



# Department of Defense

## DIRECTIVE

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USD(P&R)

SUBJECT: United States Military Entrance Processing Command (USMEPCOM)

References: (a) DoD Directive 1145.2, subject as above, February 25, 1986 (hereby canceled)  
(b) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002  
(c) General Order No. 1, "Establishment of the United States Army Accessions Command," February 22, 2002  
(d) Sections 451-471a of title 50, United States Code  
(e) through (l), see enclosure 1

### 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policies and responsibilities for processing military applicants and inductees by the United States Military Entrance Processing Command (USMEPCOM).

1.2. Designates the Secretary of the Army as the DoD Executive Agent (reference (b)) for the administrative and resource support of the USMEPCOM (reference (c)). Executive Agency responsibilities are further delegated to the Commander, United States Army Accessions Command.

### 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve components), the Coast Guard by agreement with the Department of Homeland Security when it is not operating as a Service in the Department of the Navy, the Chairman of the Joint Chiefs of 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 in the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used hereafter, refers to the Army,

the Navy, the Air Force, the Marine Corps, and the Coast Guard.

### 3. DEFINITIONS

3.1. Executive Agent. The term Executive Agent shall be limited to receiving and distributing dollars, manpower, and such other administrative functions as prescribed in a Memorandum of Understanding (MOU) approved by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

3.2. Military Entrance Processing Station (MEPS). The MEPS ensures that each new member of the Armed Forces (the Army, the Navy, the Air Force, and the Marine Corps) and the Coast Guard meets the high aptitude, moral, and physical standards required by the Department of Defense and the Military Services. Every MEPS represents state-of-the-art methods in testing, examining, and processing applicants for enlistment.

3.3. Military Services. Include the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard (by agreement with the Secretary of the Department of Homeland Security when it is not operating as a Service in the Department of the Navy), and their National Guard and Reserve components.

3.4. Reserve Components. Include the Army National Guard of the United States, the Army Reserve, the Naval Reserve, the Air National Guard of the United States, the Air Force Reserve, the Marine Corps Reserve, and the Coast Guard Reserve.

3.5. Selective Service System (SSS). The SSS and the registration requirement for America's young men serve as a backup system to provide workforce to the U.S. Armed Forces. The obligation of a man to register is imposed by Sections 451 through 471a of title 50, United States Code (reference (d)), which establish and govern the operations of the SSS.

### 4. POLICY

It is DoD policy that:

4.1. This Directive provides policy guidance for the USMEPCOM and its subordinate units, and designates responsibility for the Armed Services Vocational Aptitude Battery (ASVAB) test administration. Resources allocated to the USMEPCOM by the Secretary of the Army shall be used solely for USMEPCOM operations and support.

4.2. The position of the Commander, USMEPCOM, shall be authorized at the O-6 officer grade. A normal tour of duty shall be 3 years. Position authorization and assignment shall usually rotate among the Army, the Navy, the Air Force, and the Marine Corps. The Deputy Under Secretary of Defense for Military Personnel Policy (DUSD(MPP)) shall rate the incumbent.

4.3. Each of the Military Services (minus the Coast Guard) shall nominate one O-6 officer as a candidate for the position of the Commander, USMEPCOM, each cycle. The DUSD(MPP) shall select the candidate from the nominations submitted. The selected candidate's branch shall fund the billet for the full tour.

4.4. The USMEPCOM staffing criteria shall be coordinated through the DUSD(MPP) and the Military Services. The DUSD(MPP) shall approve the staffing criteria before such programming, documentation, or execution.

4.4.1. The Military Services shall staff the USMEPCOM at 100 percent of the authorized strength.

4.4.2. All other civilian staffing requirements shall be authorized to the USMEPCOM and funded to 100 percent by the Department of the Army.

4.5. The Secretary of the Army shall be responsible for programming, budgeting, and financing all operations of the USMEPCOM, except as indicated in the following subparagraphs.

4.5.1. The parent Military Service shall bear the pay and allowance and permanent change of station travel expenses of military personnel permanently or temporarily assigned to the management or operations of the USMEPCOM.

4.5.2. Each Military Service shall bear transportation, meals, and lodging costs for its applicants and enlistees; except that the USMEPCOM shall pay for any intra-city transportation that applicants may require for MEPS-directed support of their processing.

4.5.3. Each Military Service shall bear the costs associated with the Transition Assistance of its Service members.

4.6. The SSS and the Department of Defense under the MOU between the SSS and the Department of Defense (reference (e)), shall be responsible for transporting registrants to and from the MEPS and assigning a liaison officer during mobilization.

4.7. Non-designated support shall be provided to the USMEPCOM and its subordinate units by military installations and the other Federal Agencies under DoD Instruction 4000.19 (reference (f)).

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness shall ensure:

5.1.1. The Deputy Under Secretary of Defense for Military Personnel Policy shall:

5.1.1.1. Provide overall guidance for implementing the policies and responsibilities

this Directive establishes.

5.1.1.2. Validate the USMEPCOM resource levels to ensure they are consistent with the workload of the Military Services and approve all individual Military Service resource adjustments and staffing authorizations, military and/or civilian, to the USMEPCOM.

5.1.1.3. Prescribe responsibilities and operating procedures relating to the MEPS in coordination with the Military Services and the SSS.

5.1.1.4. Approve required changes to listed approved DoD standard forms consistent with DoD 7750.7-M (reference (g)).

5.1.2. The Assistant Secretary of Defense for Health Affairs shall act as an advisor to the USD(P&R) concerning the medical aspects of the USMEPCOM's operations.

