Summary of Changes

USMEPCOM Regulation 680-3, May 2, 2006
Personnel Information Systems
United States Military Entrance Processing Command Integrated Resource System (USMIRS)

THIS REVISION CONTAINS NUMEROUS CHANGES AND NEEDS TO BE COMPLETELY
REVIEWED.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 680-3

May 2, 2006

Effective: May 30, 2006

Personnel Information Systems
UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
INTEGRATED RESOURCE SYSTEM (USMIRS)

FOR THE COMMANDER:

OFFICIAL:

D.R. O'Brien
Deputy Commander/Chief of Staff

Edward J. Mills
Command Executive Officer

DISTRIBUTION:
A (Electronic only publication)

Summary. This regulation establishes policies and procedures for an integrated system of processing individuals for voluntary enlistment or induction into a component of the Armed Forces or for Department of Defense (DOD) and non-DOD agency personnel authorized specific processing in a military entrance processing station (MEPS). This regulation prescribes United States Military Entrance Processing Command (USMEPCOM) Form 680-3A-E (Request for Examination) and the USMIRS-generated report USMEPCOM PCN 680-3ADP.

Applicability. This regulation applies to personnel responsible for processing applicants at the MEPSs.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-3/MOP-AD, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Management control process. This regulation is subject to the requirements of Army regulation (AR) 11-2 (Management Controls). It contains internal management control provisions and a checklist for conducting internal control reviews in appendix B.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM (J-3/MOP - AD). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: J-3/MOP-AD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

*This regulation supersedes USMEPCOM Regulation 680-3, 20 September 2005.

Contents

Chapter 1
General

1-1. Purpose
This regulation prescribes policies, procedures, and responsibilities for the United States Military Entrance Processing Command (USMEPCOM) Integrated Resource System (USMIRS). USMIRS is the official accession reporting system for Department of Defense (DOD) and for reporting accession data for the Services to Defense Manpower Data Center-West (DMDC-W) for statistical analysis, including applicant processing, reporting requirements, and quality assurance (QA) standards.

1-2. References
References are listed in appendix A.

1-3. Abbreviations and terms
Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

   a. Director, J-3/Operations (J-3/MOP) will:

     (1) Maintain staff proponency for the plans, policy, coordination, and implementation of applicant reporting requirements and for the operation of USMIRS.

     (2) Provide guidance, coordination, assistance, and operational analysis to HQ USMEPCOM and subordinate units on field operations and support of USMIRS.

     (3) Ensure the Services have access to automated individual personnel records during peacetime and mobilization.

     (4) Provide military entrance processing station (MEPS) commanders with policies and procedures to promote efficient and effective operational enlistment data processing within the MEPS.

     (5) Provide administrative control over the quality control (QC), collection, recording, coding, and timely transmission of data.

     (6) Develop accurate data for MEPS processing to allocate resources during peacetime and for control of the National Emergency Manpower Procurement System during a national emergency.

   b. Director, J-6/Information Technology (J-6/MIT) will—

     (1) Assist in the planning, policy, coordination, implementation, and operation of USMIRS.

     (2) Provide programming, and systems analysis in support of USMIRS.

     (3) Collect, compile, and distribute accession data to DOD agencies, recruiting Services, and other authorized agencies as approved by J-3/MOP.

     (4) Coordinate required hardware support and acquire the hardware as approved by the Commander, USMEPCOM.

     (5) Ensure compliance with applicable continuity of operations plans (COOPs) and Army regulations (ARs).

(6) Provide required software and technical support to enable each MEPS to function at alternate sites under COOP implementation.

(7) Review COOP agreements with non-USMEPCOM agencies for technical sufficiency.

c. Sector commanders will—

(1) Sector commanders are responsible for command supervision of the day-to-day operation of USMIRS in their MEPS.

(2) Monitor MEPS operations, identify problem areas, and initiate appropriate corrective action to ensure their MEPSs are in compliance with policies and procedures governing USMIRS operations.

(3) Participate in the development and implementation of training to support the fielding of new software or hardware systems and identify and support MEPS field test sites, as identified by J-3/MOP.

(4) Monitor cross-training and provide an emergency management assistance plan (EMAP) for each MEPS that has been reviewed for workability and approved.

(5) Monitor QA in MEPS to ensure the timeliness, accuracy, and completeness of USMIRS transactions. Automated project support may be requested from J-3/MOP and/or J-6/MIT.

(6) Publish further detailed guidance within sector for development of individual MEPS EMAPs.

(7) Authorize implementation of individual MEPS EMAPs and inform J-3/MOP and J-6/MIT. After normal duty hours of HQ USMEPCOM, notify HQ USMEPCOM the following workday of a MEPS EMAP has been initiated.

(8) Coordinate between sectors for EMAP support, when an alternate EMAP site is a MEPS in another sector.

(9) Provide required administrative support to the MEPS in coordinating EMAP agreements if an alternate site is a non-USMEPCOM agency. This will include the preparation of funding procedures to cover any costs involved. Ensure all EMAP agreements with non-USMEPCOM agencies are reviewed by J-6/MIT for technical sufficiency.

(10) Plan and budget for contingency funding for MEPS within the sector.

d. MEPS commanders will—

(1) Control data input into USMIRS and develop an EMAP for their particular situations.

(2) Ensure compliance with this regulation by establishing procedures for complete, timely, and accurate collection, preparation, and transmission of data. This overall responsibility may not be delegated.

(3) Inform the Services of their processing responsibilities.

(4) Establish an EMAP with a non-USMEPCOM agency.

(5) Coordinate with the supporting contracting officer to ensure compliance with contracting regulations.

(6) Keep the EMAP instructions current.

(7) Make the determination to implement EMAP and request permission to do so from sector headquarters.

e. MEPS operations officers will—

(1) Ensure daily quality review program (QRP) is completed accurately and in a timely manner by operations, testing, and medical staff members.

(2) Ensure accurate and timely updates of USMIRS from both a system monitor and supervisor point of view and ensure USMIRS supports the MEPS operational mission.
Note: This overall responsibility may not be delegated.

(3) Ensure day-to-day availability of the hardware and software to support USMIRS on the MEPS database.

(4) Ensure allocation of computer time and computer products to effectively monitor the timeliness and accuracy of USMIRS data.

(5) Ensure required USMIRS coding is accomplished on source documents.

(6) Ensure USMIRS is updated with data in a timely and accurate manner.

(7) Ensure proper verification, coding, and updating of applicant personal information.

(8) Ensure timely scoring of all special tests and enlistment/student Armed Services Vocational Aptitude Battery (ASVAB) tests.

(9) Ensure timely correction of data and errors by the responsible MEPS section.

(10) Ensure the daily reconciliation of the master USMEPCOM Form 727-E (Processing List) against the process results screen in USMIRS is accomplished.

(11) Ensure reconciliation between the medical process results and the medical processing section's USMEPCOM Form 727-E is accomplished.

(12) Ensure QA of source documents/packets with the USMIRS management output products.

(13) Ensure maximum cross-training has been accomplished so temporary personnel shortages do not degrade mission accomplishment.

(14) Use the management control evaluation checklist at appendix B to assist operations personnel in maximum cross-training.

f. MEPS control desk personnel will—

(1) Ensure only applicants qualified to process in the MEPS are accepted for processing.

(2) Monitor processing and ensure the original USMEPCOM Form 727-E is properly annotated and USMIRS check-in/out screen is utilized throughout the day as each phase of an applicant's processing is completed.

(3) Ensure QA of source documents, coding, and packets are performed as applicants complete each phase of processing.

(4) Ensure reconciliation is performed daily via USMIRS and the master USMEPCOM Form 727-E is filed according to USMEPCOM Regulation 601-23 (Enlistment Processing).

g. MEPS files room personnel will—

(1) Ensure applicants processing in the MEPS have a packet.

(2) Ensure source documents and USMIRS output products are accurately filed.

(3) Ensure the USMEPCOM PCN ZHM103A/S (Purge Roster) is used daily to destroy expired documents and USMIRS records.

(4) Ensure packets are charged in/out using USMIRS and according to USMEPCOM Regulation 601-23.

(5) Ensure duplicate packets are brought to the attention of the processing noncommissioned officer in charge (NCOIC) for required resolution of possible duplicate USMIRS records.

(6) Ensure the MEPS USMIRS database is used to ensure packet accountability.

h. Human resource assistants (HRAs) will—

(1) Ensure individuals processing for enlistment have received a comprehensive preenlistment interview (PEI)/preaccession interview (PAI)/Entrance National Agency Check (ENTNAC).

(2) Ensure any additional information divulged during the PEI and PAI is handled according to USMEPCOM Regulation 601-23, and appropriate entries are made in USMIRS.

(3) Ensure an automated ENTNAC (or manual if appropriate) is submitted via USMIRS for those eligible applicants.

i. Recruiting Service personnel. Both the recruiter and the Service liaison/guidance counselor provide substantial portions of data entered in USMIRS. Recruiting Service personnel will provide accurate, legible, and verified applicant, enlistment, and shipping data to the MEPS according to joint regulation AR 601-270 (Military Entrance Processing Station) (MEPS)).
Note: This responsibility for recruiting Service personnel is given in AR 601-270.

1-5. Host centralized relational database (CRDB) and near real-time policy and procedures

a. CRDB

(1) Overall Description. The system replicates data and transactions generated at each of the 65 MEPS on the CRDB in near real time (NRT).

(2) Operations. The CRDB responds to the user-initiated requests for applicant data by retrieving and displaying data from the CRDB in NRT. The CRDB and MEPS USMIRS databases will be backed up each business day using the current back-up procedures.

b. NRT communication (and/or replication). The CRDB accesses local USMIRS for changes in data every 5 minutes and replicates the data to ensure the MEPS and CRDB databases are the same.

1-6. Forms
Detailed specific instructions on the completion of applicable enlistment forms can be located on the MEPNET under the J-3 Operations Directorate. These documents serve as the official source for authorized entries into the USMIRS.

Chapter 2
Record Ownership

2-1. Record ownership concepts

a. Service liaisons/guidance counselors are prohibited from requesting any type of record ownership. The three types of MEPS record ownership associated with an applicant:

(1) **Permanent ownership.** Permanent ownership is when a MEPS takes possession of electronic social security number (SSN) record with full update authority and the associated packet with a permanent ownership request and a projection. If an applicant is checked-in at a permanent owning MEPS, other MEPSs can only request temporary ownership until the applicant is checked-out of the MEPS. However, if the applicant is not checked-in on the projected processing date, other MEPSs may be granted permanent or temporary ownership. When a MEPS creates a new record, permanent applicant update and packet ownership will be automatically gained.

(2) **Temporary ownership.** Temporary ownership is short-term possession of an electronic applicant record with limited record update authority for 15 minutes, or upon commit of a transaction, whichever occurs first. No Department of the Army (DA) Form 200 (Transmittal Record) will be generated at the losing MEPS and MEPS personnel can re-obtain temporary ownership as needed to ensure the record update is complete.

(3) **Provisional ownership.** Provisional ownership occurs when a MEPS retrieves ownership of a record that is permanently owned by another MEPS that is not in communication with the CRDB. Provisional record owners have the same write authority as permanent (record) owners. Another MEPS cannot obtain ownership from the permanent owner or provisional owner for the record that is provisionally owned. Provisional record owners will contact the permanent owner MEPS when obtaining ownership of a record with this status to ensure the permanent owner MEPS has not entered transactions that have not been posted to the CRDB.

b. MEPS personnel must determine when it is appropriate to transfer ownership (permanent/provisional or temporary). If a MEPS needs to enter a transaction and the applicant is actively processing at another MEPS, the temporary ownership may be the appropriate mode of ownership. However, if the applicant is a "true" walk-in (in your MEPS), then permanent ownership would be appropriate.

c. Before initiating an ownership transfer, MEPS personnel must ensure their request for permanent ownership is valid. When granted permanent ownership, a DA Form 200 will print at the losing MEPS default printer. The losing MEPS will have the packet ready for mailing within 24 hours from receipt of the DA Form 200. If the new permanent owning MEPS later determines that the record should not have been permanently transferred, they must immediately inform (telephone, fax, or e-mail) the losing MEPS files room that the packet is no longer required and they should take back permanent ownership.

d. Temporary ownership permits multiple users to view the record, however, only one user has update authority. Users at the permanent owner MEPS are prevented from accessing the record until temporary ownership expires.

e. In temporary ownership mode, Service processing for (SPF) and SSN changes are not allowed. MEPS personnel are not given access to modify data on nonwork identification (WKID) screens (i.e., Department of Defense (DD) Form 93 (Record of Emergency Data), DD Form 4 Series (Enlistment/Reenlistment Document Armed Forces of the United States), etc.) while in temporary ownership mode.

f. Permanent ownership with update authority will not be transferred to a record that is in synchronization error or reject status. The requesting MEPS can contact the current (permanent) owning MEPS to obtain the required enlistment documents. If an applicant is projected to process the next business day, the owning MEPS will fax the requested enlistment documents within 2 hours, if fax documents are requested. Processing will occur manually until the error is corrected.

2-2. Projection processing
The projection process is centralized at the CRDB (global). Only one owner (permanent or temporary owner) will be allowed to add, delete, or change data for a specific SSN. The following policy is applicable to the projection process:

a. MEPS entering the last projection on a specific SSN for a specific processing date will be assigned ownership of the projection through USMIRS. If the MEPS initiating the projection is not the permanent owning MEPS (electronic record and/or applicant's packet), permanent ownership is transferred. A DA Form 200 and mailing labels will print at the losing MEPS default printer at 0400 (local time) on the projection date. With the request for or receipt of the DA Form 200, the losing MEPS will—

(1) Fax requested enlistment documents to the gaining MEPS within 2 hours to conduct a quality review program (QRP), when requested.

(2) Mail the applicant's packet within 24 hours from receipt of the DA Form 200.

b. If the projected applicant is a no-show, the gaining MEPS may contact the losing MEPS and request that they not send the applicant's packet. The losing MEPS will request transfer of ownership back to their MEPS.

c. Personal data must be present and committed in USMIRS before an applicant is projected. When no data exists for Service-projected applicants, recruiting Service personnel must enter the personal data. MEPS personnel will continue to perform data entry on night testers if MEPS do not require them to be projected and on other applicants as required.

d. If an applicant is a no-show at the projecting MEPS on the processing date, USMIRS will not allow the projection to be deleted (after 0100 CST). MEPS control desk personnel will track and report no-show applicants according to local standing operating procedures (SOPs).

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

f. Projections created or sent to USMIRS via the Services recruiting systems will cause a uncommitted projection indicated by a "*" by the name on the USMEPCOM 727-E (Processing List). This uncommitted projection must be committed by the Service or MEPS to be valid for that processing day; if not committed, the projection and any personal data that was not committed will be dropped from the local MEPS USMIRS hold table.

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

h. USMIRS allows MEPS to modify or move a projection from another MEPS, if projected on the same processing day and SPF matches. Before moving a projection, the MEPS moving the projection must have a completed USMEPCOM Form 680-3A-E (Request for Examination) from the local requesting Service liaison/guidance counselor/recruiter.

2-3. Packet transfer (see USMEPCOM Regulation 601-23)

a. Under USMIRS, packet ownership is a process that facilitates the transfer of electronic and hardcopy applicant packets and contents between MEPS when ownership transfer occurs. MEPS have the capability to know where the packet is to include suspense dates on charged-out contents.

(1) Only the permanent owning MEPS can charge the packet into the files room. MEPS will not charge-in packets while in a temporary ownership mode.

(2) When permanent ownership has been transferred, but lab results Human Immunodeficiency Virus/Drug and Alcohol Testing (HIV/DAT) have not been received, the losing MEPS will not delay the mailing of packet with original enlistment documents. The gaining MEPS will receive and post the results, and the losing MEPS will post results to the DAT and HIV logs by querying SSNs on the CRDB.

b. Processing on fax source documents (see USMEPCOM Reg. 601-23). When permanent ownership is transferred, the gaining MEPS may request the losing MEPS to fax specific enlistment documents to perform QRP.

(1) If the applicant has only taken an ASVAB at the losing MEPS and is being projected to take another ASVAB test at the gaining MEPS, then the losing MEPS will fax a legible USMEPCOM Form 680-3A-E to perform signature verification. The losing MEPS will mail the applicant's packet/folder to the gaining MEPS. If the applicant test prior to the receipt of the faxed form, the test may be invalidated if the information on the original form is different then excepted (i.e., the signatures are different or the wrong test version was administered).

(2) If the applicant has only taken an ASVAB at the losing MEPS and is not being projected to take another ASVAB test at the gaining MEPS, then the gaining MEPS will request USMEPCOM Form 680-3A-E be faxed to perform the signature verification process. The losing MEPS will then mail the applicant's packet/folder to the gaining MEPS.

(3) If the applicant has taken a physical examination (see USMEPCOM Reg. 601-23) at the losing MEPS, then the gaining MEPS will request the medical documents be faxed for medical to review the applicant's medical file before processing and to perform the inspection physical. The losing MEPS will then mail the applicant's packet/folder (with the original physical documents) to the gaining MEPS. The gaining MEPS will prepare an applicant packet and place the applicant in an "N" status pending receipt of the original documents from the losing MEPS. When the requested documents are received by the gaining MEPS, add the documents to the applicant's packet/folder, and clear the MEPS generated "N" status.

Chapter 3
USMIRS Source Documents

3-1. Overview
This chapter provides the policies and procedures for USMIRS-generated forms. The step-by-step procedures are listed in the applicable USMEPCOM regulations and on the USMEPCOM Intranet (MEPNET), Directorate Links, J-3/MOP Operations Directorate. A brief summary for each form is provided in this chapter.

3-2. USMEPCOM Form 680-3A-E (Request for Examination)

a. The USMEPCOM Form 680-3A-E is the first document completed on any applicant processing for the Armed Forces. It establishes the initial individual personal data in USMIRS. It is essential that all data blocks on the USMEPCOM Form 680-3A-E be accurate and fully completed.
Note: Each time a change is made or requested on USMEPCOM Form 680-3A-E, a new form is created. The new printed form will replace the old form in the applicant's file, except as noted in paragraph 3-6b below. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

b. The USMEPCOM Form 680-3A-E (and the approved Service-automated form) will be used for applicant processing. Entries on the USMEPCOM Form 680-3A-E are a dual responsibility by the recruiter and applicant, while the shaded areas are coded, verified, and completed by MEPS personnel. The shaded areas can be coded by the Services, but MEPS personnel are responsible for their accuracy.
Note: HQ USMEPCOM, J-3/MOP-AD, must approve recruiting Services automated versions of the USMEPCOM Form 680-3A-E.

c. Initial personal data entry.

