The purpose of the Government Purchase Card Payment Program is to provide real-time customer accounting, speed contractor payments, and improve sponsoring service accountability using current DOD payment policies.

5-3. Program procedures

a. MICC Center Ft. Knox will:

(1) Conduct the solicitation of bids, evaluation of bids, and award of the contracts for the applicant MEPS AMS and BNM contracts.

(2) Provide contract administration upon contract award, for the life of the contract.

b. Recruiting Services will:

(1) Designate an agency/organization program coordinator.

(2) Designate the primary account holder and billing official (BO). Alternate account holders may be designated by the Services.

(3) Each Armed Service must provide a Line of Accounting (LOA) at the beginning of each fiscal year that will be provided to MICC Ft. Knox to put in the contract file.

(4) Establish operating procedures according to this regulation and local operating procedures and provide training to their Service counselors/liaisons on these procedures.

(5) Verify the MEPS AMS and BNM bills for payment for each MEPS at the BO level. This action will be accomplished in the time frames established in [Paragraph 5-4](#) below.

c. MEPS will:

(1) Initiate the procurement packages for new applicant MEPS AMS and BNM contracts/task orders. Monitor the solicitation process, bid evaluation, bid award, and contractor performance.

(2) Process the MEPS AMS & BNM documents as described in [Chapter 7](#) of this regulation.

(3) Provide the Applicant Processing List (APL) to the Service counselors/liaisons on a daily basis for their review and verification of services requested and received for MEPS AMS and BNM. Senior guidance counselors should inform the MEPS POC of any discrepancies they find so the contractors can be notified.

5-4. Payment procedures

a. On a daily basis, the Service counselors/liaisons will submit USMEPCOM Form 727-E series (Copy 1, Copy 2, and Copy 5) to the MEPS.

b. The MEPS will assemble the applicant processing lists as needed, and ensure the appropriate copies are provided to the contractors.

c. Lodging and meal contractors will get the applicants' signatures on USMEPCOM Form 727-E, Copies 2 and 5. If the applicant was not projected or listed on the form, the contractors will get signatures on USMEPCOM Form 728-E. The contractor will total the numbers by Service, and prepare USMEPCOM Form 729-E. The contractor shall return the completed forms with the daily charges to the MEPS on a daily basis, no later than noon, on the third work day following the applicant's arrival at the contractor's facility.

Note: Check your contract for exact time limits.

d. The contractor will provide signed copies daily of USMEPCOM Form 727-E, Copy 5, USMEPCOM Form 728-E and USMEPCOM Form 729-E. The copies will be dropped off at the control desk when the applicants arrive in the morning from the contract hotel. MEPS will provide the signed copies to the Senior Guidance Counselors.

e. The Senior Guidance Counselors will verify that the charges on the daily invoices agree with the numbers/signatures on the authorization and receipt vouchers.

f. Contractors will provide monthly invoices NLT then 3 days after the first of each month for contracted services requested the month prior.

g. Senior Guidance Counselors will reconcile the monthly invoice and provide to the verified invoice to their Government Purchase Card holder for payment.

Chapter 6

Quality Assurance Inspection Checklist

6-1. Purpose

The purpose of the Inspection Checklist is to establish a method or methods to monitor contractor performance and to measure the quality of contractor provided services against the requirements specified in the PWS. The Inspection Checklist can be obtained from the COR.

6-2. Surveillance methods

The Inspection Checklist provides for monitoring the contractual requirements through the planned sampling (i.e., unannounced inspections, customer complaint methods).

Planned sampling. This is a sampling method designed to inspect part, but not all, of the activities being monitored. The COR/MEPS POC can focus their attention on known problem areas giving the contractor a greater incentive to improve deficient areas. Specific service requirements must be inspected because of individual importance, cost, and/or poor performance on the part of the contractor.

6-3. Surveillance documentation

a. Inspection Visits. Each inspection made by the COR MEPS POC must be documented. Inspection reports must be filed for future reference, audit, and proof of inspection. MEPS POCs must provide a copy of their monthly inspections to the COR. Inspection reports, and related documentation, will be maintained under Record Number 715g/700A “Procurement Inspections” (see disposition in [Appendix A, Section III](#)).

b. Inspection checklists. Checklists must be used when conducting the inspections. The Inspection Checklist contains checklists for contracted facilities and food service facilities.

c. Filing documentation. All inspection documents related to contract performance are an integral part of the final contract file and must be filed with the contract file folder.

