

Facilitator Notes

Your Role

Your role as the Facilitator is to work with the Producer as a team and:

- Present the content.
- Provide examples related to the topic.
- Add personal experiences to support content.
- Engage the participants by asking open-ended questions to encourage discussion, sharing of ideas, stories, and successes.

Prior to the Session

- Print the slide presentation in “notes view” (select Notes Page from Print Layout option) and make sure you are comfortable with the content.
- Add any additional notes or directions to the Facilitator column of the slide to help you during the session.
- Make sure you are familiar with the slides and topic for any guest speaker that will be joining the session.
- Meet with your Producer to discuss flow of content, points you want emphasized with annotation, etc.

The Session

As participants join the session:

- Welcome them. You can do this verbally.
- Encourage conversation by talking about current events, holidays, weather, weekend activities, etc.

When the session begins:

- Present the content for the session’s topic.
- Engage the participants by asking them to raise their hand or provide examples.
- Ask questions and provide feedback. For example, “what are some other examples...?”, “thanks for sharing” or “that’s a great example.”
- Ask participants for their thoughts, ideas, suggestions to a participant’s response or question.
- Allow and plan for silence when participants do not respond.
- Keep to the time designated for the session.

When the session ends:

- Debrief with the Producer regarding participant engagement.

Topics Presented:

- Data Collection
- Process Preparation
- Projection

Total Time: XX minutes

RECRUITERS' TASKS



Briefer's Full Name and Rank
Briefer's Title

2018



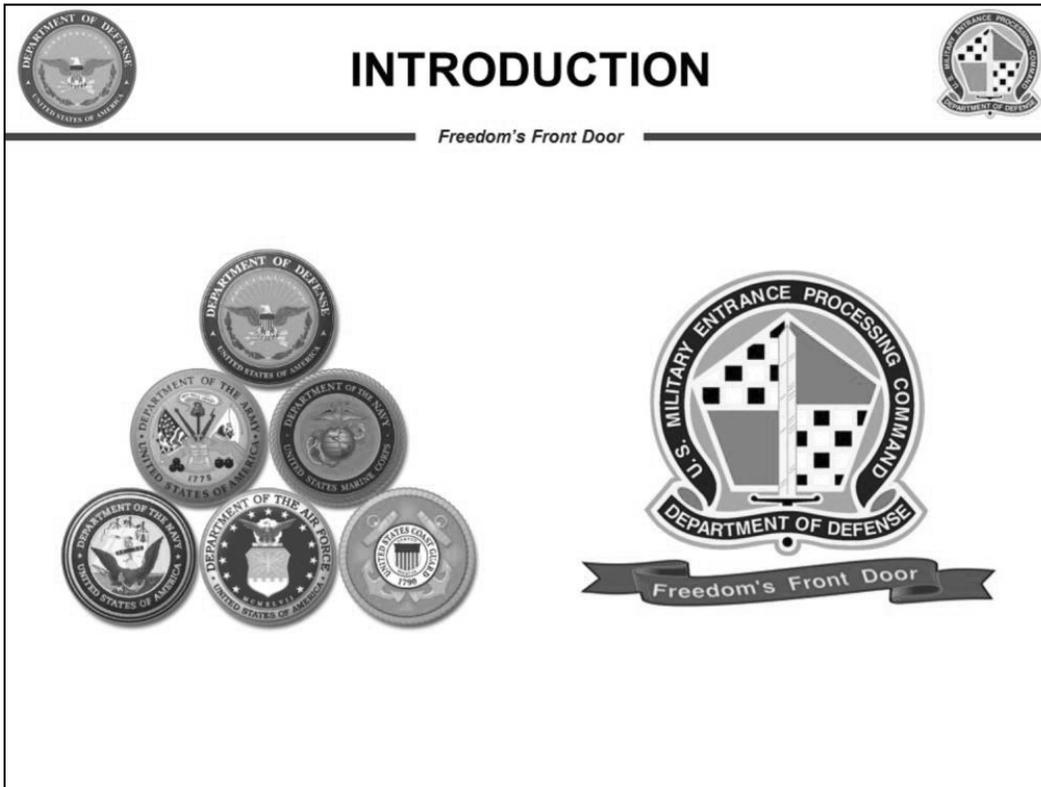
Time: xx minutes

Facilitator

Welcome participants to the session. Let the audience know that you will take questions throughout the session and there's also a designated time for questions at the end.

Say: This session will focus on Recruiters' Tasks. This session will take approximately XX minutes.

Transition: Let's begin our session.



Time: xx minutes

Facilitator

Say: My name is XX, and I am a recruiter for XX service. I've been with this service for xx years, and worked in partnership with the United States Military Entrance Processing Command (USMEPCOM) for XX years/months.

Ask: Just to get a feel for the audience, who has heard of USMEPCOM? Who remembers at which MEPS they processed in? *(take note of responses)*

Thank them for participating.

Transition: Next, let's talk about the purpose of this session.



PURPOSE & OBJECTIVES



Freedom's Front Door

Purpose: The purpose of this session is to provide an overview of your tasks as a recruiter, and in partnership with USMEPCOM.

Objectives:

At the end of this session, participants will be able to:

- Distinguish between Forms used for MEPS applicant processing (USMEPCOM Form 680-3A-E, DD Form 2807-2, and DD Form 1966/5, Medical Consults, and Medical Waivers).
- Describe the tools and resources available to prepare applicants for their Day at the MEPS.
- Demonstrate how to project applicants through records (ASVAB, Prescreen, Medical Examination, Same Day Process, Special Purpose Testing, and Shipping).

Time: xx minutes

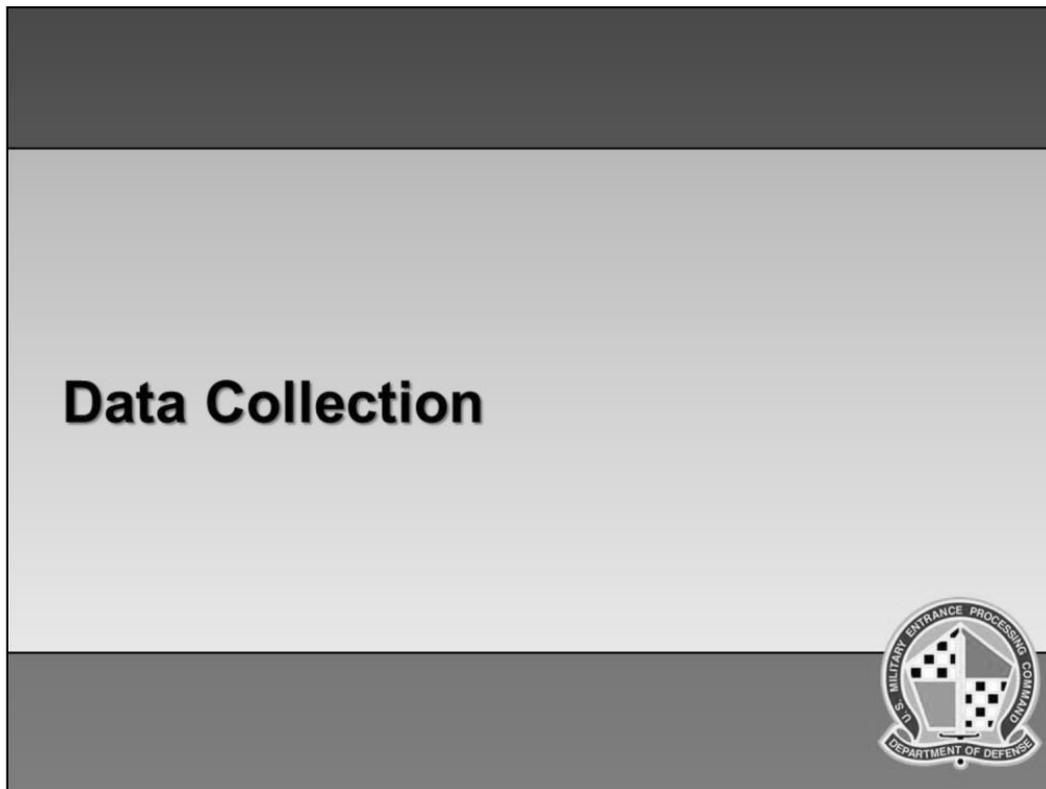
Facilitator

Explain: The purpose of this session is to provide an overview of your tasks as a recruiter, and in partnership with USMEPCOM.

Say: At the end of this session, participants will be able to:

- Distinguish between USMEPCOM Forms (680-3A-E, DD Form 2807-2, and DD Form 1966/5, Medical Consults, and Medical Waivers).
- Describe the tools and resources available to prepare applicants for their Day at the MEPS.
- Demonstrate how to project applicants through records (ASVAB, Prescreen, Medical Examination, Same Day Process, and Special Purpose Testing).

Transition: Next slide.



Time: xx minutes

Facilitator

Say: First, let's take a look at Data Collection.

Emphasize: proper gathering and accurate information starts here. This is not a time to rush to get an applicant to MEPS. The best recruiters slow down at this point and make sure everything is correct.

Transition: Next slide.



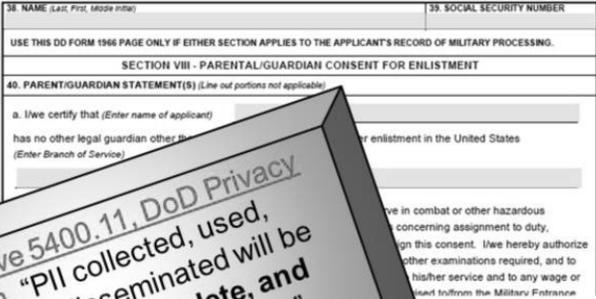
DATA COLLECTION

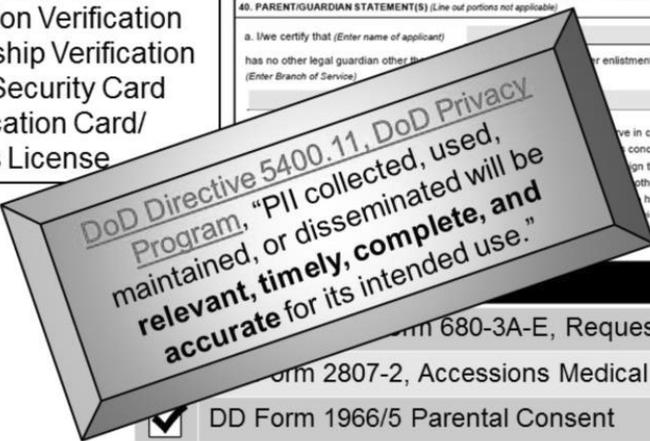


Freedom's Front Door

Applicant Documents:

- Certificate of Birth
- Education Verification
- Citizenship Verification
- Social Security Card
- Identification Card/ Driver's License





DoD Directive 5400.11, DoD Privacy Program, "PII collected, used, maintained, or disseminated will be relevant, timely, complete, and accurate for its intended use."

- Purpose
- Procedure of Completion
- Disclaimers/ Reminders



Time: xx minutes

Facilitator

Say: There are three forms we will review in this section:

- USMEPCOM Form 680-3A-E, Request for Examination
- DD Form 2807-2, Accessions Medical Prescreen Report
- DD Form 1966/5, Parental Consent

All of these forms are available on the USMEPCOM website. It is hyperlinked on the slide.

During our discussion of each form we will review the purpose, the procedure of completion, and the importance of disclaimers/reminders.