(1) The Services enter initial personal data into USMIRS according to AR 601-270. The MEPS may offer personal data entry assistance to the Services; however, initial data entry is the responsibility of the Service.

(2) MEPS personnel will make initial entry of personal data in USMIRS for all mobile examining team (MET) site testers, night testers, and non-service sponsored non-applicants, if the data is not present. MEPS are responsible for coding USMEPCOM Form 680-3A-E for the initial exam transaction, e.g., B030, B010, B100, or B200, following personal data being entered and committed.

3-3. Personal data changes on USMEPCOM Form 680-3A-E
When any personal data is changed on an applicant, MEPS personnel will use Ctrl <F7> to commit the data. USMIRS will create a J000V WKID.

3-4. Service Processing For (SPF) changes on USMEPCOM Form 680-3A-E
Controlling access to an applicant's automated record and applicant packet is a key function of the SPF data element or code. If an applicant changes Service, the SPF must be changed to match the new sponsoring Service SPF before he or she can be projected for MEPS processing. (See USMEPCOM Form 680-3A-E instructions on the MEPNET for specific SPF codes.) Changes must be made using the following methods:

a. A new fully completed USMEPCOM Form 680-3A-E with the Service representative's signature (with or without the applicant's signature) is filed in the applicant's packet/folder. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

b. The Service representative may update the existing USMEPCOM Form 680-3A-E in the applicant's packet/folder. The Service representative will line through the existing SPF, write in the new

SPF, date and initial the change, and then update both the recruiter/station identification (ID) data fields, if possible; a limit of three SPF changes are authorized. MEPS personnel will the updated USMEPCOM Form 680-3A-E in the applicant's packet/folder. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

3-5. Incomplete/incorrect data
Applicants must present a completed USMEPCOM Form 680-3A-E at initial check-in at the MEPS. MEPS personnel will perform a QRP.

    a. MEPS personnel will verify that USMEPCOM Form 680-3A-E is completed before releasing the applicant for processing.

    b. If an aptitude examination is completed and an incomplete/incorrect USMEPCOM Form 680-3A-E is discovered after the examination, MEPS personnel will score the test using standard procedures and enter a "N" status with an appropriate "N" status reason. Circle the missing or incorrect items on the USMEPCOM Form 680-3A-E using a red pen and annotate on the top margin of the form "INC (or UNVERIFIED) PERSONAL DATA". When correct or verified information becomes available, annotate the information on the USMEPCOM Form 680-3A-E, line through the statement on the USMEPCOM Form 680-3A-E, clear the "N" Status and update USMIRS with the personal data change/correction.

3-6. Filing requirements for USMEPCOM Form 680-3A-E

    a. MEPS will establish a local policy to ensure MEPS personnel remain proficient in coding the shaded areas on USMEPCOM Form 680-3A-E, including the WKID and status code.

    b. File the USMEPCOM Form 680-3A-E in the applicant's packet/file folder for the SPF. File under record number 601-270a (see app. A, sec. VI, for disposition instructions). Exceptions:

        (1) Aptitude examinations. The Services will provide a new fully completed USMEPCOM Form 680-3A-E for each aptitude examination at MEPS, MET site, and/or from a high school exam. For special tests, a new USMEPCOM Form 680-3A-E does not need to be present. The USMEPCOM Form 680-3A-E will be filed, if used, in the applicant's packet for special tests taken. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

        (2) Medical examinations. When a new fully completed USMEPCOM Form 680-3A-E (including an updated medical insurer name and/or address; and/or medical provider name and/or address information) is presented for the medical examination, the new (additional) USMEPCOM Form 680-3A-E is filed in the applicant's packet/file folder; do not destroy the earlier version of the form. MEPS personnel will update USMIRS with the updated medical insurer and provider data. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

        (3) Applicant signature. All USMEPCOM Form 680-3A-Es associated with Aptitude and Medical examinations will be retained. All other USMEPCOM Form 680-3A-E used for SPF changes, personal data changes, etc. that are unsigned by the applicant will be retained until an applicant signed USMEPCOM Form 680-3A-E with block 25 completed is provided by the Service. The MEPS will also compare applicant signatures against previously signed forms in the packet.

3-7. USMEPCOM Form 727-E (Processing List)
MEPS personnel will take the actions required to enhance the Service's ability to project applicants to meet the established daily cut-off time for the form. MEPS personnel will work three areas to accomplish this goal: SPF changes, high school test score look-ups, and requests for source documents.

a. MEPS personnel will project non-Service sponsored nonapplicants (e.g., Federal Bureau of Investigation (FBI), Bureau of Land Management, Central Intelligence Agency, etc.).

b. The Services will project all applicants and non-applicants on the MEPS processing floor (testing, medical, processing, Services only, etc.) on USMEPCOM Form 727-E. Each Service Regular and Reserve component must project its applicants for processing at the MEPS.

(1) Services will project non-applicants (e.g., officer candidates, healthcare professionals, quadrennials, Individual Ready Reserves, Reserve Officer Training Cadet).

(2) MEPS personnel can offer projection data entry assistance to the Services, but that assistance by no means relieves the Services of their data entry responsibilities.

(3) The following will be accomplished in regards to applicant packets:

(a) If prior processing was an aptitude or medical action, MEPS personnel will ensure the original processing packet is available.

(b) If no prior processing has occurred, the applicant will present an accurate and fully completed original USMEPCOM Form 680-3A-E before any further processing and admittance into that day's processing flow. MEPS personnel will file the USMEPCOM Form 680-3A-E in the applicant's packet/file folder. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

(c) If the applicant is a walk-in or late projection, MEPS personnel will check the local USMIRS and conduct a manual files check before admitting the applicant into the day's processing flow. **Note:** During periods of communication problems, an applicant will not be denied entry in the processing flow pending receipt of the electronic query unless their eligibility for processing is in question.

c. The MEPS can request that a separate USMEPCOM Form 727-E for shipper projections be provided.

d. The Services must provide USMEPCOM Form 727-E, pages 1 through 5, to the MEPS by the established cut-off time and sorted (alphabetically/ numerically) according to MEPS requirements. (The MEPS may require the Services to provide pages 2 through 5 with the MEPS producing page 1). If the Services do not present all the required documents (shipper packets, medical prescreens, etc.) or the documents are incomplete by the established cut-off time, the projection will be deleted by the MEPS. Each MEPS processing section (e.g., travel, medical, testing) will print their own applicable pages as required.

e. The MEPS will provide USMEPCOM Form 727-E, pages 2 through 5, to the contract facility/vendor as the authorization and receipt documentation for supplying appropriate Services to applicants listed on each form. Faxing the pages to the lodging facility is authorized; faxing copies from the lodging facility to the MEPS is not authorized. Original applicant signatures are required on the form.

f. The Testing, Medical, and Processing USMEPCOM Forms 727-E page 1s can be filed together to create a master USMEPCOM Form 727-E page 1 file or the USMEPCOM Form 727-E page 1s can be filed separately within each respective processing section.

3-8. USMIRS-generated medical briefing forms
The MEPS personnel are to print and use the medical briefing forms DD Form 2005 (Privacy Act Statement - Health Care Records), DD Form 2807-1 (Report of Medical History), DD Form 2808 (Report of Medical Examination), USMEPCOM Form 40-8-R-E (Drug and Alcohol Testing Acknowledgment Form), and USMEPCOM Form 40-8-1-R-E (HIV Antibody Testing Acknowledgment Form) during

medical processing. MEPS personnel may print these forms according to their processing flow as follows:

a. The day before processing.

b. During MEPS check-in (medical or operations control desk).

c. During night testing.

3-9. DD Form 2807-2 (Medical Prescreen of Medical History Report)

a. The DD Form 2807-2 must be accompanied by USMEPCOM Form 680-3A-E when submitted to the MEPS. USMEPCOM Form 680-3A-E is required to support USMIRS data entry.

b. MEPS personnel will enter only prescreens that reflect a disqualification status (B030L, J, or R) as indicated by the MEPS Chief Medical Officer (CMO) on DD Form 2807-2. The date the CMO signs the form is the date of action (DOA) used to enter the transaction in USMIRS, if the prescreen reveals no disqualifying condition(s), USMIRS will not be updated.

c. MEPS personnel will file the completed original DD Form 2807-2 and 680A-E in the applicant's folder; copies will be supplied to the Service upon request. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

3-10. USMEPCOM Form 601-23-E (Report of Additional Information)
MEPS personnel must print one copy of all disclosures (USMEPCOM Form 601-23-E) generated for the day by close of business (COB) and must file the form in the applicant packets/folders. File under record number 601-270a (see app. A, sec. VI, for disposition instructions). The USMEPCOM Form 601-23-E is required to reconstruct the additional disclosure if the data is lost during communication sessions and/or reconciliation. (See USMEPCOM Regulation 601-23 for guidance on disclosures.)

3-11. DD Form 4 Series (Enlistment/Reenlistment Document Armed Forces of the United States)
The DD Form 4 Series is produced using USMIRS. If conditions preclude the use of electronic systems, the form will be completed manually. (See USMEPCOM Regulation 601-23 for instructions for manually completing the form.)

3-12. DD Form 93 (Record of Emergency Data)
DD Form 93 may be initiated during delayed entry program (DEP) processing (preferred method). MEPS personnel may print DD Form 93 at DEP time or during accession or a combination of both. The USMIRS-generated USMEPCOM Form 601-23-3-E (Record of Emergency Data Worksheet) may be completed by applicants and used for preparation of DD Form 93. Destroy the worksheet upon completion of the DD Form 93. File under record 601-270a (see app. A, sec. VI, for disposition instructions). (See USMEPCOM Regulation 601-23 for instructions on completing DD Form 93.)

3-13. DD Form 1966/1 (Record of Military Processing - Armed Forces of the United States) Service-required codes (SRCs)
MEPS personnel will input the SRCs into USMIRS if not provided electronically by the Services system interfaces.

3-14. USMEPCOM PCN 680-3ADP (Request for Examination (USMIRS-generated report))
MEPS personnel will print the USMEPCOM PCN 680-3ADP after each section completes processing the applicant. The most current USMEPCOM PCN 680-3ADP will remain in the applicant's packet/file folder. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

3-15. Manual processing
MEPS will maintain on-hand a 5-day stock of all applicant processing forms for contingency processing due to a systems failure.

Chapter 4
Aptitude Processing Flow

4-1. Aptitude paperwork flow and data collection
This chapter prescribes policy, procedures, and standards for paperwork flow, collection of data, and transmission of records concerning the aptitude evaluation of applicants.
Note: Overseas testing procedures are in USMEPCOM Regulation 611-1 (Enlistment Qualification Tests), chapter 7.

    a. Performance measurements and QA standards for aptitude data.

        (1) Accuracy standards.

           (a) Data collection efforts: 100 percent.

           (b) Data entry: 100 percent.

           (c) DOD standard data element error rate: 99 percent.

           (d) MEPS reject error rate: 98 percent.

        (2) MEPS (in house/contract facility) test sessions. MEPS personnel will merge test sessions on the same day as the test with scores being available that day or on the following morning for tests committed after normal business hours to the Service liaisons/guidance counselors. MEPS personnel will process MET site tests and make them available to the Service liaisons/guidance counselors within 72 hours after an applicant has taken an ASVAB.
Note: Saturday, Sunday, and weekday holidays are not counted in the 72 hours.

        (3) Enlistment tests transmission. MEPS personnel will commit enlistment tests in USMIRS, including confirmation tests. (See USMEPCOM Regulation 611-1 and AR 601-270 for exceptions.)

    b. Applicants requiring an enlistment ASVAB or special purpose test will present a completed and accurate USMEPCOM Form 680-3A-E to the test administrator (TA).

        (1) Discrepancies between SSN on the USMEPCOM Form 680-3A-E and answer sheet. Refer to USMEPCOM Regulation 611-1.

        (2) Incomplete or incorrect data is discovered (other than SSN). Refer to USMEPCOM Regulation 611-1.

4-2. MEPS testing personnel actions

    a. According to AR 601-270, recruiting Service personnel and the applicant will enter personal and certification data on USMEPCOM Form 680-3A-E. Recruiting Service personnel will enter personal data in USMIRS for all tests. For MET Site tests, MEPS personnel may need to enter personal data in USMIRS.

    b. MEPS TAs will perform QA procedures on associated aptitude documents during the course of the aptitude evaluation process. The TAs will code the USMEPCOM Form 680-3A-E, enter the personal data or update the current data, score and merge the test, and compare the USMEPCOM Form 680-3A-E with the USMEPCOM PCN 680-3ADP for data entry accuracy.

(1) All TAs will verify the name and SSN on USMEPCOM Form 680-3A-E. If errors or incomplete items are found and are corrected on site by the recruiting Service, the applicant will be allowed to test. If the errors or incomplete items cannot be corrected on site, the applicant will not be administered the ASVAB. See USMEPCOM Regulation 611-1, chapter 3 for additional information.

(2) All TAs will compare the SSN, name, and SPF data on each individual applicant's answer sheet against corresponding data on each applicable USMEPCOM Form 680-3A-E. TAs will resolve discrepancies noted on page 1 of the applicant's answer sheet and the USMEPCOM Form 680-3A-E. The recruiting Service-verified USMEPCOM Form 680-3A-E will be used as the official correct source document for applicant personal data.

(3) The applicant's signature on USMEPCOM Form 680-3A-E, block 23, must match the signature in block 25. MEPS personnel will place applicants who have a questionable signature in an "N" status and refer the discrepancy to the operations officer.

    c. Scoring of enlistment test results.

(1) The local USMIRS will automatically communicate with CRDB to initiate a host retrieve for records scanned by the optical mark reader (OMR) or transferred from the testing server. This will ensure only one record exists for an applicant. If personal data is not in USMIRS, the user will be required to enter personal data from USMEPCOM Form 680-3A-E. USMIRS gives global access to testing data. The following policies and procedures apply in auto or manual mode:

(a) Using either scoring mode and to ensure integrity of test, source documents will be verified and maintained at MEPS where test was taken. MEPS testing section personnel are only given the capability to merge tests they scored. If an unmerged test is retrieved from another MEPS during an ownership transfer, the new owning MEPS will contact the MEPS where the test was taken and inform them to take temporary ownership to merge their unmerged test. Ownership will automatically return to the current owning MEPS after the transaction is committed, and the new permanent owner may commit their test record.

(b) In manual mode, the scoring MEPS can view any unmerged and uncommitted tests (enlistment, student, or "Intent to Combine") retrieved from other MEPS, but must contact the MEPS where the test was taken to have the test merged.

(c) MEPS testing section personnel can enter special purpose test data without an ASVAB test being present, however, personal data must be in USMIRS.

(2) MEPS testing personnel will conduct a manual files check for applicant packets before scoring the tests. MEPS personnel will score test answer sheets through the OMR and transmit to the CRDB. (See USMEPCOM Regulation 611-1 and AR 601-270 for exceptions.) Even those tests with an incomplete USMEPCOM Form 680-3A-E and those tests determined to be invalid will be scored and the appropriate testing WKID assigned during the merging process. Per USMEPCOM Regulation 611-1, if there is a SSN mismatch between answer sheet and USMEPCOM Form 680-3A-E, the MEPS test control officer (TCO) and/or test score technician (TST) will notify the recruiting Service of the discrepancy, create a valid test record using the SSN on the USMEPCOM Form 680-3A-E, and create an "N" status record with the reason "SSN Discrepancy on Answer Sheet." Remove the "N" status when the SSN has been verified, and correct SSN if needed.

(3) The MEPS is the only authorized place to administer confirmation tests. The confirmation test is not authorized for administration at a MET site. (See USMEPCOM Regulation 611-1, ch. 6, for information on confirmation testing.)

(a) Guidance for entering the correct aptitude WKID and status codes for confirmation testing programs is updated as required on the J-3 Operations Directorate page of the MEPNET.

(b) When the confirmation interview determines improprieties, MEPS personnel will update USMIRS with a "J900M" code.

4-3. Requesting test scores

a. When the Services project an applicant to process on high school scores, they will enter personal data in USMIRS and will provide the completed USMEPCOM Form 680-3A-E and the USMEPCOM Form 727-E (see USMEPCOM Regulation 611-1, ch. 3). Recruiting Services can request test scores using a faxed or copied USMEPCOM Form 680-3A-E.

b. "N" status discrepancies. MEPS personnel will correct errors between the answer sheets and the USMEPCOM Form 680-3A-E according to the following directions:

(1) If the USMEPCOM Form 680-3A-E is for a retest and the discrepancy exists in any item other than the SSN, name, or date of birth (DOB), obtain the information from the previous USMEPCOM Form 680-3A-E and merge the test accordingly.

(2) If there is any SSN or DOB on the USMEPCOM Form 680-3A-E and/or answer sheet discrepancy that does not match the personal data from the previous test, place the record in "N" status with the discrepancy stated on front of the USMEPCOM Form 680-3A-E. Circle the discrepancies on the USMEPCOM Form 680-3A-E and USMEPCOM PCN 680-3ADP. The Service is responsible for verifying the data before the "N" status is removed. Applicants will not continue to process in an "N" status.

4-4. Local resident student database if MEPS-assigned school

a. MEPS testing personnel may query USMIRS for SSN, student name, name and DOB, name and street, name and city, name and street and city, name and educational level, or personal data (except SSN). Tenth grade scores cannot be viewed; recommend starting with the SSN, if provided, or the student name or DOB.

b. If the record is found without the SSN and is verified to be the correct record, MEPS personnel will enter the SSN and commit (preferably the "commit and print" function) the record. The unmerged scores will now appear in the USMIRS Testing Results Screen. If MEPS personnel only commit the record, the USMEPCOM PCN 680-3ADP and packet label will have to be printed manually. The packet label will only print if this is an initial record.

4-5. Central student database

a. MEPS testing personnel may query USMIRS using one of three options:

(1) By SSN; allows direct access to student record when SSN matched.

(2) By school information (to include state, city, name, and/or date of test (DOT)) and student information (to include name and/or DOB).