6-4. Surveillance procedures

a. The MEPS POC will inspect the contract hotel and the BNM contractor at least once each month. Discrepancies found by the MEPS POC must be reported to the COR. If there are deficiencies, inspections may be conducted more often, to ensure the deficiencies are corrected. During the inspections, positive comments on quality performance must be documented as well as comments on instant corrective actions that address defects found.

b. At the beginning of each month, the COR and the MEPS POC will determine what days during the month the hotel and BNM vendor will be inspected. Inspections will be at various times and days. Inspections will be done at times when the applicants are at the hotel, at breakfast, and/or at supper.

c. The MEPS POC must ensure that deficiencies found during inspections are documented. The MEPS POC will notify the COR of the defect in writing. Correction of deficiencies must be monitored, documented, and filed in the contract file.

d. At the end of each month, the MEPS POC must forward copies of their inspection reports and validated complaints to the COR. A successful action to discipline or terminate a contractor based on poor performance is directly related to the quality of the MEPS documentation of the contractor’s performance.

Chapter 7

Applicant Processing

7-1. Purpose

The purpose of this chapter is to describe forms used to schedule, control, and account for applicant processing and use of MEPS AMS & BNM services provided by commercial contractors or other governmental entities through support agreements. This chapter provides information on forms to be used by each Recruiting Service component to document the need for, and actual use of, MEPS AMS & BNM services for their applicants at the MEPS. This documentation is critical to applicant processing, accurate reconciliation of contract services used by each service, and the prompt payment of vendors using the recruiting services Government Purchase Card Accounts.

7-2. Forms

a. USMEPCOM Form 727-E, Copy 1. Service counselors/liaisons will project and complete this form IAW UMR 680-3 and UMM 680-3-1 when scheduling individuals for MEPS processing.

b. USMEPCOM Form 727-E, Copy 3 (Supper Meal Authorization and Receipt Voucher), and USMEPCOM Form 727-E, Copy 4 (Breakfast Meal Authorization and Receipt Voucher). These forms are no longer used to document meal authorizations (i.e., supper, breakfast). If printed from the USMIRS program, then they may be destroyed in any convenient manner. (This is a result of changing to a single line-item charge for MEPS AMS and BNM costs).

c. USMEPCOM Form 727-E, Copy 5. This voucher remains in use at the MEPS to control the applicants' access to BNMs. It is not involved with the documentation of BNM charges by the lunch vendor. The lunch vendor is paid for all lunches ordered whether eaten or not eaten.

d. USMEPCOM Form 728-E. This form is provided to the contractors and is used to document late arrivals, add-ons, or walk-ins. One form is used for all Services.

e. USMEPCOM Form 729-E. This form is provided to the contractors and is used by the contractors to record each day's MEPS AMS charges for services rendered. This form, once reconciled by the contractor, the MEPS, and the Service counselors/liaisons, becomes a source document for each Armed Service.

7-3. Policies

a. Every effort must be made by the Recruiting Services and individual recruiters to ensure an accurate projection of applicants to the MEPS for each processing day. Critical actions and commitment of resources are based on these projections and they must be as accurate as possible to ensure effective use of costly resources.

b. MEPS AMS & BNM services will not be provided to individuals other than applicants who are authorized to process at the MEPS.

c. Policies and procedures in place or developed for controlling applicant processing must be in consonance with the current MEPS AMS & BNM contracts. Unless a KO is present or available, MEPS staffs are not authorized to negotiate changes to a contract or deal directly with owners/managers of the MEPS AMS & BNM contractors concerning provisions of the contract. J-4/MEFA-CD is available to assist with the reconciliation of any problems.

7-4. Processing procedures

a. The first step consists of scheduling individuals to be processed at the MEPS. This scheduling is accomplished through the use of the USMEPCOM Form 727-E series, a form that is completed by the sponsoring military Recruiting Service. The USMEPCOM Form 727-E series consists of five forms. Copy 1 is used by the MEPS for processing control. Copy 2 is forwarded to the lodging vendor. Copies 3 and 4 are not used. Copy 5 may be used at the MEPS to control the applicants' access to lunches.

(1) USMEPCOM Form 727-E, Copy 1, gives the MEPS basic data about the applicant. This data includes name, social security number, gender, arrival date and time, etc.

(2) USMEPCOM Form 727-E, Copy 2, informs the commercial contractor of applicants, by name, who are projected to process at the MEPS and are authorized MEPS AMS services. This form will also serve as a receipt for services as the individual applicant signs this form. Instructions for completing USMEPCOM Form 727-E, Copy 2, are in [Appendix D](#).

(3) USMEPCOM Form 727-E, Copy 5 (Dinner /Lunch Meal Authorization and Receipt Voucher), provides a list of applicants who will be processing and authorized lunch at the MEPS. It may be used at the MEPS to control access to the lunches, but does not document the lunch charges to be paid to the vendor. The instructions on how to complete the form are included in [Appendix E](#).

b. The next step is to provide for MEPS AMS services for individuals, whose names do not appear, for whatever reason, on the USMEPCOM Form 727-E, 2. USMEPCOM Form 728-E is provided to the contractors and used to document late arrivals, add-ons, or walk-ins. One form is used for all services. Instructions for completing USMEPCOM Form 728-E are located in [Appendix F](#).

c. Once MEPS AMS services are provided to the applicants, the commercial contractor must notify the MEPS of the charges incurred. The contractor completes USMEPCOM Form 729-E daily for the charges incurred and attaches completed USMEPCOM Form 727-E, Copy 2. The contractor then forwards both forms to the MEPS. Instructions for completing USMEPCOM Form 729-E are located in [Appendix G](#).

d. Upon receipt of the USMEPCOM Form 729-E and supporting documents from the commercial contractor, the MEPS must verify the charges are correct. The MEPS will follow procedures in [Paragraph 5-4](#) above for further processing of MEPS AMS charges and billing to the proper military service.

