

MCRC FROST CALL 039-02 DATED 13 AUGUST 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
(USMEPCOM) FY03 OPERATING SCHEDULE AND PROCEDURAL
GUIDELINES TO REQUEST ADDITIONAL SATURDAY OPENINGS

Ref: (a) USMEPCOM Memo FY03 Operating Schedule

Encl: (1) MEPCOM Operating Schedule for FY 03

1. Purpose. To notify all command levels within the Marine Corps Recruiting Command, of USMEPCOM FY03 Operating Schedule and procedural guidelines for requesting additional openings at MEPS.

2. Background. USMEPCOM establishes an annual Saturday processing schedule. These Saturday openings are to facilitate applicants processing who are unable to process on the normal Monday to Friday schedule due to school or work conflicts. In the past USMEPCOM has authorized 13 MEPS Saturday Openings. These 13 openings were coordinated with all service's recruiting command to assist in achieving monthly mission. Since the services don't always work on the same recruiting calendar month, a Saturday opening can be more beneficial to some than to others.

3. Information. The USMEPCOM FY03 Operating Schedule:

a. Training Dates:

4 Oct 02 10 Jan 03 2 May 03 1 Aug 03

b. Non-Processing Days and Holidays:

14 Oct 02	11, 28, & 29 Nov 02
25 Dec 02	1 & 20 Jan 03
17 Feb 03	4 March (New Orleans Only)
26 May 03	4 Jul 03
1 Sep 03	

c. Saturday Openings:

19 Oct 02, 16 Nov 02, 14 Dec 02, 25 Jan 03
22 Feb 03, 22 Mar 03, 26 Apr 03, 17 May 03
20 Sep 03

Subj: UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
(USMEPCOM) PROCEDURAL GUIDELINES FOR ADDITIONAL
SATURDAY OPENINGS FOR FY03

d. Extended Hours:

31 Oct 02,	26 Nov 02,	30 Dec 02,	31 Jan 03
28 Feb 03,	31 Mar 03,	30 Apr 03,	30 May 03
30 Jun 03,	31 Jul 03,	28 Aug 03,	30 Sep 03

e. USMEPCOM for FY03 will conduct applicant processing on nine Saturdays. The nine openings contain two mission safeguards to aid each services ability to achieve their assigned mission. These safeguards are:

(1) One additional opening for each MEPS (maximum total 10) can be authorized by the local MEPS Commander. The request will be initiated at the O-6 level (Marine Corps District Commander) after prior coordination with the O-6's of each service equivalent recruiting level, that the request is necessary for the commander to meet its monthly mission. These requests must be provided to the MEPS Commander at least two weeks prior to the Saturday opening requirement.

(2) If monthly mission is jeopardized by lack of processing days, requests for an additional opening shall be forwarded to CG MCRC (Attn: G-3). Procedures require District Commanders and Region Commanding General endorsement, and requests will be submitted by MCRC to Office of Assistant Secretary of Defense (OASD).

4. Action. Effective 1 October 2002 (FY03), the USMEPCOM Operating Schedule outlined above will be utilized. All requests for additional Saturday openings will be requested as outlined above.

5. Point of contact is LtCol S. B. Wittle, MCRC G-3, at commercial (703) 784-9403 or DSN 278-9403.


D. L. MCMANUS
By direction

INFORMATION PAPER
MEPCOM OPERATING SCHEDULE FOR FY03
Revised 20 August 2002

Month	Army Extended Hours Support	All Others Extended Hours Support	Saturday Opening	Training Days	Non-Processing Days and Holidays
October (22)	28 Oct 02	31 Oct 02	19 Oct 02	4 Oct 02	14 Oct 02
November (19)	25 Nov 02	26 Nov 02	16 Nov 02		11, 28, 29 Nov 02
December (22)	20 Dec 02	20 Dec 02, except Marines 30 Dec 02	14 Dec 02		25 Dec 02
January (21)	27 Jan 03	31 Jan 03	25 Jan 03	10 Jan 03	1, 20 Jan 03
February (20)	24 Feb 03	28 Feb 03	22 Feb 03		17 Feb 03
March (22)	31 Mar 03	31 Mar 03	22 Mar 03		
April (23)	28 Apr 03	30 Apr 03	26 Apr 03		
May (21)	22 May 03	30 May 03	17 May 03	2 May 03	26 May 03
June (21)	30 Jun 03	30 Jun 03			
July (22)	28 Jul 03	31 Jul 03			4 Jul 03
August (20)	25 Aug 03	28 Aug 03		1 Aug 03	
September (22)	29 Sep 03	30 Sep 03	20 Sep 03		1 Sep 03

Numbers in () is the # of processing days in each month

POC: SMSgt Gaines/HQ USMEPCOM/MOP-LA/DSN: 792-3680x7519/COMM: (847) 688-3680/7 Aug 02



**ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000**

JUL 18 2002



**FORCE MANAGEMENT
POLICY**

**MEMORANDUM FOR ASSISTANT SECRETARY OF ARMY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF NAVY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF AIR FORCE
(MANPOWER AND RESERVE AFFAIRS)**

**SUBJECT: United States Military Entrance Processing Command (USMEPCOM)
Saturday Openings**

Effective October 1, 2002, USMEPCOM will conduct applicant processing on nine Saturdays annually. However, two mission safeguards are established:

- One additional opening for each MEPS (total 10) will be authorized by the local MEPS Commander upon a request by an O-6 level Recruiting Commander that the operation is required for that command to meet its monthly mission objective, provided the MEPS Commander has a two-weeks notice of the Saturday opening requirement.
- Additional openings may be requested by written notification to my office that a Service's ability to meet its annual recruiting objective is in direct jeopardy.

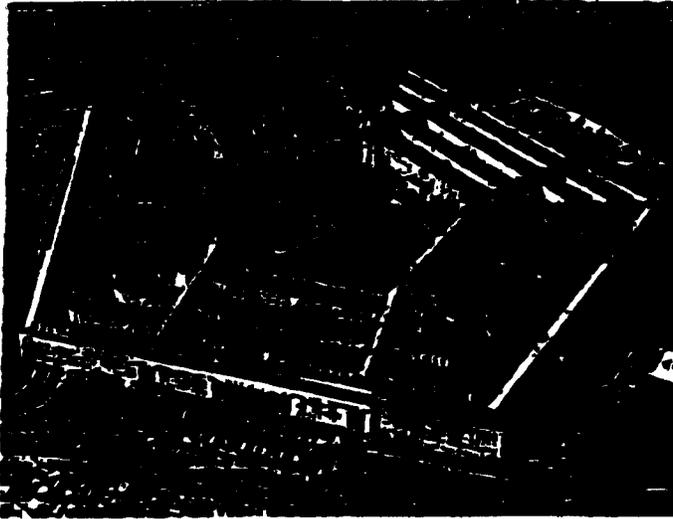
USMEPCOM will coordinate with your recruiting commands to identify the nine Saturdays that will most appropriately meet their needs.

We all are doing our part to address work tempo, and I ask your support in minimizing demands for Saturday operations consistent with your mission needs.


Charles S. Abell

cc:
Service Personnel Chiefs
Service Recruiting Commanders





**FROM: Office of the Assistant Secretary of Defense
(Force Management Policy)
(Military Personnel Policy)
Accession Policy Directorate**

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Comm: (703) 695-5525

Fax: (703) 614-9272

From: Col Dave Kopowski Acting Director AP
DEPUTY CHIEF OF STAFF G1, CHIEF & NAVY PERS, DIR, PERS POLICY
To: MOFF (AF/DAF) DEP COMDT FOR MANPOWER & RES AFF. DIR, PERS MGT

Fax Number: 702-614-8279, 703-614-5184, 703-614-8533
703-784-9800, 202-267-4205

Number of Pages (incl. cover): 2 Date Sent: JULY 19, 2002

Notes: _____



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

MOP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Military Entrance Processing Command (USMEPCOM) FY 2003 Operating Schedule

Reference: AR 601-270

Attached is the approved USMEPCOM FY 2003 Operating Schedule indicating Saturday openings, USMEPCOM training days, non-processing days and holidays. The schedule was based on input from your Operations Officers.

Please be advised that some of the MEPS have special activities throughout the year. As such, they may be working with a reduced staff for unique local holiday/cultural events on particular days. For example, Mardi Gras, Kentucky Derby, Indy 500, Good Friday, and the San Antonio Fiesta. For these events, any necessary adjustments to the MEPS work schedule will be handled by the local IRC.

My points of contact regarding this schedule are LT Terry Douglas and SMSgt Clarence Gaines at DSN 792-3680 or (847) 688-3680, extension 7525/7519. Their e-mail addresses are tdouglas@mepcom.army.mil and cgaines@mepcom.army.mil.

/s/
J. C. ACKERSON
Captain, USN
Director, Operations

Attachment:

As stated

DISTRIBUTION:

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Colonel Michael Burbach, USA, Acting Chief of Staff, U.S. Army Recruiting Command, 1307 Third Avenue, Fort Knox, KY 40121-2726

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Colonel Darrel R. Greer, USAF, Vice Commander, U.S. Air Force Recruiting Service, 550 D Street West, Suite 1, Randolph AFB, TX 78150-45427

Colonel R. B. Peele, USMC, Chief of Staff, Marine Corps Recruiting Command, 3280 Russell Road, Quantico, VA 22134-5103

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