



## DoD MANUAL 1145.02

### MILITARY ENTRANCE PROCESSING STATION (MEPS)

---

<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
<b>Effective:</b>	July 23, 2018
<b>Change 1 Effective:</b>	May 7, 2025
<b>Releasability:</b>	Cleared for public release. Available on the DoD Issuances Website at <a href="http://www.esd.whs.mil/DD/">http://www.esd.whs.mil/DD/</a> .
<b>Approved by:</b>	Robert L. Wilkie, Under Secretary of Defense for Personnel and Readiness
<b>Change 1 Approved by:</b>	Timothy D. Dill, Performing the Duties of the Assistant Secretary of Defense for Manpower and Reserve Affairs

---

**Purpose:** In accordance with the authority in DoD Directive (DoDD) 5124.10, this manual:

- Implements policy, assigns responsibilities, and provides direction for processing civilians into the Military Services pursuant to the authority in DoDD 1145.02E and DoD Instruction (DoDI) 1304.02.
- Takes precedence over any DoD Component publications that contain conflicting guidance regarding processing civilians into the Military Services through MEPS facilities.

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION .....</b>	<b>5</b>
1.1. Applicability. ....	5
1.2. Policy. ....	5
1.3. Summary of Change 1. ....	5
<b>SECTION 2: RESPONSIBILITIES .....</b>	<b>6</b>
2.1. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)). ....	6
2.2. Director, Department of Defense Human Resources Activity (DoDHRA). ....	6
2.3. Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard. ....	6
2.4. Secretary of the Army. ....	7
<b>SECTION 3: COMMAND AND CONTROL .....</b>	<b>8</b>
3.1. Commander, USMEPCOM. ....	8
a. Command and Control. ....	8
b. Director, Human Resources. ....	8
c. Director, Operations. ....	8
d. Director, Facilities and Acquisitions: ....	9
e. Director, Information Technology: Accession Reporting System. ....	9
f. Director, Medical Plans and Policy: USMEPCOM Medical Program. ....	10
g. Director, Resource Management: Financial Management. ....	10
h. Command Inspector General: Inspector General Inspection Program. ....	10
3.2. MEPS Commands. ....	10
a. MEPS Commanders. ....	10
b. Entrance Processing Services. ....	11
c. MEPS Operations Section. ....	11
d. MEPS Testing Section. ....	13
3.3. Recruiter Responsibilities. ....	13
a. New Recruiters. ....	13
b. Recruiter Pre-Screening Requirements. ....	14
c. MEPS Scheduling and Contract Lodging for Applicants. ....	14
d. Post MEPS Visit. ....	15
<b>SECTION 4: APTITUDE STANDARDS .....</b>	<b>16</b>
4.1. Armed Services Military Personnel Accession Testing Program. ....	16
a. General. ....	16
b. Testing Responsibilities. ....	16
4.2. DoD Enlistment Testing Program. ....	18
a. Program Description. ....	18
b. Testing Policy. ....	18
c. MET Site ....	20
d. Overseas Enlistment Aptitude Testing Program. ....	21
4.3. The DoD Student Testing Program. ....	21
a. Program Description. ....	21
b. Testing Policy. ....	22
4.4. Special Purpose Testing. ....	22
a. Authorized Test. ....	23

b. Special Tests. ....	23
4.5. Service ASVAB Testing Program. ....	23
a. Armed Forces Classification Test (AFCT). ....	23
b. Overseas Testing Program. ....	26
4.6. Processing of Applicant with Non-Qualifying Scores. ....	27
4.7. ASVAB Retesting. ....	27
a. Retest Policy for Enlistment and Student ASVAB. ....	27
b. Retest Functions for Enlistment and Student ASVAB. ....	28
c. Retest Policy for In-Service Testing. ....	29
4.8. Temporary Identification Number (TIN). ....	29
4.9. Test Security. ....	29
a. Purpose. ....	29
b. Functions. ....	29
4.10. Accountable Test Materials. ....	30
a. Accountability. ....	30
b. Functions. ....	31
SECTION 5: MEDICAL STANDARDS. ....	33
5.1. USMEPCOM Medical Program. ....	33
a. General. ....	33
b. USMEPCOM Requirements. ....	33
c. Military Entrance Medical Examinations ....	34
5.2. Medical Processing. ....	34
a. Medical Standards. ....	34
b. Medical Prescreen. ....	35
c. Medical Examination. ....	35
SECTION 6: ENLISTMENT STANDARDS. ....	41
6.1. USMEPCOM Accession Program. ....	41
a. General. ....	41
b. Applicant Scheduling. ....	41
c. Applicant Positive Identification and Verification. ....	41
d. Applicant Clothing Standards. ....	42
e. Processing of Minors. ....	42
f. Examination of Non-English Speaking Applicants. ....	42
g. Processing Special Category Applicants. ....	42
h. Recruiters' Conduct within USMEPCOM Processing Locations. ....	42
i. MEPS Pre-Enlistment and Pre-Accession Interview. ....	43
j. Special Agreement Check (SAC). ....	43
k. Oath of Enlistment: Pre-Conditions. ....	43
l. Oath of Enlistment: MEPS Ceremonial Room. ....	44
m. Oath of Enlistment: Post-Conditions. ....	44
n. DD Form 4 Series Signatures. ....	45
o. Applicant Processing Outside of a MEPS. ....	45
p. Applicant Transportation. ....	45
6.2. USMEPCOM Shipping Program. ....	45
a. Travel Orders. ....	45

b. Movement of Enlistees. ....	45
SECTION 7: ACCESSION COMMUNITY OF INTEREST COMMITTEES .....	47
7.1. Accession Community of Interest Committee's Function. ....	47
a. IRC. ....	47
b. RC/OC. ....	49
c. Stakeholders' Committee. ....	51
d. DADSIWG. ....	51
e. Accession Medical Standards Working Group. ....	52
f. MAPWG. ....	52
SECTION 8: SUPPORT SERVICES .....	54
8.1. Public Affairs. ....	54
a. General. ....	54
b. News Media Interviews or Photographs. ....	54
c. Visitors to MEPS. ....	54
8.2. Support Service Activities. ....	55
a. General. ....	55
b. Office Space. ....	55
c. Information Technology. ....	55
d. Expendable Supplies. ....	55
e. Furniture. ....	55
f. Telephone Service. ....	55
8.3. Personnel. ....	56
a. General. ....	56
b. Relief of Unsatisfactory Personnel. ....	57
8.4. Forms, File, and Information Management. ....	58
a. Requisition of Forms. ....	58
b. Maintenance and Disposition of Files. ....	58
c. Release of Information to Federal or State Agencies. ....	58
GLOSSARY .....	59
G.1. Acronyms. ....	59
G.2. Definitions. ....	60
REFERENCES .....	65

## TABLES

Table 1: Assignment Qualifications. ....	56
--	----

## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

**1.2. POLICY.** Pursuant to DoDD 1145.02E, it is DoD policy to:

a. Ensure United States Military Entrance Processing Command (USMEPCOM) has the appropriate policies and resources in order to process a sufficient number of military accessions during peacetime and mobilization pursuant to DoDI 1304.26 and Title 10, United States Code (U.S.C.).

b. Ensure USMEPCOM has the appropriate policies and resources in order to administer the Armed Services Vocational Aptitude Battery (ASVAB) test for the Military Services and the Career Exploration Program (CEP).

### **1.3. SUMMARY OF CHANGE 1.**

The changes to this issuance are administrative and update language to comply with Executive Order 14168.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE**

**AFFAIRS (ASD(M&RA)).** Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA) through the Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)):

- a. Exercises overall responsibility for military personnel requirements and accessions.
- b. Maintains operational, realignment, and reorganization authority for USMEPCOM.
- c. Implements overall policy and procedures for biometric(s) enrollment, identity vetting, and identification verification for applicants during entrance processing for accession into the Military Services.
- d. In coordination with the Under Secretary of Defense for Intelligence, ensures that enrollment, vetting, and verification processes for DoD applicants can support suitability and investigation requirements for the DoD personnel security community.
- e. Develops and oversees the implementation of DoD military personnel policy to ensure that all DoD Components comply with this issuance.

### **2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY**

**(DODHRA).** Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, through the Office of People Analytics (OPA) and the Defense Travel Management Office (DTMO):

- a. Ensures that the Defense Personnel Assessment Center (DPAC) complies with all requirements outlined in Section 4 of this issuance.
- b. Provides support for recruits traveling from MEPS or their hometowns to their initial training centers, and assists recruits experiencing travel delays or cancellations of transportation.

### **2.3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE U.S. COAST GUARD.**

The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard:

- a. Coordinate accession technological development and implementation with USMEPCOM Commander and the DoDHRA Human Resources Management Portfolio Manager.
- b. Provide military personnel to staff the USMEPCOM processing locations during peacetime and mobilization. Provide finance related pay and allowance costs, including permanent change of station travel and temporary duty travel for Service-unique purposes.

c. Provide adequate funding for the cost of transportation, meals, and lodging for applicants and enlistees from their respective components.

d. Furnish recruiting services examination and enlistment data for the Regular and Reserve Components, including the Delayed Entry Program (DEP) scheduled workloads, to the DASD(MPP).

e. Provide the DASD(MPP) with basic eligibility criteria for enlistment, prepare enlistment documents, assign enlistees, and distribute enlistment documents.

f. Provide the DASD(MPP) with medical standards for Military Service-specific medical testing for USMEPCOM implementation.

g. Establish and maintain their respective Military Services' systems for job reservation capability and data sharing with USMEPCOM's reporting system for entrance processing activities (e.g., reviewing applicant status, scheduling, applicant processing, and reporting accessions).

h. Ensure that DoD Components enforce the requirement for proper conduct and behavior by their applicants during entrance processing, to include behavior at meals and lodging facilities. When incidents occur, and local police authorities do not report or conduct an investigation, the applicable Military Service will submit an inquiry to the MEPS commander.

i. Provide results of test irregularity investigations quarterly through the DPAC to the USD(P&R) and advise the Manpower Accession Policy Working Group (MAPWG).

j. Ensure that their respective Military Services designate technical and policy representatives to serve on the MAPWG committee.

k. Develop policy and procedures for discharging or separating enlistees during accession processing, and reporting such actions to the appropriate agencies within their respective Military Department and USMEPCOM.

**2.4. SECRETARY OF THE ARMY.** In addition to the responsibilities in Paragraph 2.3., the Secretary of the Army, pursuant to DoDD 1145.02E, serves as the DoD Executive Agent (EA) for USMEPCOM. As DoD EA for USMEPCOM, the Secretary of the Army supports USMEPCOM by programming, budgeting, and funding all its operations. Prior approval from the USD(P&R) is required before reducing USMEPCOM's funding or resources.

## **SECTION 3: COMMAND AND CONTROL**

### **3.1. COMMANDER, USMEPCOM.**

**a. Command and Control.** In accordance with DoDD 1145.02E, the Commander, USMEPCOM, has authority, direction, and control over USMEPCOM, sector headquarters (HQ), battalion HQ, and USMEPCOM processing locations. The Commander, USMEPCOM:

- (1) Coordinates with the DoD Components and other federal and non-government agencies as needed to support operations.
- (2) Publishes and distributes changes in policies and procedures affecting MEPS to the Military Services.
- (3) Oversees the administration of a quality control program in accordance with existing policies and procedures, and those published for internal operations.
- (4) Completes and distributes accession processing forms in accordance with DoDI 1304.02; all USMEPCOM forms referenced in this issuance must be available on the USMEPCOM website.
- (5) Establishes maximum daily processing capability based on available manpower at each MEPS. Provide recruiting Services fair share of available processing based on historical workload.

#### **b. Director, Human Resources.**

##### **(1) Manpower Management.**

(a) Develops processing location workload capabilities; documents staffing patterns, and personnel requirements to support aptitude testing, medical examination, operational processing, and recruit travel.

(b) Publishes and distributes joint tables of distribution and allowance to appropriate agencies. Publishes monthly workload reports.

**(2) Records Management.** Retains identity records pursuant to Commander, USMEPCOM, policy and procedures, applicable system of record notices, and DoDI 1336.08.

#### **c. Director, Operations.**

**(1) Enlistment.** Conducts peacetime accession processing (other than in-Service reenlistments), including the capture of accession data and related information.

(a) **Oath of Enlistment.** Only officials authorized to administer the oath of enlistment, pursuant to Section 936 of Title 10, U.S.C., may sign Department of Defense (DD) Form 4 "Enlistment/Reenlistment Document Armed Forces of the United States," available on



the DoD Forms Management Program website, pursuant to procedures established by DoD and the Commander, USMEPCOM.

(b) **Refusal to Enlist.** The official administering the oath will confirm that all applicants who “refuse to enlist” are identified and enlistment data is not reported in the USMEPCOM’s accession reporting system.

(2) **Identity Management.** Ensures DoD policy and procedures are met for biometric(s) and achieves positive identity for all applicants.

(3) **Aptitude Testing.** Maintains geographic boundaries for the Military Entrance Test (MET) sites and high school testing. Safeguards controlled test material and equipment.

(4) **Recruit Travel.** J3 Operations establishes policies, procedures, and standards for transporting enlisted applicants and arranges for the movement of an enlistee from the MEPS to a reception location or initial duty station designated by the sponsoring Military Service. Ensures only qualified applicants ship. USMEPCOM J3 Recruit Travel Management Branch:

(a) Provides meals and lodging for applicants as appropriate during entrance processing and for enlisted applicants shipping to Initial Military Training.

(b) Negotiates meal and lodging contracts pursuant to applicable policies and procedures established by Commander, USMEPCOM.

(c) Coordinates with DTMO to provide recruit travel routings (RTR) for multi-modal air and bus travel and the Recruit Assistance Program.

**d. Director, Facilities and Acquisitions:**

(1) **Processing Locations.**

(a) Establishes and maintains processing locations prescribed by the DASD(MPP) and develops facility layouts, space, and equipment requirements.

(b) Oversees USMEPCOM processing locations and the administration of resources that provide for efficient and effective operations.

(2) **Inter-service Support Agreements.** Obtains services (to include legal services) and logistical support for USMEPCOM processing location activities.