Emphasize- Explain the directive to the applicant if they are uneasy about giving over PII.

Note: In order to process, all these forms need to be correct. In other words don't provide false information just because you lack all the information immediately. Information provided constitutes an official statement, and that any persons making false statements could face fines, penalties, and imprisonments pursuant to Section 1001 of Title 18, U.S.C.

Transition: Let's begin by reviewing USMEPCOM Form 680-3A-E.

USMEPCOM FORM 680-3A-E

Freedom's Front Door

Recruiters and applicants, verify that you are signing in the correct area. PCM data needs to be filled out.

Request for Examination

Purpose:

- Most important document
- Contains Personally Identifiable Information (PII)
- Data in USMIRS

Time: xx minutes

Facilitator

Say: The first form we will cover is the USMEPCOM Form 680-3A-E, Request for Examination.

Purpose: This form is the first and most important document completed on each applicant that is processing. It is used to properly process, determine eligibility for authorizing requested examinations at MEPS, and initiate the preliminary examination steps (aptitude and medical) as a pre-condition for enlistment into the Armed Forces. This form containing the applicant’s personally identifiable information (PII), it is considered the authoritative source document that establishes their personal data (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.

Incomplete/incorrect data

Applicants must present a completed USMEPCOM Form 680-3A-E at initial check-in at the MEPS.

Note: Recruiters and applicants, verify that you are signing in the correct area. Primary Care Manager (PCM) data must be filled in.

Transition: Next slide.

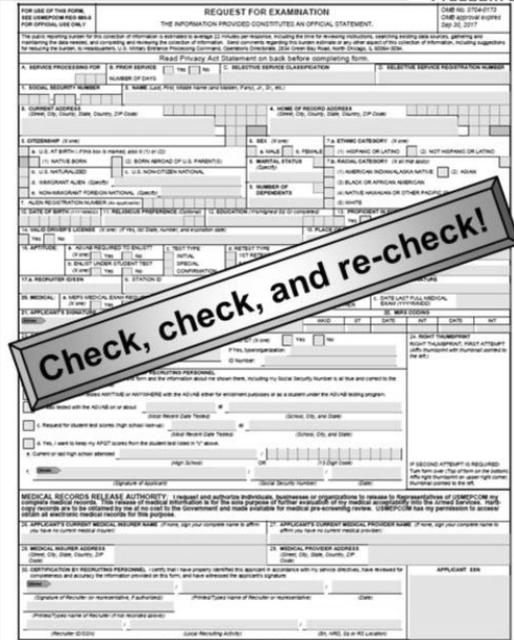


USMEPCOM FORM 680-3A-E



Freedom's Front Door

February 2015



Check, check, and re-check!

**PROCEDURES FOR COMPLETING
USMEPCOM FORM 680-3A-E, REQUEST FOR EXAMINATION (OCT 05)**

1. General. The USMEPCOM Form 680-3A-E is the first and most important document completed on each applicant processing for application of enlistment into the Armed Forces. The form containing the applicant's personally identifiable information (PII) is considered the authoritative source document establishing their personal data in USMIRS. It is essential that each data block on the UMF 680-3A-E is accurately completed in its entirety using blue, black or blue-black ink only; inclusive of 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*). USMEPCOM Regulation 680-3, paragraphs 3-2a and 3-6b contain general filing guidance. These completion procedures can be found on [680-3-A-E Instructions SPEAR](http://www.usmecom.army.mil/docs/680-3a-e_instructions_Feb_15.pdf) and on the public website at http://www.usmecom.army.mil/docs/680-3a-e_instructions_Feb_15.pdf.
NOTE: Recruiting Service automated versions of UMF 680-3A-E will be reviewed by J-3/MEOP-AD before use to ensure compliance with Department of Defense (DoD) standards.

2. Procedures: MEPS are responsible to verify the data presented on UMF 680-3A-E is completed in accordance with (IAW) the instructions below. Additionally, MEPS are responsible to verify or enter the information provided by the sponsoring Service from UMF 680-3A-E into USMIRS.

- a. **Item A - SERVICE PROCESSING FOR:** Services - Enter the specific Service/component 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 [USMEPCOM Data Dictionary](#); Service Processing For (SPF) (attached)
- b. **Item B - PRIOR SERVICE**
 - (1) **Yes / No:** Services - Enter an "X" in either the "YES" or "NO" block, based on input from the applicant and the respective recruiting Service definition of "Prior Military Service (PMS)" IAW with their Service directives.
 - (2) **Number of Days:** Services - Enter number of active duty days if item B is "YES"; must enter at least 1 day of prior service IAW appropriate Service directives.
- c. **Item C - SELECTIVE SERVICE CLASSIFICATION.** Leave blank, unless directed by HQ USMEPCOM. Information will be entered by the MEPS in this item only during mobilization or induction.
- d. **Item D - SELECTIVE SERVICE REGISTRATION NUMBER.** Leave blank, unless directed by HQ USMEPCOM. Information will be entered by the MEPS in this item only during mobilization or induction.

Time: xx minutes

Facilitator

Say: *Procedure:* It is essential that each data block on the UMF 680-3A-E (2 pages) is accurately completed in its entirety using blue, black or blue/black ink only; Inclusive of 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.

The recruiter must complete all items accurately in accordance with the instructions provided. Through the initial personal data record point of entry, the form represents the genesis to the enlistee's personnel record, medical record, and security records. Service data record system: MCRISS, PRIDE Mod, AFRISS-TF, or ARISS.

Explain: We will now go through USMEPCOM Form UMF 680-3A-E side-by-side with the Procedure job aid. (*Review the two documents*)

Say: Inaccurate data will delay the applicant's process. "Check, Check, and Re-Check the form."

Transition: Next slide.

USMEPCOM FORM 680-3A-E

Freedom's Front Door

REQUEST FOR EXAMINATION

FOR USE OF THIS FORM
USE USMEPCOM 882 HEAD
FOR OFFICIAL USE ONLY

THE INFORMATION PROVIDED CONSTITUTES AN OFFICIAL STATEMENT

DATE: 09-28-2017

Before obtaining a signature, the Applicant must read all notices and warnings!

Check, check, and re-check!

AUTHORITY: 10 U.S.C. 136, U.S.C. 1362, 5 U.S.C. 552, and 12 U.S.C. 3605, powers vested in the Commandant of the Military Entrance Processing Station, and the Department of Defense (SSN).

PRINCIPAL PURPOSE(S): Military recruiters use the information you provide on this form to collect additional information from the individuals, schools, and employers you list so that we can determine if you meet recruitment standards. If you do meet these standards and enlist, the information you provide on this form starts your Official Military Personnel File. During the recruiting process we use the information on this form to verify your identity. This form also contains a section where you are asked to provide your signed consent for your medical provider(s) to release your medical records to the DoD. The DoD is the primary SORN maintained by each of the Services. For more information, visit <http://dpcld.defense.gov/Privacy/SORNs> or usmepcom-dod.aspx

ROUTINE USE(S): Information is disclosed to the Selective Service System (SSS) to update the SSS registrant database and may also be disclosed to local and state Government agencies for compliance with laws and regulations governing control of communicable diseases. The specific DoD Blanket Routine Uses identified below (and also found at <http://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>) also apply to this collection.

01. Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Time: xx minutes

Facilitator

Say: Disclaimers/Reminders: The applicant must read all notices and warnings even if the recruiter is filling out the form for the applicant. Before obtaining a signature, the applicant must read all notices and warnings. Specifically, the Privacy Act Statement on the reverse side of the form should be read to the applicant or provided for the applicant if a recruiter is completing the form.

The UMF 680-3A-E can be completed for testing without a prescreen.

Re-emphasize: Inaccurate data will delays the applicant’s process. “Check, Check, and Re-Check the form.”

When all data is collected it is then transferred/projected to USMEPCOM Integrated Resource System (USMIRS)

*The most common issues the test administrators get is : Incorrect SSN, and Not listing previous test versions taken

Transition: Let’s take a look at the next form.



DD FORM 2807-2



Freedom's Front Door

ACCESSIONS MEDICAL PRESCREEN REPORT
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing and collecting the data, and reviewing and editing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project (0704-0188), Washington, DC 20503.</p> <p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 504, 505, 507, 532, 578, 1201, 1202, and 4346; and 5 U.S.C. 552 (52A).</p> <p>PRINCIPAL PURPOSES: To obtain medical data for determination of medical fitness for enlistment, induction, appointment and retention for applicants.</p>
<p>INSTRUCTIONS FOR COMPLETING DD FORM 2807-2, ACCESSIONS MEDICAL PRESCREEN REPORT</p> <ol style="list-style-type: none"> This form is to be completed by each individual who requires medical processing in accordance with Department of Defense Instruction (DODI) 8130.03, "Physical Standards for Appointment, Enlistment, or Induction" and DODI 1304.02, "Accession Processing Data Collection Form." This form must be completed by the applicant with the assistance of the recruit, parent(s), or guardian, as needed. Replace the existing medical processing form (DD Form 2807-2, AUG 2011). Additional questions have been added to improve its usefulness in the accession medical pre-screening process. The questions are intended to provide the U.S. Military Entrance Processing Command (USMEPCOM) with health history information necessary to identify conditions commonly related to medical causes for separations during basic and follow-on training (per P.L. 105-85, Div. A, Title V, 5132). Use of medical history information facilitates efficient, timely, and accurate medical processing of individuals applying for Service in the United States Armed Forces or Coast Guard (USAF). Positive responses do not automatically result in disqualification but are necessary to prompt further explanations that will be used to determine medical qualifications. Medical history information from USMEPCOM medical personnel in the medical processing of applicants. Accurate responses to all questions are critical and all positive responses must be fully explained. Applicant responses to questions may be verified using electronically obtained medical history by the USMEPCOM. Medical history information will be used by the Department of Defense for continuity of care purposes if and when an applicant accesses into the Armed Forces or Coast Guard. Supporting medical information in the form of historical medical records may also be attached to the Service member's medical record. Medical history information collected by the USMEPCOM during accession medical processing will serve as the foundation for a Service member's lifetime medical treatment record. The completed DD Form 2807-2 along with all substantiating and supporting medical documents must be delivered to USMEPCOM for review prior to scheduling the applicant for medical examination. All documents must be submitted for review in accordance with standards below. After review, the Military Entrance Processing Station (MEPS) will notify the Recruiting Service of the applicant's status. <ul style="list-style-type: none"> 1 processing day prior for applicants with no positive medical history (all items marked "NO" with the exception of items 8 (glucose control), 11 (diabetic risk status), and 12 (TBI) which can be "YES"). 2 processing days prior for applicants with ANY positive medical history (other than those noted above) and MORE THAN 1 single-sided page of supporting medical documents. <p>Secure electronic submissions is preferable; if not feasible bring hard to the nearest MEPS which can be found at http://www.usmc.com. submit.usmc.com. All supporting medical documents must be present with the DD Form 2807-2 to meet the above standards for review. After review by a USMEPCOM provider, appropriate processing verification will be made.</p> <ol style="list-style-type: none"> If an applicant has been seen by any Health Care Provider (HCP) and has been hospitalized for any reason, medical records documentation must be obtained and submitted along with a medical release to USMEPCOM. Provide all medical documents via secure electronic submissions if possible to the nearest MEPS. If hand-carried or mailed, ensure they are sealed in an envelope marked: "CONFIDENTIAL: MEPS MEDICAL DEPARTMENT". If the applicant was enlisted and/or treated on an outpatient basis, obtain a copy of actual treatment records of the previous medical device (MCP) including: <ul style="list-style-type: none"> (1) office or clinic assessment and progress notes, including the initial assessment documents, subsequent evaluations and treatment documents, and record of date when released from care to DFL, unrestricted activity; (2) emergency room (ER) reports; (3) study reports (e.g., x-ray, magnetic resonance imaging (MRI), Computed Tomography (CT), etc.); (4) procedure reports (e.g., arthroscopy, electroencephalogram (EEG), brain wave test, electrocardiogram (ECG/ECG of the heart), etc.); (5) pathology reports (e.g., tissue specimens sent to lab for microscopic diagnosis, rheumatoid factor (RF) assay results, etc.); (6) specialty consultation records (e.g., neurologist, cardiologist, OB/GYN, gastroenterologist, orthopedic surgeon, pediatrician, allergist, etc.). If the applicant was hospitalized, obtain a copy of the inpatient hospital record, to include (if any): ER report, admission history and physical, study reports, procedure reports, operative report (anastomosis, resection, biopsy or bone or joint), pathology report, specialty consultation reports, and discharge summary. If an applicant has been diagnosed or treated for any attention disorder (Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), etc.), academic skills or perceptual defect, or had an Individualized Education Plan or 504 Plan, call contact the MEPS medical department for additional instructions. Obtain any and all documents relating to any evaluation, treatment or consultation with a psychiatrist, psychologist, counselor, or therapist, on an inpatient or outpatient basis for any reason, including but not limited to counseling or treatment for adjustment or mood disorder, anxiety or teenage problems, depression, treatment or rehabilitation for alcohol, drug, or substance abuse.