5.2. The Secretary of the Army shall:

5.2.1. Act as the DoD Executive Agent (reference (b)) for programming, budgeting, and financing all the USMEPCOM operations and obtaining prior approval from the USD(P&R) before reducing the USMEPCOM's resources.

5.2.2. Provide resourcing, staffing, and administrative management support responsibilities for the DoD Enlistment, Student, and Overseas Testing Programs, consistent with policies established by the USD(P&R).

5.2.3. Once notified of any action (proposed or taken) that adversely affects accession processing or other readiness activities of the USMEPCOM with respect to resourcing, staffing, and administrative actions, respond promptly to the Commander, USMEPCOM.

5.2.4. Seek agreement, with the Commander, USMEPCOM, consistent with the urgency of the accession processing or readiness activity involved and the provisions under which the resourcing, staffing, and administrative action is being proposed or taken, to attain the objective of the action while eliminating or mitigating adverse effects for the processing or readiness activity.

5.3. The Commander, USMEPCOM, through the Chairman of the Joint Chiefs of Staff, shall:

5.3.1. Under the USD(P&R), retain full authority for its mission and internal operations. Realignment and reorganization authority plus USMEPCOM personnel rating responsibility remain with the DUSD(MPP).

5.3.1.1. Submit a written notification of any action (proposed or taken) that affects accession processing or any other readiness activity in a manner that should have a significant adverse effect on military readiness, as determined through consultation with the DUSD(MPP).

Such notification shall identify the action and each significant adverse effect to the Head of the Executive Agency taking, or proposing to take, the administrative action.

5.3.1.2. Send a copy of the notification to the Principal Deputy USD(P&R) and the DUSD(MPP).

5.3.1.3. Once notified of an administrative action, consult with the Executive Agency to reach agreement on administrative actions adversely affecting accession processing or other readiness activities of the USMEPCOM.

5.3.2. Help the Military Services ensure that the enlistment standards set in DoD Directive 1304.26 (reference (h)) and title 10, United States Code (reference (i)), such as age, citizenship, education, aptitude, physical fitness, dependency status, etc., are met.

5.3.3. Process qualified applicants for enlistment into the Military Services according to reference (h).

5.3.4. Provide medical examinations, according to DoD Directive 6130.3 (reference (j)), for all applicants, including medical examinations for Reserve component personnel, ensuring physical standards for enlistment, appointment, and induction are applied in evaluating medical fitness.

5.3.4.1. Centrally manage and administer the medical enlistment examination.

5.3.4.2. Help the Military Services implement and ensure that medical Service-unique standards for enlistment are maintained, as approved by the USD(P&R).

5.3.4.3. Publish regulations or pamphlets prescribing procedures for the DoD medical enlistment examination, security, and accountability of medical information.

5.3.5. Administer enlistment qualification tests to all applicants enlisting into the Military Services including enlistment qualification tests for Reserve component personnel according to DoD Directive 1304.12*E* (reference (k)).

5.3.5.1. Centrally manage all enlistment and student testing programs.

5.3.5.2. Control and administer the ASVAB.

5.3.5.3. Publish regulations or pamphlets prescribing procedures for the DoD Enlistment and Student Testing Programs, the Armed Forces Qualification Test verification testing, special-purpose testing, and test security and accountability.

5.3.6. When required, provide medical examinations and enlistment qualification tests to SSS registrants and process and induct these persons into the respective Military Service.

5.3.7. Develop and maintain plans and procedures for inducting registrants with the Military Services and the SSS.

5.3.8. Provide automated data processing support of the accession system during peacetime and mobilization.

5.3.9. Provide medical and aptitude testing support to other Federal Agencies, including the special category non-applicants such as the National Civilian Community Corps, when approved by the Office of the DUSD(MPP).


5.3.10. The Commander, USMEPCOM, as designated by the Secretary of Defense, has General Court-Martial Convening Authority under Article 22, Uniform Code of Military Justice, and the Commanders, Eastern and Western Sectors, USMEPCOM, as Special and Summary Court-Martial Convening Authorities, respectively in accordance with the Uniform Code of Military Justice, Articles 22-24 (reference (1)).

5.3.10.1. The Commander, USMEPCOM, and the Sector Commanders are authorized to impose non-judicial punishment on members of their respective commands, regardless of the Military Service of the imposing Commander or the recipient military member on whom punishment is imposed.

5.3.10.2. In cases where the branch of the Military Service of the imposing Commander and the recipient differ, the imposing Commander shall follow the non-judicial punishment procedures and administration requirements applicable to the recipient's branch of the Military Service.

## 6. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz  
Deputy Secretary of Defense

Enclosures – 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Memorandum of Understanding Between the Selective Service System and the Department of Defense, May 19, 2002
- (f) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- (g) DoD 7750.7-M, "DoD Forms Management Program Procedures Manual," *August 14, 1991*
- (h) DoD *Instruction* 1304.26, "Qualification Standards for Enlistment, Appointment, and Induction," *September 20, 2005*
- (i) Title 10, United States Code
- (j) DoD Directive 6130.3, "Physical Standards for Appointment, Enlistment, and Induction," December 15, 2000
- (k) DoD *Instruction* 1304.12E, "DoD Military Personnel Accession Testing Program," *September 20, 2005*
- (l) Articles 22- 24, Uniform Code of Military Justice, current edition