

MCRC FROST CALL 005-04 DATED 22 DECEMBER 2003

From: Commanding General, Marine Corps Recruiting Command

Subj: USMEPCOM REENGINEERED PACKET BREAKDOWN PROCESS

Ref: (a) USMEPCOM A-Z Initiative to Reengineer Packet
Breakdown Process for all Services
(b) MCO P1100.72C "Draft" Revision to the Military
Personnel Procurement Manual (Short Title: MPPM
EnlProc)

Encl: (1) Marine Corps Right Side Packet Verification Checklist
(2) Marine Corps Left Side Packet Verification Checklist
(3) Packet Breakdown Legend
(4) MEPCOM Regulation AR601-23 Chapter 8

1. Purpose. To notify all Military Entrance Processing Station Marine Corps Liaison Non-Commissioned Officers (MEPS LNCO) of the USMEPCOM initiative in reengineering the packet breakdown process for all services.

2. Background. Reference (a), was a USMEPCOM proposal under the A-Z Initiatives to improve overall processing of applicants, Delayed Entry Program (DEP) members and shipping accessions. This proposal was one of many approved for implementation by the Commanding General Marine Corps Recruiting Command (MCRC), and the other services recruiting commanders. The contents of this initiative have been included into reference (b).

3. Information. The packets used by all Marine Corps MEPS LNCOs will now be standardized throughout MCRC. Packets are segregated into "**Right Side**" (service unique forms) and "**Left Side**" (DoD/MEPCOM Forms). Enclosures (1) and (2) contain the applicable checklists for this initiative. Enclosure (1) will be used by the Marine Corps MEPS LNCOs when submitted with sub-packet for breakdown by MEPS personnel. Enclosure (2), will be provided by MEPS personnel back to the MEPS LNCO, after the packet breakdown process. Enclosure (3) contains the legend for packet breakdown. Each service was assigned a paper color for the Right Side packet checklist to be provided to MEPS personnel. The Marine Corps was assigned **KHAKI** (or any color closely associated, i.e. Tan, Buff or Ivory) for our checklists. The recruiting station will locally purchase the specified colored paper for their MEPS LNCOs use in this initiative. This will involve about 4-5 reams of the colored paper for each MEPS LNCO office annually, at an estimated cost of \$50 or less. Packets will be broken down in accordance with enclosure (3) and instructions in enclosure (4), for sub-packets intended for CMC(MMSB-20) and the gaining command (i.e. MCRD). It is recommended that "**CMC (MMSB20)**" or "**MCRD**" be annotated on the bottom of the applicable checklist. Checklists are not required for copies

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intended for the recruiting stations residual or the enlistee. The checklist will be annotated as to the forms enclosed and attached to that sub-packet. The checklist must be verified and signed by the MEPS LNCO.

4. Action. The following actions will be taken for implementation no later than **2 February 2004**.

a. Recruiting stations. Procure locally the selected colored paper for your MEPS LNCO use in this initiative.

b. MEPS LNCOs.

(1) Utilize checklist contained in enclosure (1). Break applicant package into the 4 required subpackets. Verify, sign and annotate applicable addressee (i.e CMC (MMSB20) or MCRD) on the checklist and attach to copy ~~(a) and (b)~~ below:

- (a) CMC (MMSB-20)
- (b) Gaining Command (i.e. MCRD)
- (c) Recruiting Station residual
- (d) Enlistee

*see chg
Files Behind*

(2) Attach the MEPCOM provided checklist (enclosure [2]), verifying forms and with MEPS representative signature, and the copies of applicable forms to the residual, and enlistee copy.

c. MCRD Recruit Liaison Section (RLS). Ensure arriving recruit packets contained the required checklists for Marine Corps unique and DoD/MEPCOM forms.

5. Point of contact is M. J. Styka, MCRC G-3, at commercial (703) 784-9403 or DSN 278-9403.



S. B. WITTLE
By direction

Styka GS12 Michael J

From: Styka GS12 Michael J
Sent: Monday, January 26, 2004 1:35 PM
To: MCRC Ops Chiefs
Cc: 'kmurphy@mepcom.army.mil'
Subject: FC 005-04

PLEASE ENSURE PASSED TO ALL MEPS LNCO'S

Ref: MCRC FC 005-04

1. Make the following pen change to the above referenced Frost Call.
 - a. Para 4.b.(1) last sentence change to read: "**checklist and attach to copy (b) below:**" VICE 'checklist and attach to copies (a) and (b) below:
2. There is only a requirement to use the **KHAKI** colored checklist for the gaining command (MCRD's).
3. File this email behind the original frost call.