Procedure:

- Read instructions
- All documents submitted for review
- MEPS will notify Recruiting Service of status

Time: xx minutes

Facilitator

Say: Procedure: Let's take a look at DD Form 2807-2 (7 pages).

Explain: The instructions for filling out this form are on page 1 of the form, check the block and see what is needed in reference to this first page, this saves time and energy. We will simultaneously review the form alongside the instructions. (*Review the document*)

Re-emphasize: Medical history information assists USMEPCOM medical personnel in the medical prescreening of applicants. Accurate responses to all questions are critical and all positive responses must be fully explained. Supporting medical information in the form of historical medical records may also be attached to the Service member's medical record.

The completed DD Form 2807-2 along with all substantiating and supporting medical documents must be delivered to USMEPCOM for review prior to scheduling the applicant for medical examination. All documents must be submitted for review in accordance with standards below. After review, the Military Entrance Processing Station (MEPS) will notify the Recruiting Service of the applicant's status.

Say: Inaccurate data will delays the applicant's process. "Check, Check, and Re-Check the form."

DD FORM 2807-2

Freedom's Front Door

OMB No. 0704-0413
OMB approval expires
Oct 31, 2017

**Applicant, parent/guardian
(if minor applicant), and
Recruiting Representative
sign and date**

Time: xx minutes

Facilitator

Say: Disclaimers/Reminders: It is critical that the applicant read the Privacy Act Statement, and the Warning statement before filling out the form.

Explain: The applicant completes sections I through V of the DD Form 2807-2.

Sections II and III will be completed by the applicant before coming to the MEPS.

All “yes” answers in Section II are required to be explained in Section III.

If the form is completed manually, it will be filled in with black ink.

A DD Form 2807-2 is valid for 90 days from the date applicant signed in Section V.

For overseas processors, the prescreen is valid for 120 calendar days from the date applicant signed in Section V.

Re-emphasize: The Applicant, parent/guardian (if a minor applicant), and the Recruiting Representative all sign and date.

Transition: Let’s take a look at the next form.



DD FORM 1966/5



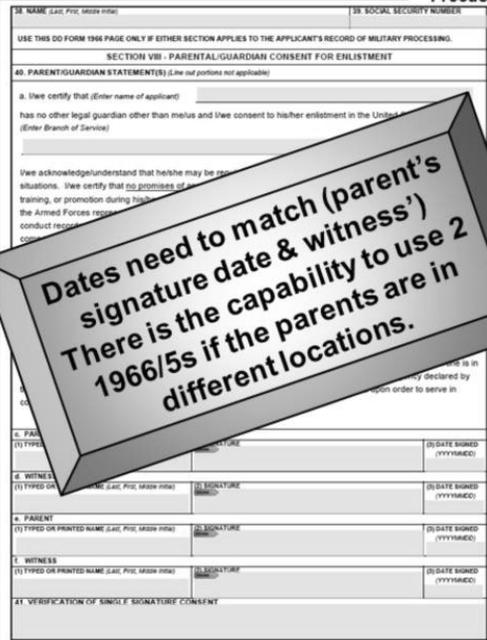
Freedom's Front Door

Parental/Guardian Consent for Enlistment

Purpose:

- Minor applicants
- Completed by parent/guardian
- Acknowledgment of examinations

**Dates need to match (parent's signature date & witness')
There is the capability to use 2 1966/5s if the parents are in different locations.**



DD FORM 1966/5, SEP 2014 Page 1

Time: xx minutes

Facilitator

Say: The next form we will cover is the DD Form 1966/5, Parental/Guardian Consent for Enlistment

Explain: This form is to be completed by the parent/guardian of the minor applicant. This form serves as consent and acknowledgement of medical examinations and other examinations.

Parent(s) or guardian(s) signature(s) are required to process a minor applicant for entry into the Armed Forces (for example, identity vetting, aptitude testing, medical examination, enlistment, etc..).

If only one parental signature can be reasonably obtained, it must be stated in accordance with Military Service standards on DD Form 1966 why only one parent has signed the consent for enlistment of a minor.

Recruiting Service personnel must witness each parent/guardian signature on the DD Form 1966-series. The signature(s) here must match the parental/guardian signature on the DD 2807-2, Section V, Item 2.b.

The witness signature date(s) and parental signature date(s) must also be the same date. Parental/guardian signature(s) are valid until the applicant turns 18 years old (i.e. do not expire).

Note: The dates need to match. In other words, a parent's signature date cannot be different than the witness. There is the capability to use 2 1966/5s if the parents are in different locations.



DD FORM 1966/5



Freedom's Front Door

38. NAME (Last, First, Middle Initial)		39. SOCIAL SECURITY NUMBER	
USE THIS DD FORM 1966 PAGE ONLY IF EITHER SECTION APPLIES TO THE APPLICANT'S RECORD OF MILITARY PROCESSING.			
SECTION VIII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT			
40. PARENT/GUARDIAN STATEMENT(S) (Use one of portions not applicable)			
a. I/we certify that (Enter name of applicant) _____			
has no other legal guardian other than me/us and I/we consent to his/her enlistment in the United States			
(Enter Branch of Service) _____			
I/we acknowledge/understand that he/she may be required upon order to serve in combat or other hazardous situations. I/we certify that <u>no promises of any kind</u> have been made to me/us concerning assignment to duty, training, or promotion during his/her enlistment <u>in an inducement</u> to me/us to sign this consent. I/we hereby authorize the Armed Forces representatives concerned to perform medical examinations, other examinations required, and to conduct records checks to determine his/her eligibility. I/we relinquish all claim to his/her service and to any wage or compensation for such service. I/we authorize him/her to be transported unsupervised to/from the Military Entrance Processing Station via public conveyance and to stay unsupervised at a government contracted hotel facility.			
b. FOR ENLISTMENT IN A RESERVE COMPONENT.			
I/we understand that, as a member of a reserve component, he/she must serve minimum periods of active duty for training unless excused by competent authority. In the event he/she fails to fulfill the obligations of his/her reserve enlistment, he/she may be recalled to active duty as prescribed by law. I/we further understand that while he/she is in the ready reserve, he/she may be ordered to extended active duty in time of war or national emergency declared by the Congress or the President or when otherwise authorized by law, and may be required upon order to serve in combat or other hazardous situations.			
c. PARENT		d. SIGNATURE	
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) SIGNATURE	(3) DATE SIGNED (YYYYMMDD)	
e. WITNESS		f. SIGNATURE	
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) SIGNATURE	(3) DATE SIGNED (YYYYMMDD)	
g. PARENT		h. SIGNATURE	
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) SIGNATURE	(3) DATE SIGNED (YYYYMMDD)	
i. WITNESS		j. SIGNATURE	
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) SIGNATURE	(3) DATE SIGNED (YYYYMMDD)	
41. VERIFICATION OF SINGLE SIGNATURE CONSENT			

DD FORM 1966/5, SEP 2014 Page 5

Procedure:

- Read parent/guardian Statement(s)
- Signed and dated by parent/guardian and a witness

Time: xx minutes

Facilitator

Say: Let's take a look at DD Form 1966/5 (page 5 of DD Form DD Form 1966). We will focus on Section VIII – Parental/Guardian Consent for Enlistment.

Medical examination is not authorized if either parent objects or if a legal guardian objects; the recruiting Services will not schedule a minor applicant to process at a USMEPCOM processing location if a parent or guardian objects.

Minors with divorced parents require the signature of the parent assigned sole custody or, if joint custody was awarded, the signature of **both** parents. Two separate signed forms are acceptable.

Thoroughly complete Item 40 as it applies to the applicant. Read and explain the Parent statements.

Item 41 (Verification of Single Signature Consent) contains the reason why only one parental signature was obtained or a statement to the effect of “See second DD Form 1966/5 for mother/father/guardian signature.” The medical examination is not authorized if this section is not completed, when required. No further documentation is required.

Procedure: This form includes Parent/Guardian Statement(s) and must be signed and dated by the parent/guardian and a witness.



DATA COLLECTION



Freedom's Front Door

<input checked="" type="checkbox"/> Form
<input checked="" type="checkbox"/> USMEPCOM Form 680-3A-E, Request for Examination
<input checked="" type="checkbox"/> DD Form 2807-2, Accessions Medical Prescreen Report
<input checked="" type="checkbox"/> DD Form 1966/5 Parental Consent

- Purpose
- Procedure of Completion
- Disclaimers/Reminders

38. NAME (Last, First, Middle Initial)	39. SOCIAL SECURITY NUMBER
USE THIS DD FORM 1966 PAGE ONLY IF EITHER SECTION APPLIES TO THE APPLICANT'S RECORD OF MILITARY PROCESSING.	
SECTION VIII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT	
40. PARENT/GUARDIAN STATEMENT(S) (Line out portions not applicable)	
a. I/we certify that (Enter name of applicant) _____	
has no other legal guardian other than me/us and I/we consent to his/her enlistment in the United States (Enter Branch of Service) _____	
I/we acknowledge/understand that he/she may be required upon order to serve in combat or other hazardous situations. I/we certify that <u>no promises of any kind</u> have been made to me/us concerning assignment to duty, training, or promotion during his/her enlistment <u>as an inducement</u> to me/us to sign this consent. I/we hereby authorize the Armed Forces representatives concerned to perform medical examinations, other examinations required, and to conduct records checks to determine his/her eligibility. I/we relinquish all claim to his/her service and to any wage or compensation for such service. I/we authorize his/her to be transported unaccompanied to/from the Military Entrance	



Time: xx minutes

Facilitator

Say: There are three forms we reviewed in this section:

- USMEPCOM Form 680-3A-E, Request for Examination
- DD Form 2807-2, Accessions Medical Prescreen Report
- DD Form 1966/5, Parental Consent

All of these forms are available on the USMEPCOM website. It is hyperlinked on the slide.