Appendix A
References

Section I

Publications referenced in or related to this publication

AR 40-501

Medical Services—Standards of Medical Fitness

DODD 5500.7-R

Joint Ethics Regulation

USMEPCOM Regulation 680-3

Entrance Processing and Reporting System Management

UMM 680-3-1

System Operations

Section II

Forms referenced in or related to this publication

Office of Government Ethics (OGE) Form 450

Confidential Financial Disclosure Report

SF 1449

Solicitation/Contract/Order For Commercial Items

USMEPCOM Form 727-E, Copy 1

Processing List.

USMEPCOM Form 727-E, Copy 2

Lodging Authorization and Receipt Voucher.

USMEPCOM Form 727-E, Copy 5

Dinner (Lunch) Meal Authorization and Receipt Voucher.

USMEPCOM Form 728-E

Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons.

USMEPCOM Form 729-E

Daily Invoice Lodging/Meal Services.

Section III

Recordkeeping Requirements

RN 11-2a3/800B: “Management Control Evaluations/Inspections”

PA: N/A

Keep in office file until next management control evaluation, destroy when record is 2 years old.

(Referenced in [Appendix H-6](#))

[TOC](#)

RN 715g/700A: “Procurement Inspections”

PA: N/A

Keep in office file until record is 6 years old, then destroy.

(Referenced in [Paragraph 6-3a](#)).

RN 715k1/700A: “Contract Actions”

PA: N/A

Keep in current file area until no longer needed for conducting business, then destroy after 6 years, 3 months” (this record is based on FY).

(Referenced in [Paragraph 1-4a\(6\)](#)).

Appendix B

Quality Assurance COR Inspection Checklist

B-1. Introduction

a. This Quality Assurance Inspection Checklist has been developed and designed to aid the MEPS POC in providing effective and systematic surveillance of all aspects of this contract. This plan requires the monitoring of all contract requirements as proposed in the contractor's proposal. Evaluators must be familiar with the contractor's original proposal and check performance against that proposal.

b. The objective of this Inspection Checklist is to evaluate how the contractor is performing. The Government is primarily interested in the final product the contractor is providing, rather than the details of how the contractor is providing the service.

B-2. How to use the Inspection Checklist

a. The MEPS POC is responsible for using the Inspection Checklist surveillance plan.

b. It is the MEPS POC responsibility to perform monthly surveillance to verify contract tasks are being satisfactorily performed in compliance with contract specifications. The checklists included with this plan will be used to record information pertaining to each inspection.

c. Checklists will be completed for each inspection and will be used to record information on observation and defects. These documents will then become a formal Government record for later reference. Discrepancies detected during the course of surveillance will require corrective action by the contractor. Specifics concerning any errors will be recorded on the back of the checklists. The MEPS POC will verbally tell the contractor's representative when a discrepancy is found and ask him to correct the problem. A notation will be made on the checklist of the date and time the deficiency was discovered and the date and time the contractor's representative was notified.

d. If, at the conclusion of several inspections, the contractor's performance is judged unsatisfactory due to failure to correct deficiencies and/or failure to comply with the contract specifications, the MEPS POC will notify the COR and discuss options. The MEPS POC will provide information to the COR for drafting a letter to go to the KO requesting a contract discrepancy report (CDR) be issued to the contractor. When completed and signed, the letter, along with the checklists become documentation that must be filed with the contract. The MEPS POC shall notify the COR if future contract performance was satisfactory or unsatisfactory. Unsatisfactory determination requires written documentation, including inspection checklists supporting the unsatisfactory rating.

e. During the course of the month, the MEPS POC may receive customer complaints about the quality of service. Each complaint received shall be validated by the MEPS POC and forwarded to the COR.

f. Revisions to this Inspection Checklist are the responsibility of the COR.

B-3. Government actions for contractor deficiencies

a. While the MEPS POC may inspect the contractor's performance and document noncompliance actions, only the KO may take formal action against the contractor for unsatisfactory performance.

b. When the contractor's performance fails to conform to the requirements of the contract, the MEPS POC will verbally tell the contractor's manager of discrepancies the first time and ask the contractor to correct the problem. A record of this action must be kept by the MEPS POC.

c. If the contractor fails to achieve satisfactory performance or continues to have repeat discrepancies, the MEPS POC must notify the COR and forward their documentation to the COR.

d. Depending on the overall performance of the contractor, an unsatisfactory reply to a cure notice may result in the issuance of a show cause letter followed by consideration to terminate the contract.

