MCRC FROST CALL 010-02 DATED 11 JANUARY 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: AUTOMATED ENLISTMENT PACKAGE (AEP) IMPLEMENTATION

Ref: (a) CG MCRC ltr 5230 over AEP dtd 4 Jan 2002

1. Purpose. To inform the Marine Corps Recruiting Command of the implementation of the Automated Enlistment Package (AEP).

2. Background. The AEP was developed to provide recruiters with a timesaving single automated tool to prepare enlistment paperwork. The software program is easy to load, Windows based with drop down menus, and requires only basic computer skills to utilize. All Department of Defense Forms (DD and SF) printouts have been approved for use by U.S. Military Entrance Processing Command (USMEPCOM), including the SF-86 Questionnaire for National Security Positions form, which has been approved for use by Office of Personnel Management (OPM).

3. Information. The AEP contains all forms required for enlistment. The application can be used as one time data entry tool that populates all forms, or specific form(s) as needed. In the future, the AEP may be linked to Marine Corps Recruiting Information Support System (MCRISS) and MEPCOM Integrated Resource System (MIRS) to reduce paperwork. The following information outlines the AEP:

a. Forms contained:

USMEPCOM 714	DD 1966 Series	Drug SOU
Education Verification	DD 2807-2	DASF
Enl Financial Statement	Privacy Act	SF-86
Tattoo Screening Form	DD 368	DD 369
DD 370	DD 372	ROEP
DOD Homosexual Policy	Personal Conduct	IIADT
Sexual Harassment	All EIP SOU's	

(1) The DD 1966 series contains DD1966/1 ADP page. This was done to cover both DD 1966/1 pages and was approved by MEPCOM.

(2) The SF-86 was selected to facilitate the paper process that is required by OPM. The reference states that the AEP contains the Electronic Personnel Security Questionnaire (EPSQ), but it currently contains the SF-86. In the future, the AEP will have the ability to create an EPSQ for submission to DSS.

(3) All Enlistment Incentives Programs SOU's which contain the statement, "**applicant must fill out this form in their own handwriting**" still applies with the exception of **Blocks 1, 1a, 1b, 1c and 1d**, which will be preprinted by the AEP software.

b. Installation of the AEP (CD-ROM) software requires ADMINISTRATOR access. It is recommended that the Information Systems Coordinator (ISC) at the RS installs this software on every computer that might be used by a recruiter, NCOIC, or MEPS Liaison. Installation instructions are included on the CD-ROM and should be printed prior to attempting installation. Once the software is installed the CD-ROM is no longer required and should then be kept on file by the RS ISC. Also the installation instructions contain a section on getting started for AEP users. Questions can be referred to the MCRC RSS Help Desk at (703) 784-9420/21.

4. Action. The AEP was created in an effort to standardize tools and procedures across MCRC. The AEP was evaluated and approved by USMEPCOM as the only authorized source of locally generated computer enlistment forms. As a result, previously used, locally created programs are no longer authorized. Suggestions or recommendations for enhancements to the AEP are encouraged and should be submitted to MCRC G-3.

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

S. B. WITTLE
By direction

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IN REPLY REFER TO
5230
AEP
JAN 04 2002

From: Commanding General
To: Distribution List

Subj: MCRC AUTOMATED ENLISTMENT PACKAGE (AEP) FIELDING

Encl: (1) Installation Guidance

1. The MCRC Automated Enlistment Package (AEP) software was developed as a direct result of your interest in providing Marine recruiters with a single automated tool they can use to prepare all enlistment paperwork. The program is easy to load, and since it is Windows based with drop down menus, it requires only basic computer skills to utilize immediately. The AEP will be taught to all new recruiters beginning with Basic Recruiter Course (BRC) 2-01.

2. Unlike locally developed applications, the AEP includes the Electronic Personnel Security Questionnaire (EPSQ). Additionally, all Department of Defense (DOD) form printouts have been pre-approved by the Military Entrance Processing Command (MEPCOM) and Office of Personnel Management (OPM).

3. Using the AEP will save your Marine's time, and improve the quality of all enlistment paperwork. In the future, the AEP will be linked to both the Marine Corps Recruiting Information Support System (MCRISS) and MEPCOM Integrated Resources System (MIRS) so that we can continue to move toward a paperless enlistment process.

4. To save costs, MCRC will be mailing ten (10) AEP CD-ROM's direct to each Recruiting Station (RS) headquarters. Enclosure (1) is provided to assist with installation.

D. L. MCMANUS
By direction

DISTRIBUTION: A

INSTALLATION GUIDANCE

Installing AEP requires ADMINISTRATOR access. Therefore, it is recommended that Information Systems Coordinator's (ISC) at the RS HQ load the program onto RSS computers.

Minimum requirements for computers are:

- Windows NT 4.0 Workstation Service Pack (SP) 5 Operating System
- Internet Explorer 4.0 SP2 Browser

Do not install IE 5.0 or higher on Telos notebook computers. For your convenience, IE 4.0 SP2 is provided on the AEP CD-ROM.

Once loaded, the CD-ROM is no longer needed for that computer.

Installation instructions are included on the CD-ROM and should be printed prior to attempting installation. (*AEP Installation Instructions & Getting Started Guide.doc*)

The installation instructions also include a section to get users started.

Questions may be referred to the RSS Help Desk at (703) 784-9420/1.

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