During our discussion of each form we reviewed the purpose, the procedure of completion, and the importance of disclaimers/reminders.

Transition: Let's review the process preparation.

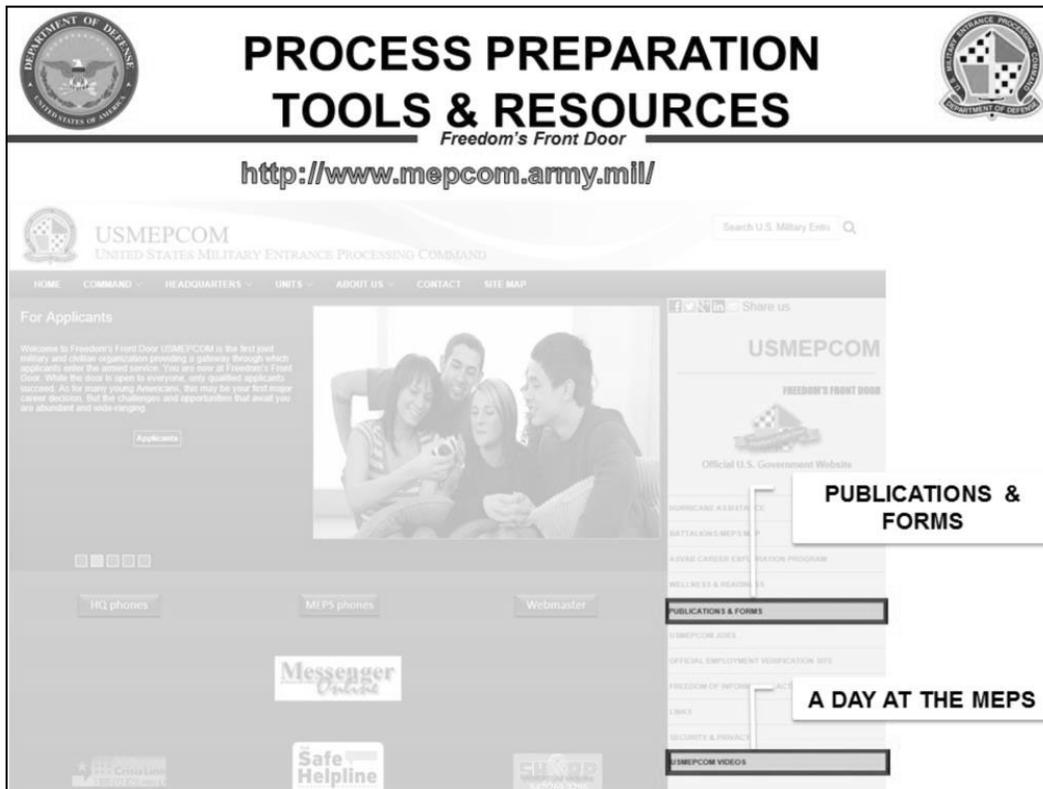
Process Preparation

The logo of the U.S. Military Entrance Processing Command (MEPC) is located in the bottom right corner of the slide. It features a circular emblem with a checkered pattern and the text "U.S. MILITARY ENTRANCE PROCESSING COMMAND" and "DEPARTMENT OF DEFENSE" around the perimeter.

Time: xx minutes

Facilitator

Say: Next, let's take a look at process preparation. Remember that all record preparations should be conducted with the applicant's source documents used as a reference.



Time: xx minutes

Facilitator

Say: The USMEPCOM Homepage has tools available to assist you in preparing each applicant for what to expect while processing through MEPS. Including the AFQT Predictor Test, Day at the MEPS Video, and Hometown Shipping Information. To navigate through the site, there are five tabs that automatically revolve or you can click the tab you want to save time.

Explain: Below are the five tabs used to navigate through the site:

Tab 1 has press releases.

Tab 2 is for the Applicant.

Tab 3 is for the Parents.

Tab 4 is for the Recruiter: Location of Applicant Pre-arrival orientation, Fact Sheet, and AFQT Predictor Test (APT).

Tab 5 has the Prescreen Internet Computerized Adaptive Test (PiCAT) brochures, and the MEPS Locator Map.



PROCESS PREPARATION TOOLS & RESOURCES

Freedom's Front Door

<http://www.mepcom.army.mil/>



 ARMY
  MARINES
  NAVY
  AIR FORCE
  COAST GUARD

For HQ USMEPCOM status:
847-688-3680 ext. 2300

Battalions/MEPS Map



Each individual MEPS

- Address, phone number
- Map
- Commander and Senior Enlisted Advisor

Time: xx minutes

Facilitator

Say: Under tab five there is this map that shows all of the MEPS. Just click on the MEPS you want and the specific MEPS page (Chicago, San Juan, Jacksonville, etc.) will appear for your convenience. Also, there are many forms housed there, as well as, the “A Day at the MEPS” video.

Recommend that you provide the site information for the applicants to later visit and learn more about USMEPCOM, it is a public site.



APPLICANT PRE-ARRIVAL ORIENTATION



Freedom's Front Door

PRE-ARRIVAL ORIENTATION OUTLINE
May 2011

Below are topics for Recruiters to brief to Applicants prior to their arrival to the MEPS

I. Introduction

- a. Recognize the important decision they are considering and congratulate them on their decision.
- b. Explain the MEPS mission in terms an applicant can understand.
- c. Explain the relationship between MEPS and the Department of Defense.
- d. Describe who works at MEPS.
- e. Explain the MEPS process.
- f. Discuss the importance of reporting to basic training.

II. Items to Bring

- a. Clothing appropriate for MEPS processing.
- b. Luggage (also, address MEPS storage capability).
- c. Reading material.
- d. Small bills or change for use in vending machines.

III. Prohibited Items

Firearms/ammunition	Items with the appearance of weapons (e.g. lighter that looks like a gun handle)
Flammable items	Knives, including pocket knives
Self-defense weapons	Fireworks
Illicit drugs	Bongos/cytrages/vouch clips/rolling paper
Bow and arrow	Leatherman-Gerber type tools
Explosive materials	Knave-type blades/walkie talkies

- I. Introduction
- II. Items to Bring
- III. Prohibited Items
- IV. Transportation
- V. Lodging Facility
- VI. Typical Day (Applicant & Shipper)
- VII. Additional Information
- VIII. Additional Resources



Conduct expected.
Dress correctly.

Time: xx minutes

Facilitator

Say: *(Review job aid simultaneously)* The applicant pre-arrival orientation (See appendix b) includes the following topics for recruiters to brief to applicants prior to their arrival to the MEPS.

- I. Introduction
- II. Items to Bring
- III. Prohibited Items
- IV. Transportation
- V. Lodging Facility
- VI. Typical Day (Applicant and Shipper)
- VII. Additional Information
- VIII. Additional Resources to better assist you with providing your applicant red carpet service while processing at the MEPS



APPLICANT PRE-ARRIVAL FACT SHEET



Freedom's Front Door

APPLICANT PRE-ARRIVAL FACT SHEET
(Recruiting Service Personnel/Local MEPS Handbook)

April 2016

Welcome to the _____ Military Entrance Processing Station (MEPS). Though not a part of the recruiting service, we play an important role in their mission: that of providing young men and women with the opportunity to serve their country as members of the Armed Forces. Our specific mission is to determine your qualifications in relation to physical, aptitude, and moral standards set down by each branch of military service. With this understanding in mind, let me take a few moments to explain what you can expect, and what you should do during your visit with us.

I. ITEMS TO BRING. Please keep the amount of money you are coming to the MEPS for the first one change of clothing and one change of underwear. You should be aware of the following items:

a. Large amounts of cash -- The MEPS will provide you with meals, lodging, and transportation. Therefore, you do not need to bring a lot of money with you to the MEPS.

b. Valuable items, such as, any type of electronic equipment (i-Phone, Tablets, etc.) jewelry, expensive sunglasses.

c. Weapons or contraband of any kind (including pocketknives). Individuals entering a Federal Facility are subject to search for contraband. You will not be permitted to enter the MEPS if you have a weapon (even if you have a license or permit to carry the weapon) or any other illegal item with you. Examples of prohibited items include:

1

- I. Items to Bring
- II. Items You Should Not Bring
- III. Transportation
- IV. Lodging Facility **NOTE:** Your processing at the MEPS could be delayed if you fail to clear all charges at the lodging facility
- V. Armed Services Vocational Aptitude Battery (ASVAB)
- VI. Processing at the MEPS
- VII. Additional Facts

Shoes are required and undergarments are mandatory

Time: xx minutes

Facilitator

Say: *(Review job aid simultaneously)* This is the applicant pre-arrival fact sheet (See appendix c) that was created for recruiting service personnel/local MEPS.

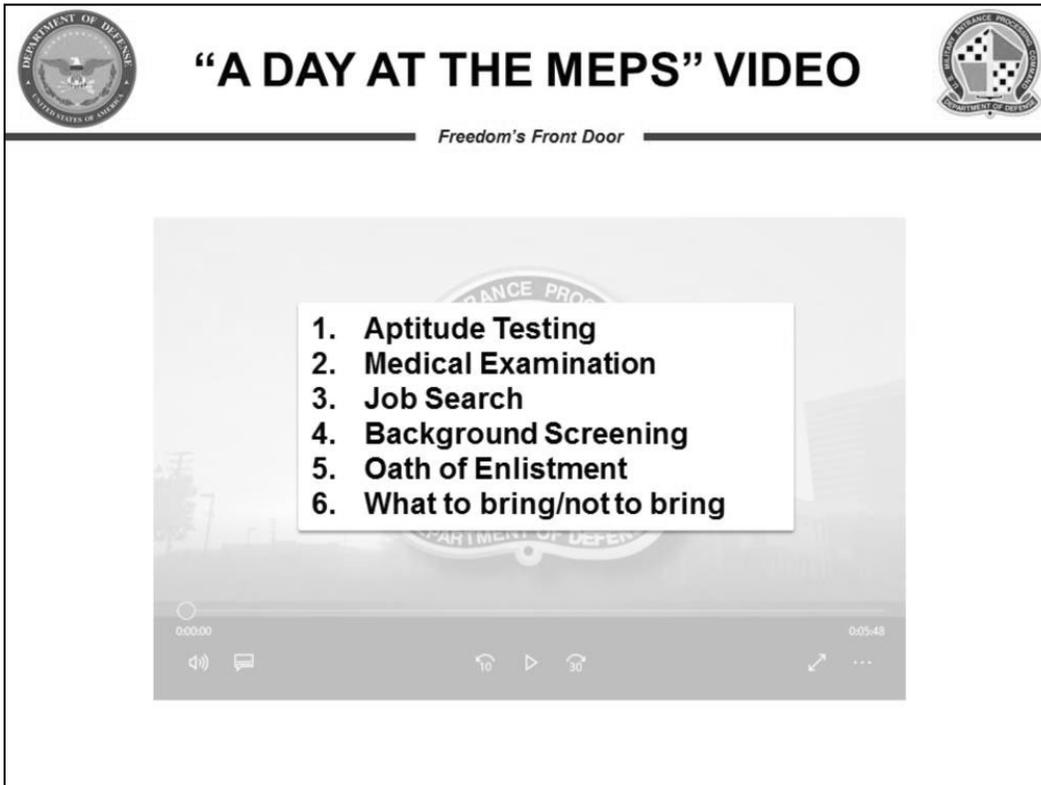
- I. Introduction
- II. Items to Bring
- III. Items You Should Not Bring
- IV. Transportation
- V. Lodging Facility **NOTE:** Your processing at the MEPS could be delayed if you fail to clear all charges at the lodging facility.
- VI. Armed Services Vocational Aptitude Battery (ASVAB)
- VII. Processing at the MEPS
- VIII. Additional Facts

Search, Seizure, and Inspection

Baggage and personnel inspections will be accomplished randomly during morning processing.