(3) By student information (to include state (state is required), city, name, street, student name, DOB, and/or education level).

b. If the record is found without the SSN and is verified to be the correct record, MEPS personnel will enter the SSN and commit (preferably the "commit and print" function) the record. The unmerged scores will now appear in the USMIRS Testing Results Screen. If MEPS personnel only commit the record, the USMEPCOM PCN 680-3ADP and packet label will have to be printed manually. The packet label will only print if this is an initial record.

4-6. Special purpose tests procedures for USMIRS

a. MEPS personnel will enter special purpose tests and tests associated with the special purpose retest policy into USMIRS (see exceptions in USMEPCOM Regulation 611-1, ch. 5). MEPS personnel will always use status code "P" to report the results of a special purpose test. MEPS personnel will conduct and score special purpose tests (excluding the Air Force Officer Qualification Test (AFOQT)) and provide the results to the recruiting Services the first workday following the test. The respective recruiting Service liaison/guidance counselor determines whether the results are qualifying or disqualifying.

b. Applicant personal data must already exist in USMIRS or an aptitude WKID "3" must be entered before a special purpose test is scored. If the Service provides scores, enter them with a "J900." For example: An Air Force applicant takes the AFOQT and research reveals no previous USMIRS record exists. Enter the "A300" first, then the "B800." If a record already exists, enter the "B800." When the AFOQT is sent for grading, enter zeros in the test score areas. MEPS personnel will enter the AFOQT scores when the service counselor provides the official AFOQT results.

c. USMEPCOM Form 611-1-20-R-E (Special Purpose Test Examination) will be used to record special purpose test data and is the source document used when entering special purpose test data in USMIRS. Exceptions: Air Force Officer Qualification Test (AFOQT), Basic Attribute Test, Assessment of Individual Motivation.

4-7. Entering enlistment ASVAB results into USMIRS

a. MEPS testing personnel will enter aptitude tests in USMIRS. Test answer sheets will be scored through the OMR including tests with incomplete USMEPCOM Forms 680-3A-E and those determined invalid. MEPS personnel will score the tests and assign appropriate WKIDs during the merging process.

b. Code the initial exam transaction following the A000V WKID on USMEPCOM Form 680-3A-E, block 22 (e.g., B100, B200, B800), and the date the test was administered, initials of the individual who key-stroked the entry, date the files check was conducted, and initials of the individual who conducted the files check. USMIRS will suggest a WKID based on known information; the USMIRS operator must validate the WKID.

c. MEPS personnel will provide the requesting Service liaison/guidance counselor with a copy of the official ASVAB results (USMEPCOM PCN 680-3ADP) and a copy of the USMEPCOM Form 611-1-20-R-E , if required.

4-8. Invalid tests (initial and retests)
Initial invalid tests will use a WKID code of "B400" with a status code of "N." Invalid retests will use WKID code "B400"; the status code will be the same as that used on the applicant's last valid testing transaction (i.e., if the last transaction was "B100," status code "P," the "P" status code will be used ("B400," with status code "P")).

a. If the latest submitted valid ASVAB test score is later determined to be invalid, use the "INVALIDATE TEST" option located in the CORRECT TRANS block at the bottom of the APTITUDE DATA screen (AA03). If the latest submitted ASVAB test is invalid and later determined to be valid, use

the "VALIDATE TEST" option located in the CORRECT TRANS block at the bottom of the APTITUDE DATA screen (AA03).

b. When merging/entering invalid ASVAB information, the retest area on the USMIRS screen must be completed as follows:

(1) IMMED - An "X" in this block indicates the applicant is authorized an immediate retest.

(2) 1-MONTH RETEST AUTHORIZATION - An "X" in this block indicates the applicant is authorized to retest after 1 month.

(3) 2d-MONTH RETEST AUTHORIZATION - An "X" in this block indicates the applicant is authorized to retest after 1 month.

(4) 6-MONTH RETEST AUTHORIZED - An "X" in this block indicates the applicant is authorized to retest after 6 months. This block will be used for initial and retest tests where the applicant/student was caught cheating or was disruptive.

c. Checking these blocks may or may not affect the "ELIGIBLE DATE" displayed on the TESTING DATA screen. Verify the results of your selection.

d. Do not administer an aptitude test to an applicant in an "N" status if the "N" status can be cleared before the test is administered. Have the "N" status cleared (MEPS or Service) if the persons authorized to do so are present in the MEPS; however, do not refuse to test an applicant if an "N" status cannot be cleared. Do not invalidate a test solely because the applicant tested in an "N" status.

e. An applicant disqualified and on a hold status due to positive drug/alcohol test result is not authorized to ASVAB test until the eligibility date for further processing (removal of hold status) is met. If tested while on medical hold for positive drug/alcohol results, the test will be automatically invalidated by USMIRS.
Note: High school exams taken within the period of medical ineligibility are invalid.

4-9. Reestablishment of purged aptitude records
If the aptitude records must be reestablished, MEPS personnel will reenter the tests in chronological order.
Note: MEPS medical personnel will coordinate the sequence for reentering and reestablishing medical data.

4-10. Communications
The communications for high schools and students' data is automatic for each MEPS. This includes transactions committed for student test data.

4-11. Reconciliation
The MEPS operations officer will ensure the daily COB and morning reconciliation is accomplished. Reconciliation requirements for timeliness and completeness are:

a. **COB.** The MEPS TST must ensure testing reconciliation is accomplished by COB and must ensure testing transactions are entered and committed into USMIRS. Using the process results screen (CR01), the aptitude reconcile screen (OR01-1), and MEPS testing section will reconcile MET site and in-house enlistment ASVAB tests (B100, B600, etc.), student ASVAB tests (B200) used for processing, and special tests (B800). Various testing source documents (e.g., USMEPCOM Form 611-1-7-R-E (Aptitude Testing Processing List), USMEPCOM Form 680-3A-E) may be used for COB reconciliation.

b. Morning. The MEPS TST must review the testing reconciliation screen for the CRDB-created transactions and to see if the CRDB rejected any transaction. MEPS personnel will correct the errors on a daily basis.

4-12. USMEPCOM PCN 680-3ADP
The USMEPCOM PCN 680-3ADP is the official document used to record applicant test scores.

4-13. QA checks
MEPS personnel will follow the QA checks below. At a minimum, testing section personnel will ensure/accomplish the following for each numbered QA point:

a. QA-1. The TA is responsible for the following prior to test scoring:

(1) A USMEPCOM Form 680-3A-E and a complete set of answer sheets are present for each individual listed on the USMEPCOM Form 611-1-7-R-E. If not, notify the TCO and/or the TST. This could result in a test loss/compromise report.

(2) USMEPCOM Form 680-3A-E is complete. See this regulation, paragraph 2-5, for procedures if form is incomplete.

(3) Personal data on page 1 of the answer sheet matches the personal data on the corresponding USMEPCOM Form 680-3A-E.

(4) Test version marked on page 1 of the answer sheet matches the test version on the USMEPCOM Form 611-1-7-R-E for the applicant indicated.

(5) A comprehensive files room and USMIRS search is conducted on each individual listed on the USMEPCOM Form 611-1-7-R-E.

b. QA-2. The TA is responsible for the following during packet build: USMEPCOM Form 680-3A-E is coded to include item 22.

c. QA-3. The TA is responsible for following after packet build: The personal data on the USMEPCOM PCN 680-3ADP matches the source document (USMEPCOM Form 680-3A-E).

d. QA-4. Other than testing personnel, ensure the personal data on the USMEPCOM PCN 680-3ADP matches the source document (USMEPCOM Form 680-3A-E).

e. QA-5. The MEPS Control Desk and/or Files Room MEPS personnel review packet content and ensure:

(1) The USMEPCOM Form 680-3A-E is completely coded (if not, return to the testing section if the form was initiated by testing) as required. SPF change USMEPCOM Form 680-3A-E and medical read-outs do not belong to testing personnel.

(2) The original USMEPCOM PCN 680-3ADP is present (if not, return to MEPS file room personnel).

(3) Duplicate USMEPCOM PCN 680-3ADP forms are removed and destroyed. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).
Note: Testing USMEPCOM Form 680-3A-E, including special tests, will be maintained in the applicant's packet. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

f. QA-6. The TCO/TST will confirm workload and reconciliation: Testing will reconcile the tests given to ensure tests scored reflect on this screen. If there is a mismatch, it could be as simple as a test entered with the wrong test date or MET site code.

4-14. Shortened Student Armed Services Vocational Aptitude Battery (SS ASVAB) change document

a. The SS ASVAB is obsolete and will not be administered as of 1 July 2004. Previous test scores will remain for two years (no longer valid after 30 June 2006).

b. The shortened forms of the high school ASVAB (currently 23 T/U and 24 V/W consist of the General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Math Knowledge subtests). Applicants who wish to further process using scores from the SS ASVAB will be required to return to the MEPS for administration of a Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery (CAT ASVAB) test. The five line scores from the 23T, 23U, 24V, or 24W are combined with the remaining line scores (Auto and Shop Information, Mechanical Comprehension, and Electronics Information) of the CAT ASVAB battery to create an entire score profile. The resulting combined test forms are identified as 01T, 02T, or 03T, if the combining occurred with 23T; 01U, 02U, or 03U, if combining occurred with 23U; 01V, 02V, or 03V, if combining occurred with 24V; 01W, 02W, or 03W, if combining occurred with 24W.

c. The applicant must choose whether to merge the two tests, thereby keeping the SS ASVAB Armed Forces Qualification Test (AFQT), or simply retest and use the retest scores before testing. The individual may not change his or her mind at a later time. The DOT is equal to the DOT from the SS ASVAB record. Retest eligibility date for the CAT ASVAB is 1 month from the DOT or 6 months, if third or later test. The test ID is 01T/U/V/W, 02T/U/V/W, or 03T/U/V/W.

d. The TA will verify that PAMDEHO, WKIDs, and record identification (RID) are correct.

e. See the SS ASVAB change document for the procedures. Screen prints will help you navigate through the process.

Chapter 5
Medical Processing Flow

5-1. Medical paperwork and data collection
This chapter prescribes procedures and standards for paperwork flow, collection of data, and transmission of records concerning the medical evaluation of applicants.

　　a. Performance and QA standards for medical data.

　　　　(1) Data collection efforts: 100 percent.

　　　　(2) Data entry: 100 percent.

　　　　(3) Data element error rate: 99 percent.

　　　　(4) MEPS reject error rate: 98 percent.

　　b. The minimum acceptable standard for transmitting medical data is the same day the medical examination/inspection/action was administered.   HQ USMEPCOM, J-3/MOP, maintains the final approval authority on medical reporting timeliness standards.

5-2. Medical processing

　　a. Applicant check-in/out process. MEPS medical section will check-in/out all applicants on a MEPS medical processing floor as they enter and exit the processing area.

　　b. DD Form 2807-2 (Medical Prescreen of Medical History Report) requirements. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

　　　　(1) Document disposition. File the original forms in the packet. File under record number 601-270a (see app. A, sec. VI, for disposition instructions). This includes but is not limited to: DD Form 2807-2, USMEPCOM Form 680-3A-E, and USMEPCOM PCN 680-3ADP. If doctors' letters and other documentation were used to conduct the "papers only" review, they will be placed in the applicant's packet with the DD Form 2807-2 and other documents.

　　　　(2) MEPS personnel will use USMEPCOM Form 601-23-2-R-E (Record Flag); attach the form on the inside of the applicant's packet as the first document. File under record number 601-270a (see app. A, sec. VI, for disposition instructions). (See USMEPCOM Regulation 601-23 for processing procedures.)

5-3. Other DOD applicant and non-applicant medical examinations

　　a. Non-Service sponsored applicants. Non-Service sponsored applicants are individuals with no military Service representative. Medical section personnel will enter personal data and project in USMIRS on all non-Service sponsored applicants (e.g., quadrennials, FBI, Volunteers in Service to America, Peace Corps). A USMEPCOM Form 680-3A-E will be completed before or when the applicant arrives at the MEPS.

　　b. Other DOD applicants.   Other DOD applicants are individuals given a MEPS medical examination and are sponsored by a military Service, with no immediate intentions to enlist in the Armed Forces, (e.g., quadrennials, Officers Program Officer, Naval Recruiting District, Nurse Corps, Marine Corps and Naval officer candidates). Table 5-1 shows SPF codes for these types of physicals.

Table 5-1	
SPF Codes for Other DOD Applicants	
SPF	**ACTIVITY/AGENCY**
DAZ	Department of the Army
DFZ	Department of the Air Force
DMZ	U.S. Marine Corps
DNZ	Department of the Navy
GPZ	U.S. Coast Guard

5-4. Non-MEPS medical applicants

Non-MEPS medical applicants are applicants given a medical examination at a location other than the MEPS. For USMIRS coding, use "B040P;" DOA same as date of DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty). If required, follow-up with today's date for inspection.

5-5. Human Immunodeficiency Virus (HIV) and Drug and Alcohol Testing (DAT) results

   a. Only the permanent owning MEPS will receive results for HIV and DAT tests. Upon receipt of DA Form 200, the losing MEPS will return all original medical documentation to the files room to be dispatched. This will occur even if the results have not been posted to the medical forms. The gaining MEPS will now assume this responsibility.

   b. Medical section personnel will record initial lab test results and manage control logs.
Note: When a gaining MEPS takes ownership of the record and lab results are pending, the losing MEPS will not receive the ZHM roster (USMIRS-generated rosters USMEPCOM PCN ZHM002 (Drug and Alcohol Processing Eligibility Roster) or USMEPCOM PCN ZHM005 (HIV Results Roster), as applicable) response for their specimens. Results for these specimens will be obtained by querying SSNs on the CRDB. Medical personnel will annotate the control log with an "USMEPCOM PCN 680-3ADP" reference; recommend attaching a copy of the USMEPCOM PCN 680-3ADP.

   c. If HIV and DAT results cannot be matched with an applicants' SSN for reasons unknown, then those results will stay in the CRDB for 2 years if they are negative and permanently for positive results. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

   d. Changing the SSN (one time only) will not affect the posting or receipt of HIV and DAT results. The MEPS may change an applicant's SSN once before results are received.

   e. All DAT positive results will permanently be stored on CRDB and will be displayed whenever the specific SSN is entered in USMIRS.

5-6. Medical forms and rosters

   a. **USMIRS-generated medical briefing forms.** MEPS personnel will print and use the medical forms (DD Form 2005, DD Form 2807-1, DD Form 2808, USMEPCOM Form 40-8-R-E, USMEPCOM Form 40-8-1-R-E, and Standard Form (SF) 507 (Medical Record)) during medical processing. MEPS personnel may print these forms 1 day before processing, during MEPS check-in (medical or operations control desk), or during night testing for those applicants projected to night test and medical process the next day.

   b. **USMEPCOM PCN ZHM002 (Drug and Alcohol Processing Eligibility Roster).** MEPS personnel will print this roster on a daily basis from the forms/reports screen (OU10) or the process results screen (CR01). It is not required to provide the roster to the Services.

c. USMEPCOM PCN ZHM005 (HIV Results Roster). MEPS personnel will print this roster from the forms/reports screen (OU10) or the process results screen (CR01) daily. Distribution of the roster to the Services is optional.

5-7. Medical reconciliation

a. COB. The medical NCOIC must ensure medical reconciliation before COB and must ensure medical transactions have been entered and committed in USMIRS.

b. Morning. The MEPS medical NCOIC must review the medical reconciliation screen for the CRDB-created transactions and to see if the CRDB created the transactions.

5-8. Consultations
When using medical WKID "2" and "8," the operator will enter the appropriate code on the "CNSLT:" area for the type of consult required/requested in the "REQ" block.

a. **REQ** - Indicates a consult has been requested by the MEPS CMO and the profile is not complete. Table 5-2 shows codes to identify the types of consult required/requested.

Table 5-2 Medical Consult Codes	
CODE	**TYPE OF CONSULT REQUIRED/REQUESTED**
A	Allergy
B	Neurology/Neurosurgery
C	Cardiology
D	Dermatology
E	Ear, Nose, Throat (including audiology)
G	Gynecology
I	Ophthalmology
M	Internal Medicine
N	None
O	Orthopedics
P	Psychiatry
S	Surgery (General)
U	Urology
X	Other
Y	Unknown

b. **FUNDED** - Indicates the consult conducted was funded by USMEPCOM.

c. **COMPLETED** - Indicates consult has been completed and reviewed by CMO or other MEPS physician.

5-9. QA checks for full medical examinations
MEPS personnel will follow the QA checks below. At a minimum, medical section personnel will ensure/accomplish the following for each numbered QA point:

a. QA-1. Prior to the physical examination, the medical NCOIC or lead health technician will review applicant's packet and ensure the following:

(1) Ensure the USMEPCOM Form 680-3A-E is complete.

(2) DD Form 2807-2 and, if a minor, must be signed by a parent/guardian.

(3) DD Form 1966/5 (Parental Consent Form) is present for 17-year-old applicants.

b. QA-2. The medical technician will review record header and ensure in the PAMDEHO; a V (personal data), aptitude status code = "P" or "X" (ASVAB not required), "N" status, and RID codes. **Note:** Data cannot be added to a RID 7 status.

c. QA-3. The MEPS medical technician will ensure the following:

(1) Proper completion of DD Forms 2808 and 2807-1 and any other associated medical documents.

(2) Item 79, MEPS Workload of the DD Form 2808 is coded with a USMIRS WKID entry.

(3) USMEPCOM Form 727-E is annotated with medical action completed.

d. QA-4. The medical NCOIC or lead health technician will ensure the following:

(1) Medical data is entered on the DD Form 2808 and Item 79, MEPS Workload is completed.

(2) Validity of medical entry by reviewing the PAMDEHO.

(3) Applicant's packet contains all applicable documents before providing the packet to the files room or Service liaison/guidance counselor. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

f. QA-5. Operations control desk will review packet and ensure the following:

(1) Annotation of the original USMEPCOM Form 727-E with the time the packet/applicant arrived from the medical processing section.

(2) The original DD Form 2808 and DD Form 2807-1 are present.

(3) USMEPCOM PCN 680-3ADP.

(4) USMEPCOM Form 680-3A-E is present and coded.

(5) DD Form 1966/5 is present, if required.

(6) DD Form 2005 is present and signed by the applicant.