Appendix C**Instructions for USMEPCOM Form 727-E, Copy 1 - Processing List (Reference UMM 680-3-1)**

This appendix provides the instructions for completing USMEPCOM Form 727-E, Copies 2 and 5. Recruiting service counselors/liaisons are responsible for initiating this form and are required to initiate additional USMEPCOM Forms 727-E, Copy 1, to accommodate add-ons and holdovers. The completion of USMEPCOM Form 727-E, Copy 1, causes simultaneous entries on USMEPCOM Form 727-E, Copy 2 (see app. D for instructions); therefore, attention to detail and accuracy in completing Copy 1 is essential to the accuracy of Copy 2. Disposition instructions for UMF 727-E can be found in [USMEPCOM Manual 680-3-1, System Operations](#). Instructions, by block number are:

USMEPCOM Form 727-E, Copy 1—Normal Applicant Processing**Blocks 1 - 4 – Processing Data**

Block 1: Processing Date (YYMMDD) – Enter the date the applicant is projected to be on the MEPS processing floor. Entry format is year (YYYY), month (MM), and day (DD) (YYYYMMDD) format (e.g., 20020503).

Block 2: Time and Date Printed – Enter the time and date printed, if not program controlled. Entry format is year (YYYY), month (MM), day (DD), military time (HHHH) (e.g., 20020503 1545).

Block 3: Projection Type – Enter the appropriate one-position code that identifies the type of projection. Following, are the authorized codes to be used: “P” for projection; “S” for same day processor; “W” for walk-in; “H” for holdover, next day processor; “N” for night test; “M” for MET site test (future); “T” for night test, next day projection; or “K” for walk-in, same day processor.

Block 4: Military Service Component (Specify) – Enter the appropriate three-position DOD service/component code. See USMEPCOM Regulation 680-1, for authorized codes. Enter only one service component per page. MEPS that service dual recruiting units of the same service may require each recruiting unit to submit a 727-E, Copy 1, and identify their unit in this block (e.g., Army/DAR Chicago, Army/DAR Peoria).

Block 5 – Identification Data

Block 5a: SSN – Enter the applicant’s social security number (nine numeric characters). This column may be bar-coded.

Block 5b: Name (Last, First, MI) – Enter in alphabetical order, the full complete name of the applicants in capital letters. If the name field is too small, use two lines.

Block 5c: SEX – Enter the one-position code “M” for male, “F” for female, or “Z” for unknown.

Block 5d: RCTG Station NO/ID – Enter the recruiting station ID (up to five numeric or alphanumeric characters) to which the recruiter is assigned (e.g., 39360, 6L3R, DD03C). The last four numbers of the recruiter’s Social Security number may be entered in addition to the recruiting station ID. If provided, list these four numbers in front of the station ID (e.g., 3456/DD03C).

Block 6 – Lodging (Arrival Data)

Block 6a: Y/N – Enter a “Y” for yes, or “N” for no, to indicate whether or not the applicant requires M&L services. Supper, lodging, breakfast, and transportation are provided as a single item.

Block 6b: DATE – Enter the two-digit day of the month that the applicant is scheduled to arrive at the MEPS or a transportation hub of the city in which the MEPS is located. The transportation hub could be a bus terminal, train station, or an airport.

Block 6c: HOUR (Mil Time) – Enter the four-digit hour, using 24 hour military time, the applicant will be arriving at the contract hotel.

Block 6d: MODE – Enter the appropriate one-position code that identifies the mode of transportation the applicant will use for travel. The following codes will be used: “B” for bus, “R” for rail, “P” for privately owned vehicle, “G” for Government vehicle, “A” for airplane, or “O” for other.

Block 7 Service Processed Requirements/Information for MEPS

Block 7a: Testing

a. EDUC LEVEL – Enter the highest grade of formal education completed. This is a three-position code. In the first two positions, enter the number of years of formal education successfully completed. In the third position, enter the corresponding education certification level achieved. Codes for education certification levels are contained in USMEPCOM Regulation 680-3.

b. AFQT SCORE – Enter the applicant’s previously obtained AFQT score, if applicable.

c. ASVAB – Enter the applicable code for the applicant’s ASVAB processing. The following codes are authorized to be used: “E” for initial test, “R” for retest, “H” for high school test, or “C” for confirmation test or “blank” if no ASVAB processing is required.

d. SPECIAL – If a special test is required, enter an “S” and indicate, in the “Remarks” block, the special test required.