X-ray machines will be utilized for the inspection of all forms of baggage, backpacks, and/or purses.

Illegal contraband that has been found, abandoned, or surrendered, will be turned over to local law enforcement immediately. Local law enforcement agencies will be contacted to provide assistance as needed.



Time: xx minutes

Facilitator

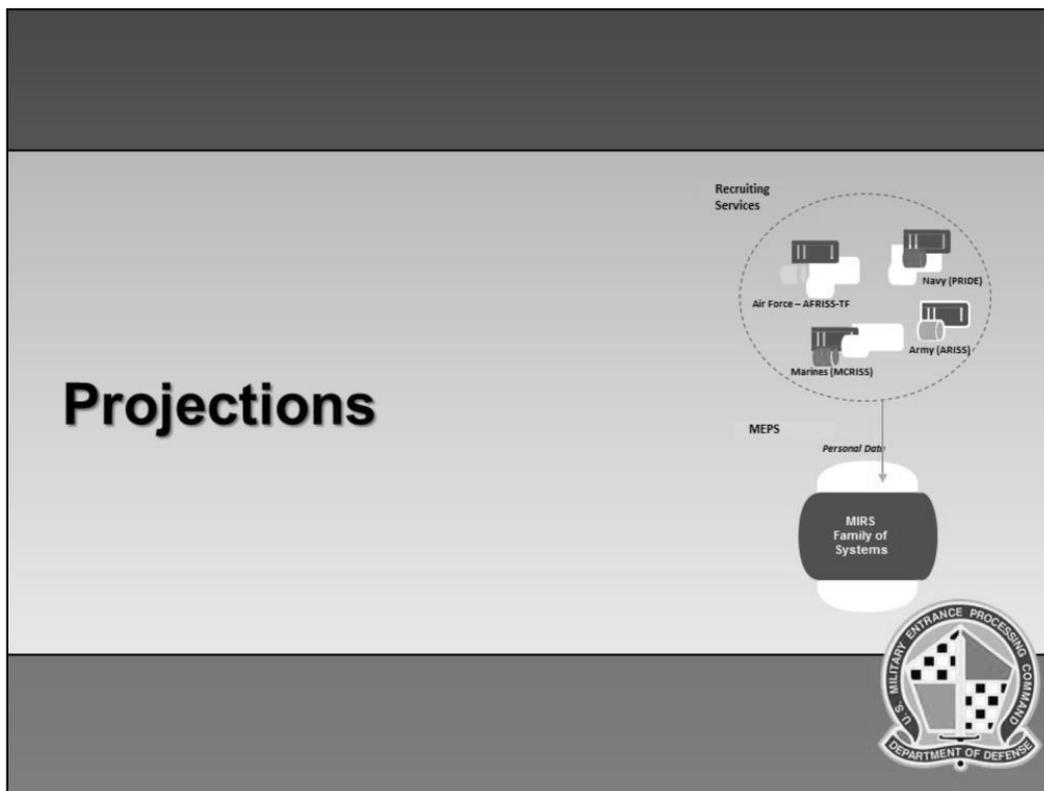
Say: . The purpose of this video is to get applicants mentally prepared for MEPS; they need to watch this. This is not something to take lightly. As a recruiter, talk about the uncomfortableness they will have. It's critical to prepare them for their Day at the MEPS. The more times an applicant can receive the information in various ways, the more opportunities for the information to be recalled. This video is similar to the one shown at the hotel where applicants will be staying, however, this video is much more specific to USMEPCOM.

Explain: The video covers the entire process and expectations for the applicants' Day at the MEPS. The video can be accessed on the USMEPCOM website and is 5 minutes 48 seconds long.

MEPS personnel take you through the steps to enlistment processing and more!

1. Aptitude Testing
2. Medical Examination
3. Job Search
4. Background Screening
5. Oath of Enlistment
6. What to bring/not to bring

Transition: Let's review the projections.



Time: xx minutes

Facilitator

Say: Let's take a look at projections which can be specific to the Armed Services' information systems.

Using MCRISS, PRIDE Mod, AFRISSTF, or ARISS. schedule the applicant using the correct projection type (Projection, Walk-in, etc.) and processing type (Night test, Night test, and next day projection, etc.).

Emphasize: KEY here is to place all the correct information into the system. If there is a yes from the applicant then a yes must be listed.



PROJECTION



Freedom's Front Door

The projection process is centralized at the Centralized Relational Database (CRDB) (global). Only one owner (permanent or temporary owner) will be allowed to add, delete, or change data for a specific SSN.

Only one projection will exist for the same SSN record for a specific processing date (no more duplicates projections) unless the previous projection is deleted. Creating a projection for someone who is already projected (two for the same day) will cause the first projection to be deleted and a new one will be the valid projection.

More than one projection can be made per applicant (same SSN) as long as they are for different processing dates.

Time: xx minutes

Facilitator

Say: All applicants and non-applicants must be projected for aptitude testing, medical examinations, DEP, and accessions.

A mandated “48-hour” projection policy must be applied by all MEPS for the following applicant processing types:

- Full medical examinations
- Medical inspects for other than shipping.
- Delayed Entry Program (DEP) and Guard/Reserve accession contracting
- Consults

Note 1: Shipper-only projections will be provided IAW current policy in UMR 55-2.

Note 2: ASVAB and Special Test projections will be provided 24 hours prior to test session start time.

Note 3: Projections for the processing types above will be submitted No Later Than (NLT) 1300 per For example, “48-hour” Quality Review Program (QRP) and projections for Tuesday will be conducted on the Friday prior with submissions NLT 1100 local MEPS time.

Note 4: When impacted by a holiday. Those projections will be submitted the previous processing day.

Note: Inaccurate data will delay the applicant’s process. “Check, Check, and Re-Check.”



PROJECTION TYPES VS. PROCESSING TYPES



Freedom's Front Door

Projection Types	
P	Projection
W	Walk-in
H	Holdover, next day processor
N	Night test
T	Night test, next day projection
S	Same day processor
K	Walk-in, same day processor
M	MET site testing

Processing Types	
D	DEP-in
A	Access only
B	Access and ship
C	Ship only
S	Non-MEPS shipper
X	Other processing

Time: xx minutes

Facilitator

Say: Projection types and processing types are as follows

Projection Type:

- P - Projection
- W - Walk-in
- H - Holdover, next day processor
- N - Night test
- T - Night test, and next day projection
- S - Same Day Processor
- K - Walk-In, and Same Day Processor
- M - MET Site testing

Processing Type:

- D - DEP- In
- A - Access only
- B - Access and Ship
- C - Ship only
- S - Non-MEPS Shipper
- X - Other processing

Example: To project a Hometown Shipper, you must select the Projection Type (P) and select the processing type (S).

A Service Processing For (SPF) projection change should be provided for QRP and submitted NLT 1300 for processing in two days IAW SPF change policy contained in UMR 680-3.

SPF (e.g. Army (DAR, DAV, and DAG), Navy (DNR and DNV), Marine Corps (DMR and DMV), or Air Force (DFR, DFV, and DFG)).



SAME DAY PROCESS



Freedom's Front Door

✓ Qualification Testing



✓ Medical Examination



✓ Sworn In



Note:

- Projection type: **S**
- Medical brief before ASVAB testing
- Medical data entered into ERM and PULHES annotation on profile, if the applicant:
 - Does not return from ASVAB test
 - Front-loaded
- This must be documented on the DD Form 2808

Time: xx minutes

Facilitator

Say: An applicant that receives enlistment qualification testing, medical examination, is sworn in as a member of the military services (induction, accession, or DEP) all on the same day.

Projection type S

There may be cases when an individual have time constraints such as: Work or school that may not allow for multiple day processing. In these cases the MEPS offers same day processing. These individuals can accomplish the full process in one day

Note: The MEPS medical department is authorized to conduct the medical brief before the ASVAB for same-day processors. If the applicant does not return from ASVAB testing and has front-loaded, then the medical data will be entered into USMIRS and the PULHES will be annotated as an open profile. The reason for the open PULHES is because the applicant (did not return from testing). This must be documented on the DD Form 2808.

Similar to multiple day processing, test failures and med reads may occur.

Transition: Let's review ASVAB.



ASVAB



Freedom's Front Door

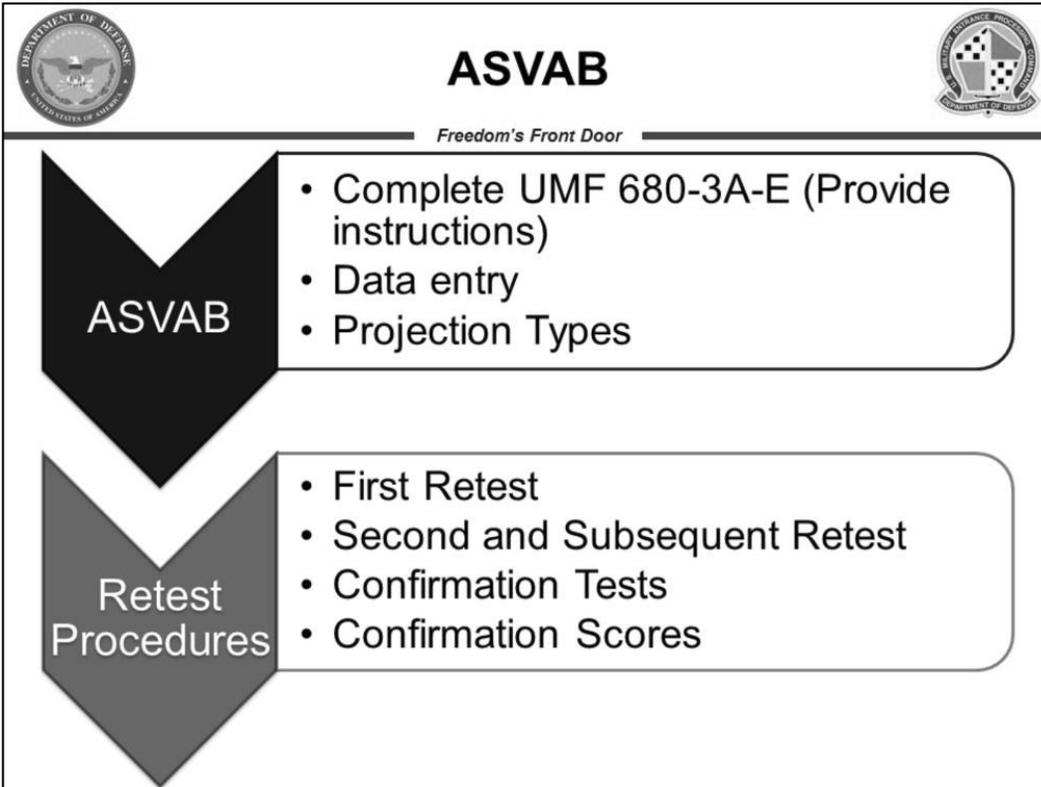


- Multiple aptitude test battery
- One of several criteria to determine eligibility to enlist in the Armed Forces
- Career exploration partially determined by test scores

Time: xx minutes

Facilitator

Say: *Process:* The ASVAB is a multiple aptitude test battery. It is one of several criteria to determine eligibility of individuals to enlist in the Armed Forces, to qualify for military schooling and for military job classification. Presently, secondary and post-secondary students and counselors use test scores in combination with a student's personal interests, abilities and preferences to assist counseling and Career Exploration for direction into best suited civilian and military vocational fields.



