



# Department of Defense **DIRECTIVE**

**NUMBER** 1145.02E  
October 18, 2012

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USD(P&R)

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

**References:** See Enclosure 1

1. **PURPOSE.** This Directive:

- a. Reissues DoD Directive (DoDD) 1145.02E (Reference (a)) to update policies and responsibilities for processing military applicants and inductees by the USMEPCOM.
- b. Designates the Secretary of the Army as the DoD Executive Agent for USMEPCOM support pursuant to DoDD 5101.1 (Reference (b)).

2. **APPLICABILITY.** This Directive applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Defense Agencies, the DoD Field Activities, the Office of the Inspector General of the Department of Defense, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy to:

- a. Ensure USMEPCOM has the appropriate policies and resources in order to be able to process a sufficient number of military accessions during peacetime and mobilization in accordance with DoD Instruction (DoDI) 1304.26 (Reference (c)) and title 10, United States Code (U.S.C.) (Reference (d)).
- b. Ensure USMEPCOM has the appropriate policies and resources in order to be able to administer the Armed Services Vocational Aptitude Battery test for the Military Services.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Directive:

a. Is effective October 18, 2012.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (e)). If not, it will expire effective October 18, 2022 and be removed from the DoD Issuances Website.



Ashton B. Carter  
Deputy Secretary of Defense

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 1145.02E, “United States Military Entrance Processing Command (USMEPCOM),” January 8, 2005 (hereby cancelled)
- (b) DoD Directive 5101.1, “DoD Executive Agent,” September 3, 2002
- (c) DoD Instruction 1304.26, “Qualification Standards for Enlistment, Appointment, and Induction,” September 20, 2005
- (d) Title 10, United States Code<sup>1</sup>
- (e) DoD Instruction 5025.01, “DoD Directives Program,” September 26, 2012
- (f) DoD 8910.1-M, “Department of Defense Procedures for Management of Information Requirements,” June 30, 1998
- (g) DoD 7750.07-M, “DoD Forms Management Program Procedures Manual,” May 14, 2008
- (h) DoD Instruction 1304.12E, “DoD Military Personnel Accession Testing Programs,” September 20, 2005
- (i) Section 453 of Title 50 Appendix, United States Code

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<sup>1</sup> Chapter 47 of title 10 is also known and referred to in this Directive as “The Uniform Code of Military Justice (UCMJ)”

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

(USD(P&R)). The USD(P&R), through the Assistant Secretary of Defense for Readiness and Force Management and the Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)) as appropriate, shall:

- a. Provide overall guidance for implementing the policies and responsibilities in this Directive.
- b. Validate the USMEPCOM resource levels to ensure that they are consistent with the workload of the Military Services and approve all individual Military Service resource adjustments and staffing authorizations, military and civilian, to the USMEPCOM.
- c. Prescribe responsibilities and operating procedures relating to the Military Entrance Processing Station (MEPS) in coordination with the Military Services and the Selective Service System (SSS).
- d. Approve changes to DoD standard forms submitted by USMEPCOM for change consistent with DoD 8910.1-M (Reference (f)) and DoD Manual 7750.07-M (Reference (g)).

2. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). The ASD(HA), under the authority, direction, and control of the USD(P&R), shall act as an advisor to the USD(P&R) concerning the medical aspects of the USMEPCOM's operations.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

- a. Nominate one O-6 officer to the DASD(MPP) as a candidate for the position of the Commander, USMEPCOM, each cycle. A normal tour of duty shall be 3 years. Position authorization and assignment shall rotate among the Army, the Navy, the Air Force, and the Marine Corps. The selected candidate's branch shall fund the billet for the full tour.
- b. Be responsible for the pay and allowance and permanent change of station travel expenses of military personnel permanently or temporarily assigned to the management or operations of the USMEPCOM.
- c. Be responsible for the transportation, meals, and lodging costs for its applicants and enlistees; except that the USMEPCOM shall pay for any intra-city transportation costs applicants may require for MEPS-directed support of their processing.

d. Staff their USMEPCOM billets at 100 percent of the authorized strength.

4. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibilities outlined in Section 3 of this enclosure, shall:

a. Serve as the DoD Executive Agent for USMEPCOM. Support in accordance with Reference (b), responsible for programming, budgeting, and funding all USMEPCOM operations. Obtain prior approval from the USD(P&R) before reducing USMEPCOM's funding or resources.

b. Provide resourcing, staffing, and administrative management support responsibilities for the DoD enlistment, student, and overseas testing programs, consistent with policies established in DoDI 1304.12E (Reference (h)).

c. Respond promptly to the Commander, USMEPCOM, once notified of any action (proposed or taken) that adversely affects accession processing or other readiness activities of the USMEPCOM with respect to resourcing, staffing, and administrative actions.

d. Seek agreement with the Commander, USMEPCOM, regarding any resourcing, staffing, or administrative action with the goal of eliminating or mitigating any adverse effects.

5. COMMANDER, USMEPCOM. The Commander, USMEPCOM, shall:

a. Under the DASD(MPP), retain full authority for the USMEPCOM mission and internal operations. Realignment and reorganization authority in addition to USMEPCOM personnel rating responsibility remain with the DASD(MPP).

b. Assist the Military Services in ensuring that the military service standards set in References (c) and (d), such as age, citizenship, education, aptitude, physical fitness, dependency status, etc., are met when processing applicants.

c. Provide medical and aptitude testing support to other Federal agencies, including the special category non-applicants such as the National Civilian Community Corps, Federal Bureau of Investigation, and officer candidates when approved by the DASD(MPP).

d. Submit written notification of any action (proposed or taken) that affects accession processing or any other readiness activity in a manner that will have a significant adverse effect on military readiness, as determined through consultation with the DASD(MPP). Such notification shall identify the action and each significant adverse effect to the head of the executive agency taking, or proposing to take, the administrative action.

e. Authorize payment for any intra-city transportation costs applicants may require for MEPS-directed support of their processing.

f. As designated by the Secretary of Defense, exercise General Court-Martial Convening Authority under Article 22 of Chapter 47 of Reference (d) (also known and hereinafter referred to as “The Uniform Code of Military Justice (UCMJ)”). Commanders, Eastern and Western Sectors, USMEPCOM, as designated by the Secretary of Defense, shall exercise Special and Summary Court-Martial Convening Authorities, respectively, in accordance with Articles 23-24 of the UCMJ.

(1) The Commander, USMEPCOM, sector commanders, battalion commanders, and MEPS commanders are authorized to impose non-judicial punishment on members of their respective commands, regardless of Military Service of the imposing commander or the recipient military member on whom punishment is imposed.

(2) In cases where the branch of the Military Service of the imposing commander and the recipient differ, the imposing commander shall follow the non-judicial punishment procedures and administrative requirements applicable to the recipient’s branch of the Military Service.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(HA)	Assistant Secretary of Defense for Health Affairs
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DoDD	DoD Directive
DoDI	DoD Instruction
MEPS	Military Entrance Processing Station
SSS	Selective Service System
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USMEPCOM	United States Military Entrance Processing Command

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Directive.

Executive Agent. A delegation of authority by the Secretary of Defense to a subordinate to act on behalf of the Secretary of Defense. In the case of this Directive, the Executive Agent is limited to receiving and distributing dollars, manpower, and such other administrative functions as prescribed in a memorandum of agreement approved by the USD(P&R).

MEPS. Organization that utilizes state-of-the-art testing and examination procedures to process applicants for accession into the Military Services to determine whether they meet standards required by the DoD.

Military Services. The Military Services are the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard, including their Active and Reserve Components.

SSS. The independent agency responsible for implementing a military draft within the United States. The SSS requires the registration for men ages 18 through 25 living in the United States to serve as a backup system to provide workforce to the Military Services. The obligation of a man to register is imposed by section 453 of title 50 Appendix, U.S.C. (Reference (i)).