Block 7b: Medical

a. FULL EXAM – Enter “F” for full physical exam or “R” for re-physical, if applicant is required to undergo a full physical exam.

b. INSPECT – Enter “I” if applicant is required to undergo an inspection medical examination.

c. SPECIAL – Enter “S” if applicant is required to undergo a full physical medical examination and included in that examination is special medical processing (i.e., quadrennial over 40 physical, IRR, health care professional, EKG). Indicate, in the “Remarks” block, which special test is required.

d. CONSULT – Enter “C” if the applicant is required to undergo a consult examination (i.e., orthopedic, psychiatric, ear lavage). Indicate, in the “Remarks” block, which consult is required.

Block 7c: Enlistment – only one item will be marked with the following characters to indicate the required enlistment processing. If none are applicable, see USMEPCOM Regulation 680-1, B-11h(4).

a. DEP IN – Enter “D” if the applicant is going to DEP-in only.

- b. **ACC** – Enter “A” if the applicant is accessing only.
- c. **ACC & SHIP** – Enter “B” if the applicant is accessing and shipping.
- d. **SHIP** – Enter “C” if the applicant is shipping only.

Block 7d: OTHER – Enter “X” if applicant is coming to the MEPS for other than enlistment purposes.

Block 7e: 601-23-4 – The swear-in-officer/operations control desk personnel will enter an “X” in this column after the applicant receives the DOD Separation Policy briefing and the USMEPCOM Form 601-23-4-E has been appended to the DD Form 4 (Enlistment/Reenlistment Document – Armed Forces of the United States).

Block 7f: NOTES – Every applicant listed on the USMEPCOM Form 727-E, Copy 1, will have an annotation in item 7f. See USMEPCOM 680-3 for additional notes column in order to reconcile the day’s action.

Remarks Block

Remarks: – This data block is used for any explanatory remarks required to ensure MEPS personnel are aware of pertinent processing information such as identifying a quadrennial physical, over 40 EKG, special type physical, a psychiatric, orthopedic, ear lavage consult, a night tester, a contract renegotiation, etc. The MEPS may establish local requirements that best suit their processing needs. Once the MEPS requirements have been met, the services may utilize this data block to annotate information applicable to their requirements.

Note: The total of the names listed on the Processing List will be displayed at the bottom of the form after the “SPF Total” label. Also, page numbering will be entered in the “Page of Pages” label as appropriate. Examples are “Page 1 of 1 Page,” or “Page 1 of 2 Pages” on the first page and “Page 2 of 2 Pages” on the second page, etc.

Appendix D**Instructions for USMEPCOM Form 727-E, Copy 2 - Lodging Authorization and Receipt Voucher**

This appendix provides the instructions for completing USMEPCOM Form 727-E, Copy 2. The data entered to prepare USMEPCOM Form 727-E, Copy 1 (see [Appendix C](#) for instructions), is used to complete several of the data blocks on USMEPCOM Form 727-E, Copy 2. The recruiting service counselors/liaisons or MEPS personnel must complete those blocks not filled by initial entries in Copy 1. Instructions, by block number are:

Section I***Instructions for Completing USMEPCOM Form 727-E, Copy 2*****Blocks 1-4 – Processing Data**

Block 1: Authorization Date (YYYYMMDD) – this date is the day prior to the processing date entered by the recruiting service. Entry format is year (YYYY), month (MM), and day (DD).

Block 2: Processing Date (YYYYMMDD) – This date is the applicant’s MEPS processing date. Date is from the Copy 1 form.

Block 3: Military Service Component (Specify) – Three- position DOD service/component code. Code is from the Copy 1 form.

Block 4: Vendor – The MEPS will annotate the name of the contractor/vendor that is under contract to furnish the service.

Block 5 – Identification Data

Note: All data is from the Copy 1 form.

Block 5a: Name (Last, First, MI) – Enter in alphabetical order.

Block 5b: SSN – Social security number (nine numeric characters).

Block 5c: SEX – Enter “M” for male, “F” for female, or “Z” for unknown.

Block 5d: RCTG STATION NO/ID – Enter the recruiting station ID to which the recruiter is assigned.

Block 6 – Lodging (Arrival Data)

Note: All data is from the Copy 1 form.

Block 6a: DATE – Day of the month applicant is scheduled to arrive (i.e., 12, or 03).

Block 6b: HOUR (Mil Time) – Four-digit hour, in military time, applicant will be arriving.

Block 6c: MODE – One-position code identifying mode of transportation applicant will use.

Block 7 Authorization

Note: This column is completed by the recruiting service counselor/liaison.

Block 7a: STATUS

a. App – The initials of the recruiting service counselor/liaison will be entered in this column when the individual is in an applicant status and is authorized to receive M&L. A vertical line may be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

b. Enl – The initials of the recruiting service counselor/liaison will be entered in this column when the individual is in an enlistee status (i.e., has entered on active military duty, and is authorized to receive M&L). A vertical line may be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

Block 7b: ROOM, columns Single and Double – The recruiting service counselor/liaison will initial either in the single or double column to indicate the room authorization for the applicant. A vertical line may be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

Blocks 8 - 12

Block 8: Receipt – SIGNATURE (Individual Receiving Service) “DO NOT PRINT”– The individual, upon arriving at and registering with the contract hotel, will sign on the line containing his or her identification data.