Time: xx minutes

Facilitator

Say: *Procedure Steps:*

Note: Inaccurate data will delay the applicant's process. "Check, Check, and Re-Check".

- Complete UMF 680-3A-E. (Provide instructions) Correct and complete, use source documents.

Retest Procedures: Initial test taken 2 January

- 1 Calendar Month – first retest taken 2 February,
- 1 Calendar Month - second retest taken on 2 March,
- 6 Calendar Months - Subsequent retest is authorized 2 September.

Any ASVAB test, including confirmation and student tests, within 2 years of any previous ASVAB test is a retest and will be counted toward the retest policy.

Confirmation Tests

- If the applicant's test score is 20 points more (Critical Gain) than their most recent score and within six months, a confirmation test is required. (e.g. Initial score is 40, retest score is 60, confirmation test is required)
- To pass the confirmation test, the applicant must score at least half of the critical gain or greater. (e.g. must score 50 or greater to pass)

No further processing is authorized until:

- (1) The confirmation test is passed, or
- (2) The 6 months have elapsed from the date of the applicant's confirmation retest, at which time the applicant may voluntarily retest in the MEPS, on iCAT, or use his or her current score of record.



Additional ASVAB Tools



Freedom's Front Door



AFQT Predictor Test:

Used to predict performance on the Armed Forces Qualification Test (AFQT)

- To register, visit iCAT Authorization & Reporting page by copying and pasting the following link onto your URL:
- <https://www.dmdc.osd.mil/icat-ar/>

PiCAT and Verification Test.

CEP-Career Exploration Program or Student testing.

Note: Our service to the school is consistent, regardless of release option.

Time: xx minutes

Facilitator

Say: Additional testing tools are:

AFQT Predictor Test (APT)

- Shorter than the CAT-ASVAB, iCAT, or PiCAT
- Un-proctored test
- Examinee registration is the same procedures as the PiCAT registration
- Examinees have 48 hours to complete once the test is started
- Examinee access code is valid for 30 days
- Can be taken multiple times

PiCAT and Verification Test

- A non-proctored test.
- Requires 25-30 minutes proctored verification test taken at a MEPS or MET site.
- Recruiters can provide an applicant with instructions and an access code that is valid for 30 days.
- Recruiters can access their applicant's score in the "Authorization and Reporting" application.

CEP Career Exploration Program or Student Testing

- High School access and pre-qualified recruiter leads.
- Career Exploration Service for U.S. Youth free of charge.

Transition: Let's look at the Special Purpose Testing



SPECIAL PURPOSE TESTING



Freedom's Front Door

MEPS personnel will establish a schedule for the most common tests

The computerized Defense Language Aptitude Battery (C-DLAB) (tests administered via the CAT-ASVAB system will also be available whenever the system is available)

Special purpose testing will not interfere with ASVAB testing

Special purpose testing at locations other than the MEPS is not authorized (exception of those special purpose tests conducted by the Services overseas)

Time: xx minutes

Facilitator

Say: *Procedure Steps:*

- 1). Special purpose tests are specific to the service and they are administered when necessary to determine qualifications of applicants for specific occupational specialties. Applicants requiring aptitude scores will take the ASVAB prior to taking a special purpose test.
- 2). Special purpose tests can be administered on the same day the ASVAB is administered; however, the ASVAB must be administered first, except AFOQT. Verify that your MEPS can honor this request, prior to projection.
- 3). MEPS testing section personnel will establish a schedule for the most common special purpose tests so the Services can schedule their applicants in advance. The computerized Defense Language Aptitude Battery (C-DLAB) and any special tests administered via the CAT-ASVAB system will also be available whenever the CAT-ASVAB system is available. Special purpose testing will not interfere with ASVAB testing.
- 4). Special purpose testing at locations other than the MEPS is not authorized with the exception of those special purpose tests conducted by the Services overseas.



SPECIAL PURPOSE TESTING



Freedom's Front Door

- Submit MFR from their unit commander requesting the MEPS Commander to administer/authorize the test
- MFR must include:
 - Reason for taking the test
 - Statement that the member's personnel records indicates eligibility to take a particular test
 - An address to send the results
 - Active Duty Marines (including officer programs) must get permission in writing from the Commandant of the Marine Corps
- Military personnel who are changing components or services can be administered a special test at the MEPS without a MFR.
 - Completed USMEPCOM 680-3A-E is required

Military Service Members

- Who are not changing components or service on ETP basis only
- Arrange test at a military installation for in-service purposes

Time: xx minutes

Facilitator

Say: *Process:* Special purpose testing is available to:

- a) Individuals in Service DEP
- b) Non-prior service at least 17 years of age
- c) Military Service member (Active Duty, National Guard and Reserve)
 - I. Who are NOT changing components or Service can be administered a special purpose test on an exception to policy (ETP) basis only.
 - II. Arrange to take special test at a military installation for in-service purposes
- d) Service members will submit:
 - I. Memorandum from their unit commander requesting the MEPS Commander to administer/authorize the test
 - II. MFR must include reason for taking the test, a statement that the member's personnel records indicates eligibility to take a particular test, and a address to send the results. Active Duty Marines, to include officer programs, must get permission in writing from the Commandant of the Marine Corps
 - III. Military personnel who are changing components or services can be administered a special test at the MEPS without a MFR. Completed USMEPCOM 680-3A-E is required

Note: Special purpose testing will not be scheduled or conducted in such a manner to impair enlistment or student testing missions.



SPECIAL PURPOSE TESTING



Freedom's Front Door

Note:

- Military personnel who are changing components (or services) can be administered a special test at the MEPS without a MFR
- Completed USMEPCOM 680-3A-E is required

FOR USE OF THIS FORM, SEE USMEPCOM 680-3A-E FOR OFFICIAL USE ONLY		REQUEST FOR EXAMINATION		DME NO. 0704-0173 DME APPROVAL EXP. DATE SEP 30, 2017	
THE INFORMATION PROVIDED CONSTITUTES AN OFFICIAL STATEMENT.					
The public reporting burden for this collection of information is estimated to average 22 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Headquarters, U.S. Military Entrance Processing Command, Operations Directorate, 284 Green Bay Road, North Chicago, IL 60064-0034.					
Read Privacy Act Statement on back before completing form.					
A. SERVICE PROCESSING FOR		B. PRIOR SERVICE		C. SELECTIVE SERVICE RESTRICTION NUMBER	
NUMBER OF DAYS		NUMBER OF DAYS		NUMBER OF DAYS	
1. SOCIAL SECURITY NUMBER		2. NAME (Last First Middle Name and Suffix: Jr., Sr., etc.)		3. HOME OF RECORD ADDRESS (Street, City, County, State, Country, ZIP Code)	
4. CURRENT ADDRESS (Street, City, County, State, Country, ZIP Code)		5. SEX (M/F)		6. ETHNIC CATEGORY (X ONE)	
7. CITIZENSHIP (X ONE)		8. MARITAL STATUS (X ONE)		9. RACE (X ONE)	
10. U.S. NATURALIZED		11. U.S. NON-CITIZEN NATIONAL		12. NATURAL CATEGORY (X ONE)	
13. U.S. NATURAL BORN		14. BORN ABROAD OF U.S. PARENTS		15. NATURAL CATEGORY (X ONE)	
16. IMMIGRANT ALIEN (X ONE)		17. NON-IMMIGRANT FOREIGN NATIONAL (X ONE)		18. NUMBER OF DEPENDENTS	
19. ALIEN REGISTRATION NUMBER (if applicable)		20. STATE OF BIRTH (X ONE)		21. PREVIOUS TEST DATES (YYYYMMDD)	
22. RELIGIOUS PREFERENCE (X ONE)		23. EDUCATION (Highest level of completion)		24. PREVIOUS TEST DATES (YYYYMMDD)	
25. VALID DRIVER'S LICENSE (X ONE)		26. PLACE OF BIRTH (City, State, and Country)		27. PREVIOUS TEST DATES (YYYYMMDD)	
28. AFFIDAVIT		29. TEST TYPE		30. PREVIOUS TEST DATES (YYYYMMDD)	
31. REQUIRER'S SIGNATURE		32. STATION ID		33. TEST ADMINISTRATOR SIGNATURE	
34. MEDICAL		35. MEPS MEDICAL EXAM REQUIRED TO ENLIST		36. EXAM TYPE	
37. APPLICANT'S SIGNATURE		38. FULL SUBJECT		39. SPECIAL CONSULT	
40. RE-EXAM CODES		41. DATE LAST FULL MEDICAL EXAM (YYYYMMDD)		42. MEPS CODES	
43. BRND		44. ST		45. DATE	
46. INT		47. INT		48. INT	

Time: xx minutes

Facilitator

Say: Special Purpose test include:

- 1) The computerized Defense Language Aptitude Battery (C-DLAB) - Used by the Services for identifying individuals who have potential to learn a foreign language.
- 2) Defense Language Proficiency Test (DLPT) - Used by the Services to measure knowledge of a particular foreign language.
- 3) English Comprehension Level (ECL) - Used by the Services to measure English language proficiency for entry into military service
- 4)
- 5) Selection Instrument Flight Training (SIFT) - Used to test Army flight school applicants.
- 6) Tailored Adaptive Personality Assessment System (TAPAS) - Used by Air Force and Army to assess several personality characteristics important in military occupations and to evaluate an applicant's suitability for military life and the likelihood of successful adjustment. Valid for 2 Years
- 7) *Air Force Officer Qualification Test (AFOQT)* - Used to measure aptitudes for selecting candidates for Air Force commissioning programs.
- 8) Assessment of Individual Motivation (AIM) - A self-description inventory used to assess an applicant's personal characteristics. All Army component applicants will take the AIM test as directed.



USMEPCOM Medical Program



Freedom's Front Door

- **Subtitle A - General Military Law, PART II – PERSONNEL, Chapter 31 Enlistments:**
- **The Secretary concerned may accept original enlistments in the Regular Army, Regular Navy, Regular Air Force, Regular Marine Corps, or Regular Coast Guard, as the case may be, of qualified, effective, and able-bodied persons who are not less than seventeen years of age nor more than forty-two years of age. However, no person under eighteen years of age may be originally enlisted without the written consent of his parent or guardian, if he has a parent or guardian entitled to his custody and control.**



Time: xx minutes

Facilitator

Say: Under Subtitle A General Military Law, PART II – PERSONNEL, Chapter 31 Enlistments:

The secretary concerned may accept original enlistments in the Regular Army, Regular Navy, Regular Air Force, Regular Marine Corps, or Regular Coast Guard.

Persons must be qualified, effective, and able bodied.

Persons must be not less than seventeen years of age nor more than forty-two years of age.

No person under eighteen years of age may be originally enlisted without the written consent of his parent or guardian, if he has a parent or guardian entitled to his custody and control.

USMEPCOM Medical Departments apply DoD Instructions and USMEPCOM regulations to determine medical qualifications of applicants.