(7) Duplicate USMEPCOM PCN 680-3ADP is removed.

(8) DD Form 2807-2 is present.

5-10. QA checks for medical inspections
MEPS personnel will follow the QA checks below. At a minimum, medical section personnel will ensure/accomplish the following for each numbered QA point:

a. QA-1. Prior to the medical inspection, the medical NCOIC or lead health technician will review applicant's packet and ensure the following:

(1) Applicant has received a previous medical examination and it is still valid.

(2) The applicant receives a medical inspection if:

(a) Entry on active duty and/or active duty for training, and if more than 72 hours have elapsed from the initial medical examination or from a subsequent inspection. When a federal holiday occurs on a Monday or Friday consecutively with a non-processing weekend (no Saturday opening), no more than 96 hours may have elapsed between inspect and shipping.

(b) Entry into the DEP, Reserve or National Guard unless it is active duty for training, and if more than 30 days have elapsed from the initial examination or from a subsequent inspection.

(3) DD Form 2808, DD Form 2807-1, and all other pertinent medical documents are in the applicant's packet.

   b. QA-2. The medical technician will ensure the following:

(1) Proper completion of the DD Form 2808, DD Form 2807-1, and any other associated medical documents.

(2) Item 79, MEPS Workload of the DD Form 2808 is coded for USMIRS WKID entry.

(3) The medical section's copy of the USMEPCOM Form 727-E is annotated with the medical action completed.

   c. QA-3. The MEPS medical NCOIC or lead health technician will ensure the following:

(1) Medical data is entered on the DD Form 2808 and Item 79, MEPS Workload is completed.

(2) Validity of medical entry by reviewing the PAMDEHO.

(3) The applicant's packet is reviewed to ensure applicable documents are present before providing the packet to the files room or Service liaison/guidance counselor.

   e. QA-4. Operations control desk will review packet and ensure the following:

(1) The original USMEPCOM Form 727-E is annotated with the medical action accomplished.

(2) Original DD Form 2808 and DD Form 2807-1 are present.

(3) USMEPCOM PCN 680-3ADP.

(4) USMEPCOM Form 680-3A-E is present and coded.

(5) DD Form 1966/5 is present, if required.

(6) USMEPCOM Form 40-8-R-E.

(7) USMEPCOM Form 40-8-1-R-E.

(8) SF Form 507.

(9) DD Form 2005 is present and signed by the applicant.

(10) Duplicate USMEPCOM PCN 680-3ADP are removed.

(11) DD Form 2807-2 is present.

Chapter 6
Operations Processing

6-1. Operations processing and data collection
This chapter prescribes procedures and standards for applicant processing flow, collection of data, and transmission of records concerning the operational processing of applicants.

    a. Performance and QA standards for accession and DEP-in records.

        (1) Data collection efforts: 100 percent.

        (2) Data entry/transmission: 100 percent.

        (3) MEPS reject error rate: 98 percent.

    b. Timeliness. All accession and DEP-in data are to be transmitted on the date of enlistment (DOE), after the enlistment ceremony (but not later than COB). The minimum acceptable standard for ensuring a DEP-in and accession record is transmitted for each individual enlisted is 100 percent. Accuracy and timeliness of accession records is critical. These records are forwarded to various recruit training and personnel centers, and are matched to personal data collected during in-processing at these activities. HQ USMEPCOM, J-3/MOP, maintains the final approval authority on exceptions to accession data timeliness standards.

    c. Verification processing results. MEPS personnel will use the processing results screen (CR01) and/or the operations reconciliation screen (OR03) along with source documentation to reconcile, verify (by name and SSN), and ensure actions scheduled were accomplished and reported in USMIRS that duty day.

    d. QA points and checklists. Each MEPS will have a SOP for checklist functions and uses (see par. 5-14). At the discretion of sectors, each MEPS will devise an enlistment QA checklist adapted to satisfy their processing flow. If an alternate MEPS checklist is created, it must contain the QA points identified in this regulation. Each MEPS will have only one QA checklist per applicant packet as approved by sector. These checklists will also contain items that are identified by inspector general, Staff Assistance Visit, or Command Inspection Program to correct identified discrepancies.

6-2. Signature verification procedures
When the applicant arrives at the MEPS for further processing (medical or operations), he or she will sign USMEPCOM Form 680-3A-E, item 21, in the presence of MEPS personnel. If an applicant arrives just for testing, block 21 will not be signed. Signature verification helps prevent fraudulent enlistment/ processing. MEPS personnel will verify completion of all items on USMEPCOM Form 680-3A-E (e.g., applicant's legal signatures, USMIRS coding, applicant's current medical insurer name, applicant's medical provider's name).

    a. Initial signature verification procedure. When the applicant arrives at the MEPS for medical or operations processing, he or she will sign USMEPCOM Form 680-3A-E, item 21. This verifying process consists of comparing the applicant's signature in item 23 against the signature in item 21. Signature verification is a continuous process performed by all MEPS processing personnel.

    b. Same-day processing signature verification procedure. When the applicant arrives at the MEPS for testing, he or she will sign USMEPCOM Form 680-3A-E, item 23, in the presence of the TA. Operations control desk/files room personnel will perform USMEPCOM Form 680-3A-E item 21 (APPLICANT'S SIGNATURE) signature verification procedures when the applicant arrives at the

operations control desk after completion of the ASVAB test (either before or after medical briefing). Conducting signature verification during the PEI/PAI with all source documents is still required.

c. Inconsistent signatures. If determined by the MEPS operations officer that the signatures are clearly inconsistent, MEPS personnel will place the applicant in an "N" status and then refer the enlistment documents to the sponsoring Service representative for review and determination whether enlistment processing will be suspended pending further investigation. Enlistment of the applicant will not be permitted until the sponsoring Service provides written authority. This document will be filed in the applicant's packet and forwarded to the reception center/station when shipping. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

6-3. Packet tracking
MEPS personnel will charge individual packets and/or forms in and out through the files room using the packet/form charge-in/out screen. MEPS personnel will track and reconcile packets and forms using the overdue packet roster in USMIRS. MEPS will protect processing data against unwarranted invasion according to USMEPCOM Regulation 601-23.

a. When a new files room packet is initially created in testing (i.e., B100), the USMIRS system will perform an automatic charge-out of the "files room packet" to the testing section and to the user who created the transaction. When an initial medical (i.e., B010) is created, the medical documents will be charged out to the medical section and the user who created the transaction. USMIRS will automatically prefill the suspense return dates. Applicant packets/forms will only be charged out to the Service the applicant is processing for.

b. Before COB, control desk/files room personnel will ensure packet reconciliation is conducted and packets are accounted for.

c. MEPS may establish their own process of checking the packets/forms into the files room, but the preferred method would be for each section to give the packet/form to the control desk/files room personnel for check-in and filing for accountability. Whatever method the MEPS select, the process must be consistent and cover the entire packet tracking process.

d. The control desk/files room personnel will reconcile the overdue packet roster daily. At a minimum, a check will be made to see if the packet is already on the files room shelf or other location within the MEPS. The packet must be physically sighted and charged-out in USMIRS to the actual section/individual for accountability.

6-4. USMIRS-generated applicant packet file label
Files room packets/file folders will have a USMIRS-generated label.

6-5. USMEPCOM Form 727-E (Processing List)
The following USMEPCOM Form 727-E annotations will be used to reconcile the day's actions. The annotations ensure uniformity and meet briefing and legal requirements for the Command.

a. Page 1, item 5, Remarks. This data block is used for any explanatory remarks required to ensure MEPS personnel are aware of pertinent processing information such as identifying a quadrennial, over 40, EKG special type physical; a psych, ortho, ear lavage consult; a night tester; contract renegotiations; etc. The MEPS commander may establish local requirements that best suit their MEPS processing needs. Once the MEPS requirements have been met, the Services may utilize this data block to annotate information applicable to their requirements.

b. Pages 2 through 5. The Services will complete these pages and USMEPCOM Form 728 according to USMEPCOM Regulation 715-4.

c. Every applicant listed on the USMEPCOM Form 727-E, page 1 will have an annotation in item 7, "Notes" column, in order to reconcile the day's actions. Do not mark in the bar coded SSN area. The following are the only annotations authorized and will be used in order to reconcile the day's actions.

(1) Show: When applicant first checks in to the MEPS, control desk personnel (medical, testing, or processing) will annotate (checkmark, highlight, etc.) the USMEPCOM Form 727-E according to local procedures to indicate the applicant is on the MEPS processing floor.

(2) NS (No-show): After the MEPS check-in cut-off window, operations control desk personnel will reconcile their no-shows (with medical, testing, services, etc., if required) and annotate the "Notes" column with an "NS" to indicate a no-show.

(3) D (DEPper - B002A): After the applicant swears-in, the swearing-in officer/operations control desk personnel will annotate the "Notes" column with a "D" to indicate a DEP-in enlistment was performed (also used for DNV enlistments). The swearing-in officer will notify the operations control desk personnel when the applicant declines enlistment.

(4) A (Enlisted, Not Shipped - B001A): After the applicant swears-in, the swearing-in officer/operations control desk personnel will annotate the "Notes" column with an "A" to indicate an accession enlistment was performed. The swearing-in officer will notify operations control desk personnel when the applicant declines enlistment.

(5) B (Enlisted and Shipped - B001B): After the applicant swears-in, the swearing-in officer/operations control desk personnel will annotate the "Notes" column with a "B" to indicate an accession and ship enlistment was performed. The swearing-in officer will notify operations control desk personnel when the applicant declines enlistment.

(6) C (Shipped, Previously Enlisted - B000C): After the applicant receives the travel brief, the travel clerk/operations control desk personnel will annotate the "Notes" column with a "C" to indicate a ship action was performed (Reserve/Guard).

(7) H (Holdover): After the Service liaison/guidance counselor coordinates holdovers with the MEPS personnel, operations control desk personnel will annotate the "Notes" column with "H" to indicate a holdover.

(8) MOT (MEPS Out): After an applicant has completed MEPS processing, but does not fall into any of the above categories, operations control desk personnel will annotate the "Notes" column with "MOT" to indicate that the applicant was checked out of the MEPS and required no further processing.

(9) X: After the applicant receives the DOD Separation Policy briefing and the USMEPCOM Form 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces) has been appended to the DD Form 4, the swearing-in officer/operations control desk personnel will annotate the USMEPCOM Form 601-23-4-E column with an "X.".

6-6. Quality review program (QRP)
The MEPS will have a QRP process in place and operating. The following guidance is provided:

a. The preferred format consists of one MEPS person from each processing section (testing, medical, and operations) in a room together away from traffic flow and interruptions. The following must be available in that room: the next day's USMEPCOM Form 727-E, the applicant's file folders/ examination packets/ship packets, and the QRP screen (QR01) to allow for review of the applicant packet against the electronic data. MEPS personnel performing QRP must ensure the applicant is eligible to process.

b. During QRP, the "MEPS" field (on QRP screen in USMIRS) will inform the user which MEPS owns the projection for the processing date displayed. If the dates conflict, the user will be required to change the processing date or delete the projection. Before changing or deleting any projection, the projecting MEPS must have the necessary source documentation to validate the projection.

c. The USMEPCOM PCN ZHM103A/S will be validated in conjunction with QRP. If a record is pending an overall purge on the next business day, MEPS personnel must notify the Service to modify projection processing. If the required type of processing is not provided by the Service, the projection will be deleted. The Service must then request an exception to policy for the applicant to process that day.

d. During QRP, the MEPS will create an "N" status when a discrepancy is noted during the packet review. The Service will be notified of the discrepancy and given time to correct the discrepancies, if possible. If the Service can clear the discrepancy before COB, the MEPS will delete the "N" status. If the discrepancy is not cleared, the "N" status will remain in USMIRS.

e. MEPS personnel will have the option of reprinting the USMEPCOM Form 727-E with changed data and new "N" status data.

6-7. USMIRS-generated applicant identification badge
Applicants processing at the MEPS will wear a USMIRS-generated identification badge.

6-8. Applicant check-in/out process
Applicants will check-in/out of each MEPS processing section. At a minimum, the Service liaison/guidance counselor will check-in their applicants before the MEPS initial check-in and check-out their applicants before MEPS enlistment or upon completion of processing. Each MEPS can expand on this requirement to meet their individual needs, but all check-in/out processes will be done on USMIRS (e.g., using log is not authorized).

6-9. Applicant processing procedures

a. Only the individual assigned as the OPERATIONS_ADMIN (MEPS commander assigns) is allowed to change/correct an SSN, Host K-delete records in a conflict status and/or duplicate records on the local USMIRS. The other two options for correcting applicant data is to create a "J" transaction or contact HQ USMEPCOM through the USMEPCOM Operations Center (J-3/MOC) to request Host K-deletion of the record.

b. When an applicant contract is generated during enlistment (DEP-in or accession) and the applicant does not enlist, the following guidance is provided to assist MEPS in getting workload credit for the work performed during the interview process:

(1) Only the MEPS that entered the original DEP-in or accession transaction will be allowed to delete the transaction with the appropriate WKID (B005D or B001D), respectively. The originating MEPS will take temporary ownership of the electronic record and select the appropriate transaction on the toolbar to delete the enlistment. The transaction will recalculate the RID.

(2) MEPS personnel will collect applicant DD Form 4 Series documentation and return the applicant to the Service for disposition. MEPS control desk personnel will annotate the USMEPCOM Form 727-E, remarks column, with "B005D" or "B001D", as appropriate, to complete the process.

c. Applicants (or their packets) will return to the operations control desk/files for additional disposition after completing the different phases of processing. MEPS personnel, based on Service

standards, will not enlist applicants not qualified. The following categories of applicants will require some type of clearance or waiver before continuing to process:

(1) **Medically disqualified applicants.** These applicants have been medically disqualified by the MEPS' CMO for either permanent or temporary conditions (medical status code "R" or "J").

(2) **Medical qualification undetermined (open profile).** The medical examination/inspect for these applicants was not completed for various reasons (e.g., consult required, additional medical paperwork required). Services are not authorized to waiver an open profile area; MEPS personnel will not enlist these applicants until the CMO provides the final determination (medical status code "L").

(3) **Non-MEPS enlistments.** A Service may elect to perform an enlistment outside the MEPS; coordination with the MEPS is encouraged. Before the preparation and execution of DD Form 4 series, the MEPS will review the applicant's file (hardcopy and USMIRS) to ensure the applicant is qualified for enlistment (e.g., no inspect required, applicant fingerprinted, no "N" status exists). MEPS personnel will not enter enlistment data into USMIRS on a "non-MEPS" enlistment performed on an applicant who is not qualified for enlistment (e.g., missing inspect, not fingerprinted, "N" status exists). DD Forms 4 Series and DD Form 1966/1 will be returned to the Service for disposition with no action taken by the MEPS. MEPS will report only the workload accomplished. There are two types of "outside MEPS enlistments."

(a) Applicant show; outside MEPS enlistment. The applicant shows up in the MEPS for processing and the Services request an outside MEPS enlistment (i.e., we ensure all qualification criteria is met, examinations conducted and enlistment documentation has been prepared by the MEPS).

(b) Applicant no-show; outside MEPS enlistment. The applicant never shows up at the MEPS and the MEPS receives page 1 of the DD Form 1966. This type is normally an overseas enlistment. MEPS will update USMIRS with personal data (A000V), indicate no aptitude and no medical required (B300P and B0M0P), and enter enlistment. MEPS personnel will ensure qualification criteria is met.

d. An "N" status indicates the applicant has been placed on administrative hold, pending resolution of a discrepancy or that additional enlistment paperwork may be required. MEPS personnel will notify the appropriate recruiting Service liaison/guidance counselor that until the disqualifying discrepancy and/or condition is cleared, the applicant is ineligible for further enlistment processing. If the medical examination was initiated while the applicant was in an "N" status, the medical examination will be completed. Upon completion of the medical examination, the applicant will be placed in an "N" status until cleared for further processing. The Services are responsible for clearing specific "N" statuses that appear on the N-status screen (OQ03-01):

(1) Other MEPS processor: MEPS are not to remove "N" status from this data block. Exception: MEPS personnel correcting a record that was previously cleared by the Service. Item 1 applies to applicants who have processed at another MEPS and the record was requested by your MEPS either via a host retrieve or a projection.
Note: Sometimes another MEPS processor "N" status may appear in the [MEPS N Status Reason] data block with the reason displayed as <Other 'N' Status Problem>. This "N" status can only be removed by the MEPS at the request of the sponsoring Service.

(2) Prior military service (PMS) (DMDC Hit): MEPS personnel will not remove "N" status from this data block. PMS data block indicates a possible match exists on the DMDC database for a record or a projection submitted by MEPS personnel. It is the Services' responsibility to resolve any discrepancy between the two PMS blocks (the two PMS blocks do not have to match to continue processing).

(3) DEP Discharge: If prior processing was a DEP-in, the respective Service liaison/guidance counselor must provide the control desk a copy of the discharge order/letter. The Service will return the applicant's packet/file folder and all previously generated MEPS documents at this time. Electronic DEP discharge action provided via the Services/USMIRS interface will require the Services to return all MEPS generated source documents. The Service will provide the reason/code for the discharge. (MEPS will accomplish a SPF change to the new sponsoring Service if required.) The Services have authority to clear "N" status records for the SPFs that they sponsor (DFR can clear DFR, Air Force Reserve (DFV), DFG, and DFZ, etc.).

(4) PEI/PAI: Applies to disclosures occurring during the PEI or the PAI. The Services will respond to the disclosure by reviewing the interviewer and medical comments, if applicable, then selecting their response. If the applicant is cleared for further processing, MEPS personnel will remove the "N" status with a B000 or B000P transaction.

(5) Alien Registration Number (ARN)/SSN: The Services are allowed to clear these type of "N" statuses with the exception of ARN or SSN "Not Found" results. If the Services are unable to clear authorized "N" statuses, they can request assistance from the MEPS, however, source documentation must be provided.