Block 9: Vendors Use Only - Room Number Assigned – The vendor must enter the room number assigned to the individual.

Block 10: Recruiting Official – SIGNATURE 7 TITLE (Military Recruiting Service Liaison) - The recruiting service counselor/liaison submitting the form will sign this block and enter his or her title. At this time the recruiting official must enter the following after the last name entry on the Copy 2 form: // LAST APPLICANT SCHEDULED //.

Block 11: MEPS Official – SIGNATURE 7 TITLE (Required for: Walk-ins and Holdovers) – The MEPS commander or designated representative will sign this block when authorizing M&L service to holdovers, walk-ins, and add-ons.

Block 12: CERTIFICATION – The vendor or an authorized representative must sign this block certifying that services were provided to those individuals who signed the form. Before signing this block, the vendor will red-line each name line without a signature and enter the words “No-Show” or “Room Canceled” in Block 8.

Section II***Delivery, Review, Verification, and Validation of Copy 2 Vouchers***

a. Delivery of Copy 2 Vouchers to contract establishments.

(1) The original Copy 2 will be forwarded by the MEPS to the contractor/vendor on a daily basis by the most practical means.

(2) In cases where several establishments are used to supply the service to individuals, copies may be made to supply each establishment a copy.

b. Review, verification, and validation of completed Copy 2 vouchers from contractors/vendors.

(1) The MEPS will review, verify, and validate completed Copy 2 vouchers received from M&L vendors. This review will include, but is not limited to the following:

- (a) Ensure compliance with procedures, contract requirements, agreements, and rates.
- (b) Verify accuracy of numbers and amounts claimed for services rendered.
- (c) Detection of any unauthorized use of the M&L services.

(2) Suspected signature forgeries, fraudulent entries, or other abuses will be reported to the MEPS commander for review.

Appendix E**USMEPCOM Form 727-E, Copy 5 - Dinner (Lunch) Meal Authorization and Receipt Voucher**

This appendix provides the instructions for completing USMEPCOM Form 727-E, Copy 5. This voucher remains in use at the MEPS to control the applicants' access to BNMs. It is not involved with the documentation of NM charges by the lunch vendor. The lunch vendor is paid for all lunches ordered whether eaten or not eaten. Instructions, by block number are:

Blocks 1 - 4

Block 1: Authorization Date – this date is the day prior to the processing date entered by the recruiting service. Entry format is year (YYYY), month (MM), and day (DD).

Block 2: Processing Date – this date is the applicant's MEPS processing date. Date is from the Copy 1 form.

Block 3: Military Service Component – three-position DOD service/component code. Code is from the Copy 1 form.

Block 4: Vendor – the MEPS will annotate the name of the contractor/vendor that is under contract to furnish the service.

Block 5 Identification Data

Note: All data is from the Copy 1 form.

Block 5a: Name (Last, First, MI) – enter in alphabetical order.

Block 5b: SSN – Social Security number (nine numeric characters).

Block 5c: SEX – enter “M” for male, “F” for female, or “Z” for unknown.

Block 5d: RCTG STATION NO/ID – enter the recruiting station ID to which the recruiter is assigned.

Block 6 – Lodging (Arrival Data)

Note: All data is from the Copy 1 form.

Block 6a: DATE – day of the month applicant is scheduled to arrive (i.e., 12, 03).

Block 6b: HOUR (Mil Time) – four-digit hour, in military time, applicant will be arriving.

Block 6c: MODE – one-position code identifying mode of transportation applicant will use.

Block 7 Authorization and Status

Note: This column is completed by the recruiting service counselor/liaison.

a. App – the initials of the recruiting service counselor/liaison will be entered in this column when the individual is in an applicant status and is authorized to receive M&L. A vertical line may be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

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b. Enl – the initials of the recruiting service counselor/liaison will be entered in this column when the individual is in an enlistee status (i.e., has entered on active military duty, and is authorized to receive M&L). A vertical line may be drawn between the initials on the first and last lines if all applicants are to receive the same authorization.

Blocks 8-13

Block 8: Receipt – SIGNATURE (Individual Receiving Service) “DO NOT PRINT” – the individual, upon arriving at and registering with the contract hotel, will sign on the line containing his identification data.

Block 9: Vendors Use Only (Enter Actual Cost). The vendor will enter the actual cost, in dollars, for the room.

Block 10: Recruiting official – SIGNATURE & TITLE (Military Recruiting Service Liaison) – the recruiting service counselor/liaison submitting the form will sign this block and enter his/her title. At this time the recruiting official will enter the following after the last name entry on the Copy 2 form: //LAST APPLICANT SCHEDULED//.