SAY: Let's look at the DoD Instructions



DOD INSTRUCTION 6130.03 POLICY



Freedom's Front Door

- **Medical Standards for Appointment, Enlistment, Or Induction into the Military Services**
- Medical accession standards which USMEPCOM medical providers apply.
- Overall intent is for individuals considered for appointment, enlistment, or induction into the Military Services are:
 - (1) Free of contagious diseases that may endanger the health of other personnel.
 - (2) Free of medical conditions or physical defects that may reasonably be expected to require excessive time lost from duty for necessary treatment or hospitalization, or may result in separation from the Military Service for medical unfitness.
 - (3) Medically capable of satisfactorily completing required training and initial period of contracted service.
 - (4) Medically adaptable to the military environment without geographical area limitations.
 - (5) Medically capable of performing duties without aggravating existing physical defects or medical conditions.

Time: xx minutes

Facilitator

Say: DoD Instruction 6130.03 Policy, the Overall intent is for individuals considered for appointment, enlistment, or induction into the Military Services are:

- (1) Free of contagious diseases that may endanger the health of other personnel.
- (2) Free of medical conditions or physical defects that may reasonably be expected to require excessive time lost from duty for necessary treatment or hospitalization, or may result in separation from the Military Service for medical unfitness.
- (3) Medically capable of satisfactorily completing required training and initial period of contracted service.
- (4) Medically adaptable to the military environment without geographical area limitations.
- (5) Medically capable of performing duties without aggravating existing physical defects or medical conditions.



DOD INSTRUCTION 6130.03 POLICY



Freedom's Front Door

- **Applicants for appointment, enlistment, or induction into the Military Services will:**
 - > (1) Fully disclose all medical history.
 - > (2) Submit all medical documentation related to medical history as requested to USMEPCOM, including the names of their medical insurer and past medical providers.
 - > (3) Provide authorization for the DoD Components to request and obtain their medical records.
 - (a) Authorize the DoD to request medical or behavioral health data holders release complete transcripts of health data to the DoD medical authority.
 - (b) Authorize holders of their health data to report to the DoD whether any data they hold or have held about them has been amended or restricted.
 - > (4) Acknowledge that information provided constitutes an official statement, and that any persons making false statements could face fines, penalties, and imprisonments pursuant to Section 1001 of Title 18, U.S.C. If the applicant is selected for enlistment, commission, or entrance into a commissioning program based on a false statement, the applicant can be tried by court-martial or meet an administrative board for discharge and could receive a less than honorable discharge.
- **Allow applicants who do not meet the physical and medical standards in this issuance to be considered for a medical waiver. (Note: Medical waivers are a Service responsibility.)**

Time: xx minutes

Facilitator

Say: Additionally, Applicants must:

- (1) Fully disclose all medical history.
- (2) Submit all medical documentation related to medical history as requested to USMEPCOM, including the names of their medical insurer and past medical providers.
- (3) Provide authorization for the DoD Components to request and obtain their medical records.
 - (a) Authorize the DoD to request medical or behavioral health data holders release complete transcripts of health data to the DoD medical authority.
 - (b) Authorize holders of their health data to report to the DoD whether any data they hold or have held about them has been amended or restricted.
- (4) Acknowledge that information provided constitutes an official statement, and that any persons making false statements could face fines, penalties, and imprisonments pursuant to Section 1001 of Title 18, U.S.C. If the applicant is selected for enlistment, commission, or entrance into a commissioning program based on a false statement, the applicant can be tried by court-martial or meet an administrative board for discharge and could receive a less than honorable discharge.

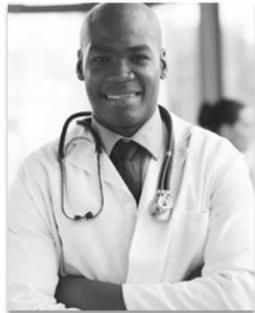
Transition: Let's take a look at Medical Prescreen



Stage 1 Medical Prescreen



Freedom's Front Door



Manage medical prescreens so recruiting partners know the status of their applicants

Conduct a medical prescreen program as established by the CMO



If there are workload issues, the MEPS Commander and CMO will work with the service liaison and IRC

Time: xx minutes

Facilitator

Say: Stage 1 of the Medical Program is Medical Prescreen: All MEPS medical departments must conduct a medical prescreen program as established by the Chief Medical Officer (CMO) with support from MEPS Commanders and Inter-service Recruitment Committee (IRC) (reference UMR 601-23).

Medical Prescreen

- Determine if medical examination is authorized
- Determine if additional medical information is required
- Determine medical conditions that do not meet accession medical standards (medically disqualifies)
 - Medical examination can still be authorized if there is the potential for a Service medical waiver

Re-emphasize: Medical Processing is an important part of accession to identify qualified, effective, and able-bodied volunteers to serve in the U.S. Armed Forces.

Important Notification: Attrition of recruits at basic training, especially for medical conditions that existed prior to service, is a problem for all Services; therefore, disclosure of medical histories and conditions are important.



COMPLEX PRESCREEN



Freedom's Front Door

Maximum Number of Business Days to Complete Review of Complex Prescreens

of pages of supporting medical documents / 6 pages per business day = number of business days to complete Prescreen review.

Number of Pages of Supporting Medical Documents	Maximum Number of Business Days to Complete Review of Complex Prescreens by COB
0 - 5	2
6 - 20	3
21 - 26	4
27 - 32	5
33 - 38	6
39 - 44	7
45 - 50	8
51 - 56	9
57 - 62	10
63 - 68	11
69 - 74	12
75 - 80	13
81 - 86	14

87 - 92	15
93 - 98	16
99 - 104	17
105 - 110	18
111 - 116	19
117 - 122	20
123 - 128	21
129 - 134	22
135 - 140	23
141 - 146	24
147 - 152	25
153 - 158	26
159 - 164	27
165 - 170	28
171 - 176	29
177 or >	30

Note – the maximum number of days starts with Day 1 and will not exceed 30 days regardless of the number of pages.

Time: xx minutes

Facilitator

Say: There have always been two types of Prescreens; they will now be titled: Simple Prescreen and Complex Prescreen. This standardizes the naming of the types of Prescreens and eliminates MEPS Prescreen nicknames such as: clean, dirty, etc.

A Complex Prescreen is defined as DD Form 2807-2 with “YES” answers to questions other than 9, 11, 20, and 138 as referenced in the UMR 40-1. If there is a “YES” to question 138 that indicates a behavioral health issue requiring a prescreen review by a MEPS medical provider, this is also a complex prescreen. **Note:** DD Form 2807-2 must have “Processing Authorized” (PA) by Medical Provider or Processing Requested by SMWRA (PRW) Medical Processing Status (DD Form 2807-2 Section VII) to be eligible for QRP.

The minimum number of business days for initial review of complex Prescreens is 2 business days.

➤ For a Prescreen that is submitted on Monday NLT 1100, the Prescreen review is completed NLT than Wednesday by Close of Business (COB).

The maximum number of business days for initial review of complex Prescreens is 30 business days.

➤ # of pages of supporting medical documents / 6 pages per business day = number of business days to complete Prescreen review. Submission date is day 0. The next business day is day 1. Example. 23 pages submitted on Monday NLT 1100, the review will be completed NLT Friday.

Time: xx minutes

Facilitator

Say: *Forms:*

Complete DD 2807-2. (Provide instructions)

- a) Warning statement for disclosing all medical history.
- b) No significant medical history.
- c) Significant medical history (Medical documents required) Include previous medically discharged applicants.
- d) Drug and Alcohol test acknowledgement.

The Recruiting Services must submit a Department of Defense (DD) Form 2807-2, Medical Pre-screen of Medical History Report, in order for an applicant to be considered for a medical examination at the MEPS IAW UMR 40-1.

No specialty consultations/ancillary services will be ordered for applicants who are at the prescreen stage of their medical processing.

The pre-screen may be submitted with or without the projection; however, the UMF 680-3A-E, Request for Examination, must accompany the prescreen submission to support data entry.

The UMF 680-3A-E must be legible.

Time: xx minutes

Facilitator

Say: When the reviewing provider comes to a decision, the decision will be recorded in Section VII, block 1 of the DD Form 2807-2 as follows:

Results of prescreen

MEPS providers (government or contract) review DD Form 2807-2 and supporting documents:

- Processing Authorized (PA).
- Medical evaluation and/or Treatment Records needed (METR).
- Processing not Justified (PNJ) -Disqualifying conditions identified, Not authorized to physical.
- Processing Hold (PH)- Other circumstances prevents authorization to physical.
- Return Justified (RJ) - temporary disqualifying condition, allow medical processing at a later date.
- Processing Requested by Service Medical Waiver Review Authority (PRW).

Transition: Let's take a look at Medical Examination



MEDICAL EXAMINATION



Freedom's Front Door

DD Form 2807-2

ACCESSIONS MEDICAL PRESCREEN REPORT

- With substantiating and supporting medical documents
- Specified in USMEPCOM Medical Prescreen Documents List
- All other documentation requested

DD Form 1966/5

SECTION VII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT

- Parental/Guardian Consent for Enlistment

Additional Documentation

- Over-40 Documentation
- Prior Service Documentation
- Refractive Eye Surgery Worksheet (LASIK Surgery)

Time: xx minutes

Facilitator

Say: Stage 2 of the Medical Program is Medical Examination. MEPS Chief Medical Officers or Assistant Chief Medical Officers are responsible for medical qualification determinations.

The Medical Examination consists of:

- Medical history interviews
- Physical screening examinations
- Ortho-Neuro examinations
- Medical testing (vision, hearing, height/weight, blood pressure)
- Specimen collections (Drug and alcohol tests/HIV tests)
- Determine if additional medical information is required
- Determine if consultative services (known as referral service) are required

Forms:

- DD Form 2807-2 with substantiating and supporting medical documents as specified in the USMEPCOM Medical Prescreen Documents List and all other documentation requested by the MEPS provider.
- DD Form 1966/5 (Parental/Guardian Consent for Enlistment)
- Over-40 Documentation
- Prior Service Documentation
- Refractive Eye Surgery Worksheet (LASIK Surgery)



MEDICAL EXAMINATION



Freedom's Front Door

Medical Read Process

- “Med read”
- Medical documentation that has been requested and/or supplied
- Following the initial physical examination
- Including medical waivers from SMWRA

Medical Disclosures

- New medical information is revealed during MEPS processing
- Applicant placed on administrative hold status
- Applicant will be directed to the medical section for evaluation of the disclosure by a MEPS provider

Time: xx minutes

Facilitator

Say:

Medical Qualification Determinations

- Determine if an applicant medically meets the requirements of Title 10 – to be qualified, effective, and able-bodied – prior to enlistment into the U.S. Armed Forces

Further processing beyond the initial examination may include:

1). Medical Read Process

- A “med read” is any applicant medical documentation that has been requested and/or supplied following the initial physical examination, to include medical waivers from the Service Medical Waiver Review Authority (SMWRA).

2). Medical Disclosures:

If the applicant reveals new medical information during MEPS processing, the applicant will be placed in an administrative hold status and the applicant will be directed to the medical section for evaluation of the disclosure by a MEPS provider.



MEDICAL CONSULTS



Freedom's Front Door

Medical Consultations

- **Specialty consultations with civilian medical experts**
- **Requested/obtained when the MEPS medical provider or your SMWRA needs further evaluation**
 - **Generally outsourced and can have a same day to 24 business day turn-around time for a scheduled appointment**

The first missed consultation appointment by the applicant can be rescheduled at the request of the Recruiting Service.

If a second consultation appointment is missed, the MEPS Commander will notify the appropriate IRC level Commander in writing or by e-mail that the applicant's processing has been placed in an 'N' status.

