FROM THE DESK
OF THE
COMMANDING OFFICER

Congratulations! The leaders and staff of the United States Military Entrance Processing Command (USMEPCOM) and the management and staff of this hotel applaud you for your support of the United States of America and your decision to become part of the Department of Defense team!

We want to welcome you to your military. To enhance your experience we ask that you follow some simple guidelines designed to ensure that your processing runs smoothly and safely. Additionally, following the guidelines affords you the opportunity to demonstrate to the American public your commitment to military service and how much you value their support.

Be courteous to the other applicants and guests in the hotel.

Enjoy camaraderie with other applicants during your stay, but remember that males and females are roomed on separate floors or wings in the hotel for security reasons. Socialize with other applicants in hotel common areas for this purpose.

Enjoy your meals that are provided compliments of your recruiting service. We encourage you to be on time for your meals – serving times are listed below.

Be safe. The hotel has a security staff, but you need to look out for yourself and your belongings (secure valuables in _____). To enhance your safety and to ensure that you are ready for the MEPS experience you should be in your room by _____P.M. because your wake up call is at _____A.M. Your room is for you and your roommate only. You may meet with family members and your fellow applicants in the common areas of the hotel. When using hotel facilities, such as the exercise room or pool, follow all posted rules and instructions.

Avoid alcohol or drugs. The day starts early for processing and you must be sober and drug free in order to process. (You will be alcohol and drug tested at the MEPS.) It is against the law to drink if you are under 21 years old. It is also illegal to provide alcohol to an individual who is underage, even if you are 21 or older. Violators jeopardize their opportunity to process for military service.

Settle your debts before departing the hotel. You are responsible for any charges that you incur outside of lodging and government-furnished meals provided in the applicant dining facility (e.g. telephone calls, videos, computer time, damages, etc.)

Smoke only in designated areas.

Wear appropriate clothing. Others are watching you. Clothing that is tattered, profane, obscene and/or contains slogans encouraging drug use does not demonstrate your commitment to the United States nor will it be allowed at the MEPS. Additionally, you will need to wear undergarments in order to complete applicant processing.

Be on time. The evening meal is served at _____
Breakfast is served at _____
The MEPS bus departs at _____

I have read the above and acknowledge that I am a guest of the military service and will conduct myself in a manner worthy of the United States Armed Forces.

_____ _____
Signed Name Date Name of Recruiter

_____ _____
Printed Name Military Service Phone Number of Recruiter/Liaison