Block 11: MEPS Official – SIGNATURE & TITLE (Required for: Walk-ins and Holdovers) – the MEPS commander or designated representative will sign this block when authorizing M&L service to holdovers, walk-ins, and add-ons.

Block 12: CERTIFICATION – the vendor or an authorized representative must sign this block certifying services were provided to those individuals who signed the form.

[TOC](#)**Appendix F****USMEPCOM Form 728-E - Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons**

This appendix provides instructions for completing USMEPCOM Form 728-E. This form is provided to the contractors and is used to document late arrivals, add-ons, or walk-ins. One form is used for all services. Instructions, by item are:

Items 1-5

Item 1: Date: Enter the date the form is prepared.

Item 2: VENDOR: Enter the name of contract establishment.

Item 3: NAME (LAST, FIRST, MI) column– Print (or type) the name (last, first, MI) of the individual receiving the service. A separate line will be used for each service supplied an individual.

Item 4: SSN column– Enter the Social Security number assigned to the applicant. If the applicant does not have an assigned SSN, enter “None.”

Item 5: SEX column – Enter “M” for male, “F” for female.

Item 6: ARRIVAL column

a. DATE – Enter the date (day and month) applicant arrived at contract establishment (e.g., 1 June 1987).

b. HOUR – Show time of day the applicant arrived at contract establishment requesting the service (e.g., 7:00 PM).

Items 7-15:

Item 7: MILITARY SERVICE column – Enter appropriate military service (i.e., “Army,” “Navy,” “Air Force,” “Marine Corps”) for which the applicant is to be processed.

Item 8: KIND OF SERVICE column – Show the type service being provided: Lodgings: “LS” for single, “LD” for double; “S” for supper; and “B” for breakfast. Each service furnished an individual will require a separate line entry.

Item 9: APPLICANT/ENLISTEE column – Enter an “X” in column A if the person signing is an applicant, enter an “X” in column E if the person signing is an enlistee.

Item 10: APPROVAL RECEIVED FROM NAME AND TITLE OF MEPS/RCTG OFFICIAL OR APPLICANT RECORDS column – List information as appropriate, for example:

- a. JOHN SMITH, MEPS Bus driver.
- b. Name of authorizing recruiting official.
- c. APPLICANT RECORDS, DD Form 4, and Social Security card.

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Item 11: SIGNATURE OF APPLICANT RECEIVING SERVICE column – Obtain the signature of the individual receiving the service.

Item 12: PRICE OF THE MEAL column – For those vendors who furnish meals under contracts that call for reimbursement of the actual cost of food and beverage (nonalcoholic) taken, the applicant will enter the actual cost of items taken, up to the contractual dollar ceiling of the meal, after his or her signature.

Item 13: DATE RECEIVED column – Date the meal was taken.

Item 14: CERTIFIED CORRECT – The branch that certifies the correctness, signs, and dates in the appropriate block.

Item 15: SIGNATURE AND TITLE (VENDOR OR REPRESENTATIVES) – The vendor or authorized representative signs and dates. This serves as certification that services were provided as authorized and according to contractual agreement.

[TOC](#)**Appendix G****USMEPCOM Form 729-E - Daily Invoice Lodging/Meal Services**

This appendix provides instructions for completing USMEPCOM Form 729-E. This form is provided to the contractors and is used by the contractors to record each day's M&L charges for services rendered. This form, once reconciled by the contractor, the MEPS, and the service counselors/liaisons, becomes a source document for data entry of daily M&L costs and charges into the MEPS M&L Database Program. Instructions, by block are:

Item 1: VENDOR – enter (stamp) the name of contract establishment.

Item 2: CONTRACT NUMBER – enter the number assigned to contract with the MEPS to furnish the services included on the invoice.

Item 3: AUTHORIZATION DATE(S) – enter the date(s) the services were rendered.

SECTION I – LODGING AND SECTION II - MEAL SERVICES

Item 4: RATE column– enter the contract rate for each type of service which reimbursement is being claimed.

Item 5: NUMBER FURNISHED columns– enter the number of each type lodging (single and double) and each type of meal furnished, by military service, and the total for all military services.

Item 6: AMOUNT column – enter the total dollar amount being claimed.

Note: This entry is optional since dollar amounts (number furnished multiplied by the rate) can easily be determined by both the contractor and MEPS. Also, dollar amount (based on some contractual agreements) is based on volume of service supplied, and can only be determined at the end of the month. If vendor is to be paid for the actual cost of the meal only, enter the total amount due as tabulated from the appropriate voucher.

SECTION III - HONORED VOUCHERS (ATTACHED)

Item 7: NUMBER OF PAGES columns – enter the total pages of vouchers, by military service and kind of service furnished, which will be attached to the daily invoice.

SECTION IV CERTIFICATION

Item 8: DATE – enter the date the invoice is prepared.