6-10. Operations processing flow
Applicants are to return to the operations control desk for additional disposition as different phases of required processing are completed. The control desk will direct them to the next processing station based upon their qualifications and projected processing.

a. The operations control desk/files room personnel will review records for legibility, accuracy, and completeness. Illegible and erroneous/blank entries will be returned to the appropriate section for correction. If repetitive, inform the operations officer, as additional training may be required.

b. Operations control desk personnel will direct the applicant with their entire packet to the operations processing section HRA/interviewer for enlistment processing. The packet must include, for USMIRS reporting purposes, DD Form 1966/1, original or copy of DD Form 2808, USMEPCOM Form 680-3A-E, the current USMEPCOM PCN 680-3ADP, USMEPCOM Form 611-1-20-R-E (if required) and any associated Service forms required to prepare an enlistment contract. (See USMEPCOM Regulation 601-23 for packet requirements.)

6-11. Enlistment under a preferred name
The basic source document for an individual's name remains the birth certificate or for a legal change of name, a court order.

a. If the individual wishes to enlist under a preferred name (Item 37, DD Form 1966 (Record of Military Processing - Armed Forces of the United States, section VII (Statement of Name for Official Military Records))), the individual must provide the Service liaison/guidance counselor with a social security card showing the preferred name. In effect, the social security document becomes the source document for preferred names.

b. An exception to these rules involves a change due to marriage (of a woman's name to that of her husband).

(1) Before DEP-in, the appropriate source document would be a marriage certificate.

(2) At accession and ship (DEP-out) the marriage certificate is still required. This type of change would also be reflected as a correction to record (DD Form 1966, section VII). The married name would then be listed on the DD Form 4 Series, page 3, if requested.

(3) A social security card (or an SS Form 5 (Social Security Administration - Application for a Social Security Card)) reflecting the married name is not required, although it is recommended before going on active duty.

c. MEPS personnel will normally accept without question the Service liaison's/guidance counselor's word that an individual's name is correctly reflected on the DD Form 1966/1 and (if appropriate) DD Form 1966/4. It is not normally expected that MEPS will actually view source documents. But when the name appears questionable, the MEPS has the right to insist on viewing the source documents to ensure consistency between the name to be reflected on the DD Form 4 Series and that shown on the documents. If the Service liaison/guidance counselor is unable to produce appropriate documents, the MEPS have the right to refuse preparation of an enlistment contract using the disputed name. The authority for refusal is AR 601-270, paragraph 2-1d.
Note: A DD Form 214 (Certificate of Release or Discharge from Active Duty) and/or National Guard Bureau (NGB) 22 may be used in lieu of the social security card for verification.

d. With the automated ENTNAC process, it is increasingly important that the DD Form 1966/1 and the DD Form 4 Series show the applicant's full and correct names, to include full middle name. The social security card usually reflects the middle initial, not the full name. Use the guidelines below:

(1) The middle name needs to be identical to the enlistment documents and consistent with what is reflected on the social security card.

(2) Spell out the middle name if the name of the DD Form 1966/4 is consistent with the initial on the social security document. (For example: the DD Form 1966/4 might show the preferred name as John Robert Thompson. The social security card has John R. Thompson. The "R" on the card is consistent with "Robert" on the form, so use John Robert Thompson on the DD Form 4 Series.)
Note: This is for USMIRS-generated name on contract, not signature.

6-12. Air Force Officer Training School (OTS). Upon request from the Service liaison/guidance counselor, Air Force OTS, applicants/enlistees can be processed as follows:

a. Enlist OTS applicants in the DEP (DFR). When DEP applicants return for shipment, enlist them into the Air Force Reserve or Regular Air Force. Prepare the DD Form 4 Series, pages 1 and 2. DEP discharge ("B003D") is accomplished. The effective date of discharge is the day before the DOE in the Air Force Reserve. The "Reason for Discharge" code for USMIRS is "ZEA". Change the SPF from DFR to DFV using WKID "J000V" with DOAs the same as DOE into Reserves. MEPS issue active-duty orders. Table 6-1 shows example USMIRS transactions for this situation.

Table 6-1	
Example USMIRS Transactions	
WKID	**DOA**
B002A	920810 (DEP-in to DFR)
B003D	920926 (DEP discharge from DFR)
J000V	920927 (Change SPF to DFV)
B001B	920927 (Accession and ship in DFV)
Note: If "B300" was done on DEP, then you must do another "B300" for shippers.	

b. Enlist OTS applicants in the DFV who are in "QNE" status and are shipping to Lackland Air Force Base (AFB), Texas. Do not complete item 8A (For Enlistment in a Delayed Entry/Enlistment Program (DEP)), DD Form 4 Series, page 1. Normal MEPS processing is accomplished including issuance of orders and distribution of enlistment documents.

c. MEPS may make travel arrangements to Lackland AFB, Texas, for Reserve OTS enlistees entering on active duty if the enlistment was accomplished outside the MEPS. No other processing by MEPS is required.

6-13. DEP extension procedures
Guidance for updating USMIRS with new projected active-duty date (PADD) information as furnished by the respective recruiting Service liaisons/guidance counselors is as follows:

a. DEP extension. The appropriate service liaison/guidance counselor will make a pen change to the enlistee's current PADD to authorize the MEPS to make the appropriate entry into USMIRS to extend the enlistee in the DEP. MEPS personnel will update USMIRS with the PADD changes upon receipt of notification. Once the source document for a DEP extension is received from the respective Service liaison/guidance counselor and the PADD changed, the MEPS will print USMEPCOM PCN 680-3ADP and file along with the source document in the enlistee's DEP packet. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

b. DEP extension beyond 545 days. When a DEP extension is authorized beyond the 545 days, the Service liaison/guidance counselor will provide the MEPS with a copy of the Service document authorizing the extension beyond 545 days. When required, the MEPS will contact the MOC to update the PADD. MEPS will print a USMEPCOM PCN 680-3ADP to return to the Service liaison/guidance counselor with the extension document.

6-14. DEP discharge procedures
Guidance for updating USMIRS with DEP discharge information as furnished by the respective recruiting Service liaisons/guidance counselors is as follows:

a. Manual DEP discharge.

(1) Each Service will furnish the MEPS appropriate official discharge/separation documentation before USMIRS data entry is accomplished. MEPS personnel will require Service liaisons/guidance counselors to return the original USMEPCOM-generated forms and associated documentation (applicant packet) to MEPS control.

(2) DEP discharge transactions will only be submitted on Regular component enlistees (except Navy Reserve (DNV)). Reserve component liaisons/counselors will be informed that discharges from the Reserve components do not fall under the definition of a DEP discharge, and discharge documents provided will be returned without action.

b. Automatic DEP discharge procedures.

(1) Regular service. The USMIRS will initiate automatic discharge actions on records when one of the following actions occurs:
Note: The packet belongs to the MEPS. Files room personnel will retrieve and check the packet back into the MEPS files room immediately. File under record number 601-270a (see app. A, sec. VI, for disposition instructions). If the Service is not cooperative, the MEPS commander may elevate this issue to the Interservice Recruitment Committee, sector, or HQ USMEPCOM, as appropriate.

(a) An applicant exceeds the maximum allowable time in DEP for his/her SPF, USMIRS will delete the DEP data and create DEP discharge data to the applicant's work history.

(b) An applicant receives a positive drug result and is not discharged within 30 days after the date of the drug test result; USMIRS will delete the DEP data 30 days from the date of test. USMIRS also will specify reason, create DEP discharge data, and add the transaction to the applicant's work

history. The individual's record will be retained in USMIRS for 1 year from the DEP discharge date, then transferred to CRDB 7-year file. File under record number 601-270a (see app. A, sec. VI, for disposition instructions).

Note: If the applicant returns for processing, the record in the 7-year file is for information purposes only. Transactions (B100, B010, etc.) can be transmitted accordingly.

   (2) Reserve component/Guard separation procedures. Individuals should be separated by their respective Service within 30 days from the date the drug test results were posted to USMIRS. If separation orders are provided, the MEPS will submit a WKID "M005." The effective date of separation and DOA will be as reflected on the separation orders. However, the Services may determine that no separation action be taken and an applicant can return after the period of drug disqualification, pass the test and be processed through the MEPS accession system. Removing the accession data (with the M00_ transaction) in these cases would only require the MEPS to reenter already present data. MEPS personnel will provide the USMEPCOM PCN ZHM002 to the Service liaison/guidance counselor, and it will reflect the discharge/separation date.

   c. DEP Discharge codes. Upon receipt of the source document for a discharge/separation, MEPS personnel will enter the appropriate WKID. The DEP discharge reason and effective date will be provided by the Service using its own discharge documentation. The status code will be determined and assigned by the USMIRS software based on the status code assigned to each Service discharge code as indicated in table 6-2.

Table 6-2
Discharge Codes

SVC CODE	REASON	CODE
ZAA	Medical disqualification - existed prior to service (EPTS)	R
ZAB	Medical disqualification - Non-EPTS	R
ZAC	Pregnancy	J
ZAD	Death	R
ZBA	Moral disqualification - EPTS	N
ZBB	Moral disqualification – Non-EPTS	N
ZBC	*Apathy/personal problem	N
ZBD	Refused to enlist - separation action initiated	D
ZBE	Did not report on date scheduled for active duty - separation action initiated	D
ZBF	Concealment of prior service	N
ZCA	Dependency disqualification	N
ZCB	Marriage	D
ZCC	Personal hardship	D
ZDA	Failure to graduate from high school	D
ZDB	Pursuit of higher education	D
ZDC	Religious training or appointment as an ordained minister	D
ZEA	Enlisted in another Service recruiting error	D
ZEC	Enlistment misunderstanding	D
ZED	No longer qualified for option and declines alternate	D
ZEE	Temporarily disqualified through loss of original option and declines alternate	D
ZFA	Other reason	N
ZKC	Transfer to Individual Ready Reserve (see USMEPCOM Reg. 25-5 for full definition)	D
ZZY	DAT positive results - enlistment data removed	J
ZZZ	**Exceeded time in DEP	

Note:
*The ZBC discharge covers the reason for being DEP discharged. MEPS commanders can question which reason applies. If the reason is apathy, the commander can clear the "N" status code the next duty day. If the discharge reason was for personal problems, the next sponsoring Service has to clear the "N" status code before applicant processing, or within the specified timeframe.

**Only HQ USMEPCOM can automatically discharge applicants that have exceeded their time in the DEP, regardless of whether or not the Services provided discharge information/documentation.

6-15. Removing accession data

a. MEPS personnel will not delete DEP-in or DEP discharge data. When further applicant processing is authorized, MEPS personnel will only enter the processing transactions. The CRDB will add the transaction to the applicant's work history. With appropriate source documentation, only RID 5 and 6 records require the deletion of enlistment data. MEPS that have temporary ownership may create and/or delete RID 5 and 6 enlistment data, with the appropriate source documentation.

b. MEPS personnel will submit a "M005" transaction to delete the Reserve enlistment from the USMIRS once a DD Form 368 (Request for Conditional Release) is provided by the Service. This must be accomplished before data entry of additional examinations (aptitude/medical) or enlistments.

6-16. USMEPCOM PCN ZHM122 (Duplicate Records Roster (USMIRS-generated roster))
The MEPS will reconcile the USMEPCOM PCN ZHM122 on a monthly basis. This roster assists the MEPS in researching possible duplicate records in their files. These records will be displayed on the roster, if:

a. The applicants listed are possibly twins or triplets, and all processing actions are valid.

b. The applicants in question are possibly the same applicant with two or more different SSNs. In these cases, the MEPS must conduct an investigation to determine which SSN is the valid one. Both applicant packets will be flagged "NO FURTHER PROCESSING CONDUCTED UNTIL THE SSN DISCREPANCY IS RESOLVED." Merge the two packets into one and update USMIRS to an "N" status for all SSNs involved. After the discrepancy has been resolved, delete the invalid SSN record(s). MEPS will make necessary corrections to USMIRS to eliminate the duplicate records.

6-17. SSN conflict records

a. The SSN conflict process was developed to identify and verify different applicants with the same SSN that existed on CRDB. During the creation of a new applicant record or communication loss with CRDB, the MEPS may find that an existing applicant record has the same SSN. The MEPS will use SSN Conflicts Assigned Query Screen (OP04) to identify those records in SSN conflict. If the existing SSN record displayed has verified Social Security Administration (SSA) results ("R" code) in the work history, the new record will be selected as unverified and set into SSN conflict.

b. To clear a record in SSN conflict status, the sponsoring Service must present one of the following:

(1) Original SSN card.

(2) DD Form 214.

(3) NGB 22, (Report of Separation and Record of Service in the _____ National Guard of _____ and as a Reserve of the _____), if prior service.

c. When a SSN conflict record is verified , the remaining SSNs involved are automatically set to SSN conflict status and requires an SSN change to allow the applicant to continue processing. Once verified, MEPS personnel will ensure all data transactions are merged into the correct SSN record and then delete the remaining duplicate SSNs in USMIRS. MEPS personnel will review and reconcile the SSN Conflict Screen on a monthly basis and inform the sponsoring Service of the SSN conflict.

d. Ensure all work history is captured on the record that has the higher RID number (for records that are the same people); once completed delete the other records.

e. Do not delete the SSN conflict records that are not the same people (i.e., same SSN but different names).

f. When an SSN conflict is found, the initiating MEPS will notify the other MEPS involved within 24 hours. Immediate notification will allow enough time for MEPS involved to resolve the situation and avoid unnecessary applicant enlistment processing delays.

g. SSN conflict status prohibits MEPS users from entering enlistment data until the SSN conflict is resolved. Corrections to existing data are allowed.

h. MEPS will generate a packet/file label for records in SSN conflict status and may generate an applicant ID badge label.

i. The Operations Administrator role is required for a MEPS user to delete an SSN conflict record.

6-18. USMEPCOM PCN ZHM103A/S (Purge Roster (USMIRS-generated roster))

a. Upon receipt of the USMEPCOM PCN ZHM103A/S, MEPS files room personnel will locate and pull the packets listed on the form, verify the packet contents, scan the SSN, and then properly destroy the entire packet. File under record number 601-270a and disposition: destroy when no longer needed.

(1) The USMEPCOM PCN ZHM103A/S will display applicant packet(s) purged by the CRDB. Files room personnel will scan/keystroke the SSN displayed on the roster to confirm the packet has been pulled from the files room and destroyed. File under record number 601-270a and Disposition: destroy when no longer needed.

(2) The responsibility of removing the packet will reside solely with the MEPS files room personnel. MEPS will use the USMEPCOM PCN ZHM103A/S to identify and remove out-of-date files from their files room. MEPS will not rely on an internal flagging system to permanently remove records from their file shelves. MEPS may, however, flag records to be moved to another location when their purge dates are longer than 2 years (i.e., medically disqualified records and DEP discharge records in a status code of "J," "N," or "R").

b. When a record is pending a next day overall purge, the user will be informed that the record is pending purge via an on-screen message. The only action that can delay the pending purge is a projection before the purge date. This extends the purge date by 1 day after the projection and allows the Service to project appropriate processing.

c. If the record being purged indicates SSN conflict, only the records with same SSN and with last and first name (duplicate records) will be purged on the overall purge date.

6-19. Operations processing codes

a. The applicant status code is a single alpha entry, which follows the WKID and reflects the status of the applicant upon completion of each different phase of MEPS processing. It also identifies an applicant's eligibility for further processing and enlistment into the Armed Forces (see table 6-3). An applicant's current and prior status code will assist USMIRS operators in identifying the applicant's correct status code at the time of data entry. Provided all prior data (USMIRS and CRDB prior record) is available in USMIRS, the system will determine the applicant overall status code. If the prior processing information is not available in USMIRS, the operator will select the appropriate overall status code for the transaction being entered or verify that the system pre-filled code is correct. (For example, an applicant initially tested on 19960101 (B100_, Aptitude Status code "P"), returned on 19960601 to physical only, and was qualified (B010_, medical status code "P"). USMIRS will assign an overall status code of "D.") There are 17 applicant status codes currently used during peacetime processing: "A," "B," "C," "D," "E," "G," "H," "I," "J," "K," "L," "M," "N," "P," "R," "V," and "Z."

Table 6-3
Operations Processing Codes

DATA ITEM NAME	CODE	EXPLANATION
No enlistment	0	No enlistment contract was required/completed.
MEPS accession contract	1	An accession contract was completed by the MEPS, to include DEP-out, Reserve and Guard enlistments. This code also is used to report DNV enlistees (3x6 and 4x8), specifically, Navy Reservists returning from the DEP who do not require new contracts.
DEP-in contract	2	A DEP-in contract was completed by the MEPS. This includes DNV enlistees (3x6 and 4x8).
DEP discharge	3	A Service-effected DEP discharge including "DNV." This code is not used to report Reserve and Guard discharge, which require the deletion of enlistment data using an "M" transaction.
Accession contract	4	The accession contract/other enlistment Non-MEPS paperwork was completed by other than the MEPS.
Enlistment contract	5	An accession or DEP-in contract was prepared by the MEPS, but the applicant did not enlist for whatever reason.
Correction to DEP discharge	7	The correction to previously reported DEP discharge data that was incorrectly reported or has changed.
Correction to DEP	8	The correction to previously reported DEP Enlistment data that was incorrectly reported or has changed.
Correction to accession	9	The correction to previously reported accession and/or SRC data that was incorrectly reported or has changed.
Note: For a USMIRS quick reference for WKIDs and other useful information, use the J-3/MOP home page on the MEPNET.		

b. During the PEI or PAI, an applicant may disclose additional information, which may or may not disqualify him or her from enlistment. The HRA/interviewer will comply with the guidance contained in USMEPCOM Regulation 601-23. Based on the type of disclosure, USMIRS will be updated and an "N" status submitted.

c. DD Form 368 (Request for Discharge or Clearance From the Reserve Component).

(1) Individuals enlisting into the Regular component while still enlisted in a Reserve component will present a completed DD Form 368 before the MEPS can perform any enlistment processing into the new component. Enlistment processing will not be accomplished without the DD Form 368.

(2) MEPS personnel will ensure the DD Form 368 is present at check-in.

(3) When entering an accession record and a DD Form 368 is present, the operator will enter a "Y" in the "368" data field.

d. Applicant DEP status code "A" is the only authorized code when DEP data is entered or already present in the applicant's prior processing history file. Individuals with prior processing who have "E", "G", "H", "I", "J", "K", "L", "M", "N", or "R" as their current operations processing status code are not authorized to DEP-in. (However, certain medical failure codes {"R"} may be waived by the respective Services; therefore, appropriate waiver documentation must be included in the applicant's examination/DEP-in packet.) Any current disqualifying code present will be questioned by the HRA to ensure DEP-in or accession is authorized.

e. The operations processing status codes used for accession enlistments are "A," "B," or "C." The only status codes authorized for fully qualified applicant enlistments are "A," "B," and "C." Applicants enlisting into a Regular service component (DAR, DFR, DMR, DNR, and GPR) can only use status code "A" or "B."

f. The "N" status code is used to identify individuals disqualified for various reasons. The description of the status codes are listed in table 6-4.