**e. Director, Information Technology: Accession Reporting System.** Designs, implements, sustains and operates a reporting system to support DoD accession policy. USMEPCOM will maintain the reporting system, which is the authoritative source for accession record information and data pursuant to DoDD 1145.02E and DoDI 1336.08. The accession reporting system:

(1) Supports entrance processing through data, records, and identity management.

(2) Provides for scheduling of applicants for entrance processing and provides workflow data.

(3) Transmits and receives entrance processing data, documents, and forms.

(4) Provides for military travel orders and meal tickets.

**f. Director, Medical Plans and Policy: USMEPCOM Medical Program.**

(1) Provides medical prescreening and examinations in accordance with DoD accession medical standards, ensuring medical standards for enlistment, appointment and induction are applied in evaluating the medical fitness of applicants.

(2) Centrally manages and administers the DoD enlistment medical qualification program.

(3) Publishes USMEPCOM policy, procedures and guidance for the DoD enlistment medical qualification program.

**g. Director, Resource Management: Financial Management.** Submits budget requirements as required to the USMEPCOM EA.

**h. Command Inspector General: Inspector General Inspection Program.** Inspects processing locations in accordance with DoDD 5106.04.

### **3.2. MEPS COMMANDS.**

**a. MEPS Commanders.**

(a) Oversee applicants processing to meet applicable DoD, Military Services, and USMEPCOM qualification standards.

(b) Enlist only qualified applicants that are accepted by the applicable Military Service.

(c) Enter the applicants' processing results into the command's accession reporting system.

(d) Provide medical examinations and aptitude testing support to other federal agencies as approved by the DASD(MPP) including the special category non-applicants such as the Central Intelligence Agency, Federal Bureau of Investigations, and Federal Aviation Administration, in accordance with procedures established by the Commander, USMEPCOM.

(e) Perform accounting for appropriated funds, develop financial plans and programs, conduct financial review and analysis, and conduct management analysis to maximize operational efficiency in terms of funding resources.

(f) Provide applicants the opportunity to complete USMEPCOM customer service surveys to evaluate the effectiveness of the MEPS entrance processing and current DoD accession policies, and provide the applicant with immediate feedback pursuant to approved policies and procedures of the Commander, USMEPCOM.

**b. Entrance Processing Services.** MEPS services include:

- (1) Identity vetting.
- (2) Applicant screening.
- (3) Applicant scheduling.
- (4) Test administration.
- (5) Medical evaluations and examinations.
- (6) Enlistment interviews and contracting.
- (7) Transportation services.
- (8) Provisions for meals and lodging.

**c. MEPS Operations Section.**

(1) **Privacy.** Direct applicants to read and sign authorizations, acknowledgements, and consents pursuant to the Privacy Act of 1974 (Section 522a, Title 5, U.S.C.), Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law 104–191), parental consent, and release for data capture, maintenance, and exchange.

(2) **Identity Management and Biometrics.** MEPS operations staff will enroll an applicant's biometrics at first contact and verify the applicant's identity throughout entrance processing.

(a) Notify the appropriate Military Service when an applicants' claimed identity cannot be verified.

(b) Compare data provided by applicants to systems of records for substantiating their claimed identity.

(c) Establish and maintain procedures as a DoD trusted agent to authenticate applicant's identity before enlistment and creation of the enlisted personnel record.

**(3) Operation Processing.**

(a) Collect data using entrance processing forms and, when required, digitally sign such forms in accordance with DoDI 1304.02, and policies established by Commander, USMEPCOM, and the Office of the USD(P&R).

(b) Conduct applicant enlistment qualification interviews to assist the sponsoring Military Service in determining that the applicant has a complete understanding of their pending Military Service obligation, they have been truthful in their responses, and understands the penalties under law if he or she attempts to fraudulently enlist.

(c) Under the authority of the sponsoring Military Service request, capture and forward fingerprints acquired from applicants to the appropriate background-investigating agency.

(d) Prepare DD Form 93 "Record of Emergency Data," available on the DoD Forms Management Program website, before applicant shipping as prescribed in DoDI 1304.02 and pursuant to approved policies and procedures issued by the Commander, USMEPCOM.

(e) Report enlistment data in the reporting system, to include non-MEPS enlistments, using DD Form 1966 "Record of Enlistment/Reenlistment," available on the DoD Forms Management Program website, as prescribed in DoDI 1304.02 and approved policies and procedures issued by the Commander, USMEPCOM.

(f) Review entrance processing forms/documents for quality and accuracy of information before signing.

(g) Assemble and distribute entrance processing forms/documents pursuant to policies and procedures established by the Commander, USMEPCOM.

(h) Prepare and publish travel orders, including amendments, for transportation of an enlisted applicant to initial active duty (AD) for training, AD training pursuant to approved policies and procedures issued by the Commander, USMEPCOM, and sponsoring Military Service component.

(i) Arrange transportation for an enlistee to local transportation terminals and onward movement to the Military Service's designated duty station, to include non-MEPS shipping.

(j) Provide arrangements for lodging, meals, and local transportation (if applicable) for an applicant scheduled for processing at a MEPS beyond the noon period. If necessary to obtain these services from commercial facilities, such obtainment will be accomplished only through the supporting contracting offices.

(k) Maintain accountability of services rendered by contractors and vendors, and submit payment pursuant to procedures established by the Commander, USMEPCOM.

(l) Verify Reserve and prior-service applicants have all required release or separation documentation before enlistment.

(m) Conduct recruiter orientation within 90 days for newly assigned recruiters, pursuant to approved policies and procedures issued by the Commander, USMEPCOM.

**d. MEPS Testing Section.**

(1) **Aptitude Testing.** MEPS testing staff will administer computerized, internet, and paper and pencil aptitude testing pursuant to DoDI 1304.12E and policies and procedures prescribed in Section 4 of this issuance, DoDD 1145.02E, and issued by the Commander, USMEPCOM.

(2) **CEP.** The MEPS Education Services Specialist (ESS) serves as the Education Subcommittee Chair of Inter-service Recruitment Committee (IRC) for ASVAB and CEP functions.

**e. MEPS Medical Department: Medical Evaluation and Examinations.** MEPS Medical Department will:

(1) Obtain and evaluate applicant self-reported medical history responses and medical documentation for determination and adjudication of the physical fitness of an applicant to perform military duties as prescribed in DoDI 6130.03 and by the Commander, USMEPCOM.

(2) Conduct entry-level medical examinations to determine applicant's physical fitness to perform military duties as prescribed in DoDI 6130.03 and by the Commander, USMEPCOM.

(3) Collect blood specimens from applicants and ship to DoD certified laboratories (selected and contracted by DoD) for human immunodeficiency virus antibody initial screening and confirmation testing, as necessary.

(4) Conduct applicant alcohol testing by breathalyzer during entrance processing and confirm all positive readings. Collect urine specimens from applicants and ship to DoD certified laboratories (selected and contracted by DoD) for initial drug screening and confirmation testing, as necessary.

(5) Provide medical attention, when necessary, to an applicant accepted for processing in accordance with USMEPCOM policies and procedures for medical emergencies or injuries occurring at USMEPCOM processing locations.

(6) Report medical examinations data in the reporting system, to include non-MEPS medical examinations, using DD Form 2808 "Report of Medical Examination," available on the DoD Forms Management Program website, as prescribed in DoDI 1304.02 and approved policies and procedures issued by the Commander, USMEPCOM.

**3.3. RECRUITER RESPONSIBILITIES.**

**a. New Recruiters.** Recruiters will attend MEPS recruiter orientation within the first 90-days of being assigned recruiting duties. Recruiters who have already attended such orientation are not required to repeat it.

**b. Recruiter Pre-Screening Requirements.** Recruiters will:

(1) Submit complete and accurate information for entrance processing to the MEPS pursuant to policy established by the Commander, USMEPCOM. Forms required include, but are not limited to:

(a) DD Form 1966 “Record of Military Processing – Armed Forces of the United States” and DD Form 1966 page 5 “Parental/Guardian Consent for Enlistment,” when processing minors.

(b) DD Form 2807-2 “Accession Medical Prescreen Report,” and supporting medical documentation, as applicable.

(2) Complete verification of applicant identity utilizing the documents approved by the respective Service.

(3) Provide applicable information for enlistment processing including: signed authorizations, acknowledgements, and consents pursuant to the Privacy Act of 1974 (Section 522a, Title 5, U.S.C.), the HIPAA Act of 1996 (Public Law 104–191), and parental consent.

(4) Provide the MEPS medical or operations staffs the DD Form 2808 or DD Form 1966/1, as applicable, for the reporting of non-MEPS medical examinations or enlistments pursuant to approved policies and procedures issued by the Commander, USMEPCOM.

(5) Assume responsibility for all other qualification requirements that affect the direct accession of overseas applicants, e.g. testing, medical examinations fingerprinting, background screening.

**c. MEPS Scheduling and Contract Lodging for Applicants.** Recruiters will:

(1) Inform applicants about USMEPCOM entrance processing procedures. Refer applicants to <http://www.mepcom.army.mil/>.

(2) Provide applicants information about procedures for meals and lodging, rules of conduct when at contract lodging facilities, 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.

(3) Schedule processing services provided by USMEPCOM pursuant to approved policies and procedures issued by the Commander, USMEPCOM.

(4) Provide necessary transportation between the arrival terminal and lodging facility, or the MEPS, for applicants arriving by air.

(5) Military Services assume responsibility for their applicants/enlistees who, as a result of misconduct, medical emergency, family emergency, legal problem, or any other problems that are not a direct result of USMEPCOM entrance processing, have their processing suspended.

**d. Post MEPS Visit.** Recruiters and Service liaisons will:

- (1) Refer eligible prior-service members requesting shipment of household goods, mobile homes, or privately owned automobiles to a military transportation office.
- (2) The sponsoring Service will take responsibility for the oversight of any accessed applicant whose delay is the result of any non-USMEPCOM activity.
- (3) Provide disposition to MEPS operations staff for enlisted applicants that do not complete travel after the oath of enlistment is administered.
- (4) Thirty (30) days before the date of shipping, enlistees are required to be projected to ship in the command's reporting system. Confirm shipper projections pursuant to approved policies and procedures established by the Commander, USMEPCOM.

## **SECTION 4: APTITUDE STANDARDS**

### **4.1. ARMED SERVICES MILITARY PERSONNEL ACCESSION TESTING PROGRAM.**

**a. General.** Enlistment aptitude qualification testing policies are described in this issuance for the DoD enlistment, student, and overseas testing programs. Military Services requesting exceptions to policy will direct the request to their respective Service representative on the MAPWG. Additionally, Military Services' requests for changes or initiatives that impact administration of the ASVAB are submitted to the Service MAPWG member who will review and forward to the Director, Accession Policy, in the office of the DASD(MPP), or the MAPWG Committee for review, as appropriate.

#### **b. Testing Responsibilities.**

(1) The DPAC:

(a) Manages research and development of all versions of the ASVAB, to include in-service ASVAB test versions, under the authority of DoDHRA.

(b) Serves as lead organization for technical and developmental issues related to the ASVAB program, and for ASVAB research and development, in coordination with personnel research activities of the Services and USMEPCOM.

(c) Plans, programs, budgets, and finances ASVAB-related research and development.

(d) Prepares and provides camera-ready or final electronic copy to USMEPCOM for enlistment and student test programs (STP).

(e) Trains education specialists and make presentations at national and regional forums on the ASVAB program.

(2) Director, Accession Policy, under the authority of the DASD(MPP):

(a) Develops policy for the military personnel testing program.

(b) Reviews and approves any initiative/special requests related to ASVAB and special purpose testing that are submitted by Services through their MAPWG representative.

(c) Notifies USMEPCOM and Services of approved changes to policy and addition of special purpose tests to be administered by the MEPS.

(3) The Commander, USMEPCOM, is the operating agent for the testing programs and:

(a) Administers the DoD enlistment and STP in accordance with policy developed by the Director, Accession Policy.



(b) Prescribes quality assurance procedures to oversee the accuracy of the test battery for enlistment processing.

(c) When approved by the Director, Accession Policy, administers special purpose tests to determine qualifications for specific military occupations or assignments.

(d) Coordinates for Service needs for printing and distributing the initial supplies of test materials, counseling materials, and training aids for use in the DoD enlistment, overseas, and Student Testing Programs.

(e) Maintains sufficient stock of all test and career guidance support materials and equipment required to administer the current ASVAB versions used in the DoD enlistment, overseas, and STP testing programs. Included is reprinting of existing materials with or without slight modification (updating) and distributing the materials, as well as distributing computerized adaptive testing-ASVAB (CAT-ASVAB) software.

(f) Distributes ASVAB promotional materials and novelty items for use in marketing the DoD STP.

(g) Provides operational test and item data required for special studies and periodic score monitoring by the DPAC.

(h) Provides an ASVAB ESS at each MEPS as the primary point-of-contact for the DoD STP.

(i) Provides periodic testing data to the recruiting services including number of students tested, number of schools tested, and service testing goals.

(j) Establishes procedures to investigate prohibited actions and situations in both the DoD enlistment and STP that may be cause for test loss or compromise.

(k) Establishes USMEPCOM testing administration policy and procedures. These policies and procedures will be applicable to all military recruiting services, MEPS, and users of MEPS facilities, to include MET sites; ensure quality control standards are met according to applicable directives; these policies and procedures will be provided to all Service accessions policy agencies and recruiting HQ.

(l) Coordinates with MAPWG members on exceptions to policy requested by Services.

(m) Sends applicable action items to each MEPS as a result of exception to policy determinations.

## **4.2. DOD ENLISTMENT TESTING PROGRAM.**

### **a. Program Description.**

- (1) The DoD Enlistment Testing Program (ETP) gives a sponsoring Service an applicant's aptitude and non-cognitive test results.
- (2) The sponsoring Service will determine an applicant's eligibility for enlistment.
- (3) Specific parallel versions of the ASVAB are designated for use in the DoD ETP.
- (4) The ASVAB scores are one of several criteria used to qualify individuals for enlistment and for placement into military occupations.