Mike Styka
Deputy OPSO
MCRC G-3

MARINE CORPS

Right Side/Accession Packet Service Liaison Verification

| DOCUMENT | SUB-PACKET NUMBER | | | |
|---|-------------------|----|----|----|
| | 1 | 2 | 3 | 4 |
| <input type="checkbox"/> OPNAV 1780/1 (Statement of Understanding Selected Reserve Educ Asst Program)** | NA | cy | cy | cy |
| <input type="checkbox"/> NAVMC 11000 (Privacy Act Statement for Marine Corps Pers and Pay Rec) | NA | cy | cy | NA |
| <input type="checkbox"/> Annex "A" (Statement of Understanding Marine Corps Policy Concerning Illegal Drugs) | NA | cy | cy | cy |
| <input type="checkbox"/> Birth Certificate | cy | cy | cy | NA |
| <input type="checkbox"/> High School Diploma (or High School verification Letter) | cy | cy | cy | NA |
| <input type="checkbox"/> High School Transcripts | NA | cy | cy | NA |
| <input type="checkbox"/> College Acceptance Letters (IIADT's only)High School TranscriptsHigh School Transcripts ** | NA | cy | cy | NA |
| <input type="checkbox"/> Divorce Decree(s) of Member (if applicable) ** | cy | cy | cy | NA |
| <input type="checkbox"/> Marriage Certificate of Member ** | NA | cy | cy | NA |
| <input type="checkbox"/> Enlistee Financial Statements ** | NA | cy | cy | NA |
| <input type="checkbox"/> Dependent Verification Documents ** | ----- | | | |
| Spouse Social Security Card | NA | cy | cy | NA |
| Dependent(s) Social Security Card | NA | cy | cy | NA |
| Spouse Birth Certificate | NA | cy | cy | NA |
| Dependent(s) Birth Certificate | NA | cy | cy | NA |
| Dependency Affidavit(s) | NA | cy | cy | NA |
| Court Orders for Support | NA | cy | cy | NA |
| <input type="checkbox"/> Tattoo screening Form | NA | cy | cy | NA |
| <input type="checkbox"/> Marine Corps Policy on discrimination and Sexual Harassment | NA | O | cy | cy |
| <input type="checkbox"/> Article 137 UCMJ (Homosexual Conduct Policy) | NA | cy | cy | cy |
| <input type="checkbox"/> Drug Abuse Screening Form | NA | cy | cy | NA |
| <input type="checkbox"/> Social Security Card | NA | cy | cy | NA |
| <input type="checkbox"/> INS Verification Documents ** | NA | cy | NA | O |

Note: Annotate documents included with a check mark and documents not included with "N/A".

The inclusion/sequence of forms verified by

Service Rep Signature

Printed Name of Service Rep

MARINE CORPS

Left Side/Accession Packet USMEPCOM Verification

| DOCUMENT | SUB-PACKET NUMBER | | | |
|--|-------------------|-----|-----|-----|
| | 1 | 2 | 3 | 4 |
| <input type="checkbox"/> Orders and any amendments | NA | 7cy | 3cy | 1cy |
| <input type="checkbox"/> DD Form 2808 (Report of Medical Examination) with waiver documents, if applicable, and all medical supporting documents from consults etc. | cy | O | cy | NA |
| <input type="checkbox"/> SF-513 (Medical Consultations)** | cy | O | cy | NA |
| <input type="checkbox"/> Medical Reporting Documents ** | cy | O | cy | NA |
| <input type="checkbox"/> DD Form 2807-1 (Report of Medical History) | cy | O | cy | NA |
| <input type="checkbox"/> Audiogram | NA | O | cy | NA |
| <input type="checkbox"/> USMEPCOM Form 40-1-2-R-E (Report of Medical Examination /Treatment) | NA | O | cy | NA |
| <input type="checkbox"/> DD Form 2807-2 (Medical Prescreen of Medical History) | NA | O | cy | NA |
| <input type="checkbox"/> USMEPCOM Form 40-8-1-R-E (HIV Antibody Testing Acknowledgement) | NA | O | cy | NA |
| <input type="checkbox"/> DD Form 2005 (Privacy Act Statement-Health Care Records) | NA | O | cy | NA |
| <input type="checkbox"/> DD Form 1966-series (Record of Military Processing- Armed Forces of the United States) | cy | O | cy | cy |
| <input type="checkbox"/> DD Form 4-series (Enlistment/Reenlistment Document- Armed Forces of the United States) | cy | O | cy | cy |
| <input type="checkbox"/> Annex(s) (B, C, etc) of the DD-4 Series | cy | O | cy | cy |
| <input type="checkbox"/> DD Form 2863 (National Call to Service) | cy | O | cy | cy |
| <input type="checkbox"/> USMEPCOM PCN 680-3ADP (See para. 8-8 if not available) | NA | cy | cy | NA |
| <input type="checkbox"/> SF 86 (Questionnaire for National Security Positions) or EPSQ/EQIP | NA | cy | cy | NA |
| <input type="checkbox"/> ENTNAC Results/DIS Form 1 (Report of National Agency Check)(Manual ENTNAC/NAC) | NA | cy | cy | NA |
| <input type="checkbox"/> USMEPCOM Form 601-23-5-R-E (Introductory Preaccession Interview) | NA | cy | O | NA |
| <input type="checkbox"/> USMEPCOM Form 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces) | NA | O | cy | cy |
| <input type="checkbox"/> USMEPCOM Form 40-8-R-E (Drug and Alcohol Testing Acknowledgement) | NA | cy | NA | NA |
| <input type="checkbox"/> DD Form 214 (Certificate of Release or Discharge from Active Duty), or NGB Form 22 (Report of Separation), DD Form 215, (Correction to DD Form 214) and/or DD Form 220 (AD Rpt), or similar document ** | cy | cy | cy | NA |
| <input type="checkbox"/> DD Form 368 (Request for Conditional Release)** | cy | cy | cy | NA |
| <input type="checkbox"/> DD Form 369 (Police Record Check)** | NA | cy | cy | NA |
| <input type="checkbox"/> DD Form 372 (Request for Verification of Birth) | cy | cy | cy | NA |
| <input type="checkbox"/> DD Form 93 (Record of Emergency Data) | NA | O | cy | cy |