Table 6-4 Priority Status Codes	
CODE	**Explanation**
E	Ineligible to process for 2 years (DAT failure)
M	Ineligible to process for 6 months
R	Permanent medical disqualification
G	Aptitude AFQT below 10 percent, non-prior service
J	Temporary medical disqualification
N	Disqualified – other reasons
H	Confirmation test required
K	Test control officer interview required
L	Incomplete medical evaluation (open physical profile serial code (PULHES)
B	Enlisted and shipped
C	Shipped, previously enlisted
A	Enlisted but not shipped
D	Qualified, not enlisted
P	Partial qualification
I	Incomplete USMEPCOM Form 680-3A-E
V	Personal data correction

6-20. QA checks (DEP-in and accession)
MEPS personnel will follow the QA checks below. At a minimum, processing section personnel will ensure/accomplish the following for each numbered QA point:

a. QA checks for DEP-in:

(1) QA-1. The operations control desk personnel will review the packet and ensure the following:

(a) Applicant aptitude status code = "P" and no "N" status exists.

(b) A completed DD Form 1966/5 is present for 17-year-old applicants.

(c) Performance of signature verification procedure (par. 6-2).

(d) USMIRS check-in/out screen annotated with the applicant's processing times.

(e) Original USMEPCOM Form 727-E is annotated to indicate the applicant is on the MEPS processing floor.

(f) The applicant is wearing a correct USMIRS name badge and the USMIRS file/packet label is on their packet.

(2) **QA-2.** The medical control desk personnel will review the packet and ensure the following:

(a) Applicant is authorized medical processing (i.e., aptitude status code = "P" or "X" (no ASVAB test required)).

(b) USMIRS check-in/out screen annotated with the applicant's processing times.

(c) Proper completion of the DD Form 2808/DD Form 2807-1 and any other associated medical documents.

(d) DD Form 2808 items are completed.

(e) Item 79 of the DD Form 2808 is coded for USMIRS entry.

(f) All applicable items in paragraph 6-20a(1) above have been completed if medical was the initial MEPS check-in point.

(3) **QA-3.** The testing processing section personnel will review the packet and ensure the following:

(a) USMEPCOM Form 611-1-20-R-E is prepared and completed properly, if required.

(b) The results of the ASVAB or special test are entered into the USMIRS.

(c) All applicable items in paragraph 6-20a(1) above have been completed if testing was the initial MEPS check-in point.

(4) **QA-4.** The operations control desk personnel will review the packet and ensure the following:

(a) USMIRS check-in/out screen has been annotated with the applicant's processing times.

(b) All documents required for contract preparation (i.e., DD Form 1966, etc.) are present.

(c) Test scores and medical examination transactions are entered and are valid for enlistment.

(d) All required USMEPCOM Forms 680-3A-E and current USMEPCOM PCN 680-3ADP are present.

(5) **QA-5.** Operations processing section/HRA personnel will review the packet and ensure the following:

(a) Personal data on the DD Form 1966 agrees with the USMIRS Personal Data screen and current USMIRS PAMDEH*O field.

(b) The DD Form 1966 is verified with supporting personal and enlistment documents and elements in Section I will be coded as needed (optional at DEP-in).

(c) DD Form 1966/4, section VI, is reviewed for changes.

(d) The PEI interview has been completed and USMEPCOM Form 601-23-E is properly completed/cleared and USMIRS updated, if appropriate.

(e) DD Form 93 is prepared and reviewed for accuracy, printing is optional at DEP time (not prepared for Coast Guard applicants).

(f) The DEP-in data transaction has been entered into USMIRS.

(g) The SF 86/EPSQ and FD 258 (FBI Fingerprint Card) are checked for accuracy with the DD Form 1966. If required, the applicant's fingerprints are clear and readable on the FD 258.

(h) The ENTNAC transaction has been submitted, if required.

(i) Annexes are verified with the DD Form 4 Series and DD Form 1966.

(j) DD Form 4 Series is prepared, printed, and reviewed for accuracy.

(k) Consistency of name on all documents.

(l) Each document is completed and signed as required.

(m) Required number of copies of all documents is enclosed.

(n) The new USMEPCOM PCN 680-3ADP reflects and prints all the correct transactions and data.

(o) USMIRS check-in/out screen annotated with the applicant's processing times.

(6) Q-6. The operations control desk personnel will review the packet and ensure the following:

(a) USMIRS check-in/out screen has been annotated with the applicant's processing times.

(b) DD Form 4 Series contains the Service liaison/guidance counselor signature in block 14a.

(7) QA-7. The operations control desk personnel will review the packet and ensure the following:

(a) The DD Form 4 Series is properly signed by the enlistee and the swearing-in officer.

(b) The original USMEPCOM Form 727-E is annotated with a "D" in the notes column to indicate a DEP-in enlistment was performed. The swearing-in officer will notify operations control desk personnel when the applicant declines enlistment.

(c) The USMIRS check-in/out screen has been annotated with the MEPS-out time.

   b. QA checks for accessions. MEPS personnel will follow the QA checks below. At a minimum, processing section personnel will ensure/accomplish the following for each numbered QA point:

(1) QA-1. The operations control desk personnel will review the packet and ensure the following:

(a) Applicant aptitude status code = "P" or "X" (no ASVAB required) and no "N" status exists.

(b) A DD Form 1966/5 is present and completed for 17-year-old applicants.

(c) Performance of signature verification procedures.

(d) USMIRS check-in/out screen is annotated with the time the applicant's processing times.

(e) Original USMEPCOM Form 727-E is annotated to indicate the applicant is on the MEPS processing floor.

(f) The applicant is wearing a correct USMIRS name badge and the USMIRS file/packet label is on their packet.

(2) QA-2. The medical control desk personnel will review the packet and ensure the following:

(a) Applicant is authorized medical processing (i.e., aptitude status code = "P" or "X" (no ASVAB required)) and no "N" status exists.

(b) USMIRS check-in/out screen annotated with the applicant's processing times.

(c) Annotation of the medical processing section's USMEPCOM Form 727-E the WKID to indicate what type of medical processing was accomplished.

(d) Proper completion of the DD Form 2808, DD Form 2807-1 and any other associated medical documents.

(e) All applicable items in paragraph 6-20b(1) above have been completed if medical is the initial MEPS check-in point.

(3) QA-3. The testing processing section personnel will review the packet and ensure the following: (N/A for accessions)

(a) USMEPCOM Form 611-1-20-R-E is prepared and completed properly, if required.

(b) The results of the ASVAB or special test are entered into USMIRS.

(c) All applicable items in paragraph 6-20b(1) above have been completed if testing is the initial MEPS check-in point.

(d) USMIRS check-in/out screen is annotated with the applicant's processing times.

(4) QA-4. The operations control desk personnel will review the packet and ensure the following:

(a) Applicant is in a "QNE" status if processing for enlistment.

(b) All documents required for contract preparation (i.e., DD Form 1966, etc.) are present.

(c) Test scores and medical transactions are entered and valid (if applicable) for enlistment.

(d) All required USMEPCOM Form 680-3A-E and current USMEPCOM PCN 680-3ADP are present.

(e) USMIRS check-in/out screen is annotated with the applicant's processing times.

(5) QA-5. The operations processing section/HRA personnel will review the packet and ensure the following:

(a) Personal data on the DD Form 1966/1 agrees with the USMIRS Personal Data screen.

(b) The DD Form 1966 is verified with supporting personal and enlistment documents and elements in section I will be coded as needed.

(c) DD Form 1966/1, block 16, contains test scores used for enlistment or the statement: "TEST SCORES NOT REQUIRED."

(d) DD Form 1966/4, "Remarks" section, is reviewed for changes.

(e) The PEI or PAI interview was given and USMEPCOM Form 601-23-E is properly completed/cleared and USMIRS updated, if appropriate.

(f) DD Form 93 is prepared, printed, and reviewed for accuracy (not prepared for Coast Guard applicants).

(g) The accession data transaction has been entered into USMIRS.

(h) The SF 86 and FD 258 are checked for accuracy with the DD Form 1966. If required, the applicant's fingerprints are clear and readable on the FD 258.

(i) The ENTNAC transaction has been entered if appropriate.

(j) Annexes are verified with the DD Form 4 Series and DD Form 1966.

(k) DD Form 4 Series is prepared, printed, and reviewed for accuracy.

(l) Consistency of name on all documents.

(m) Each document is completed and signed as required.

(n) Required number of copies of all documents is enclosed.

(o) The new USMEPCOM PCN 680-3ADP reflects and prints the correct transactions and data.

(p) USMIRS check-in/out screen annotated with the applicant's processing times.

(6) QA-6. The operations control desk personnel will review the packet and ensure the following:

(a) USMIRS check-in/out screen is annotated with the applicant's processing times.

(b) DD Form 4 Series contains the Service liaison/guidance counselor signature in block 14a.

(7) QA-7. The operations control desk personnel will review the packet and ensure the following:

(a) DD Form 4 Series is properly signed by the enlistee and the swearing-in officer.

(b) Original USMEPCOM Form 727-E is annotated with "B" or "C" as appropriate in the notes column to indicate an accession and/or ship enlistment was performed. The swearing-in officer will notify operations control desk personnel when the applicant declines enlistment.

(c) The USMIRS check-in/out screen has been annotated with the MEPS-out time.

Chapter 7
Reconciliation and Communications Processes

7-1. Responsibilities
The operations officer and processing NCOIC are responsible for ensuring the daily COB and morning reconciliation is accomplished. Data replication will occur automatically when communication between MEPS USMIRS and CRDB is established/maintained. Reconciliation requirements for timeliness and completeness are:
Note: During the reconciliation process, if MEPS requested and gained permanent ownership during the business day and external results were received from pending results, they will be posted to new owning MEPS reconciliation screens.

   a. COB. Each section NCOIC/supervisor must ensure reconciliation has been accomplished by COB and that all transactions have been entered and committed in USMIRS. If any transactions did not synchronize with CRDB, the MEPS must investigate and attempt to fix the rejection. If unable to fix the rejection, MEPS personnel will contact the HQ USMEPCOM, J-3/MOP-T If a MEPS has an unusually large number of records in "system difference," the MEPS will check the communications status for immediate results. The USMEPCOM PCN 680-3ADP, under the "SYNC" column, will indicate if the transaction synchronized with CRDB with a "Y" or "N."

   b. Morning. The section NCOIC/supervisor will review the appropriate reconciliation screen to review CRDB created transactions and to see if CRDB rejected any transaction. All errors are to be corrected using available source documentation on a daily basis. The MEPS will continue to receive a USMEPCOM PCN ZHM130 (Back-up Report (USMIRS-generated report)) each morning.

7-2. CRDB Communications

   a. USMIRS and CRDB contain program edits designed to assist operators in determining and/or accomplishing accurate applicant USMIRS records. Each system relies on accurate data input for processing and updating the computer files used in producing various applicant reports. A thorough knowledge of applicant personnel record content, format, and coding procedures is essential to processing accurate USMIRS data.

   b. In USMIRS, applicant records are established and built by collecting data from a variety of sources. The applicant and the recruiter request an examination and provide initial certified personal data on USMEPCOM Form 680-3A-E. MEPS personnel initiate aptitude, medical, and other enlistment data based on USMEPCOM and Service requirements. The recruiting Service liaison/guidance counselor provides Service-unique information. This data is transmitted from the MEPS USMIRS to CRDB according to established communication procedures. The collected electronic files are available to the appropriate Service. For most enlistments, this record from USMIRS will serve as the initial Service record. Specific items of information within the records, such as the DOB, are called data elements. Related data elements are combined in a predetermined format to form a fundamental data block. Different fundamental data blocks are combined in various ways to form an applicant record (USMIRS and CRDB edits).

   c. To accomplish the reporting mission, an efficient and effective applicant and paperwork flow cannot be overemphasized. The MEPS mission is twofold: to determine applicant qualification for enlistment into the Armed Forces and to report, via USMIRS, the results of the applicant's qualifications. The most effective means to ensure all processing actions and reporting requirements are accomplished is to keep the applicant and associated paperwork together throughout the various phases of MEPS processing, especially at accession time. MEPS must establish QA points throughout the processing flow. QA is the responsibility of the entire MEPS and will not be delegated to single individuals. Successful QA is evident when all sections within the MEPS are held accountable for their actions.

d. MEPS personnel will replicate workload data to CRDB without delay. Data replication will occur automatically when communication between MEPS USMIRS and CRDB is established/maintained. MEPS will verify the success of the data replication process daily. MEPS will spot-check USMEPCOM PCN 680-3ADP work history to determine whether the record replication was successful or if there is a reject status.

Note: Reject status will only reflect replication if printed more than 5 minutes after data entry.

e. HQ USMEPCOM J-3/MOP-AD maintains the final approval authority on exceptions to record timeliness standards.

7-3. USMIRS back-up procedures

On a daily basis (Monday through Friday and a Saturday opening), the next day's labeled tape will be inserted in the USMIRS tape drive. This occurs after the previous night's backup tape has been automatically ejected. MEPS personnel will follow the below procedures:

a. Two weeks of back-up tapes will be maintained (Monday through Saturday) (i.e., twelve back-up tapes; two for each processing day). Upon morning verification of a successful backup by the USMEPCOM PCN ZHM130, each tape will be annotated with yesterday's date (the day of the back-up). A red "X" will be marked on tapes that have not successfully backed up. If a particular tape has two successive red "Xs," or numerous "Xs," then that tape will be thrown out and replaced with a new tape.

b. Nightly, at 0045, a complete system back up will occur on the USMIRS server, resulting in the system being unavailable for approximately 45 minutes. MEPS personnel will not attempt to access the system during this time.

c. The USMEPCOM PCN ZHM130 will be reviewed each duty day to determine whether a successful backup was performed or a error may have occurred (i.e., "cleaning required," etc.) This is a critical step in the process as MEPS personnel may be required to restore the previous day's transactions to USMIRS.

d. The backup tape will be used in the event of a full system crash and only on direction of HQ USMEPCOM J-3/MOP and/or J-6/MIT.

7-4. Cleaning tapes

MEPS personnel will clean, at a minimum, the backup tape drive after 30 hours of usage or when a tape drive malfunction is indicated (amber light) next to tape drive. MEPS personnel will annotate each cleaning usage on the cleaning tape and discard the cleaning tape after 18 usages. After cleaning the tape drive, if problem persists, call the Customer Support Help Desk.

7-5. Disposal of back-up tapes

Privacy Act data residing on the backup media must be fully erased by overwriting several passes of random patterns. The random patterns make it far more difficult to extract useful data from the discarded media. Another solution is physical destruction of backup media tapes before they are discarded. Backup tapes can be cut into pieces or incinerated, although proper incineration requires specialized equipment to prevent atmospheric release of toxic by-products. The information technology specialist (ITS) will verify that the backup media is fully erased or destroyed.

7-6. CRDB and USMIRS edits

Edits performed by USMIRS and CRDB are listed by block, data element, length number of characters (A = alpha, N = numeric, and AN = alphanumeric), and criteria. When data elements fail, these edit error conditions are assigned by CRDB with the reasons for the error codes; however, edit override can bypass USMIRS edits and the CRDB will re-edit transactions where the edits override function is used. Error

codes are information, if available, from the various files/tables in USMIRS. (See J-3/MOP home page on the MEPNET for more information on CRDB and USMIRS edits.)

7-7. External agency results posting
The nightly cycle will continue and CRDB will distribute the results to the MEPS the next morning. The exception is as follows:

a. Defense Management Data Center (DMDC). When a new record is created and committed, a check will be conducted through DMDC to verify prior service/non-prior service status. When the DMDC results are returned to the MEPS, a "V000X" WKID will be posted by the MEPS USMIRS in the work history if responses are in agreement. If a positive hit from DMDC is received (service declared non-prior service and DMDC indicated prior service), a B000N will also be created (V000X+B000N) and posted in the work history. The Service must clear the "N" status before the applicant can continue processing. The results from DMDC and the PMS block do not have to match, but any "N" status must be cleared prior to processing.

b. Social Security Administration (SSA). When a new record is created (J000V) or a change (J001V) to the SSN is committed, a verification check will be conducted with SSA. Results will be posted to USMIRS within three working days. A favorable result will reflect a V000S WKID and a "R" posting to the SSN result block in USMIRS. When results are posted as a "Mismatch" or "Not Found," USMIRS will automatically generate a V000S and B000N WKID, post an "M" to the SSN result block in USMIRS and a brief description of the results in the discrepancy remarks block. Any "Mismatches" are to be cleared by the Services. Any "Not Founds" are cleared by the MEPS.

c. United States Customs Immigration Service (USCIS). When a new record is created (J000V) or a change (J004V) to the Alien Registration Number (ARN) is committed, a verification check will be conducted with USCIS. Results will be posted to USMIRS within 3 working days. A favorable result will reflect a V000A WKID and a "R" posting to the ARN result block in USMIRS. When results are posted as a "Mismatch" or "Not Found", USMIRS will automatically generate a V000A and B000N WKID, post an "M" to the ARN result block in USMIRS and a brief description of the results in the discrepancy remarks block. Any "mismatches" are to be cleared by the Services. Any "Not Founds" are cleared by the MEPS.

7-8. Host retrieve process
The host retrieve process is initiated when a SSN is entered into a USMIRS data screen when data is not resident on the MEPS USMIRS. Upon data retrieval, the most current information available is displayed, including the DD Form 93 data, item response data, WKID data, packet tracking data, user account and transaction data.

a. The user is authorized to create an initial USMIRS record (A000V) if a host retrieve indicates that no record is found on CRDB for that SSN.

b. If the host retrieve is interrupted/halted by the system, the partially retrieved data will be deleted. The user must reenter the SSN and re-initiate the process.

c. MEPS personnel must focus attention on status line messages and take appropriate action to update or transfer ownership.

d. When creating a duplicate SSN record, do not place the original SSN in an unverified "N" status without verifying the source document for the duplicate record.