### **b. Testing Policy.**

- (1) Enlistment qualification tests will not be administered to applicants who are otherwise ineligible for enlistment.
- (2) The recruiting Service is responsible for ensuring that the applicant meets basic eligibility requirements to enlist before sponsoring an individual for MEPS or MET site ASVAB testing.
- (3) The USMEPCOM Form 680-3A-E "Request for Examination," available on the USMEPCOM website, is required to authorize the applicant's enlistment qualification testing or retesting. Accuracy of the data elements on the form is the responsibility of the applicant and the recruiter. The ASVAB will not be administered to any applicant unless a fully completed and certified USMEPCOM Form 680-3A-E is presented before testing.
- (4) The enlistment ASVAB is solely for the testing of individuals specifically applying for enlistment. The enlistment ASVAB is not to test students in educational institutions.
- (5) Testing applicants for enlistment with the ASVAB by other than MEPS-designated personnel is not authorized, except utilizing the online un-proctored ASVAB or in overseas areas.
- (6) The ASVAB scores are valid for enlistment purposes, including the DEP, for 2 years from the date of test administration. In all cases, the most recent valid ASVAB score is the score of record and is the only score that can be used for enlistment processing purposes.
- (7) To take the enlistment ASVAB, applicants must provide photographic identification (e.g., driver's license, student identification card, military dependent identification card, or passport) to the test administrator (TA). Applicants without photographic identification will be required to have their right thumbprint imprinted on the USMEPCOM Form 680-3A-E. Applicants without photographic identification and who refuse to render a thumbprint will be denied the opportunity to test.

(8) During processing, applicant signatures will be compared to ensure proper applicant identification. Locations operating with USMEPCOM identity management software do not require the applicant to present photographic identification or manually thumbprint an applicant on USMEPCOM Form 680-3A-E before testing.

(9) Personnel in the DEP will not retest with the enlistment or student ASVAB.

(10) The first ASVAB administered, whether in the enlistment or student program, is the initial test of an applicant. An exception is a test administered in the school testing program to a student in the 10th grade; this test cannot be used for enlistment purposes, and therefore it does not count as a first test. Any subsequent testing with the ASVAB, enlistment or student, within 2 years of any previous test is considered a retest; retest policy is addressed in Paragraph 4.7 of this issuance.

(11) An applicant who has answered at least one question on the ASVAB is considered to have tested.

(12) A TA is not authorized to test an individual who, in their judgment, appears to be under the influence of alcohol or drugs.

(13) Under normal circumstances, the applicant's test results will only be provided to the sponsoring recruiting Service. Test results will not be given directly to the applicant after testing.

(14) Cameras, cellular telephones, or any other personal electronic devices are prohibited within any testing area.

(15) Applicants detected receiving or using unauthorized assistance (e.g., unauthorized notes or study questions, talking during the test, or gazing onto a neighbor's test), or committing other inappropriate conduct (e.g., working on a portion of the test other than the one being administered, or using a calculator, slide rule, cellular telephone, electronic translator, or other mechanical device) will not be allowed to continue to test. If testing is complete, their test results will be invalidated.

(16) Applicants leaving the test room without authorization will have their test results invalidated.

(17) In all cases where a test is invalidated, the individual will be prohibited from further testing for 6 calendar months. Additionally, results of an invalidated test cannot be used for enlistment purposes.

(18) In addition to administering the ASVAB, MEPS personnel are authorized to administer approved special purpose tests. Special purpose testing will not be scheduled or conducted in a manner that impairs the ability of the MEPS concerned to complete enlistment or student testing missions. "Special Purpose Testing" is explained in Paragraph 4.4 of this issuance.

(19) The MEPS TA will not administer the ASVAB to other personnel (military or civilian) assigned to the same MEPS.

(20) At paper-and-pencil MET sites, only the unverified Armed Forces Qualification Test (AFQT) score may be released to the sponsoring recruiting Service. At CAT-ASVAB MET sites, all scores on the CAT-ASVAB unverified score report may be released to the sponsoring recruiting Service.

(21) MEPS and recruiting personnel may not use ASVAB tests, locally developed test questions, test aids, or commercial study guides to familiarize applicants or potential applicant with the ASVAB. Applicants may be advised that commercial study guides are available; however, commercial study guides will not be maintained in any MEPS or MET site facility, or in the possession of MEPS and recruiting personnel for use by applicants. The MEPS and recruiting personnel will not participate in applicant study preparation, nor provide or recommend actions that would afford an applicant with an unfair advantage towards improving ASVAB scores. The TAs will report anyone seeking inappropriate testing assistance to the MEPS commander.

### **c. MET Site**

(1) **Management.** HQ USMEPCOM and local MEPS policies and procedures, in conjunction with the IRC, outline the management of USMEPCOM processing location MET sites. USMEPCOM will manage the proctor ratio to ensure approved testing can be completed.

#### **(2) MET Site Facilities.**

(a) MET site facilities located outside of the MEPS, intended to be used for the aptitude testing of applicants, will be designated by the MEPS commander after coordination with voting and nonvoting members of the IRC, in accordance with policies and procedures prescribed by HQ USMEPCOM. The function for locating, identifying, and coordinating the use of facilities outside the MEPS will be shared by all members of the IRC.

(b) Procedures for the administration and protection of enlistment aptitude tests and computer equipment are prescribed in USMEPCOM policies and procedures, which are applicable to all military recruiting Services, MEPS, and users of MEPS facilities, including MET sites.

(c) Provisions of travel for applicants to and from USMEPCOM processing location test sites is the responsibility of the recruiting Services. This includes providing meals.

(d) In accordance with USMEPCOM policies and procedures, the following facility requirements will be met when administering an aptitude test.

1. Desks or tables with writing surfaces that are flat and smooth and wide enough to accommodate the test and answer sheets;

2. Chairs will not have writing arms;

3. Test rooms will have proper illumination, ventilation, and be temperature controlled. They will also be free from noise and visual distractions; and,

4. Testing sites must have a secure storage area for automated equipment and test materials; automated equipment located at test sites authorized to administer the internet computerized adaptive testing is owned, maintained, and controlled by the organization responsible for the facility.

#### **d. Overseas Enlistment Aptitude Testing Program.**

(1) ASVAB testing outside the continental United States will be conducted in close coordination with USMEPCOM J3 Operations Testing Division.

(2) The Military Services are responsible for the operation of the overseas testing program, as outlined in Paragraph 4.5.b of this issuance.

(3) Commander, USMEPCOM, will provide support to the Service's mission for overseas testing areas by designating specific MEPS to support testing outside the continental United States. The designated MEPS will:

- (a) Coordinate with Military Services overseas ASVAB program managers;
- (b) Provide applicant test data to USMEPCOM designated MEPS for reporting;
- (c) Provide confirmation tests as appropriate; and,
- (d) Report test improprieties to USMEPCOM J3 Operations Testing Division.

### **4.3. THE DOD STUDENT TESTING PROGRAM.**

#### **a. Program Description.**

(1) The DoD STP, as outlined in DoDI 1304.12E, is offered to provide students in secondary and post-secondary schools assistance in curriculum planning, vocational and career counseling, and group assessment. The DoD STP, also known as the CEP, provides names of potential recruits to the Military Services.

(2) The ASVAB is a major component of the CEP. It has been shown to predict future occupational and academic success.

(3) Specific forms of the ASVAB belong to the DoD STP.

(4) The DoD offers the ASVAB program to schools at no cost.

(5) The ASVAB results, integrated with individual interest assessments and personal preferences, enable students to explore suitable careers for themselves. It is also useful to the Services to identify students eligible for military service and assignment to military occupational

training programs. Various options are available to permit or restrict recruiter contact with students after schools receive the scores.

**b. Testing Policy.**

(1) Testing in educational institutions with any form of the enlistment ASVAB, including enlistment screening tests, is prohibited per DoDI 1304.12E. However, the results of the student ASVAB can be used for enlistment up to 2 years following the date of the test for 11th and 12th graders. Test results for 10th graders cannot be used for enlistment. Scores reported for students who take the student test while in an applicant status are invalid for enlistment.

(2) The MEPS assigned responsibility for the school concerned will provide test materials to the school, and will administer, score, and report the results of testing to the school.

(3) The school participating in DoD STP testing will provide a suitable well-lit and ventilated room that is free of extraneous noise and interruptions, as well a 3 ½ hour block of time to conduct the test; less time may be required if the tests are electronically administered.

(4) Students in the 9th grade will not be tested. There are no nationally representative norms for this age group. If 9th grade students are inadvertently tested, their answer sheets will be destroyed and not scored.

(5) The recruiting Service and school administration will establish formal procedures to control the distribution, access, and retention of ASVAB data on individual students tested in the 11th and 12th grades.

(6) Student scores will be provided to school counselors for use in programs that support educational and career counseling.

(7) When discussing test results with students, recruiting personnel will encourage students to graduate from High School before enlisting into a Military Service.

(8) Information on an individual's identity and related test information will not be released to any agency outside of the student's school system and the DoD.

(9) The IRC is responsible for proctor support.

(10) Additional student testing policy and procedures are defined in USMEPCOM policies and procedures.

**4.4. SPECIAL PURPOSE TESTING.** Special purpose tests are administered at the request of the Service concerned to determine the qualification of an applicant for specific occupational specialties or special enlistment programs. MEPS are authorized to administer the tests listed below and additional tests as recommended by the MAPWG and approved by Director, Accession Policy.

**a. Authorized Test.** Special purpose tests will only be administered to an applicant when authorized by the Service concerned.

**b. Special Tests.** The following tests will be administered in accordance with approved policies and procedures of the Commander, USMEPCOM.

- (1) Air Force Officer Qualifying Test.
- (2) Coding Speed (Navy only).
- (3) Cyber Test, also known as CT.
- (4) Defense Language Proficiency Test, also known as DLPT.
- (5) Defense Language Aptitude Battery, also known as DLAB.
- (6) Electronic Data Processing Test, also known as EDPT.
- (7) English Comprehension Level Test, also known as ECLT.
- (8) Selective Instrument Flight Training Test, also known as SIFT.
- (9) Tailored Adaptive Personality Assessment System, also known as TAPAS.
- (10) Test of Basic Aviation Skills, also known as TBAS.
- (11) Work Preference Assessment, also known as WPA.

**4.5. SERVICE ASVAB TESTING PROGRAM.** The Military Services are responsible for the Armed Forces Classification Test and the overseas ETP.

**a. Armed Forces Classification Test (AFCT).**

**(1) Program Description.**

(a) The AFCT is the in-Service test that evaluates individuals on the same aptitude areas as the enlistment ASVAB.

(b) The AFCT, like the ASVAB, assesses aptitude for training and is a proven and valid predictor of success in initial entry training programs.

(c) The AFCT will always be administered in its entirety.

(d) The AFCT, along with the in-service education, job experience and training, is useful to support personnel decisions on an individual's potential for advancement or specialized training.

(e) As new ASVAB forms are introduced into the ETP, no less than two forms of the predecessor enlistment ASVAB will be designated for an AFCT.

(f) The OPA will recommend different forms or versions of the ASVAB for an AFCT to the MAPWG. The MAPWG will make a recommendation to approve or disapprove the OPA recommendation to the Director, Accession Policy.

(g) Answer sheets, administration instructions, directions for scoring, and scoring keys, will carry the AFCT title.

(h) The cover and numbering of the AFCT will be distinct from ASVAB identification.

(i) The MAPWG must concur with any alteration to AFCT test booklets or test components.

(j) The Military Service concerned is responsible for printing and reprinting all AFCT materials.

(k) The MAPWG will determine procedures to print, reprint, and manage computerized versions of the AFCT to support the requirements of the Service concerned.

## **(2) Testing Policy.**

(a) Each Military Service will establish policies, procedures, and responsibilities for administering their respective in-service testing programs for determining the qualification of individuals for in-service placement and programs.

(b) The AFCT is administered only in its entirety (all ASVAB subtests).

(c) To ensure ASVAB security, consistent with ASVAB policy, only Service-designated test control officers (TCOs) and TAs will handle AFCT materials.

(d) The loss or compromise of a single AFCT test battery jeopardizes not only the AFCT, but also more importantly, the larger ASVAB testing program. Loss or compromise of test materials requires completion of an administrative investigation by the Military Service concerned. Such investigations will be submitted to the Director, Accession Policy, via the first general or flag officer in the Service's chain of command and via Commander, USMEPCOM. The Military Services will issue appropriate policies to safeguard AFCT materials. The following are prohibited actions that constitute loss or compromise of test materials:

1. Access to test by unauthorized personnel.
2. Discussion of test questions with unauthorized personnel.
3. Examinee revealing test questions to other Service members.



4. Questioning of examinees by anyone for the purpose of gaining knowledge of test contents.
5. Development of a local or practice test that contains actual test material. This includes coaching practices at the test center concerned utilizing locally developed test questions, test aids, or commercial test study guides to familiarize an individual with a test.
6. Reproduction of any test materials in whole or in part.
7. Removal of test material by an examinee from the test room.
8. Leaving examinees unsupervised during a test session.
9. Failure to account for accountable test material at any time.
10. Transfer of accountable test material without proper receipt.
11. Destruction or disposition of test material under improper conditions.
12. Improper mailing of test material.
13. Suspected incidents of training courses or sessions using questions from test booklets or emphasizing information known to be covered by the test, which is coaching.
14. Tampering with any package containing test material.
15. Improper storage of test material.
16. Access by unauthorized personnel to any safe or secured container containing test material.
17. Theft of test material by any individual.
18. Use of unauthorized notes, study questions, or an unauthorized testing aid.

(e) Each Service testing program will notify its Service MAPWG member of any instance of compromise or possible compromise of accountable and controlled material.

(f) The Service MAPWG member will immediately report by memorandum all instances of actual test loss or possible compromise of accountable and controlled material to the Chair, Policy Committee. At a minimum, the memorandum will include test site location and date, purpose and size of session, circumstances surrounding incident, action taken to investigate, projected time to complete investigation, and action regarding continued use of lost or compromised test version. Upon completion of the investigation required by Paragraph 4.5.b.(2)(d) of this issuance, a final report will be submitted to the Policy Committee that includes corrective action taken to prevent recurrence. A vote by the Policy Committee will determine whether the Service concerned will continue to use the test version in its in-service testing program.

**b. Overseas Testing Program.**

**(1) Program Description.**

(a) The overseas testing program provides student and enlistment ASVAB testing for persons residing outside of the United States.

(b) The Military Services are responsible for operation of the overseas testing program, except for testing in U.S. territories which is the responsibility of USMEPCOM.