Item 9: SIGNATURE (VENDOR OR AGENT) – the vendor or authorized agent will sign USMEPCOM Form 729-E certifying that the bill is correct and that payment for services has not been received; include the title of the signatory.

Appendix H

Internal Control Checklist – MEPS Applicant Management Program

H-1. Introduction

The purpose of this checklist is to verify that the MEPS Commanders designate a MEPS POC to perform monthly quality inspections of the contract lodging facility, provide monthly invoices to the Armed Services for payment and maintain current contract files.

H-2. Instructions

Answers must be based upon actual testing of internal controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate a deficiency must be explained and corrective action indicated in supporting documentation. Internal controls must be evaluated at least every two years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2, Internal Control Evaluation Certification. The results of the evaluation must be kept on file for two years after the date of the evaluation.

H-3. Checklist for MEPS POC

- a. Is the MEPS POC performing a monthly inspection of the contract hotel rooms and kitchen facilities?
- b. Is USMEPCOM Form 728-E used by contractors to account for late arrivals and add-ons not projected on the initial USMEPCOM Form 727-E, copies 2 and 5?
- c. Are the charges provided to the service counselors/liaison on a daily basis for their review, correction and/or concurrence?
- d. Are end of month billing statements, provided to the service counselors/liaisons at the end of the month?

H-4. Procedures:

- a. On a daily basis, the service counselors/liaisons will submit, to the MEPS, USMEPCOM Form 727-E, Copy 1.
- b. The MEPS will assemble USMEPCOM Form 727-E, Copy 1, as needed and ensure the appropriate copies are provided to the contractors.
- c. The contractors will get the applicants' signatures on the appropriate authorization and receipt voucher (USMEPCOM Form 727-E, Copy 2 or 5) or the add-on sheet (USMEPCOM Form 728-E), if the applicant was not projected or listed on USMEPCOM Form 727-E, Copy 1. The contractor will total the numbers by service, and prepare USMEPCOM Form 729-E. The contractor shall return the completed forms, with the daily charges, to the MEPS on a daily basis no later than noon on the third work day following the applicant's arrival at the contractor's facility.
- d. The service counselors/liaisons review and verify the daily worksheets for M&L; sign, date and return them to the MEPS as soon as possible but no later than two working days.

H-5. Supersession

None.

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H-6. Use of DA Form 11-2, Internal Control Evaluation Certification

DA Form 11-2 is designed to document any internal control evaluation. Certification that an internal control evaluation has been conducted will be certified on this form. Completed DA Form 11-2 will be retained under record number 11-2a3/800B “Management Control Evaluations/Inspections” (see [Appendix A, Section III](#)).

H-7. Comments

Help make this a better tool for evaluating internal controls. Submit comments to: HQ USMEPCOM, ATTN: MEDC-IR, Internal Control Administrator, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Appendix I
Glossary

Section I
Abbreviations

AR
Army regulation

ASVAB
Armed Services Vocational Aptitude Battery

BO
Billing Official

COR
Contract Officer's Representative

DA
Department of Army

DEP
Delayed Entry Program

DOD
Department of Defense

GSA
General Services Administration

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

IRC
Interservice Recruitment Committee

ISSA
Interservice Support Agreement

KO
Contract Officer

M&L
Meals and Lodging

MEPS
Military Entrance Processing Station

MEPS AMS
MEPS Applicant Management Services

MLT

Meals, Lodging, and Transportation

NCOIC

Non-commissioned Officer in Charge

BNM

Boxed Noon Meals

PWS

Performance Work Statement

QA

Quality Assurance

QASP

Quality Assurance Inspection Checklist

SSA

Source Selection Authority

SSEB

Source Selection Evaluation Board

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

Contract Officer (KO)

A person with the authority to enter into, administers, and terminates contracts and makes related determinations and findings.

Contract Officer's Representative (COR)

A person appointed by the KO to administer the contract. Such appointment will be in writing and will state the scope of authority and limitations. The COR has no authority to change or enter into contracts on behalf of the Government.

Enlistee

An individual who voluntarily applied for entrance in the armed services or Coast Guard, has been sworn into the armed services or Coast Guard, and is awaiting transportation to his/her respective receiving station.

Local Enlistees

Local enlistees are defined as those individuals who reside in or are recruited from the metropolitan area in which the MEPS is located. Generally, meals and lodging services are not provided to local enlistees. BNMs are provided as ordered by the recruiting service.

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Military Entrance Processing Station (MEPS)

The military activity responsible for administering aptitude tests, medical examinations and administratively processing Armed Forces applicants.

Boxed Noon Meals (BNM)

A boxed noon meal served to applicants during the specified lunch period.

Quality Assurance

Those actions taken by the Government to ensure that the services provided by the contractor meet the requirements of the contract.

United States Military Entrance Processing Command (USMEPCOM)

The major command responsible for the development of policies and for overseeing and administering the operations of MEPS.

Vendor

A person or agency selling services and/or goods to the MEPS.