7-9. Failure mode

Failure mode occurs when the MEPS USMIRS cannot communicate with CRDB. The user will be informed that the MEPS USMIRS does not have access to CRDB. During this provisional ownership mode of operations, the "down" MEPS will still be able to perform data entry in USMIRS. The following restrictions will apply:

a. Other MEPSs requesting ownership from the down MEPS will be informed that the MEPS in failure mode will only receive the record in "Read only" mode. If USMIRS is still not communicating with CRDB on the processing date, CRDB will execute the transfer of record ownership to the new MEPS owner.

b. When the down MEPS is back on-line, CRDB will perform a resynchronization process. Any transactions that did not synchronize with CRDB when the MEPS lost communication will be placed in "Reject" status. The records cannot be transferred until they have been fixed/synchronized.

c. To assist the new owning MEPS in having the most current data, the losing MEPS will print a USMEPCOM PCN 680-3ADP (both sides) and fax to gaining MEPS. The gaining MEPS will enter any missing transactions. Once performed, the losing MEPS can delete the data from USMIRS.

d. MEPS that cannot communicate with CRDB and have pending DAT/HIV results will contact the HQ USMEPCOM Help Desk if changes to critical medical/record data is required (i.e., SSN, PULHES, WKID, specimen numbers and results (manually posted or changed)). Help Desk personnel, HQ USMEPCOM database managers, and the MEPS will coordinate before any changes are made to this data. Coordination will occur with other record owners if the record is provisionally owned by another MEPS.

e. When the MEPS USMIRS reestablishes communications with CRDB, there may be several rejected records if records were created while the MEPS USMIRS was in failure mode.

Chapter 8
USMIRS Software Releases

8-1. USMIRS software
USMIRS software is routinely updated and improved according to changing technology requirements and higher level taskings that affect applicant processing procedures and policies.

8-2. Software releases

   a. Standard releases. A standard Software Updates to Baseline (SUB) will normally follow configuration management (CM) procedures and timelines contained in paragraph 8-5 below as determined by the Prioritization & Scheduling Team. Software will not be released during mission week or during the last 2 weeks of September. Any software released during these periods requires approval from the USMEPCOM Commander.

   b. Emergency releases. Emergency SUB releases will follow CM procedures and be expedited to resolve a particular software problem as determined by the Prioritization & Scheduling Team.

8-3. MEPS user acceptance testing (UAT)

   a. All software which directly or indirectly affects USMIRS will undergo functional software UAT by USMEPCOM (J-3/MOP-AD).

   b. J-3/MOP-AD will coordinate software UAT with sector and MEPS, concurrently. As an exception to policy, J-3/MOP-AD has authority to task sector and MEPS in support of USMIRS related UAT.

   c. Selected MEPS (normally one from each sector) will have 2 weeks to conduct UAT before a software update command wide. MEPS will conduct UAT in direct coordination with J-3/MOP-AD and report issues and defects daily.

   d. MEPS ITSs will serve as the point of contact (POC)/action officer for UAT within the MEPS. Utilization of other MEPS personnel may be needed to execute test cases. For example, if there is a USMIRS update in the medical area, the medical NCOIC may run test cases, but the ITS is always the POC.

8-4. Types of software updates

   a. Functional releases. HQ USMEPCOM (J-3/MOP-AD) is responsible for the functional UAT to ensure the software is as error-free as possible and performs the required function. These software updates are usually a result of validated problem reports (PRs), system change proposals (SCPs), trouble tickets received from the MEPS through the Help Desk or by requests/requirements from external agencies (e.g., DMDC, USCIS, etc.).

   b. Technical releases. HQ USMEPCOM, Information Technology Directorate (J-6/MIT), serves as the lead for technical releases. Technical releases normally do not involve the direct support of the MEPS. These releases are transparent to USMIRS operation. Examples of technical releases include security patches and software patches.

   c. Command software releases. These releases will be preceded by a Command Software Update message that contains the basis for the update, implementing instructions, and supporting documentation (e.g., user manual, software change document), as applicable.

8-5. Configuration Management (CM) guidelines – functional releases

Before the release of any USMIRS software update, HQ USMEPCOM will follow appropriate CM guidelines. Specific protocol is followed to ensure the end result of any software update is as free of errors as possible and performs the function for which it was designed. Table 8-1 provides a timeline (I-date = day of command-wide software release) and denotes the actions that occur prior to functional release.

Table 8-1
Functional release timeline and actions

	To I-Date	Proponent	Action
a.	4-24 months	J-3/MOP-AD	Validated PRs and SCPs.
b.	90-180 days	J-6/MIT	Conduct impact analysis on validated PRs and SCPs.
c.	75 days	PST	Approves and prioritizes PRs and SCPs.
d.	30-75 days	J-6/MIT-QAD	Perform programming and unit and system testing.
e.	30-45 days	J-3/MOP-AD	Coordinate field site testing with sectors and MEPS.
f.	30-40 days	J-3/MOP-AD	Receive change document and user manual for review.
g.	30-40 days	J-3/MOP-AD	Validate and edit test cases and prepares for field site testing.
h.	30-40 days	J-3/MOP-AD	Coordinate with external agencies, if necessary, for testing.
i.	30-40 days	J-3/MOP-AD	Receive fully tested software from J-6/MIT.
j.	30-35 days	J-3/MOP-AD	Coordinate field test site message with J-6/MIT.
k.	30 days	J-3/MOP-AD	Release field-site testing.
l.	21-28 days	J-6/MIT	Release software upgrade (e.g., SUB) to field test sites (normally one MEPS from each sector).
m.	7-21 days	J-3/MOP-AD	Coordinate field-site testing with the MEPS.
n.	7-21 days	J-3/MOP-AD	Conduct testing with external agencies, if applicable.
o.	7-21 days	MEPS	Field site testing is conducted.
p.	5-7 days	J-3/MOP-AD	Send message to J-6/MIT when field-testing is complete.
q.	3-5 days	J-3/MOP-AD	Coordinate command-wide software update message with J-6/MIT
r.	3-5 days	J-3/MOP-AD	Make final coordination for release of software update with J-6/MIT.
s.	2 days	J-3/MOP-AD	Release command software update message with change document and/or user manual, as appropriate.

Table 8-1
Functional release timeline and actions

	To I-Date	Proponent	Action
t.	I-date	J-6/MIT	Release software command wide.
u.	Post I-date	MEPS	Report any discrepancies, system performance problems, etc., to the J-3/MOC.
v.	Post I-date	J-3/MOP-AD/J-6/MIT	Monitor system performance.

Note: The timeline is a general guideline; times may vary depending on the scope and nature of the software update.

8-6. Configuration Management (CM) guidelines - technical releases
Timelines and actions for technical software updates differ from those of functional release. The major difference is that technical releases do not involve the scope and involvement of MEPS UAT. Technical releases are normally monitored at one or two MEPS. Executing test cases is not required. Additionally, J-6/MIT serves as the lead for these releases. Table 8-2 provides a typical timeline (I-date = day of commandwide software release) and denotes the actions that occur prior to technical release.

Table 8-2
Technical Release Timeline and Actions

	To I-Date	Proponent	Action
a.	7-45 days	J-6/MIT	Determine a technical upgrade is required.
b.	7-45 days	J-6/MIT	Conduct impact analysis on validated PRs and SCPs.
c.	7-45 days	J-6/MIT-QAD	Perform programming and unit and system testing.
d.	7-45 days	J-6/MIT	Coordinate field site testing, if applicable, with sectors and MEPS.
e.	3-30 days	J-6/MIT	Release software upgrade to field test sites (normally one MEPS from each sector).
f.	3-30 days	J-6/MIT	Field site testing is conducted (may or may not directly involve the MEPS).
g.	I-3-5 days	J-6/MIT	J-6/MIT coordinates command software update message with J-3/MOP.
h.	3-5 days	J-6/MIT	Final coordination for release of software update message.
i.	I-2 days	J-6/MIT	Release command update message with change document, if applicable.
j.	I-date	J-6/MIT	Release software command wide.
k.	Post I-date	MEPS	Report any discrepancies, system performance problems, etc., to the J-3/MOC.
l.	Post I-date	J-3/MOP-AD/J-6/MIT	Monitor system performance.

Note: The timeline below will be used as a general guideline. Times may vary depending on the scope and nature of the software update.

8-7. Submission of Problem Reports (PRs), System Change Proposals (SCPs), and trouble tickets
USMEPCOM and MEPS personnel will submit PRs and SCPs using the Mortice Kern System (MKS) Integrity Manager. The MEPS ITS is the POC for PR and SCP submissions. Also, the MKS User Manual is available on the MEPNET. Trouble tickets are submitted to the J-3/MOC.

Appendix A
References

Section I   (The publications needed to comply with this regulation.)
Required Publications

AR 11-2
Management Controls. Cited in Management control process paragraph.
(http://www.apd.army.mil/pdffiles/r11_2.pdf)

AR 601-270/AFR 33-7/MCO 1100.75A
Military Entrance Processing Station (MEPS)
(Internet users: http://www.apd.army.mil/pdffiles/r601_270.pdf)

USMEPCOM Regulation 601-23
Enlistment Processing. Cited in paragraph 1-4(f)4.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/reg/r-0601-023.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/regs/r-0601-023.pdf)

USMEPCOM Regulation 611-1
Enlistment Qualification Tests. Cited in paragraph 4-1.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/reg/r-0611-001.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/regs/r-0611-001.pdf)

USMEPCOM Regulation 715-4
Applicant Meals and Lodging Program. Cited in paragraph6-5b.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/reg/r-0715-004.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/regs/r-0715-004.pdf)

Section II   (These publications are a source of additional information. Users may read them to better
Related Publications   understand the subject, but do not have to read them to comply with this regulation.)

USMEPCOM Regulation 40-1
Medical Processing and Examinations
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/reg/r-0040-001.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/regs/r-0040-001.pdf)

USMEPCOM Regulation 40-8
Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and
Alcohol Testing (DAT) Program
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/reg/r-0040-008.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/regs/r-0040-008.pdf)

Section III   (Publications prescribed by this regulation.)
Prescribed Publications

None

Section IV   (The forms needed to comply with this regulation.)
Required Forms

DA Form 200
Transmittal Record. Cited in paragraph 2-1a(2).

(http://www.apd.army.mil/pub/eforms/pdf/a200.pdf)

DA Form 1811
Physical Data and Aptitude Test Scores Upon Release From Active Duty. Cited in paragraph 5-4.
(http://www.apd.army.mil/pub/eforms/pdf/a1811.pdf)

DA Form 2028
Recommended Changes to Publications and Blank Forms. Cited in Suggested improvements paragraph.
http://www.apd.army.mil/pub/eforms/pdf/a2028.pdf

DD Form 4 series
Enlistment/Reenlistment Document Armed Forces of the United States. Cited in paragraph 2-1e.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0004.pdf)

DD Form 93
Record of Emergency Data. Cited in paragraph 2-1e.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0093.pdf)

DD Form 214
Certificate of Release or Discharge from Active Duty. Cited in paragraph 6-11c.
(http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage44.html)

DD Form 368
Request for Conditional Release. Cited in paragraph 6-15b.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0368.pdf)

DD Form 1966
Record of Military Processing - Armed Forces of the United States. Cited in paragraph 3-13.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1966.pdf)

DD Form 2005
Privacy Act Statement - Health Care Records. Cited in paragraph 3-8.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2005.pdf)

DD Form 2807-1
Report of Medical History. Cited in paragraph 3-8.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2807-1.pdf)

DD Form 2807-2
Medical Prescreen of Medical History Report. Cited in paragraph 3-9.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2807-2.pdf)

DD Form 2808
Report of Medical Examination. Cited in paragraph 3-8.
(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2808.pdf)

SF 258
Agreement to Transfer Records to the National Archives of the United States. Cited in paragraph 6-20b(5)(h).
(Internet users: http://contacts.gsa.gov/webforms.nsf/0/ADFDD0EAB1EAD8DB85256A3E006707B2/$file/sf258.pdf)

SF 507

Medical Record. Cited in paragraph 5-6a.
(Internet users: http://contacts.gsa.gov/webforms.nsf/0/6E5C730CC156A9A385256D0C0061788A/$file/sf507.pdf)

USMEPCOM Form 40-8-R-E
Drug and Alcohol Testing Acknowledgment Form. Cited in paragraph 3-8.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0040-008.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0040-008.pdf)

USMEPCOM Form 40-8-1-R-E
HIV Antibody Testing Acknowledgment Form. Cited in paragraph 3-8.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0040-008-01.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0040-008-01.pdf)

USMEPCOM Form 601-23-E
Report of Additional Information. Cited in paragraph 3-10.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0601-023-00.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0601-023-00.pdf)

USMEPCOM Form 601-23-2-R-E
Record Flag. Cited in paragraph 5-2b(2).
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0601-023-02.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0601-023-02.pdf)

USMEPCOM Form 601-23-3-E
Record of Emergency Data Worksheet. Cited in paragraph 3-12.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0601-023-03.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0601-023-03.pdf)

USMEPCOM Form 601-23-4-R-E
Restrictions on Personal Conduct in Armed Forces. Cited in paragraph 6-5c(9).
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0601-023-04.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0601-023-04.pdf)

USMEPCOM Form 611-1-7-R-E
Aptitude Testing Processing List. Cited in paragraph 4-11a.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0611-001-07.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0611-001-07.pdf)

USMEPCOM Form 611-1-20-R-E
Special Purpose Test Examination. Cited in paragraph 4-6c.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0611-001-20.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0611-001-20.pdf)

USMEPCOM Form 727-E
Processing List. Cited in paragraph 1-4e(10).

(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0727.pdf)
Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/f-0727.pdf)

USMEPCOM PCN ZHM002
Drug and Alcohol Processing Eligibility Roster (USMIRS-generated form). Cited in paragraph 5-5b.

USMEPCOM PCN ZHM005
HIV Results Roster (USMIRS-generated form). Cited in paragraph 5-5b.

USMPECOM PCN ZHM103A/S
Purge Roster (USMIRS-generated form). Cited in paragraph 1-4g(3).

USMPECOM PCN ZHM122
Duplicate Records Roster (USMIRS-generated form). Cited in paragraph 6-16.

USMEPCOM PCN ZHM130
Back-up Report (USMIRS-generated form). Cited in paragraph 7-1b.

Section V   (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 680-3A-E
Request for Examination. Cited in paragraphs 2-2 and 3-2a.
(MEPNET users: https://mepnet.mepcom.army.mil/repository/files/publications/forms/f-0680-003.pdf)
(Internet users: http://www.mepcom.army.mil/pubs/pdf/forms/F-0680-003-a-e.pdf)

USMEPCOM PCN 680-3ADP
Request for Examination (USMIRS-generated report). Cited in the Summary paragraph.

Section VI   (The record numbers this regulation prescribes for the user to file specific documents.)
Required Record Numbers

601-270a
Personnel procurement. Cited in through-out regulation
Disposition: See USMEPCOM Regulation 601-23 for disposition of applicant records

Appendix B
Management Control Evaluation Checklist – USMEPCOM Integrated Resource System (USMIRS)

B-1. Function
The function covered by this checklist is enlistment processing at the MEPS.

B-2. Purpose
The purpose of this checklist is to assist MEPS commanders in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions
Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). An answer that indicates deficiencies must be explained and corrective action indicated in the supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

   a. General qualification. The objective is to ensure that the MEPS personnel are qualified to process applicants.

     (1) Is the MEPS Management Checklist completed at least semi-annually?

     (2) Are deficiencies corrected within 30 days?

     (3) Are assigned personnel trained?

   b. Aptitudinal qualification. The objective is to ensure that applicants who are continuing to process are aptitudinally qualified.

     (1) Did the testing section personnel ensure all required signatures were on the USMEPCOM Form 680-3A-E prior to testing?

     (2) Were those applicants in a "J" Status for positive DAT results not allowed to ASVAB test?

   b. Medical qualification. The objective is to ensure that applicants continuing to process are medically qualified.

     (1) Did the medical section personnel ensure applicants were aptitudinal qualified prior to starting the medical examination?

     (2) Did the medical section personnel verify personal data in USMIRS prior to submitting pre-screen data?

   c. Operations. Ensure absolute correct information is collected and processed permitting accurate and timely transmission of same.

     (1) Did all applicants on the MEPS processing floor wear a USMIRS-generated identification badge to include applicants on the floor for night-testing?

     (2) Did the MEPS perform DEP Discharges in a timely manner?

(3) Did the MEPS perform Accession removals only after the appropriate paperwork was received from the Service?

(4) Were 17 year old applicants allowed to process without parental consent form?

B-5. Supersession
This management control evaluation checklist replaces the previously published version in USMEPCOM Regulation 680-3 (September 2005).

B-6. Comments
Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: J-3/MOP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

B-7. Use of DA Form 11-2-R (Management Control Evaluation Certification Statement)
DA Form 11-2-R is designed to document any management control evaluation. Certification that a management control evaluation has been conducted will be certified on this form. The form is available in the USMEPCOM Electronic Pubs/Forms Library.

Appendix C
MEPS Management Checklist – USMEPCOM Integrated Resource System (USMIRS)

C-1. Function
The function covered by this checklist is to ensure the MEPS are accurately processing applicants.

C-2. Purpose
The purpose of this checklist is to assist MEPS commanders and Section Leaders in evaluating their MEPS.

C-3. Test questions

   a. Aptitudinal qualification. The objective is to ensure that applicants who are continuing to process are aptitudinally qualified.

        (1) Did the testing section provide test scores to the Services within the required timeframe following the exam?

        (2) Did the testing section personnel correctly process invalid test records?

        (3) Did the testing section personnel correctly process test records with incomplete personal data?

        (4) Did the testing section personnel or Office of Personnel Management, test administrators (TA) perform QA procedures on all associated aptitude documents during the course of the aptitude evaluation process?

        (5) Did the TA ensure that the provided USMEPCOM Form 680-3A-E was fully completed?

        (6) Did the TA compare information on applicant answer sheets with individual USMEPCOM Forms USMEPCOM Form 680-3A-E?

        (7) Did the testing section personnel accurately enter all required testing data elements into USMIRS?

        (8) Did the testing section personnel conduct a manual files check before merging tests?

        (9) Was the aptitude status code properly and accurately entered on all USMEPCOM Form 680-3A-E?