(c) Each Service MAPWG representative will identify an ASVAB overseas program manager for their respective Service to provide close coordination with USMEPCOM J3 Operations Testing Division.

**(2) Policy.**

(a) Appointment orders must be issued authorizing the test examiner to administer both the student and enlistment ASVAB. TCO appointment orders are to be signed by the test examiner's commander and maintained on file by the Service ASVAB overseas program manager.

(b) The ASVAB will always be administered in its entirety.

(c) The ASVAB test will be administered and mailed only by an authorized TCO or TA.

(d) Overseas Services TCOs or TAs will administer the student and enlistment ASVAB in accordance with the appropriate manual for the administration of the enlistment or student versions of the test.

(e) Enlistment tests will be scored and processed through the USMEPCOM Integrated Resource System (USMIRS) within 3 working days of receipt.

(f) Student tests given at Department of Defense Education Activity (DoDEA) schools will be scored and processed through USMIRS, and all CEP related results mailed to the respective school within 14 days of receipt.

(g) Honolulu MEPS will provide official student and enlistment ASVAB scoring support for the Pacific and Far East areas. New York MEPS will provide official student and enlistment ASVAB scoring support for the European, Caribbean, Central and South America, and the Middle East areas.

(h) Special purpose tests conducted for enlistment by overseas TCOs are processed through New York or Honolulu MEPS and scored results and answer sheets will be verified by MEPS test personnel and entered into USMIRS.

(i) Additional guidance regarding ASVAB overseas testing is found in USMEPCOM policies and procedures and from the HQ USMEPCOM overseas testing program manager.

**(3) ETP.**

(a) The TCO or TA, with the Service recruiter, will ensure the original USMEPCOM 680-3A-E (Request for Examination) is completed for each applicant before the administration of the enlistment test.

(b) The TCO or TA will mail the following items to a designated MEPS within 48 hours after administering the enlistment test: completed USMEPCOM Form 680-3A-E; completed USMEPCOM Form 611-1-7-R-E, "Aptitude Testing Processing List;" and DD Form 2AS, "Enlistment Answer Sheet," a controlled document available through Service testing programs.

(c) After administering the enlistment test, the TCO or TA will compute the ASVAB AFQT using the personal digital assistant (PDA) and record results on the USMEPCOM Form 611-1-2-R-E, "Unverified Test Scores," computer generated form at MEPS. This form will be given to the overseas recruiter after the test. If the recruiter is not present at the test site after completion of the test, the unverified test scores are given to the applicant in a sealed envelope addressed to the recruiter.

**(4) STP.**

(a) The Services ASVAB overseas program manager will coordinate annually with all DoDEA schools located overseas to schedule student testing. The Service of the base or installation commander is the responsible Service for ensuring student testing is administered.

(b) Recruiting personnel may serve as proctors in student test sessions, but are prohibited from performing any other duties while the test is being administered.

(c) The TCO or TA will mail the following items to the designated MEPS within 48 hours after administering the student test: USMEPCOM Form 601-4-3-R-E, "Student Test Record" and the DD Form 1304-5AS, "Student Answer Sheet," a controlled document available through Service testing programs.

**4.6. PROCESSING OF APPLICANT WITH NON-QUALIFYING SCORES.** An applicant tested at a MET site who fails to achieve the minimum requirements as established by the sponsoring Service will not be sent to the MEPS for further processing. If an applicant is in medical processing and the test scores reveal the applicant has not met Service standards, the medical processing will continue to complete the medical examination process.

**4.7. ASVAB RETESTING.**

**a. Retest Policy for Enlistment and Student ASVAB.** After taking an initial ASVAB, an individual can retest 1 calendar month after the initial test, 1 calendar month after the first retest, and every 6 calendar months thereafter.

- (1) An applicant administered an ASVAB test within 2 years of any previous ASVAB test is considered to have received a retest.
- (2) An applicant who answers at least one ASVAB question is considered to have tested, establishing retest eligibility.
- (3) The retest policy applies to any enlistment test taken and a student test when used for enlistment purposes.
- (4) When retested, a complete ASVAB is administered and the results of a valid test become the applicant's score of record.
- (5) If an applicant is retested with the same test version within a 6-month period or before the required time between previous test and retest, the retest score will be invalidated and the previous test score will stand as the score of record. However, if this condition is the result of a USMEPCOM clerical or administrative error, an immediate retest using a different ASVAB version may be authorized by the MEPS commander.
- (6) Individuals in the DEP will not be retested except for inquiry into possible testing improprieties. If an individual is tested inadvertently while in the DEP, the resulting test scores are invalid.

#### **b. Retest Functions for Enlistment and Student ASVAB.**

- (1) The HQ USMEPCOM, J3 Operations Testing Division, can authorize MEPS commanders to retest for USMEPCOM (not Service) error, for example, instances where testing occurred under adverse conditions such as a fire evacuation. J3 may also authorize a retest when it is believed an individual's scores do not reflect his or her true ability.
- (2) The HQ USMEPCOM, J3 Operations Testing Division, can authorize MEPS commanders to retest an applicant who, through no fault of the applicant, is precluded from completing the test (e.g., called away from the test session due to an emergency). This does not include illness that existed before the test session since the applicant is cautioned not to take the test if ill.
- (3) The MEPS commander may require an applicant to retest when the MEPS commander, operations officer, or TCO/alternate TCO, upon interviewing the applicant, have reasonable cause to suspect improper means were employed to influence or inflate test scores. The retest will be taken at the MEPS.
- (4) If the results of a mandatory retest demonstrate that a testing impropriety occurred during the original test, or if such impropriety is determined during an appropriate interview, all associated retest results for that applicant will be invalidated, and the individual will be prohibited from voluntary re-testing for 6 months. When eligible to retest, all retests must be taken in the MEPS.
- (5) When a Service errs in the application of established testing policy, the MAPWG policy member from the Service concerned may request an exception to testing policy so that a

retest can be administered. Both the Service MAPWG and USMEPCOM staff must concur that an exception is appropriate for recommendation to be forwarded to the MAPWG Chair for decision.

(6) USMEPCOM will administer a mandatory confirmation retest when an applicant gains 20 or more AFQT percentile points. This gain is compared to the most recent valid test score received within the previous 6 months. Results of a confirmation test are not valid for enlistment. When a confirmation test is directed, a complete ASVAB is administered. Confirmation test results will be reviewed as outlined in USMEPCOM policies and procedures covering enlistment qualification test program.

**c. Retest Policy for In-Service Testing.**

- (1) Each Service will implement policies and procedures for retesting on the AFCT.
- (2) Any exceptions to policy will be directed to the Service program manager concerned.

**4.8. TEMPORARY IDENTIFICATION NUMBER (TIN).** To support the processing of applicants from countries with a Compact of Free Association, as listed in Section 504(c) of Title 10, U.S.C., a USMEPCOM generated TIN may be assigned when an applicant is eligible to work in the United States but has not received a social security number (SSN). Applicants processing on this assigned TIN may take the ASVAB, medical examination, and enlist into the DEP. Applicants may not access or ship until they are in possession of a valid SSN.

**4.9. TEST SECURITY.**

**a. Purpose.**

(1) The loss or other compromise of a single ASVAB test battery jeopardizes ASVAB predictive validity.

(2) Each individual who takes either the student or enlistment ASVAB must be considered a potential accession. Inaccurate test scores may result in improper training, classification, assignment to training, or other personnel action detrimental to the individual or the Military Service.

(3) Each individual taking the AFCT is a Service member of the Military Service concerned. Inaccurate test scores may result in improper training, classification, assignment to training, or other personnel action detrimental to the individual or the Military Service.

**b. Functions.**

(1) The MEPS is in charge of ASVAB test sessions in the United States and its territories.

(2) In overseas areas, the Service TCO is in charge of an ASVAB test session for the command or commander sponsoring the test. Each Military Service will provide to USMEPCOM a current list of its overseas TCOs authorized to administer student and enlistment ASVAB test versions.

(3) A TCO is responsible for the overall testing program and exercises close supervision over all phases of test material receipt, storage, protection, issue, administration, scoring and destruction. Duties include control and training of TAs and proctors, and application of the highest levels of honesty, integrity, and professionalism in each test session.

(4) Each TA and proctor is responsible to the TCO to ensure tests are scored and results recorded accurately, proper testing procedures are followed, test sessions are organized, and that each individual has test materials, is following instructions, and receives answers to any questions concerning test procedures.

(5) In the STP, the applicant to proctor ratio will be no greater than 40 students to 1 proctor, excluding the TA.

(6) In the ETP, the applicant to TA ratio will be no greater than 25 applicants to 1 TA. The MEPS commander is authorized to increase the ratio to 30 applicants to 1 TA, provided adequate security and integrity of the test can be maintained, for a test location that seats more than 25 applicants. When the test session size exceeds 30 applicants, the applicant to TA ratio will not exceed 25 applicants to 1 TA, a minimum of 2 TA is required. The ration of 25 to 1 cannot be exceeded. For example, any test session involving between 50 and 75 applicants requires 3 TAs at a minimum, if there are 76 applicants 4 TAs are required.

(7) The TA determines the number of proctors needed in addition to the minimum requirement for each student test session. The proctor to student ratio must meet minimum requirement specified in Paragraph 4.9.b.5 of this issuance. Regardless of rank, rate, or grade, the proctor is responsible to the TA. Each is responsible for preventing cheating during a test session.

(8) During a test session, only examinees, TAs and designated proctors (military or civilian personnel), are permitted to handle test booklets. Only TAs shall handle CAT-ASVAB diskettes and CDs and have access to CAT-ASVAB passwords.

(9) Recruiting personnel (military or civilian) are prohibited from admission to an enlistment test session.

(10) Establishing a MET site in a recruiting station is prohibited.

#### **4.10. ACCOUNTABLE TEST MATERIALS.**

##### **a. Accountability.**

(1) Accountability to safeguard all controlled test components containing test questions or answers will be in effect at all times.

(2) Accountable test items are: test booklets, cassettes, CDs, scoring keys, CAT-ASVAB computer disks, special purpose testing software, partially or fully completed answer sheets, PDAs, PDA memory modules, and scratch paper with annotations used for ASVAB or special purpose test administration. Accountable items are marked with “FOR OFFICIAL USE ONLY” or “CONTROLLED ITEMS (TEST MATERIALS)” or similar wording.

(3) Non-accountable items are blank answer sheets, administration manuals and scoring worksheets.

**b. Functions.**

(1) USMEPCOM is responsible for the requisition, storage, issue, security, and maintenance of appropriate stock levels of materials for the DoD STP and DoD ETP at MEPS, and MET sites.

(2) For overseas testing, the service designated TCO is the ASVAB TCO and is responsible for the requisition, storage, issue, security, and maintenance of appropriate stock levels of all test materials required for the DoD student and ETPs.

(3) Upon completion of any test session, an inventory and accounting of all test materials will be conducted.

(4) Neither controlled testing material nor information extracted or derived from them may be released or provided to any individual or agency not otherwise authorized such access. Requests for an exception to this policy will be submitted in writing and through the chain of command, via Commander, USMEPCOM, to the Office of the USD(P&R), Attn: Accession Policy, 1500 Defense Pentagon, Washington, D.C. 20301-1500. The request will include:

(a) A statement of the reason for the need to know.

(b) Anticipated use of test scores or testing material.

(c) The number and types of test scores or testing materials desired.

(d) Safeguard procedures to be used for controlling and protecting the test materials, test scores, and names of examiners.

(5) The USMEPCOM is delegated the authority to control reproduction of controlled testing materials. All requests for reproduction of controlled test materials must be made in writing to HQ, USMEPCOM (J-3/MEOP TD) for approval.

(6) Military or DoD civilians will be suspended from testing duties whenever credible information or reports of an investigation reveal that they may have committed any one of the acts described below. The individual will be referred to his or her commander or supervisor for consideration of appropriate disciplinary action if there is a reasonable belief that the individual has:

person;

- (a) Furnished controlled test material, test questions, or answers to an unauthorized
- (b) Been negligent in connection with protecting test materials; or
- (c) Been found with unauthorized possession of test materials.



## **SECTION 5: MEDICAL STANDARDS**

### **5.1. USMEPCOM MEDICAL PROGRAM.**

**a. General.** USMEPCOM will ensure that individuals under consideration for scheduling and enlistment into the Military Services are:

- (1) Free of contagious diseases that could potentially endanger the health of other personnel.
- (2) Free of medical conditions or physical defects that may require excessive time lost from duty for necessary treatment or hospitalization, or probably will result in separation from the Military Service for medical unfitness.
- (3) Medically capable of satisfactorily completing required military training.
- (4) Medically adaptable to the military environment without the necessity of geographical area limitations.
- (5) Medically capable of performing duties without aggravation of existing physical defects or medical conditions.

**b. USMEPCOM Requirements.** USMEPCOM Medical program will:

- (1) Ensure medical examination screenings for entrance into the Military Services in accordance with DoDI 6130.03. Ensure accession medical standards are applied consistently without inequities based on location of the examination.
- (2) Establish and enforce procedures for safeguarding personal health information including medical treatment records obtained to assess applicant medical history.
- (3) Ensure medical providers approved by HQ USMEPCOM, in accordance with USMEPCOM policies and procedures, conduct applicant medical examinations in accordance with procedures established by the Commander, USMEPCOM, for medical processing and examinations.
- (4) Establish policies, procedures, specifications, and standards for applicant drug use and human immunodeficiency virus testing programs to include specimen chain of custody control, testing at DoD approved testing laboratories and applicant notification of positive results.
- (5) Ensure human immunodeficiency virus, drug, and alcohol use testing programs meet established requirements.
- (6) Ensure requirements are met for MEPS laboratories to maintain clinical laboratory improvement program certification.

(7) Establish and maintain an “existed prior to service” program to medically review and analyze all military trainee medical discharges from Service training centers. This program will provide medical quality control information to the MEPS for the purpose of reducing erroneous enlistments. Medical information received from the training centers in relation to the “existed prior to service” program will be forwarded to the Accession Medical Standards Analysis and Research Activity.

### **c. Military Entrance Medical Examinations**

(1) Military entrance medical examinations are conducted according to the principles of accession medicine as outlined in the current version of DoDI 6130.03 and are used for the purpose of enlistment, accession, and induction into the Military Services.