NOTE: Annotate documents included with a check mark and documents not included with "NA"

The inclusion/sequence of forms verified by

USMEPCOM Rep Signature

Printed Name of USMEPCOM Rep

Table 8-5**Marine Corps - Regular and Reserve****PACKET NUMBER**

- 1** Commandant of Marine Corps (MMSB-20)
Headquarters U.S. Marine Corps
2008 Elliot Road
Quantico VA 22134-5030 (note 2)
- 2** Gaining Command (I.e. Marine Corps Recruit Depot (MCRD) or other Duty Station for
augmentees or reenlistees)(notes 2 and 3)
- 3** Marine Corps Recruiting Station (MCRS) Residual (notes 2 and 3)
- 4** Enlistee (Applicants will receive their documents (packet 4) before they depart the MEPS)

Note: MIRS produced forms will be on plain white bond paper via laser printer. Reproduction of MIRS laser printed forms will not be used as an original. Follow DD Form 4 copy guidance in Chp 5.

Legend

** denotes a document that is distributed "if applicable"

O denotes an original, "cy" denotes a copy,

O/cy means that an original or copy can be included in the packet

2cy denotes 2 copies

cy2 denotes copy 2

NA means that distribution is not required

NOTES:

1. ** if applicable.
2. Documents for Selected Marine Corps Reserve enlistees will be left intact and provided to the Marine Corps Liaison NCO. Distribute enlistment records as shown in this table when the enlistees return to MEPS to commence IADT.
3. Enlistment packets will be assembled by sex and packaged separately when both male and female enlistees are traveling to the Marine Corps Recruit Depot, Parris Island, SC.
4. USMEPCOM Form 601-23-E, if applicable, USMEPCOM Form 680-3A-E/714A-E, and any remaining extraneous copies of forms or papers will be furnished to the Service counselor/ liaison for the recruiting residual files or other disposition.
5. Shipping of applicants will not be delayed due to non-receipt of Service unique forms and/or documents

Chapter 8

Assembly and Distribution of Enlistment Documents

Section I

General

8-1. Procedures

MEPS distribute enlistment documents according to personnel procurement directives issued by the sponsoring service. The tables at MEPNET (<https://mepnet.mepcom.army.mil>) are a consolidation for enlistment document distribution. The instructions located therein also provide a uniform document sequence for distribution purposes and serve as a quality control checklist.

a. MEPS personnel will use the left side checklist from each Service, located on the MEPNET, to perform a quality review of every shipper packet that leaves the MEPS. MEPS personnel will print the checklist on light purple paper and check-off, in the blocks provided, every form that is present for the left side of the packet. If there is a form missing that the MEPS is responsible for providing in the packet, then that form must be present before shipping. MEPS personnel, assigned packet breakdown duties, will print and sign their name on the bottom of the checklist to confirm that all forms are present.

b. MEPS personnel will provide, to the Service Liaisons, the Service side checklist from the MEPNET. The Services have agreed to use the following options to distinguish their side of the packet and the USMEPCOM side of the packet:

(1) Army, Army Reserve and Army National Guard – two pocket folders. The Army will provide this folder. Service documents will go on the right and the DoD/USMEPCOM documents will go on the left. The checklist for the Army will be in white and placed on top of the Service documents on the right side. MEPS personnel will place the light purple paper checklist on top of the documents on the left side.