        (10) Were the file labels produced and applied?

        (11) Were the USMEPCOM PCN 680-3ADPs and USMEPCOM Forms USMEPCOM Form 680-3A-E filed and maintained according to USMEPCOM Regulation 601-23?

        (12) Were the QA checks conducted and complied with according to this regulation, paragraph 4-14?

   b. Medical qualification. The objective is to ensure that applicants continuing to process are medically qualified.

        (1) Did the medical section personnel enter all medical data within the required timeframe (physicals, consults, prescreens, etc.)?

(2) Did the medical section personnel reconcile on a daily basis the USMEPCOM Form 727-E against the system electronic data (i.e., Process Results (OR01), Actual Workload Accounting (TP09), or Medical Reconciliation (OR01-Series))?

(3) Were all the medical applicants/non-applicants listed on the USMEPCOM Form 727-E?

(4) Was the data for "papers only" review entered as required?

(5) Did the medical section personnel perform QA procedures on all associated medical documents during the course of the medical evaluation process and before data entry into USMIRS?

(6) Were the illegible or missing medical entries on the DD Form 2808 corrected by medical section personnel only?

(7) Did the medical section personnel hand carry disqualified paperwork and/or packets to the control desk as required?

(8) Did the medical section personnel accurately enter all required medical data elements into USMIRS?

(9) Were the HIV and DAT results entered correctly, annotated on the original DD Form 2808, and given to the Services on a daily basis?

(10) Were the QA checks conducted and complied with according to paragraphs 5-9 and 5-10 of this regulation?

c. Operations. Ensure absolute correct information is collected and processed permitting accurate and timely transmission of same.

(1) Did all applicants on the MEPS processing floor wear a USMIRS-generated identification badge?

(2) Did all files room packets/examination folders have a USMIRS-generated packet/file label?

(3) Did the MEPS reconcile on a daily basis the USMEPCOM Form 727-E against Process Results (CR01), Actual Workload Accounting (TP09), or Reconciliation screens (OR-Series)?

(4) Did the Service liaisons/guidance counselors provide all appropriate information required for the MEPS to properly complete coding of the DD Form 1966/1?

(5) Did the MEPS personnel communicate all accession and DEP-in records on the DOE to HQ USMEPCOM?

(6) Did the MEPS personnel conduct an electronic files check on applicants listed on the daily USMEPCOM Form 727-E?

(7) Did the MEPS personnel ensure "N" status codes are cleared before allowing further processing?

(8) Did the operations control desk personnel review records for legibility, accuracy, and completeness?

(9) Did MEPS personnel ensure that all applicant packets/file folders contained the appropriate source documents required for the enlistment process?

(10) Was the review accomplished of all data elements comparing USMEPCOM PCN 680-3ADP and the DD Form 4 Series against the corresponding source documents before the enlistment ceremony?

(11) Were the QA checks conducted and complied with according to paragraph 6-19 of this regulation?

(12) Did the operations officer periodically check to ensure applicant records were entered into USMIRS?

d. Error conditions and corrections. MEPS and Service liaisons/guidance counselors ensure information is corrected in a timely manner.

(1) Did MEPS personnel verify, correct, and resubmit all transactions that resulted in a fatal or reject error by COB for that day?

(2) Did MEPS personnel work with Service liaisons/guidance counselors to jointly resolve discrepancies?

(3) Were the accession and DEP records given first priority when correcting records?

(4) Was training held to assist and instruct MEPS personnel on proper procedures for error correction?

e. Error prevention/MEPS internal review reports. Verify information for accuracy and correct as necessary before transmission.

(1) Were the testing, medical, and operations sections checking the accuracy of their work-load data submitted into USMIRS?

(2) Did MEPS personnel review available management tools to reduce errors?

(3) Did the operations officer develop and/or institute an internal suspense system?

(4) Did the files room conduct a random check of packets every 6 months?

(5) Was the USMEPCOM PCN ZHM122 generated and acted upon at least monthly?

(6) Did applicant's packet/file folder contain only authorized and correctly coded USMEPCOM Forms USMEPCOM Form 680-3A-E?

(7) Did MEPS personnel prepare USMEPCOM Form 601-23-E when additional information was reported?

(8) Were those applicants who disclosed additional information on USMEPCOM Form 601-23-E cleared and/or stopped from further MEPS processing?

f. Signature verification. Ensure the applicant is indeed one and the same.

(1) Did the control desk personnel conduct the initial signature verification?

(2) Were applicants being allowed to process up to enlistment pending receipt of a legible fax copy of the USMEPCOM Form 680-3A-E required for signature verification?

(3) Was the operations officer/assistant operations officer/NCOIC notified of signature discrepancies?

(4) Did MEPS personnel flag the applicant's packet/file folder and put the record in "N" status if the signature discrepancy was not resolved by COB?

(5) Was final signature verification conducted during the PEI?

g. **DEP extension/discharge procedures.** Receiving and processing correct information.

(1) Did Service liaisons/guidance counselors provide PADD changes on the original contract?

(2) Did the HRA utilize "J008" transactions to change PADD information?

(3) Did Service liaisons/guidance counselors provide official DEP discharge documentation for DEP discharges?

(4) Did Service liaisons/guidance counselors return all original USMEPCOM generated forms and products on DEP discharges to MEPS control?

(5) Were DEP discharge transactions only being submitted on Regular component enlistees except for DNV?

(6) Were positive drug result individuals discharged by their respective Service within 30 days from the date the results were posted to the USMIRS or did the MEPS ensure the discharge was within 30 days?

h. **Prior service verification.** Ensure all projection, initial, reestablished and name/SSN correction records are transmitted to DMDC. Were the packets or records flagged for those individuals not cleared to process? (If manually flagged, must be consistent.)

i. **USMEPCOM Form 727-E.** Ensure the recruiting Service and MEPS personnel are aware of the resource requirements and processing responsibilities when projecting applicants (USMEPCOM Form 727-E) for MEPS processing, meals, and lodging.

(1) Are applicants checked-in/out of each section? At a minimum, did the Services check them in and out?

(2) Did the MEPS track applicant flow on the check-in/check-out screen (TA01)?

(3) Were all Service sponsored applicants on the MEPS processing floor projected in USMIRS by the Services and printed on the USMEPCOM Form 727-E?

(4) Did the MEPS code (NS, D, A, B, C, H, MOT, X, etc.) USMEPCOM Form 727-E throughout the processing day in the notes column to indicate applicant's status and/or the type of processing the applicant has received?

(5) Did the medical section code (1P, 1R, 2L, 7P, etc.) medical sections' USMEPCOM Form 727-E in the notes column to indicate the type of medical processing the applicant received?

(6) Did Are the MEPS marking USMEPCOM Form 727-E in the 601-23 column with an "X" when the applicant received the Restrictions on Personal Conduct in the Armed Forces Briefing?

(7) Did the MEPS reconcile the USMEPCOM Form 727-E annotations with the USMIRS data entries daily; e.g., accessions, DEP, shippers, tests scored, medical examinations given, no-shows, etc.?

(8) Were the Services providing shipping destination information in the "Remarks" section on the USMEPCOM Form 727-E?

(9) Has the MEPS provided the Services written guidance for additional data entries for the USMEPCOM Form 727-E "Remarks" section?

(10) Was USMEPCOM Form 727-E, page 1, filed daily for 30 days?

(11) Were the MEPS and Service representative signing receipt for USMEPCOM Form 727-E pages 2-5?

(12) Were all non-Service sponsored applicants in the MEPS for processing projected in USMIRS and printed on USMEPCOM Form 727-E?

j. Quality Review Program (QRP). To ensure the MEPS have reviewed the applicant's automated record (on USMIRS) with applicant's packet, documentation will be available 1 duty-day before MEPS processing. The suggested format would consist of one MEPS person from each processing section (testing, medical, and operations) in a room together away from traffic flow and interruption.

(1) Are the MEPS performing a daily QRP process that ensures applicants scheduled to MEPS process are eligible to MEPS process?

(2) Are the Services being notified of projection errors and disqualifying conditions before the applicants' arrival at the MEPS?

(3) Did testing verify the applicant was aptitudinally qualified to MEPS process as projected on USMEPCOM Form 727-E?

(4) Did medical verify the applicant was medically qualified to MEPS process as projected on USMEPCOM Form 727-E?

(5) Did QRP personnel use USMIRS in conjunction with the applicant's packet to perform QRP?

(6) Is the "Change Trans Code To" data on the USMIRS QRP screen being updated to accurately reflect what processing is required for the applicant?

Glossary

Section I
Abbreviations

ADP
Automated data product

AFB
Air Force base

AFQT
Armed Forces Qualification Test

AR
Army regulation

ARN
Alien Registration Number

ASVAB
Armed Services Vocational Aptitude Battery

CAT ASVAB
Computerized Adaptive Testing-Armed Services Vocational Aptitude Battery

CM
configuration management

CMO
chief medical officer

COB
close of business

COOP
continuity of operations plans

CRDB
centralized relational database

DA
Department of the Army

DAT
Drug and Alcohol Testing

DD
Department Defense

DEP
delayed entry program

DMDC
Defense Manpower Data Center

DOA
date of action

DOB
date of birth

DOD
Department of Defense

DOE
date of enlistment

DOT
date of test

EMAP
emergency management assistance plan

ENTNAC
Entrance National Agency Check

EPTS
existed prior to service

FBI
Federal Bureau of Investigation

HIV
Human Immunodeficiency Virus

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

HRA
human resources assistant

ID
identification

ITS
information technology specialist

MEPS
military entrance processing station

MET
mobile examining team

MKS
Mortice Kern System

J-3/MOC
USMEPCOM Operations Center

NCOIC
noncommissioned officer in charge

NGB
National Guard Bureau

NRT
near real time

OMR
optical mark reader

OTS
officer training school

PADD
projected active-duty date

PAI
preaccession interview

PCN
Publication Control Number

PEI
preenlistment interview

PMS
prior military service

POC
point of contact

PR
problem report

PULHES
physical profile serial code

QA
quality assurance

QRP
quality review program

RID
record identification

SCP

system change proposal

SF
standard form

SOP
standing operating procedures

SPF
service processing for

SRC
service-required code

SSA
Social Security Administration

SSN
social security number

SUB
software updates to baseline

TA
test administrator

TCO
test control officer

TST
test score technician

UAT
user acceptance testing

USCIS
United States Citizenship and Immigration Service

USMEPCOM
United States Military Entrance Processing Command

USMIRS
USMEPCOM Integrated Resource System

WKID
work identification

Section II
Terms

accession
An enlistment which increases the incremental strength of the Active or Reserve component of the Armed Forces or the Coast Guard. Personnel enlisted under the DEP are not involved in this category.

accession data
An enlistment into the Regular or Reserve component of any of the Armed Forces. This category includes DEP-out enlistments into a Regular or Reserve component of the Armed Forces.

active-duty service date
The date used for the computation of total active service.

applicant
Any individual who is processed at a MEPS or by a MET site, including non-applicants, enlistees, registrants, and inductees.

applicant packet
The applicant packet consists of originals and copies of paperwork used to process in the MEPS.

status code
A code identifying the enlistment qualification status of an individual being processed.

aptitude data
Information depicting the results of an aptitude test taken by an applicant.

coding
The abbreviation of data into machine-readable symbols, such as the combining of alphabetic and numeric characters.

contract
A document (DD Form 4 Series) signed by the applicant, specifying the conditions and terms of enlistment. A contract is completed for delayed enlistment (DEP-in contract) and accessions (accession contract).

control desk
The activity within the MEPS that monitors and controls processing by directing individuals to various sections and performing certain QA procedures.

Centralized Relational Database (CRDB)
CRDB resides on the HQ USMEPCOM Host computer and collects workload, manages record/data/projection ownership, processes data to and from external agencies and manages data exchange between the local MEPS USMIRS.

data block
A group of logically collected data elements, such as personal data, which includes name, SSN, DOB, etc.

data element
A data unit that has a unique meaning, such as DOB.

data element error
A condition where an error exists to a DOD data element and the record is posted to CRDB and passed to end users.

data element dictionary
A document containing extracts from the DOD Standard Data Elements Manual (5000.12M) and USMEPCOM-unique elements.

date of enlistment
The date an applicant enlisted into the Regular or Reserve component of the Armed Forces.

date of grade
An effective date of the grade in which enlisted.

delayed entry program
Any of the Service programs to enlist personnel into a special inactive Reserve group pending enlistment into active service at a future date. A DEP enlistee is not an accession.

DEP discharge date
The effective date identified on the order/letter an enlistee is discharged from the DEP.

DEP discharge code
A code identifying the reason an enlistee was discharged from the DEP.

DEP packet
Documents pertaining to DEP-ins, which the MEPS turns over to the recruiting Services for retention during the DEP period.

education
An indication of the highest level of education completed by an individual.

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.

enlistment packet
A set of enlistment-related documents forwarded by the MEPS to various Service personnel centers/agencies. Also known as a shipper packet.

entry status
An ID of the accessioning status of an enlistee.

existed prior to service
Pertains to a medical or moral problem of an enlistee discovered after entry on active duty, but existed prior to enlistment.

holdover
An individual who starts but fails to complete testing, medical, and/or administrative processing and is to return the next workday for completion, or has completed processing and awaits overnight for transportation back to his or her home or initial duty station.

home of record
The address of an applicant's permanent residence.

host retrieve process
The process used to retrieve applicant data from the CRDB. The host retrieve process is initiated when an SSN is entered into a USMIRS screen for an applicant not owned by (resident on) the local MEPS USMIRS.

inductee

An individual registered with the Selective Service System who has been inducted into the armed Services.

invalid test
An ASVAB test/retest of which the scores/results are nullified for enlistment because, for example, of cheating, illness, etc.

medical waiver
A Service waiver of a medical defect that would otherwise disqualify an individual for enlistment or Service job assignment.

mobile examining team (MET) site
A location outside the MEPS used for the administration of the enlistment ASVAB. It may be staffed by either MEPS employees or Office of Personnel Management personnel.

no-show
An individual projected for processing on the USMEPCOM Form 727-E who fails to arrive at the prescribed date and time to begin the scheduled processing.

near real time (NRT) communications
A background process that updates the CRDB every 5 minutes.

optical mark reader
The hardware device used to read ASVAB answer sheets.

packet
A personnel folder, form, or envelope at the MEPS containing information on an applicant who has not yet become a member of Service component or who has been discharged from the DEP or a non-applicant.

pay entry base date
The date used for the computation of time in service for pay purposes.

pay grade
The pay level to which an individual is entitled.

primary military occupational specialty
An identification of a military occupation previously acquired while on active duty or which the individual is entering the Service to acquire.

prior military service
An indication whether or not an applicant has formally served on active duty with a branch of the Armed Forces. The first position identifies a minimum of 1 day (or more) prior service reflected on the DOD database at DMDC. The second position reflects the specific Service definition of prior service for that applicant.

processing
Any work accomplished for an applicant, nonapplicant, enlistee, registrant, or inductee within the MEPS/MET site, to include aptitude testing, special purpose testing, medical examination, physical inspection, or contract and associated paperwork.

processing list (USMEPCOM Form 727-E)

USMEPCOM Form 727-E (Processing List). The roster is of applicants by Service, name, and SSN, which identifies processing actions for that day. A copy is used for meals and lodging contract facilities to identify applicants needing service.

projected active-duty date (PADD)
The date an applicant is scheduled to commence active duty from a Reserve or delayed status.

projection
Pertains to scheduling the MEPS workload. Specifically, an individual scheduled to process the next workday and identified to the MEPS on a USMEPCOM Form 727-E early enough to allow completion of a USMIRS query and manual files searches. The MEPS must receive these forms (which may be an initial or supplemental USMEPCOM Form 727-E) before the deadlines.

qualified, not enlisted
A qualified applicant who does not enlist. This denotes a potential enlistee who has satisfactorily completed MEPS aptitude and medical processing.

quality assurance
Actions or procedures that ensure accuracy, timeliness, and completeness.

quality review program
Actions and procedures that ensure applicants can complete Service requested processing.

reception center/station
The various Service initial enlistee reception locations (e.g., Lackland, Great Lakes, Parris Island). Also known as "Recruit Training Command" (Navy), "Recruit Depot" (Marine Corps), "Adjutant General (AG) Battalion (Reception)" (Army), and "Basic Military Training Center" (Air Force).

reconciliation
Reconciliation is the process whereby the transactions performed on a daily basis are compared with computer generated products and data is reentered when needed.

recruiter ID
An ID of the recruiter, by SSN or Service-unique number, responsible for processing an individual through a MEPS.

reestablish record
Reenter all previously submitted data for a record that has been deleted from the CRDB.

reject error
That type of condition that causes a submitted record to be rejected in its entirety and requires resubmission/retransmission of the record.

replication
The near real time process that occurs every 5 minutes between CRDB and USMIRS database to ensure data transactions/WKIDs are applied to applicable SSN records.

service processing for
Service the applicant is being processing to enter, identified as an alpha code for data entry.

shipped/shipper
Accessions/inductees released from the MEPS to reception centers/stations or initial duty stations.

SSN conflict
A situation where a new applicant record has the SSN as an existing record.

SSN conflict status
A strategy that allows MEPS to continue processing an applicant (vice rejecting the record) when a SSN conflict is detected by USMIRS.

special purpose test
Any test, other than the ASVAB or other initial test, administered to determine an applicant's qualification for certain specialty fields or for enlistment in the sponsoring Service.

Student Armed Services Vocational Aptitude Battery
A version of the ASVAB administered in education facilities. The results may be used for enlistment.

supplemental USMEPCOM Form 727-E
A USMEPCOM Form 727-E submitted by a Service to the MEPS after the initial USMEPCOM Form 727-E deadline.

term of enlistment
The number of years indicating the period for which enlisted or ordered to active duty.

training/entry military occupational specialty
A military occupation an individual will acquire upon entering the Service.

transaction
The addition/deletion/modification of data to CRDB.

USMEPCOM Integrated Reporting System (USMIRS)
The processing and enlistment software application that is run by the computer systems resident in each MEPS.

walk-in
An individual who arrives at the MEPS for processing without being scheduled on a USMEPCOM Form 727-E or whose projection occurred after the MEPS projection cut-off time.

waiver code
Information indicating whether or not an enlistment waiver was granted.