(2) Additional federal applicant and military medical examinations may be done when authorized by DoD, that conducting them does not materially impact MEPS operations (i.e., space and resources available), pursuant to USMEPCOM policies and procedures.

(3) A physical examination for accession is valid for 2 years or until the applicant has reported to initial entry training, whichever is earlier. If the physical is going to expire before the applicant reports for initial entry training the MEPS is authorized to approve a new full medical examination pursuant to USMEPCOM policies and procedures.

(a) If the original physical examination is lost, the applicant will receive a new physical examination, to include a new drug and Human Immunodeficiency Virus test.

(b) If an individual who has already reported to initial entry training was separated and returns to the MEPS within 2 years to attempt accession into a military service again, the physical examination (to include new drug and Human Immunodeficiency Virus tests) will be repeated.

## **5.2. MEDICAL PROCESSING.**

### **a. Medical Standards.**

(1) Medical standards for initial appointment, enlistment and induction are found in DoDI 6130.03. Height, weight, and body fat standards are administrative in nature, and Service-specific standards are contained in applicable Service publications and posted on the USMEPCOM Intranet.

(2) Medical standards for prior-service appointment, enlistment and induction, for persons who received a separation physical within 12 months from time of re-accession, may be the initial accessing medical standards prescribed by DoDI 6130.03, or retention medical standards, in accordance with applicable Service guidelines. Accession medical standards when a period of more than 12 months have elapsed since the separation physical will be those prescribed by DoDI 6130.03.

**b. Medical Prescreen.** The medical prescreen will consist of an applicant providing self-disclosed medical history and supporting medical record documentation before reporting for his or her medical examination.

(1) The DD Form 2807-2 “Accessions Medical Prescreen Report” will be completed by the applicant with the assistance of the recruiter, and parents or guardians, as needed. The form must include the name and address of the applicant’s medical insurer and medical providers, as applicable.

(2) Medical documentation obtained with a medical release form will be submitted to the MEPS Medical Department.

(3) A USMEPCOM physician will review and assess medical history information disclosed in order to determine whether the medical examination is authorized, is not justified, or should be deferred pending receiving additional documentation or based on a specified date to allow resolution of a medical condition.

(4) Based on the medical prescreen information, a USMEPCOM physician can medically disqualify an applicant before the medical examination based on the condition clearly being clinically disqualifying under DoDI 6130.03 accession medical standards.

(5) The outcome of the medical prescreen will be provided to the applicable sponsoring Service representative.

**c. Medical Examination.** The medical examination of an applicant to the Military Services will be accomplished under MEPS control. The quality of medical examinations will not be compromised for any reason.

(1) **Medical Examination of a Minor.** Requirements for obtaining parental or guardian consent to the medical examination of a minor are contained in DoDI 1304.02; consent will be obtained in accordance with the procedures established by the Commander, USMEPCOM. The Military Services must ensure the documentation for the processing of minors meets established Service standards and is supplied to the MEPS before medical or operational processing begins.

(2) **Dress and Personal Items.** Since parts of the medical examination require the applicant to be in various stages of undress, each applicant must have, at a minimum, undershorts for males and bra and underpants for females, when reporting for examination. When required to undress, provisions will be made for clothing. Personal items, such as watches and billfolds, will be stored by the applicant (on his or her person) or at the applicant’s option, placed in a locker. Gowns will be provided for females.

(3) **Medical Examination Setting.** Examinations during which the applicant is fully undressed will be conducted on an individual basis in a private setting (medical examination room). When applicants are undergoing the physical screening examination and are partially or fully undressed, and the medical provider is the opposite sex of the applicant, a chaperone of the same sex as the applicant will be provided. A chaperone will be provided, by request of the applicant, when the applicant and medical provider are the same sex.

(4) **Performing the Medical Examination.** Medical examinations will consist of an applicant providing their self-disclosed medical history and supporting medical record documentation; a medical history interview with a medical provider; and physical screening examination, clinical evaluation, laboratory findings, and other measurements and findings, as prescribed in DoDI 6130.03 and USMEPCOM regulation. Further evaluation may be required to determine whether an applicant meets special requisites for enlistment under certain programs. Prior-service applicants will be medically examined as required by their sponsoring Service. Data fields specified in this section refer to data fields associated with the DD Form 2808 “Report of Medical Examination,” unless otherwise noted.

(5) **Clinical Evaluation.** A USMEPCOM medical provider approved by the USMEPCOM Director of Medical Plans and Policy, in accordance with USMEPCOM regulation, will conduct the medical history interview and examination. The clinical evaluation comprises several data fields from DD Forms 2807-2 and 2808 and is conducted in accordance with USMEPCOM regulation. The medical provider will consider each step of the clinical evaluation individually and carefully and make proper judgment by using accepted medical principles and procedures in conducting the medical examination. Applicants will be scheduled to allow sufficient time for thorough evaluation by the medical provider. Routine tests and measurements will be performed by enlisted or civilian medical technicians.

(6) **Examining Medical Provider Evaluation.** Clinical evaluations and diagnostic determinations are the responsibility of the medical provider (non-Chief Medical Officer (CMO) medical providers are under supervision of the MEPS CMO). These responsibilities will not be further delegated. The medical provider will carefully evaluate medical history information furnished by the applicant and provide a detailed summary pursuant to USMEPCOM regulation.

(7) **Orthopedic/Neurological Screening.** Orthopedic/neurological screening designed to conduct group evaluation of an applicant’s strength, mobility, and coordination will not exceed eight applicants per medical provider. A thorough examination that meets the same objectives of the orthopedic/neurological examination may be accomplished on an individual basis when feasible or practical.

(8) **Orthopedic Evaluation.**

(a) This examination consists of specific movements, maneuvers, and positions designed to detect abnormalities in posture and gait, limitations of joint motion, deformities, lack of muscle strength, impairment of coordination, atrophy, absence of muscle or digits, skin abnormalities, scars, and other abnormalities. The examination will be conducted in a well-lit room so as to permit clear observation.

(b) Male applicants will remove all clothing except undershorts. Female applicants will remove all clothing except bra and underpants.

(c) If conducted in a group, the series of movements comprising the orthopedic/neurological examination may be demonstrated or verbally described by a trained enlisted or civilian technician, but will be observed closely by a medical provider for abnormalities. The medical provider will properly evaluate and annotate all abnormalities.

**(9) Behavioral Health Evaluation.**

A specific behavioral health evaluation will be made for all applicants to determine whether the applicant will be referred for further evaluation by a specialist whenever there is reason to question an applicant's emotional, social, or intellectual adequacy for military service. Applicants will be referred to a behavioral health specialist when deemed necessary by the medical provider.

**(10) Laboratory, Measurements, and Other Findings.**

**(a) Reporting Medical Data.** For medical examinations, the CMO will grant authorization for select USMEPCOM personnel to input medical data into the reporting system, including the results of medical history interviews and findings from clinical examinations.

**(b) Urinalysis.** Applicants must provide a urine sample for analysis in accordance with USMEPCOM policies and procedures.

**(c) Height and Weight Measurements.** The applicant's height will be measured barefoot and recorded in inches as prescribed by Service regulation. Weight will be measured in undershorts for men and bra and underpants for women and recorded as prescribed by Service regulation. When required by the applicable Service, body fat content will be determined and recorded on the day of the initial physical exam.

**(d) Pulse and Blood Pressure.** Pulse and blood pressure measurements will be routinely accomplished in a sitting position, in accordance with DoDI 6130.03, and recorded on the DD Form 2808.

**(e) Vision Test.** The Armed Forces Vision Test will be used for testing vision. Instructions for use of this instrument are contained in the manufacturer's instructions. Applicants must bring corrective vision devices to the MEPS for use during the medical examination. The examination must be done pursuant to USMEPCOM policies and procedures. Depth perception testing will be conducted as required by USMEPCOM policies and procedures, but results are not considered disqualifying for entry into the Military Services.

**(f) Color Vision Test.** The Pseudoisochromatic Plates color vision test will be administered to all applicants in accordance with USMEPCOM policies and procedures. Army applicants who fail the Pseudoisochromatic Plates test will be administered a red/green color vision test, either with the Farnsworth Lantern color perception test or by the Armed Forces Vision Tester or other means.

**(g) Hearing Tests.** Hearing tests will be accomplished pursuant to USMEPCOM policies and procedures.

**(h) Pregnancy Tests.** Pregnancy testing will be performed on female applicants during physical examinations and physical inspections incident to enlistment and reenlistment. Results will be recorded on DD Form 2808 in accordance with USMEPCOM policies and procedures.

(i) **Additional Medical Tests.** Additional medical testing will be done when clinically indicated and performed pursuant to USMEPCOM policies and procedures.

(j) **Medical Consults.** When required, MEPS medical personnel may request specialty consultations and other medical services; these consults or services will be obtained from other military, federal, or civilian medical facilities. However, MEPS physicians make the final determinations of the applicant's medical qualification for military service. Applicable charges for consultation services are payable from Defense Health Program funds made available to USMEPCOM when said consults are obtained for the purposes of determining whether or not an applicant meets medical qualification standards, or if requested by Service medical waiver review authority in order to make a waiver determination. Payment for services provided by federal agencies will be made according to charge statements provided for this purpose.

(k) **Summary of Defects and Diagnoses.** Based on the clinical examination, medical defects, whether disqualifying or not, will be summarized by the medical provider conducting the examination on DD Form 2808 as prescribed by USMEPCOM regulation. These diagnoses will be as specific and detailed as possible.

(l) **Physical Profile.** A USMEPCOM physician approved to profile will determine the medical profile for all applicants within the authority of the Commander, USMEPCOM, and the USMEPCOM Medical Program. Utmost care will be taken to ensure accurate entries for the medical profile. The MEPS profile is an accession profile implying an applicant has met accession medical standards and is not equivalent to a fitness for duty profile used by the Army or Air Force for its members.

(m) **Medical Qualification for Military Service.**

1. The applicant's medical qualification for military service is determined by a USMEPCOM physician approved to profile and will consist of whether an applicant does or does not meet medical standards as prescribed by DoDI 6130.03 or applicable Service standards.

2. If the applicant is found qualified, he or she will be informed by MEPS medical staff of his or her medical fitness for military service.

3. When an applicant is found to be medically disqualified for military service, he or she will be notified by the MEPS CMO, either in person or by letter, of their disqualification.

4. If the condition is potentially progressive and requires further evaluation or treatment, the applicant will be advised to seek the services of a family physician or local health agency and will be advised that the government will not cover any costs. Additionally, the appropriate timeframe for follow-up will be indicated.

5. An applicant whose medical fitness cannot be immediately determined will be advised that he or she will be informed of his or her qualification for military service by the sponsoring recruiting Service.



**(n) Signature.**

1. The medical provider who performed the medical history interview will provide typed or printed name of medical provider and signature.
2. The USMEPCOM physician will type or print name of reviewing officer/approving authority and signature.
3. If a medical provider different from the USMEPCOM physician approved to profile completed any other portion of the examination, he or she will provide typed or printed name of medical provider and signature.
4. The CMO or other USMEPCOM physician approved to profile will provide typed or printed name of reviewing officer/approving authority and signature after the applicant has been profiled and the examination completed. The printed name of the medical provider will precede the signature.

**(o) Medical Forms.** Reproduction of DD Form 2808, DD Form 2807-1, and DD Form 2807-2. Completed and signed DD Form 2808, DD Form 2807-1, and DD Form 2807-2 forms will be reproduced in the required number of copies, using suitable reproduction equipment to provide legible, permanent copies. Any copies of the above forms made before completion of the physical qualification process will be clearly marked as working copies. These copies are not acceptable for inclusion into the applicant's final packet which is sent to the reception/training centers.

**(p) Physical Inspection.** A physical inspection consists of an interval medical history interview, reviewing of interval medical documents, and a focused medical exam as needed by a medical provider to determine if there are changes in an applicant's medical qualification determination for meeting DoDI 6130.03 medical standards; the inspection may include medical testing as prescribed in USMEPCOM regulation.

1. An applicant for enlistment and an individual processing through a MEPS under a commissioning program who has undergone a medical examination and has been found qualified, will undergo a physical inspection when processing for entry on AD or AD training in the Military Services in accordance with approved policies and procedures of the Commander, USMEPCOM.
2. A physical inspection is not required for an individual entering on AD under a commissioning program and when authorized to proceed from school or his or her home directly to a duty station. If the sponsoring Service determines that a MEPS conducted physical inspect is not required under the rules established for the non-MEPS shipping program, such inspects will be the responsibility of the Service.

**(q) Medical Reexamination.**

1. An applicant previously found qualified for military service will undergo a complete medical reexamination before enlistment or appointment (commissioning) in accordance with approved policies and procedures of the Commander, USMEPCOM.

2. Applicants appearing for reexamination because of previous disqualification for a remedial or temporary medical condition will undergo a physical inspection pursuant to approved policies and procedures of the Commander, USMEPCOM. The physical inspection will place emphasis on the previously disqualifying defect.

3. The MEPS commander may, in consultation with the CMO, authorize medical reexamination when findings reflected on a previous DD Form 2808, DD Form 2807-1, or DD Form 2807-2 are inconsistent or in conflict with findings noted during the physical inspection. Portions of the examination may need to be repeated by USMEPCOM Command Surgeon or re-evaluated as appropriate.

**(r) Doubtful Medical Fitness Cases.** Final determination of an applicant's medical fitness for military service will normally be made by a USMEPCOM physician on the basis of the examination conducted at the MEPS or off-station location. Whenever there is doubt as to whether or not an applicant meets the minimum medical requirements for military service, determination of acceptability can be made by the USMEPCOM Command surgeon or other HQ USMEPCOM physician pursuant to USMEPCOM policy. The final determination will be recorded in applicant qualification fields of the DD Form 2808 with proper authentication.



## **SECTION 6: ENLISTMENT STANDARDS**

### **6.1. USMEPCOM ACCESSION PROGRAM.**

**a. General.** General operating procedures will produce efficient and effective applicant processing. Operations necessitate that service providers, meals, lodging, and transportation arrangements align to meet the Service's demand for applicants processing. Monitoring and evaluating workload requirements, scheduling and ensuring the availability of resources is essential.