(2) Navy – light gray paper. The Navy will provide the colored paper. The Navy liaison will provide the checklist on light gray colored paper on top of the Service side documents. MEPS personnel will place the light purple paper checklist on top of the DoD/USMEPCOM documents and then place that portion on top of the light gray paper Service checklist.

(3) Marine Corps – Khaki paper. The Marine Corps will provide the colored paper. The Marine Corps will provide the checklist on khaki colored paper on top of the Service side documents. MEPS personnel will place the light colored purple paper checklist on top of the DoD/USMEPCOM documents and then place that portion on top of the khaki paper Service checklist.

(4) Air Force – Blue. The Air Force will provide the colored paper. The Air Force will provide the checklist on blue colored paper on top of the Service side documents. MEPS personnel will place the light colored purple paper checklist on top of the DoD/USMEPCOM documents and then place that portion on top of the blue paper Service checklist.

(5) US Coast Guard – two-pronged folder. The US Coast Guard will provide this folder. Service documents will go on the bottom and the DoD/USMEPCOM documents will go on top. The checklist for the US Coast Guard will be in white and placed on top of the Service documents. MEPS personnel will place the light colored purple paper checklist on top of the DoD/USMEPCOM documents and then place that portion on top of the Service checklist.

c. Applicants carry a packet to the MEPS containing completed and partially completed enlistment documents from their recruiting Service in sufficient copies for distribution purposes. During processing at the MEPS, the enlistment documents are completed and some MEPS-initiated documents are added. MEPS personnel will separate the enlistment Dod/USMEPCOM documents into service-directed subpackets (subpackets are enlistment documents for mailing to Service designated addressees) and perform a quality check of all enlistment documents using the checklist as stated above.

d. Service counselors/liaisons provide the proper quantity and sequence of forms, by sub-packet, for the Service documents of the accession packet and ensure the quality of the content by signing the packet breakdown checklist for the Service documentation portion of the packet. Services may include any document their regulations require at the end of the Service documentation portion of the accession packet.

e. MEPS personnel break down the prepared packets provided by the Services, combine the Service documentation with the DoD/USMEPCOM documentation as directed in paragraph b above, and initiate the subpackets as prescribed in tables provided on MEPNET (<https://mepnet.mepcom.army.mil>) creating and finalizing the subpackets for each applicant. Each accession subpacket will be placed in its own addressed envelope after completing the breakdown process. **Note: Do not staple, clip, clamshell, or otherwise fasten the packet or any portion of the packet.**

f. MEPS personnel perform quality-control checks on accession packets as well as DEP packets. DEP packets are held by the Services until the applicant returns to the MEPS to ship. Quality control guidelines are contained in USMEPCOM Reg 680-3, for maintenance of electronic files maintained by MEPS on DEP packets. Quality control guidelines for accession packets are provided on MEPNET (<https://mepnet.mepcom.army.mil>).

e. Service counselors/liaisons have different requirements regarding the quality check of packets. **MEPS will present packets to the service counselors/liaisons to afford them the opportunity to check their applicants' packets prior to ship.**

f. Neither the quality control check nor the non-receipt of service unique forms or documents will delay MEPS packet breakdown or shipment of applicants.

8-2. Maintenance of DEP enlistment documents

DEP enlistment documents are maintained by the sponsoring recruiting Service according to the appropriate Service directives until the applicant returns to the MEPS for enlistment in a regular component.

a. Through MIRS, MEPS personnel will produce a copy of DD Forms 4/1 and 4/2 on 8 1/2 -11-inch plain white bond paper via laser printer (not to be used as an original at subsequent applicant accession) and give it to the applicant.

b. Original MEPS examination records, copies of separation documents, or notifications are sent to the MEPS when applicants are discharged or released from the DEP by the sponsoring recruiting Service. Disposition: Maintain on file number 601-270a and destroy after 2 years.