Further appointments will not be scheduled without a written request from the IRC-level Commander.

If the applicant misses a third appointment, further processing will be discontinued unless directed by J-7/MEMD.

Time: xx minutes

Facilitator

Say: Military Service has many physical conditions that are disqualifying that a civilian physical would deem normal (e.g., weight, pregnancy, vision); medical consultations from experts informs the MEPS provider decision-process as to whether the applicant is medically qualified.

A special medical examination provided by a physician who is qualified to evaluate the medical limitations of an individual. This includes consultations performed within the MEPS as well as those performed outside the station.

Types of consultations

- | | |
|-----------------------|------------------|
| Allergy Consultation | Ophthalmology |
| Cardiology | Orthopedic |
| Pulmonary | Psychological |
| Dermatology | Psychiatric |
| Ear, Nose, and Throat | Audiology |
| Gynecology | Urology |
| Internal Medicine | Podiatry |
| Neurology | Dental |
| Optometry | Others as needed |

No specialty consultations/ancillary services will be ordered for applicants who are at the prescreen stage of their medical processing.



MEDICAL WAIVER



Freedom's Front Door

- Even if USMEPCOM disqualifies an applicant;
- Medical waivers are a Service responsibility
- Your medical waiver authorities need the applicant's full medical history
- Medical records to facilitate waiver decisions
- The more informed the process is, the better the outcome will be for both your applicant and your Service
- Note: USMEPCOM is not a waiver authority

Time: xx minutes

Facilitator

Say: Applicants who are medically disqualified may be submitted for medical waiver considerations to the Service Medical Waiver Review Authority (SMWRA) by SLs/GCs.

- Even if USMEPCOM disqualifies an applicant; your medical waiver authorities need the applicant's medical history/medical records to facilitate waiver decisions; the more informed the process is, the better the outcomes for both your applicant and your Service
- Allow applicants who do not meet the physical and medical standards in this issuance to be considered for a medical waiver
- Medical waivers are a Service responsibility

Height/Weight

Once the applicant leaves the medical department, the applicant cannot return until the Return Justified (RJ) period had been met or a waiver is granted by the Service.

USMEPCOM is not a waiver authority



Medical Qualification



Freedom's Front Door

QUALIFICATION/DISQUALIFICATION FOR SERVICE: The medical examination is good for 2 years from initial examination date.

PULHES - A physical profile serial code representing different physical qualification categories.

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.

For example, an applicant who has a history of anaphylaxis to penicillin, is overweight, and has a history of asthma that was not disclosed on prescreen would have the following profile:

P	U	L	H	E	S	Initials	Date
3P/3T/0	1	1	1	1	1	CMO	YYMMDD

Time: xx minutes

Facilitator

Say: Stage 3 of the Medical Program is Medical Qualification Determination.

For applicants who are processing under the DoD initial entry medical standards (DoDI 6130.03), each letter designator must be assigned a numerical designator **0, 1, 3T or 3P**.

0—Open status/Profile. Further information, such as medical treatment records or consultation is needed.

1—Qualified. Meets the medical fitness standards of the current version of DoDI 6130.03.

3T—Disqualified for a temporary medical condition. Must be given an RJ date based on knowledge of medical condition natural history and/or regulatory guidance.

3P—Disqualified for a permanent medical condition (or one for which the profiler wishes to forward to the medical waiver authority for consideration).

When finished processing through the medical department, applicants will receive a copy of the DD Form 2807-1 and DD Form 2808, stamped or printed, "Working Copy", and any pertinent medical documents.



SHIPPING



Freedom's Front Door

Recruiting Services:

- Responsibility for the shippers will rest with the sponsoring Service and not the MEPS.
- The MEPS will provide transportation, meals, and lodging, but each Service is responsible for monitoring enlistees' behavior during a hold-over situation and ensuring the enlistees return to the MEPS for shipping when weather conditions permit.

Time: xx minutes

Facilitator

Say:

Medical (shipping) physical inspections are good for 72 hours for shipping purposes (96 hours if over a Federal holiday) – if applicant cannot ship within that time frame, another Medical inspect will be needed.

Valid and current government-issued photo ID (TSA guidelines: [HTTP://www.tsa.gov/traveler-information/acceptable-ids](http://www.tsa.gov/traveler-information/acceptable-ids))

Ensure that each individual have in their possession all service required documents needed to process upon arrival at the Reception Training Center (RTC).

Conduct Introductory Pre-Accession Interview of DEP shipper to determine if shipper medical or moral eligibility has changed since original enlistment. (National Guard and Reserve HTS/DS shippers do not require a Pre-Accession Interview).



Hometown/Non MEPS Shipper



Freedom's Front Door

- **Service/component specific requirements**
- Services will identify HTS/DS shippers by using the Processing Type "S"
- U.S. Army (Regular, Reserve, and National Guard) will not return HTS/DS packets to the MEPS for the shipper's QRP
- U.S. Navy (Regular and Reserve) and U.S. Air Force Regular: NET ten and NLT five processing days prior to shipping, the SL/GC will provide the MEPS all required copies of the HTS/DS shipper's enlistment packets assembled IAW the Recruiting Services respective Packet Breakdown.
- U.S. Army Regular, U.S. Navy (Regular and Reserve), and U.S. Air Force Regular: An encrypted digital copy of DD Form 1966/1 (Record of Military Processing – Armed Forces of the United States) with the completed accession data must be forwarded by the SL/GC to the HTS/DS supporting MEPS processing section NLT 1200 local MEPS time on the day of shipping.

Time: xx minutes

Facilitator

Say:

In the event a Recruiter or Service Liaison signs for the meal check on behalf of a Hometown Shipper (HTS)/ Direct Shipper (DS) Program participant, or by proxy, the Recruiter or Service Liaison will sign their full payroll signature on the Proxy Pickup Sheet. (UMR 55-2, para 5-2b(4)(b))

Recruiters, SL/GC can find HTS/DS documents and resources required to execute the HTS/DS Program in the USMEPCOM Public website link: <http://www.mepcom.army.mil/Home/Recruiters/>, under the "Hometown Shipping Information" category.

Provide all ground transportation from the shipper's home location to the designated departure terminal. Ensure the shipper arrives at the departure terminal within 2 hours of the departure time. For those shippers traveling by bus or train, the Recruiting Service will coordinate and/or provide onward transportation from the arrival station to the RTC.

Unless the MEPS contracted hotel is informed of a late arrival, the reservation will cancel automatically at 2000 MEPS local time.

If any HTS/DS is a no-show, the travel documents will be returned to the MEPS TA within five processing days following the no-show date.

References



Time: xx minutes

Facilitator

Say: Let's take a look at regulations that governs the guidance that we reviewed in this session.

Note: You can attach all of your service related references to the next slide.



REFERENCES



Freedom's Front Door

Aptitude Processing

- DoD Directive 1304.12E, Military Personnel Accession Testing Programs (Sep 05)
- AR 601-222, Armed Services Military Personnel Accession Testing Programs (Joint Service Reg) (Oct 05)
- USMEPCOM Reg 611-1, Enlistment Qualification Tests (Oct 17)
- USMEPCOM Reg 601-4, Student Testing Program (Sep 17)

Medical Processing

- DoD Instruction 6130.3, Medical Standards for Appointment, Enlistment and Induction into the Military Services (Mar 18)
- AR 40-501, Standards of Medical Fitness (Joint Service Reg) (Jun 17)
- USMEPCOM Reg 40-1, Medical Processing & Examinations (Jul 17)
- USMEPCOM Reg 40-8, DoD HIV and DAT Program (Mar 17)
- USMEPCOM Medical Prescreen Program Standard Operating Procedure (June 18)

Accession Processing (Administrative and Enlistment)

- DoD Directive 1145.02E, USMEPCOM (Oct 12)
- DoD Instruction 1304.02, Accession Processing Data Collection Forms (Sep 11)
- AR 601-270, MEPS (Joint Service Reg) (Sep 11)
- USMEPCOM Reg 601-23, Enlistment Processing (Oct 17)
- USMEPCOM Reg 680-3, USMIRS (May 06)
- USMEPCOM Reg 55-2, Transportation and Travel

Time: xx minutes

Facilitator

Say:

Aptitude Processing

DoD Directive 1304.12E, Military Personnel Accession Testing Programs (Sep 05)
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 USMEPCOM Reg 601-23, Enlistment Processing (Oct 17)
 USMEPCOM Reg 680-3, USMIRS (May 06)
 USMEPCOM Reg 55-2, Transportation and Travel



Time: xx minutes

Facilitator

Say: We've made it to the wrap-up!



WRAP-UP



Freedom's Front Door

At the end of this session, participants are able to:

- ✓ Distinguish between Forms used for MEPS applicant processing (USMEPCOM Form 680-3A-E, DD Form 2807-2, and DD Form 1966/5, Medical Consults, and Medical Waivers).
- ✓ Describe the tools and resources available to prepare applicants for their Day at the MEPS.
- ✓ Demonstrate how to project applicant's records (ASVAB, Prescreen, Medical Examination, Same Day Process, Special Purpose Testing, and Shipping).

Time: xx minutes

Facilitator

Say: As a result of this session, participants are able to:

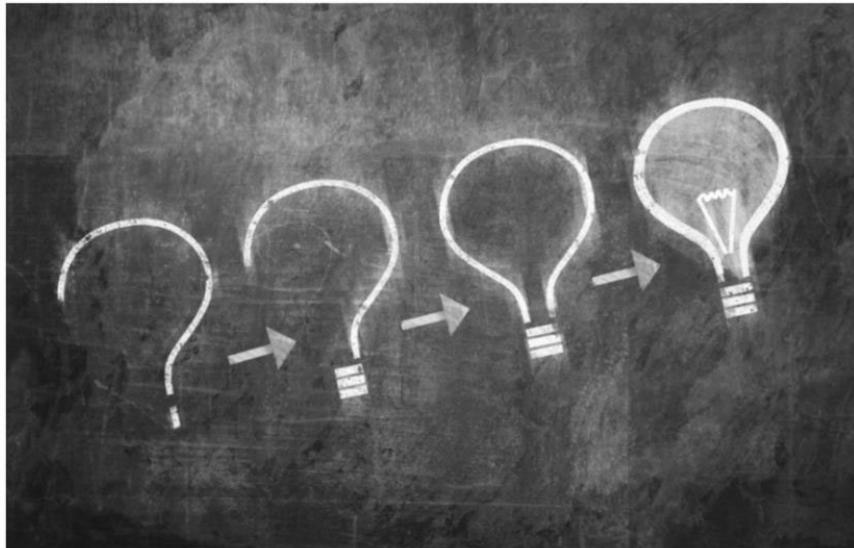
- ✓ Distinguish between Forms used for MEPS applicant processing (USMEPCOM Form 680-3A-E, DD Form 2807-2, and DD Form 1966/5, Medical Consults, and Medical Waivers).
- ✓ Describe the tools and resources available to prepare applicants for their Day at the MEPS.
- ✓ Demonstrate how to project applicants records (ASVAB, Prescreen, Medical Examination, Same Day Process, Special Purpose Testing, and Shipping).



QUESTIONS



Freedom's Front Door



Time: xx minutes

Facilitator

Ask: Are there any questions?

Thank you for your questions.



POINT OF CONTACTS



Freedom's Front Door



Time: xx minutes

Facilitator

Say: These are the POCs, Mr. Rory Burns, and anyone in the J-3 Directorate, Current Operations Division or Accession Division.

Thank you for your time.