#### **b. Applicant Scheduling.**

(1) Military Services will oversee the proper scheduling of applicants for entrance processing in accordance with policy established by the Commander, USMEPCOM.

(2) Request to schedule a processing service is generally provided Monday through Friday and will exclude federal holidays listed under Section 6103 of Title 5, U.S.C., and in accordance with procedures established by the Commander, USMEPCOM.

(3) Generally, requests for services must be received before processing services provided at MEPS. Failure to cancel a scheduled request for services will be reported as a no-show pursuant to procedures established by the Commander, USMEPCOM.

(4) Applicant scheduling information will not contain HIPAA information or explanatory remarks not pertaining to MEPS processing requirements.

#### **c. Applicant Positive Identification and Verification.**

(1) USMEPCOM is the authoritative source and central point for verifying the identity of applicants processing for entry into the Military Services. Sponsoring Military Service representatives will submit to USMEPCOM the necessary personally identifiable information to verify the identity of the applicant, in accordance with the procedures established by the Commander, USMEPCOM.

(2) USMEPCOM will enroll an applicant's biometrics at first contact when no enrollment record exists. Biometrics will be captured, stored, and maintained in accordance with applicable DoD policy, DoDD 5400.11, and procedures approved by the Commander, USMEPCOM.

(3) The biometric enrollment record and associated biographical information will be used to establish the applicant identity. Associated information will be transmitted by USMEPCOM to external agencies for substantiating the claimed identity.

(4) A biometric enrollment record is required before authorizations to ship an applicant.

(5) Applicants will not be shipped without SSN/alien registration number favorable results.

**d. Applicant Clothing Standards.** Applicants who report for processing at the MEPS will be dressed in clean, serviceable clothing. Applicants who do not meet clothing standards will be denied processing by the MEPS commander and returned to their sponsoring Service.

**e. Processing of Minors.** Process minor only when parental consent is obtained in accordance with DoDI 1304.02, which prescribes guidance for DD Form 1966/5, “Parental/Guardian Consent for Enlistment.”

**f. Examination of Non-English Speaking Applicants.** An applicant scheduled for entrance processing must be able to comprehend English well enough to complete the processing requirements for entry into the Military Services. This includes aptitude testing (e.g., ASVAB, special purpose tests), medical processing/examination, interviews, reading, and comprehension.

(1) An applicant identified during entrance processing as non-English speaking, will be referred to a USMEPCOM processing location for evaluation by the operations officer, and in turn, the CMO. If indicated, a recommendation for the termination of processing due to non-English speaking/comprehension will be submitted to the MEPS commander.

(2) If processing is terminated by the MEPS commander, the applicant’s entrance processing record in the USMEPCOM accession reporting system will be updated with the notation “non-English speaking applicant” and the applicant will be returned to the sponsoring Military Service. Further entrance processing will require a waiver from the sponsoring Military Service for the applicant to continue processing.

**g. Processing Special Category Applicants.** Special-category applicant processing is a deviation from standard applicant processing to recognize applicants who have unique circumstances that are deserving of special treatment commensurate with their circumstance. This applies to applicants for direct commission such as healthcare professionals, chaplains, and attorneys, and applicants processing for other federal agencies. The MEPS commander, with agreement from IRC, will establish policies for special category processing consistent with HQ USMEPCOM policy. Agreements pursuant to special-category processing must account for:

(1) Special-category applicants may elect to process with all other applicants, use MEPS walk-in procedures and receive head-of-the-line privileges when unscheduled.

(2) Special-category applicant processing services will be made available for each processing day in accordance with local policy and procedures.

**h. Recruiters’ Conduct within USMEPCOM Processing Locations.**

(1) Soliciting applicants to process for another Military Service is not authorized within USMEPCOM processing locations; meal and lodging facilities; during school testing; or, at CEP workshops.

(2) Recruiting activity may be conducted only in respective guidance counselor/liaison (GC/LA) offices.

(3) Recruiters are prohibited from any location within the contract lodging facility except the lobby, common area, dining areas, and MEPS reception rooms. Violations of this policy will be treated as a recruiter impropriety. Recruiter impropriety instructions established by the Commander, USMEPCOM, will be used to report this impropriety.

**i. MEPS Pre-Enlistment and Pre-Accession Interview.** Interview questions will be reviewed, as required during the Defense Accession Data Integration Standards Working Group (DADSIWG) meetings for currency and accuracy. Recommended changes will be submitted through the Commander, USMEPCOM, to the DASD(MPP) for approval. Before the oath of enlistment, MEPS will:

- (1) Provide the pre-enlistment interview to Reserve and National Guard applicants.
- (2) Provide the pre-enlistment interview and pre-accession interview to Regular Component applicants.
- (3) Conduct quality review of entrance processing documents prepared by MEPS. MEPS will compare and contrast records, and reconcile inconsistencies pursuant to procedures approved by the Commander, USMEPCOM.
- (4) Inform applicants about Article 83 of the Uniform Code of Military Justice (UCMJ) (Fraudulent Enlistment or Appointment), Article 85 of UCMJ (Desertion), and Article 86 of UCMJ (Absent without Leave), all of which will be acknowledged before enlisting.
- (5) Provide additional information obtained from an applicant that affects his or her qualification for military service to the applicant's Military Service representative. Also, information that may affect the applicant's medical assessments will be reported to the MEPS medical department as well as the applicant's Military Service representative. In situations of additional medical information disclosure, the applicant will meet with a MEPS medical provider prior to the oath of enlistment.
- (6) Military Services are responsible for conducting the interviews when non-MEPS enlistments are performed pursuant to procedures approved by the Commander, USMEPCOM.

**j. Special Agreement Check (SAC).**

- (1) Military Services are responsible for the preparation of the Standard Form 86 "Questionnaire for National Security Positions."
- (2) The MEPS will send fingerprints for a SAC, upon enlistment.
- (3) The sponsoring Service is responsible for retrieving SAC results.

**k. Oath of Enlistment: Pre-Conditions.** Before any oath of enlistment, including remotely conducted oaths, the following actions must be accomplished:

- (1) Each person will be advised that he or she has the option to "swear" or "affirm" and that the words "so help me God" may be omitted. MEPS/Service enlistment officer present

during the ceremony may attest that the oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

(2) The oath of enlistment will be administered in a dignified ceremony, conducted only in the English language and by an appropriate enlisting officer, in accordance with Section 936 of Title 10, U.S.C.

(3) The provisions for administrative discharge due to fraudulent entry and the general meaning of the Article 83 of UCMJ will be explained before the ceremony; Article 85 of UCMJ and Article 86 of UCMJ will be explained before shipping.

(4) The applicant and sponsoring Military Service signs DD Form 4-Series.

(5) Military Services are responsible for conducting these Oath of Enlistments pre-conditions when non-MEPS enlistments are performed pursuant to procedures approved by the Commander, USMEPCOM.

**l. Oath of Enlistment: MEPS Ceremonial Room.** Ceremonial room décor will meet the minimum requirements:

(1) Rostrum of professional quality with DoD seal affixed.

(2) Flag, National, United States, 4'4" hoist by 5'6" fly, nylon or silk.

(3) Flag, State, to represent each state served by the MEPS and will be displayed by the date the State joined the Union.

(4) Flag, organization, U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, and U.S. Coast Guard.

(5) Seals, U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, and U.S. Coast Guard.

(6) Used only for administering the oath of enlistment, oath of Service and obedience, and other events such as change of command, presentation of awards, and other ceremonies.

(7) Military Services will oversee the minimum ceremonial room décor is met when non-MEPS enlistments are performed pursuant to procedures approved by the Commander, USMEPCOM.

**m. Oath of Enlistment: Post-Conditions.**

(1) After the oath of enlistment, the enlisting officer confirms the applicant's enlistment and signs DD Form 4-Series. The enlistment contract is legally binding after the oath and must be maintained; the enlistment contract will not be destroyed.

(2) Refusal to sign. The enlisting officer will annotate the enlistment agreement with the refusal and return the applicant to the sponsoring Military Service in accordance with policy and

procedures approved by the Commander, USMEPCOM. A Military Service discharge or separation order will be required after the oath of enlistment if the applicant maintains his or her position.

**n. DD Form 4 Series Signatures.** Signing procedures for the DD Form 4 will be accomplished pursuant to DoDI 1304.02 and supplemental policy and procedures as prescribed by the Commander, USMEPCOM.

**o. Applicant Processing Outside of a MEPS.** Applicants who are qualified and meet Military Service standards may enlist (DEP or Access) outside of a MEPS. The Military Services are responsible for providing the MEPS Operations staff the completed DD Form 1966/1 in accordance with policy and procedures approved by the Commander, USMEPCOM.

**p. Applicant Transportation.**

(1) The Military Services will provide all necessary transportation for an applicant processing at a USMEPCOM processing location including medical tests and consults at multiple sites.

(2) The Military Services will provide round-trip transportation for an applicant sent to the MEPS for enlistment into the DEP or Reserve Components.

(3) The Military Services will provide or arrange for transportation between the applicant's home and the sites of all medical consults scheduled by MEPS.

(4) MEPS will arrange and provide for transportation for medical consults pursuant to the policies and procedures approved by the Commander, USMEPCOM.

## **6.2. USMEPCOM SHIPPING PROGRAM.**

**a. Travel Orders.**

(1) The Military Services provide MEPS with the necessary information required for the preparation of travel and AD orders. MEPS will provide orders pursuant to procedures prescribed by the Commander, USMEPCOM.

(2) MEPS will notify the sponsoring Service and the projected unit of assignment of expected enlistee arrival.

(3) MEPS will prepare and issue orders assigning applicant to the local recruiting station or battalion for resolution.

**b. Movement of Enlistees.**

(1) Policy and procedures for the movement of personnel are contained in the Defense Transportation Regulation 4500.9-R. The Military Services will oversee the proper scheduling of enlistees for travel in accordance with policy established by the DTMO in order to comply

with contracts established between commercial carriers and the DoD. Consideration will be given to available RTR, reception processing, and training and school start schedules.

(2) The RTRs issued by the DTMO, in coordination with each MEPS, will govern the travel of enlistees to initial duty stations. The RTR prescribes the mode of transportation, carrier, time, and route for repeated travel between two points. Enlistee transportation from MEPS locations to assigned duty stations typically utilizes commercial bus or a combination of commercial bus and air carriers.

(3) Enlistee travel will not be scheduled between 2400 and 0600 hours. RTRs will be arranged for the enlistees so that any wait at a transportation terminal will not exceed 3 hours, whenever possible.

(4) The mode of transportation specified in the RTR will be the most economical among the available routings and within the time constraints in Paragraph 6.2.b(3) of this issuance. The cost of delay in commencing travel (including meals, lodging, lost productive time, and necessary expenses enroute) are factors to be added to the basic fare in comparing the economy of various modes.

(5) Although overnight travel should be utilized only on rare occasions, an enlistee traveling overnight by rail will be provided sleeping accommodations. Overnight travel by air or bus will not be used without authorization from HQ USMEPCOM Operations Director. However, local problems, which arise during processing, remain the prerogative of the MEPS commander to solve on an as needed basis.

(6) The recruit assistance program assists recruits during each step of their travel, from arranging onward transport in the case of airline delays or cancellations, providing directions, coordinating with Service organizations like the USO or YMCA, to providing assistance with lodging, meals, or simply moral support, so that an enlistee's or recruit's first military travel experience is a positive one. The program is supported by the travel assistance center.

## **SECTION 7: ACCESSION COMMUNITY OF INTEREST COMMITTEES**

### **7.1. ACCESSION COMMUNITY OF INTEREST COMMITTEE'S FUNCTION.**

**a. IRC.** Committee established between USMEPCOM and the Military Service Recruiting Commands under USMEPCOM policy.

(1) **Convening Frequency.** The IRC will formally convene not less than quarterly with more frequent meetings encouraged. Committee representatives of any Military Service can call a meeting of the committee at any time, consistent with prudent judgment and the availability of the representatives. The minutes of each IRC meeting will be recorded and distributed within 10 working days to each voting and non-voting IRC member and each member of the appropriate Recruiting Commanders/Operations Conference (RC/OC).

(2) **Mission.** The IRC serves as the coordinating body through which harmonious relationships between local recruiting organizations and MEPS are maintained. The IRC will serve as a forum for the coordination, discussion, and resolution of areas of mutual concern; however, the IRC does not have the authority to make operational decisions for the MEPS regarding entrance processes. The IRC considers all matters of mutual interest affecting the accomplishment of the recruiting and MEPS missions, to include:

- (a) Coordination of all aspects of the DoD STP.
- (b) Dissemination of MEPS policies and procedures concerning enlistment qualifications, standards for aptitude testing, medical examinations, conduct screening, identity vetting, and operational entrance processing of applicants.
- (c) Establishment of processing quotas, when required, and applicant scheduling requirements for USMEPCOM processing locations. Reserve Components, whose recruiting Service is separate from their Active Component will be entitled to a percentage of MEPS processing consistent with their percentage of total projected accessions for their respective Military Service.
- (d) Exploration of procedures for more efficient processing of applicants at USMEPCOM processing locations.
- (e) Establishment of working level and ad hoc subcommittees, as required. Each IRC will establish an education subcommittee composed of the MEPS ESS and Service ESS or operations officers. This subcommittee will meet with the same frequency as the full IRC to discuss issues involving the STP and efforts to modernize the program. Coordinate liaison activities with local and State educational officials, as required.
- (f) The committee will be comprised solely of active duty military personnel or full time civilian federal government employees, or permanent part-time civilian federal government employees.

1. An IRC is established at each MEPS. Each sponsoring Military Service and command is responsible for all costs and expenses associated with an IRC member's participation in the committee.

2. The IRC is composed of the commanders of the:

- a. Army Recruiting Battalion.
- b. Army National Guard State(s) Recruiting and Retention Manager.
- c. Navy Recruiting District.
- d. Marine Corps Recruiting Station.
- e. Air Force Recruiting Squadron.
- f. Recruiter-In-Charge of the Coast Guard Recruiting Office or Recruiting Detachment.
- g. MEPS.
- h. Reserve Components and Air National Guard will be invited to IRC meetings as non-voting members.