8-3. Notification of enlistment – Active Reserve, Regular Component

Recruiting Services provide notification of enlistment to the enlistee's Reserve or National Guard unit of assignment or other Reserve component activity prescribed in the respective service directives upon enlistment. This includes completion of the DD Form 368 (Request for Conditional Release), section III, Notice of Enlistment, and/or forwarding copies of the DD Form 4-series and orders to Reserve activities for discharge action. **DD Form 368 is provided by the services for inclusion in the right-side accession packet.**

Section II Preparation

8-4. Preparation of enlistment documents

Sub-packets will be shipped in the proper sequence with the prescribed number of forms in each packet and sub-packet according to guidance at MEPNET (<https://mepnet.mepcom.army.mil>). Each sub-packet, when completed, will be placed in its own properly addressed shipping envelope. Shipment of individual packets is to be avoided whenever possible. Each bulk shipment of packets may be allowed to accumulate up to 3 working days. Individual packets, when shipped in bulk, will not contain an individual DA Form 200 (Transmittal Record) for each packet. Bulk shipments will contain a properly annotated DA Form 200 indicating the contents of the shipment.

8-5. Content and distribution of enlistment packets

The MEPNET (<https://mepnet.mepcom.army.mil>) shows composition, document sequence, and destination of enlistment subpackets. **Note:** MIRS produced forms will be on plain white bond paper via laser printer.

a. Ensure documents, including carbon interleaved sets (used during periods of manual input) placed in sub-packets are not torn or mutilated, and are legible in their entirety. When copying several small documents to one page, ensure all documents are facing the same direction; this enhances automated storage at records maintenance activities.

b. Legible copies of MEPS medical records, when originals are not available from the recruiting Service residual files or Reserve and National Guard units, can be used for distribution in lieu of originals. They need not be "certified" or designated "true copies" for this purpose. If there is doubt concerning authenticity or legibility of records, conduct a new physical.

c. The Services counselor/liaison is responsible for monitoring cases requiring waivers and will provide copies of waiver documentation to the MEPS. The document will be placed in the training center packet (pkt 2).

8-6. Distribution of enlistment documents by mail

a. Mail (i.e., use Federal Express, United Parcel Service, First Class/Priority Mail) enlistment sub-packets by the most cost-effective method available, ensuring delivery within a 3-day window to central enlisted records maintenance activities. Sub-packets may accumulate up to 3 workdays to save postal costs.

(1) For Marine Corps Selected Reserve enlistees, mail sub-packets not later than 5 workdays following enlistment in Regular components or entry on active duty for training.

(2) For Army Reserve/National Guard, mail sub-packets not later than 5 workdays following receipt of Human Immunodeficiency Virus (HIV) antibody and drug testing results.

(3) Distribution of sub-packets by other means (e.g., base routing, hand delivery) is authorized, provided the 3-workday time line is not exceeded.

b. Complete the DA Form 200, in triplicate, for each bulk shipment of sub-packets. Send two copies of the completed DA Form 200 and a return self-addressed envelope with each shipment. Retain the third copy pending receipt of the signed DA Form 200.

c. Place sub-packets in a properly addressed and sealed container to protect against loss or damage. Do not over-pack envelopes; use additional envelopes or cardboard boxes for larger shipments. Place pressure-sensitive tape over envelope seal.

8-7. Distribution of hand-carried enlistment documents

Place enlistment packets for distribution to initial receiving stations in a sealed envelope(s), addressed to the receiving station(s), and give to group leaders (if applicable). Provide group leaders with an additional copy of orders for all enlistees traveling in their groups.

8-8. Non-availability of forms at shipping time

a. If a USMEPCOM PCN 680-3ADP or 714ADP with accession data is not available for distribution due to MIRS failure, distribute the most recent USMEPCOM PCN 680-3ADP or 714ADP reflecting ASVAB scores used for the enlistment. This may be a reproduced copy. If no USMEPCOM PCN 680-3ADP or 714A-E is available, distribute a manual or approved automated DOD Form 1304.12-K (ASVAB Scoring Worksheet) showing the ASVAB scores used for enlistment.

b. If a USMEPCOM PCN 680-3ADP or 714A-E with ENTNAC data is not available for distribution due to MIRS failure, distribute the most recent USMEPCOM PCN 680-3ADP reflecting ENTNAC results. This may be a reproduced copy. If no USMEPCOM PCN 680-3ADP or 714A-E is available, distribute a copy of the USMEPCOM PCN ZHM001 (ENTNAC Status Report) if available.

c. When service-unique forms or documents are not available at ship time, ensure that when the forms/documents become available, they are sent with a DA Form 200 to the appropriate receiving station/location with the next shippers or by mail without delay.

d. When the USMEPCOM PCN 680-3ADP or 714A-E is subsequently produced, send it with a DA Form 200 to the appropriate receiving station with the next shippers or by mail without delay. Maintain a copy of the USMEPCOM PCN 680-3ADP or 714A-E under file number 601-270a.