3. The chair should be rotated on an annual basis among the voting members of the IRC. The Education Subcommittee, chaired by the MEPS ESS, designed to discuss and resolve STP issues, will brief the IRC at every meeting on those issues as well as the status of the STP.

**(3) Duties of the IRC Chairperson.** The chairperson's duties include:

- (a) Coordinate dates and locations for meetings.
- (b) Establish meeting agendas and schedules.
- (c) Gather and disseminate all input provided by the members and representatives.
- (d) Invites to organizations and individuals who need to attend meetings.
- (e) Prepare and distribute IRC meeting minutes to member and USMEPCOM Commander.

**(4) Voting.**

- (a) The IRC is ruled by majority vote.
- (b) When practical, the commander from each Military Service, battalion HQ, and MEPS will attend IRC meetings.



(c) Each Military Service member and each MEPS have one vote on matters before the committee.

(d) The battalion and MEPS commanders are voting members.

(e) Reserve Components are non-voting members and are represented during voting by their active Military Service counterparts.

(f) Approval of the MEPS commander must be obtained on those matters concerning MEPS resources, capabilities, or mission. A dissenting Military Service may forward the issue to the RC/OC.

#### **(5) Resolution of Disagreements in the IRC.**

(a) The IRC provides commanders of recruiting and processing activities a forum to raise and resolve issues affecting accomplishment of the recruiting mission and MEPS processing mission. It is expected that such issues will be resolved locally by direct coordination.

(b) When satisfactory resolution is not possible, referral to the RC/OC is appropriate. However, the IRC concept is not intended to abridge any commander's function and authority to accomplish assigned missions.

(c) If agreement cannot be reached by the IRC, the Military Service that introduced the issue will document the committee action and forward the issue through the chain of command. Issues that cannot be resolved by lower level command will be brought to the Commander, USMEPCOM, for action.

### **b. RC/OC.**

(1) **RO/CO.** The RO/OC provides interface between the functions of recruiting and processing above that of the local operational level. The objective of the RC/OC is to improve the working establish relationships among members and to enhance the accomplishment of the recruiting, initial entry training base, and MEPS processing missions. The RO/OC provides a continuing means of resolving those problems of policy implementation, coordination, and standardization within the military accession community.

(2) **Committee Functions.** The RC/OC will consider all matters of mutual interest affecting the accomplishment of the accession mission, to include:

(a) Coordination of MEPS support requirement for the Military Services located within the geographical boundary of each USMEPCOM sector and battalion.

(b) Exchange of recruiting and MEPS-related information of mutual interest.

(c) Resolving issues that could not be satisfactorily resolved at the local IRC operational level.

(3) **Committee's Composition.** The committee will be comprised solely of active duty military personnel or full-time civilian federal government employees, or permanent part-time civilian federal government employees. Each sponsoring Military Service and command is responsible for all costs and expenses associated with an IRC member's participation in the committee. The RC/OC is composed of commanders of:

- (a) USMEPCOM Sectors.
- (b) Army Recruiting Brigades.
- (c) Army National Guard National Area Recruiting Managers.
- (d) Navy Recruiting Regions.
- (e) Air Force Groups.
- (f) Marine Corps Districts.
- (g) Coast Guard Regions.
- (h) In addition, the following will be invited to attend and participate:
  - 1. Training commands equivalent level commanders of the Reserve Components.
  - 2. Recruiting and retention advisory committee members.
  - 3. Chief, Air National Guard, recruiting and retention branch.
  - 4. Coast Guard recruiting service personnel.
- (i) The sector commanders will serve as the chair on a rotating basis.

(4) **Convening Frequency.** The RC/OC will formally convene at least twice annually. Committee representatives of any Military Service can call a meeting of the committee at any time consistent with prudent judgment and the availability of the Military Service representatives. The USMEPCOM sector that hosts the RC/OC will serve as the chairperson for that meeting.

(5) **Duties of the RC/OC Chairperson.** The chairperson's duties include:

- (a) Coordination of dates and locations of meetings as agreed upon by members.
- (b) Establishment of the meeting agenda and schedule from input provided by members and representatives.
- (c) Initiation of invitations to appropriate organizations and individuals (involved in any aspect of recruiting or processing matters) to attend meetings.
- (d) Preparation and distribution of RC/OC minutes to committee members.

(6) Information Products. Sector commanders will keep RC/OC members well-informed of MEPS matters through the transmittal of management data and operational policies, as required.

**c. Stakeholders' Committee.**

(1) **Committee Mission.** The Stakeholders meeting provides an interface between the functions of recruiting, training, and processing at the commander level.

(2) **Committee Functions.** Stakeholders will consider all matters of mutual interest affecting the accomplishment of the recruiting and USMEPCOM missions. Issues which cannot be satisfactorily resolved at the RC/OC level will be acted upon by the stakeholders.

(3) **Committee Composition.** The committee will consist of the commanders of the recruiting Services, training commands, and the Commander, USMEPCOM. The committee will be comprised solely of active duty military personnel or full-time civilian federal government employees, or permanent part-time civilian federal government employees. Each sponsoring Military Service and command is responsible for all costs and expenses associated with an IRC member's participation in the committee.

(4) **Convening Frequency.** The Stakeholders meeting will formally convene at least once annually.

**d. DADSIWG.** Organization is chartered by the DASD(MPP).

(1) **Committee Functions.** Provides a forum for developing policy and procedures for enhancing the standardization, collection, and distribution of automated data and enlistment documentation in support of the accession process including technical interfaces between and among the accession community of interest. Serves as a platform for rapid implementation of military personnel accession policy and operational changes generated by Congressional mandate, the Office of the ASD(M&RA) or the Stakeholders' committee.

(2) **Committee Composition.** The committee will be comprised solely of active duty military personnel or full-time civilian federal government employees, or permanent part-time civilian federal government employees. Each sponsoring Military Service and command is responsible for all costs and expenses associated with an IRC member's participation in the committee.

(a) The committee consists of representatives from the offices of the:

1. DASD(MPP).
2. ASD(M&RA).
3. Military Services
4. DoDHRA.

5. Selective Service System.

6. USMEPCOM technical and policy staff officers.

(b) The Commander, USMEPCOM, will designate an appropriately qualified representative to serve as Chair of the DADSIWG, which is composed of two subgroups: a functional steering subgroup chaired by the USMEPCOM J-3/Operations Directorate, and a technical steering subgroup chaired by USMEPCOM J-6/ Information Technology Directorate.

(3) **Convening Frequency.** The DADSIWG will formally convene at the discretion of the chairperson.

**e. Accession Medical Standards Working Group.**

(1) **Committee Functions.** Provide a forum for developing policy and procedures for medical accession standards.

(2) **Committee Composition.** The committee will be comprised solely of active duty military personnel or full-time civilian federal government employees, or permanent part-time civilian federal government employees. Each sponsoring Military Service and command is responsible for all costs and expenses associated with an IRC member's participation in the committee.

(a) The committee consists of representatives from the offices of:

1. ASD(M&RA).

2. Assistant Secretary of Defense for Health Affairs.

3. Military Service Surgeon General Offices.

4. Military Service Medical Waiver Review Authorities.

5. DoD Medical Evaluation Review Board

6. USMEPCOM technical and policy staff officers.

(b) Accession Medical Standards Working Group is co-chaired by representatives for the ASD(M&RA) and the Assistant Secretary of Defense for Health Affairs.

(3) **Convening Frequency.** The Accession Medical Standards Working Group formally convenes at the discretion of the co-chairpersons.

**f. MAPWG.** The MAPWG will provide technical support and policy recommendations to the Manpower Accession Policy Steering Committee and the USD(P&R).

(1) **Committee Functions.** Provides technical support and policy recommendations on aspects of the enlistment and STPs as a result of review and discussion of test plans, analyses and

proposals. Reviews all ASVAB test and test administration forms and publications, and administrative and promotional materials before printing, publication, distribution and implementation.

(2) **Classification Research and ASVAB Development, Implementation, and Maintenance.** It will also review all DoD STP publications before submission to the USD(P&R) for approval and subsequent printing and distribution.

(3) **Committee Composition.** The committee will be comprised solely of active duty military personnel or full-time civilian federal government employees, or permanent part-time civilian federal government employees. Each sponsoring Military Service and command is responsible for all costs and expenses associated with an IRC member's participation in the committee. The group's membership will consist of representatives from the offices of:

- (a) ASD(M&RA).
- (b) Service-testing policy staff officers
- (c) Scientists representing each of the Military Service personnel research activities.
- (d) DoDHRA OPA.
- (e) USMEPCOM.

(4) **Convening Frequency.** The MAPWG will meet quarterly or when called by the Chair.

## **SECTION 8: SUPPORT SERVICES**

### **8.1. PUBLIC AFFAIRS.**

**a. General.** Entrance processing records accomplished or prepared at a USMEPCOM processing location contain personally identifiable information and, therefore, will only be released to authorized personnel according to the Privacy Act of 1974 (Section 522a, Title 5, U.S.C.) and the HIPAA Act of 1996 (Public Law 104–191). The use of government facilities and personnel for compiling materials for use by commercial enterprises is prohibited.

**b. News Media Interviews or Photographs.** Interviews with or photography of an applicant and enlistee by news communications media are encouraged, provided:

(1) All media visits are coordinated with and approved by the USMEPCOM public affairs office and the MEPS commander.

(2) Applicants and enlistees fully understand they are not obligated to speak with media representatives but may volunteer to do so. An applicant and enlistee interviewed or prominently featured must have completed a release consent form, USMEPCOM Form 360-1-2-R-E, before the activity. The consent form will be maintained in the MEPS media file. A minor applicant must have a parent's or legal guardian's consent before participating.

(3) News media will be instructed that the view expressed by an applicant or enlistee is their personal view and opinion and is not endorsed by any Military Service, USMEPCOM, or DoD.

(4) Requests for media visits or interviews with Military Service personnel or applicants must be coordinated in advance by the Service chain of command with the USMEPCOM public affairs office. Interviews with Military Service personnel and that Service sponsored applicants will take place in the GC/LA area to avoid disruption of MEPS processing location workflow. Requests for background film or video footage in MEPS common areas must be approved, in advance, by the Commander, USMEPCOM.

(5) Interviews and photography will not be conducted while an applicant (or enlistee) is actively engaged in aptitude testing, medical examination, or processing interviews. Simulation of aptitude testing, medical examination, and operational processing, (e.g., fingerprinting, interviews) may be made, with prior approval from the USMEPCOM public affairs office. For example, a blood draw simulation should not show the applicant's face or other distinguishing characteristics.

(6) Photographs of an applicant will reflect personal dignity and decorum. News media representatives will not normally be permitted to photograph, film, or videotape an actual enlistment ceremony. However, the USMEPCOM public affairs office may approve exceptions, provided the photography does not disturb the conduct of the ceremony or reduce its dignity.

**c. Visitors to MEPS.** Relatives and friends of an applicant processing for enlistment are encouraged to visit MEPS. However, they will not be permitted to visit processing and

examining sections while in active operation. The oath of enlistment ceremony is a meaningful event, both for the enlistee and their guests. Capturing the event through video or still photography is authorized to the extent practical. Enlisting officers will use discretion to direct that photography is done so as not to interfere with the solemnity of the ceremony or violate other enlistee's privacy.

## **8.2. SUPPORT SERVICE ACTIVITIES.**

**a. General.** The Commander, USMEPCOM, will provide both MEPS-assigned personnel and Military Service GC/LAs assigned to MEPS the support services indicated in this section. The basis for determining the number of USMEPCOM-assigned personnel is the USMEPCOM manning authorization document. The basis for determining the number of Service-specific GC/LA personnel is a Military Service-specific manning document for each MEPS.

**b. Office Space.** Office space allocation will be determined in accordance with the HQ, Department of the Army, Assistant Chief of Staff for Installation Management, or guidance issued by the General Services Administration. The square footage provided is determined by both the average applicant load at that MEPS and that MEPS' manning document. Each MEPS has an authorized square footage assigned to it by agreement with HQ, Department of the Army, Assistant Chief of Staff for Installation Management.

**c. Information Technology.** The Command's accession reporting system consists of network computers, printers, barcode readers, cameras, fingerprint scanners, and other equipment necessary to process applicants. Typically, each Military Service's GC/LA office has one set of equipment (computer, printer, fingerprint scanner) provided within each MEPS. No special or Service-unique computer or network equipment will be provided by USMEPCOM unless a support agreement has been developed and approved by the Commander, USMEPCOM.

**d. Expendable Supplies.** Copier equipment will be obtained by USMEPCOM for each MEPS for shared use by USMEPCOM-assigned and Military Service GC/LA personnel physically located at each MEPS. Acquisition for copier equipment will be based on the combined copier volume generated by the MEPS and Military Service GC/LAs. The copier size acquired will be based on actual workload and will be exclusively provided by and accounted for by HQ USMEPCOM using guidelines prescribed in Army regulation. Copiers will be located throughout the MEPS for easy access by all users as determined by the MEPS commander.

**e. Furniture.** USMEPCOM will provide common furniture as authorized by the Commander, USMEPCOM.

**f. Telephone Service.** USMEPCOM will provide common telephone system and local network connectivity as authorized by the Commander, USMEPCOM.

### 8.3. PERSONNEL.

#### a. General.

(1) Administration of all permanently assigned USMEPCOM personnel will be governed by pertinent laws and regulations of the Military Service in which they are members. Command and control includes the authority and direction necessary for effective and efficient accomplishment of assigned functions.

(2) Performance evaluation reports will be prepared according to directives issued by the respective Services. Rating schemes will be published as directed by the Commander, USMEPCOM.

(3) Commander, USMEPCOM, will exercise disciplinary authority over military personnel assigned to USMEPCOM, to include exercising authority for the administration of military justice under the UCMJ. Military justice proceedings will be executed in accordance with DoDD 1145.02E.

(4) MEPS will be staffed by military personnel of the Military Services and civilian employees provided by the Department of the Army, according to DoDD 1145.02E and applicable Service directives.

(5) Assignment qualifications are as follows:

(a) Assignment qualifications for officer positions are listed in Table 1.

**Table 1: Assignment Qualifications**

Level / Position	Grade	Qualifications	Overlap Requirement	Tour Length
USMEPCOM Commander	O6	Determined by Proponent Service	2 weeks	3 years
Sector Commander	O6	Determined by Proponent Service	2 weeks	2-3 years dependent upon Service
Sector Staff	O2-O5	Determined by Proponent Service	2 weeks	2-3 years dependent upon Service
Battalion Commanders	O5	Determined by Proponent Service	2 weeks	2-3 years dependent upon Service
MEPS Commanders	O4	Determined by Proponent Service	2 weeks	2-3 years dependent upon Service
MEPS Operation Officer	O3/O4	Determined by Proponent Service	2 weeks	2-3 years dependent upon Service



(b) Assignment qualifications for enlisted personnel.

1. Duration. Generally an assignment to USMEPCOM is not to exceed 36 months. For Navy Service members, assignments to USMEPCOM is not to exceed 48 months.

2. Selection Criteria. Enlisted personnel selected for assignment must be mature, experienced, and capable of working independently. Military Service members must meet the selection criteria:

a. Personnel below the grade of E-5 require Commander, USMEPCOM, approval before selection.

b. Personnel with less than 3 years of AD Service require Commander, USMEPCOM, approval before selection.

c. Have a minimum of 3 years term-of-Service upon reporting for duty at MEPS.

d. Have a high school diploma or equivalent.

e. Demonstrate financial responsibility with the ability to live in a civilian community and manage expenses.

f. Have neither courts-martial nor civil convictions. No punishment under Article 15 of the UCMJ (nonjudicial punishments) must not be within the preceding 3 years.

g. Have neither drug nor alcohol problems nor a record of drug or alcohol issues.

h. Possess the ability to legally operate a government vehicle with no limitations.

i. Meet height, weight, dress, and appearance standards set by their Military Service regulations.

j. Must possess a current security clearance.

**b. Relief of Unsatisfactory Personnel.**

(1) Military personnel assigned or attached to USMEPCOM whose personal conduct merits disciplinary action, or who are derelict in performance of duty, will be considered for prompt relief or reassignment from USMEPCOM pursuant to appropriate Service regulations and processing procedures.

(2) Finalized relief actions must be forwarded to HQ USMEPCOM J-1 Human Resources Directorate, Military Personnel Branch immediately. Upon notification of a relief

action, the military personnel branch will coordinate with the appropriate Service personnel HQ to request a replacement.

#### **8.4. FORMS, FILE, AND INFORMATION MANAGEMENT.**

##### **a. Requisition of Forms.**

(1) **USMEPCOM Forms.** Requisition and distribution of USMEPCOM forms must be coordinated with and requisitioned/distributed by the MEPS forms management officer.

(2) **Non-USMEPCOM Forms.** Requisition and distribution of blank DoD forms, optional forms, standard forms, Departments of the Army, Air Force, Navy, Marine Corps, and Coast Guard forms will be from DoD or Service websites and from appropriate forms management officer.

##### **b. Maintenance and Disposition of Files.**

(1) MEPS paper or electronic files will be maintained, disposed of, or transferred according to Army regulation. Documents relating to the examination of individuals will be maintained in the MEPS examination files located in a restricted access room.

(2) Access to the files room will be restricted to MEPS personnel on a “need-to-know” basis, as determined by the MEPS commander. These individuals will be designated, in writing, and this document must be posted at the files room entrance.

**c. Release of Information to Federal or State Agencies.** DoD and other federal agencies have reciprocal working relationships, whereby persons not qualified for military service may be referred to federal or State agencies for training, schooling, employment, or rehabilitation opportunities. HQ USMEPCOM Medical and Operations Directors will furnish medical results and enlistment aptitude test scores when Military Services request these scores for their referral purposes. The responsibility for obtaining consent from the applicant to release medical results and enlistment qualification scores rests with the sponsoring Service.

## **GLOSSARY**

### **G.1. ACRONYMS.**

AD	active duty
AFCT	Armed Forces Classification Test
AFQT	Armed Forces Qualification Test
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASVAB	Armed Services Vocational Aptitude Battery
CAT-ASVAB	computerized adaptive testing-ASVAB
CEP	Career Exploration Program
CMO	Chief Medical Officer
DADSIWG	Defense Accession Data Systems Integration Working Group
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DD	Department of Defense
DEP	Delayed Entry Program
DoDD	DoD directive
DoDEA	Department of Defense Education Activity
DoDHRA	Department of Defense Human Resources Activity
DoDI	DoD instruction
DPAC	Defense Personnel Assessment Center
DTMO	Defense Travel Management Office
EA	Executive Agent
ESS	Education Services Specialist
ETP	enlistment testing program
GC/LA	guidance counselor/service liaison
HIPAA	Health Insurance Portability and Accounting Act
HQ	headquarters
IRC	Inter-service Recruitment Committee
MAPWG	Manpower Accession Policy Working Group
MEPS	Military Entrance Processing Station
MET	Military Entrance Test
OPA	Office of People Analytics
PDA	personal digital assistant
RC/OC	Recruiting Commanders/Operations Conference
RTR	recruit travel routes

SAC	special agreement check
SSN	social security number
STP	student testing program
TA	test administrator
TCO	test control officer
TIN	temporary identification number
UCMJ	Uniform Code of Military Justice
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USMEPCOM	United States Military Entrance Processing Command
USMIRS	USMEPCOM Integrated Resource System

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**accession.** An enlistment that increases the incremental strength of the Regular and Reserve Components of the Military Services. Personnel enlisted under the DEP are not involved in this category.

**accountable test material (controlled test material).** Material that may only be seen by authorized persons and must be secured in a locked file cabinet when not in use.

**applicant.** A person who relinquishes personally identifiable information for the purpose of applying for acceptance and formal affiliation to a DoD Component, as confirmed by acknowledgement of a Privacy Act statement as to the purpose, collection, use, and retention of application information for processing at an approved USMEPCOM processing location, including enlistees, recruits, shippers, registrants, inductees, officer candidates, and those individuals approved by the ASD(M&RA) (e.g., Federal Bureau of Investigation, NOAA candidates).

**alien registration number.** A unique nine-digit number issued by the United States Citizenship and Immigration Service.

**AFCT.** An in-Service test that measures persons on the same aptitude areas as the ASVAB. Scores are qualifying for Service specific education and job placement programs.

**AFQT.** A score derived from ASVAB subtests that assists selection of persons into a Service and eligibility determination for special Service programs, and accession quality reporting to congress.

**ASVAB.** The basic examination used by MEPS for enlistment qualification of potential members of the Military Services.

**Compact of Free Association.** A type of diplomatic relationship that an independent country has with the United States of America, as an associated country. Presently, there are three

sovereign states that have this type of relationship with the United States. They are the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

**consultation.** A special medical examination provided by a physician who is board-certified or board-eligible in the specialty concerned. For the purpose of providing specialty expert evaluation in a medical or surgical specialty area when such evaluation is needed to determine an applicant's medical enlistment eligibility.

**DD Form 1966.** The form used by Military Services to request applicant enlistment, and by MEPS personnel to report accession data.

**DEP.** Any of the various Service programs to enlist personnel into a special inactive reserve group pending enlistment into active Service at a projected future date. A DEP enlistee is not an accession.

**disqualified.** Applicant does not meet established criteria to enlist under standards prescribed by DoD and the sponsoring Service.

**eloped.** Describes an applicant who arrived at the MEPS as directed, but who departed the MEPS in an unauthorized manner.

**enlistee.** An applicant who enlisted into the DEP or accessed into one of the Military Services as an enlisted Service member.

**enlistment ASVAB.** A version of the ASVAB administered in the MEPS and at MET sites. The enlistment ASVAB is used solely for the examination of individuals specifically applying for enlistment. This test may be a paper and pencil version or CAT-ASVAB version.

**enlistment packet.** A set of enlistment related documents provided by MEPS to various Service personnel centers or agencies.

**enlistment qualification testing.** The administration of the ASVAB to determine enlistment eligibility for the Military Services.

**enlistment test.** Forms of the ASVAB to determine a person's enlistment eligibility to enlist into a Military Service and classification into a military job.

**enrollment record.** The collection of electronically bound data that includes an applicant's biographic/demographic data, biometric(s), and identity source documentation information.

**identity management.** The electronic processes of validating self-disclosed personally identifiable information listed on department authorized source documents with the issuing authority that were presented as proof of identity during biometric enrollment.

**identification verification.** The process after identity vetting of proving who you are and who you claim you are by capturing the enrolled biometric sample with token (normally SSN) against the user-defined biometric template in the applicable enrollment database.

**MEPS reporting system.** Actions performed and reported by the MEPS, to include enlistment qualification testing, medical examination, administrative requirements, enlistments, assignments, and shipment of the individual to a reception/training center or other initial duty station, as applicable.

**MET site.** A location outside the MEPS used for the administration of the ASVAB. Either military or contracted test administrators may administer the test at the MET site.

**non-MEPS/ medical applicant.** Applicants processing outside the continental United States, Alaska, Hawaii, or Puerto Rico and given a medical examination at a location other than MEPS. A DD Form 2808 must be provided for the MEPS medical staff to enter the physical examination information in USMIRS. The MEPS may have to complete a physical inspect on the applicant prior to shipping. These applicants are inclusive of overseas (Europe, Asia) and in support of applicant processing under the Compact of Free Association).

**non-MEPS enlistment applicant.** Applicants processing outside the continental United States, Alaska, Hawaii, or Puerto Rico and administered the Oath of Enlistment at a location other than MEPS. Pre-coordination with the MEPS Operations staff must be done to verify that the applicant is qualified for enlistment. The Military Service must provide DD Form 1966/1 the MEPS operations staff to report the enlistment information in USMIRS. These applicants are inclusive of overseas (Europe and Asia) and in support of applicant processing under the Compact of Free Association).

**overseas.** Locations not within of the 50 States of the United States, the District of Columbia, United States Commonwealths, or United States territories.

**prior service (Air Force/Army).** All personnel applying for enlistment in the regular Air Force who have 180 days or more of continuous AD.

**prior service (Coast Guard).** A person who has served some valid period of creditable service in any of the U.S. Military Services, including reserve components thereof.

**prior service (Marines).** All personnel who have previously served in any Military Service or Reserve Component thereof.

**prior service (Navy).** Navy Veterans (NAVETS). Prior-service veterans whose last tour of AD or AD for training was in U.S. Navy or U.S. Navy Reserve, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD. Ready Mariners are also considered NAVETS even though they may have completed less than 12 consecutive weeks AD.

**other service veterans (OSVETS).** Prior-service veterans whose last tour of AD was in a branch of Service other than Navy and who completed a minimum of 12 consecutive weeks of AD.

**processing.** Any work unit accomplished for an applicant within the MEPS for enlistment qualification testing, medical examination, enlistment interviews, contracting, recruit travel, associated paperwork.

**projection.** Pertains to scheduling MEPS workload; specifically an applicant initially provided by name to the MEPS for the purpose of scheduling for entrance processing services.

**qualified.** Applicant meets enlistment criteria under the standards prescribed by DoDI 1304.26 and the sponsoring Military Service.

**quality assurance.** Actions or procedures that insure accuracy, timeliness, and completeness of applicant forms and processing.

**reception center or station.** The various Services' initial enlistee reception locations (such as Ft. Jackson, Lackland, Great Lakes, or Paris Island). (Not called reception center or station by Navy, Air Force, or Marine Corps.)

**record.** A submission of data into the USMEPCOM's accession reporting system concerning an applicant who was examined or processed (see file and enlistment packet).

**request for examination (USMEPCOM Form 680-3A-E).** The form used by Military Services personnel for requesting applicant evaluation or processing; and for providing personally identifiable information demographic data to initiate applicant entrance processing.

**Reserve Components.** The Reserve Components of the Military Services are the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve.

**shipper.** An enlisted accession applicant released from MEPS in route to reception/training center or initial duty station.

**SSN.** The number assigned to an individual by the Social Security Administration.

**special purpose test.** Any test, other than the ASVAB, used to evaluate an applicant for jobs requiring special knowledge or for enlistment qualification.

**student ASVAB.** Forms of the ASVAB administered in secondary and post-secondary schools that include a program for vocational counseling and career exploration; scores may be used to enlist into a Military Service.

**TA.** A person, also known as a test examiner, on written appointment order who is authorized to administer and score a test.

**TCO.** Designated officer, noncommissioned officer or civilian on written appointment order who is responsible for an overall testing program, which includes ordering test and support material, safeguarding and accounting for controlled test material, test administration, scoring tests, and reporting test scores.

**test proctor.** A person(s) who assists the TCO or TA to administer a test session.

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

**USMEPCOM processing location.** A location used in entrance processing of applicants, including MEPS, learning centers, distributive facilities, MET sites.

**USMIRS.** A joint DoD support system used for the reporting of applicants qualification criteria for enlistment. Interfaces with recruiting capabilities for the Services using standard DoD data elements between USMEPCOM and Military Services and identity vetting with external organizations, e.g., SSA, USCIS.

**walk-in.** An applicant who arrived early enough for examination or processing, but was not scheduled by name with the MEPS before close of business on the preceding workday.



## REFERENCES

- Defense Transportation Regulation 4500.9-R, “Defense Transportation Regulation,” Current Edition
- DoD Directive 1145.02E, “United States Military Entrance Processing Command (USMEPCOM),” October 18, 2012
- DoD Directive 5106.04, “Defense Inspectors General,” May 22, 2014
- DoD Directive 5124.10, “Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)),” March 14, 2018
- DoD Directive 5400.11, “DoD Privacy Program,” October 29, 2014
- DoD Instruction 1304.02, “Accession Processing Data Collection Forms,” September 9, 2011
- DoD Instruction 1304.12E, “DoD Military Personnel Accession Testing Programs,” September 20, 2005
- DoD Instruction 1304.26, “Qualification Standards for Enlistment, Appointment, and Induction,” September 20, 2005, as amended
- DoD Instruction 1336.08, “Military Human Resource Records Life Cycle Management,” November 13, 2009
- DoD Instruction 6130.03, “Medical Standards for Appointment, Enlistment, or Induction in the Military Services,” April 28, 2010, as amended
- Executive Order 14168, “Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government,” January 20, 2025
- Public Law 104-191, “Health Insurance Portability and Accountability Act (HIPAA),” August 21, 1996
- Uniform Code of Military Justice, Current Edition
- United States Code, Title 5
- United States Code, Title 10