

ORGANIZATIONS AND FUNCTIONS

**UNITED  
STATES  
MILITARY  
ENLISTMENT  
PROCESSING  
COMMAND**

Headquarters  
Department of the Army  
Washington, DC  
15 June 1981

**Unclassified**

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# ***SUMMARY of CHANGE***

AR 10-52

UNITED STATES MILITARY ENLISTMENT PROCESSING COMMAND

This revision reflects changes in the organization and functions of the US Military Enlisted Processing Command.

Effective 15 July 1981

ORGANIZATIONS AND FUNCTIONS

UNITED STATES MILITARY ENLISTMENT PROCESSING COMMAND

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By Order of the Secretary of the Army:

**E. C. MEYER**  
*General, United States Army*  
*Chief of Staff*

Official:

**J. C. PENNINGTON**  
*Major General, United States Army*  
*The Adjutant General*

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**History.** Not Applicable

**Summary.** This revision reflects changes in the organization and functions of the US Military Enlistment Processing Command.

**Applicability.** a. All USMEPCOM activities throughout the continental United States (CONUS), Alaska, Hawaii, Puerto Rico, and Guam.

1. Active elements of the military services.
2. The Reserve Components of all the military services.

**Proponent and exception authority.** Not Applicable.

**Army management control process.** Not Applicable.

**Supplementation.** Local supplementation of this regulation is prohibited, except upon approval of the Deputy Chief of Staff for Personnel.

**Interim changes.** Interim changes are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner rescinded or superseded.

**Suggested Improvements.** The proponent agency of this regulation is the Deputy Chief of Staff of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAPE-MPE-CS), WASH, DC 20310.

**Distribution.**

To be distributed in accordance with DA Form 12-9A requirements for AR, Organization and Functions

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**Contents** (Listed by paragraph and page number)

- Purpose. • 1, page 1
- Applicability. • 2, page 1
- Mission. • 3, page 1
- Functions. • 4, page 1
- Command and staff relationships. • 5, page 1
- Channels of communications. • 6, page 1

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\*This regulation supersedes AR 10-52, 1 February 1977.

**RESERVED**

## 1. Purpose.

This regulation sets forth the mission and functions of the Commander, United States Military Enlistment Processing Command (CDR, USMEPCOM). It also prescribes channels of communication and relationships with Army elements, Department of Defense (DOD), and the other Services.

## 2. Applicability.

This regulation applies to the following:

*a.* All USMEPCOM activities throughout the continental United States (CONUS), Alaska, Hawaii, Puerto Rico, and Guam.

(1) Active elements of the military services.

(2) The Reserve Components of all the military services.

## 3. Mission.

The mission of the CDR, USMEPCOM is as follows:

*a.* Provide medical examinations and enlistment qualification tests to all applicants of enlistment in the military services. This includes examinations and aptitude tests for Reserve Component personnel.

*b.* Provide centralized management of all institutional and production testing and other related testing services.

*c.* Process for enlistment qualified applicants into the military services, including the Reserve Components.

*d.* When required, provide medical examinations and enlistment qualification tests to Selective Service System (SSS) registrants. Process and induct these persons into the respective military services.

*e.* Provide support for medical and aptitude testing to other Federal agencies when requested by HQDA or the Office of the Secretary of Defense (OSD).

*f.* Collect, process, and provide applicant data to the Services and the Defense Manpower Data Center (DMDC).

*g.* Command field activities of USMEPCOM.

## 4. Functions.

The functions of the CDR, USMEPCOM are as follows:

*a.* Provide command, control, and operation of all USMEPCOM activities.

*b.* Provide enlistment qualification tests to all applicants; determine their physical qualifications; process and enlist applicants in the respective military services; and arrange transportation to training reception, and duty stations as applicable. Manage the ASVAB Institutional Testing Program in accordance with AR 601-222/ OP-NAVINST 1230.1A/MCO 1130.52B/AFR 33-6/CG COMDTINST 1130.13A.

*c.* Maintain liaison with the following:

(1) SSS.

(2) Major Army commands.

(3) Recruiting services.

(4) US Coast Guard.

(5) Representatives of the General Services Administration.

(6) Military Traffic Management Command.

(7) Chief of Engineers (Army).

(8) US Postal Service.

(9) Office of Personnel Management (OPM).

*d.* Supervise all personnel assigned by the Army, Navy, Marine Corps, Air Force, and Coast Guard to USMEPCOM activities.

*e.* When needed, request administrative and logistical support from the following:

(1) Civilian resources for support of USMEPCOM activities.

(2) The military services. These requests will be routed through HQDA (DAPE-MPE-CS).

*f.* Operate the AFEES Reporting System (ARS). Collect and maintain data on all individuals who are administered the enlistment qualification tests and physical examinations or those who are processed at or through an AFEES for enlistment purposes.

*g.* Operate the Data Processing Installation which processes and maintains ARS and SSS records.

*h.* Provide budget and program input to the Chief of Engineers, HQDA, for acquisition and use of space provided by GSA.

*i.* When USMEPCOM activities are located on an Army installation, program and fund for the construction, conversion, alteration, or renovation of facilities. This does not include projects accomplished as part of military construction.

*j.* When USMEPCOM facilities are located on other than Army installations, the acquisition and support of these facilities will be accordance with the interagency agreement.

## 5. Command and staff relationships.

*a.* The Deputy Chief of Staff for Personnel (DCSPER) is the Executive Agency for DOD for the supervision and control of USMEPCOM.

*b.* USMEPCOM is a jointly staffed field operating agency of the DCSPER.

*c.* Directives, policies, planning, and program guidance are issued to the CDR, USMEPCOM by or through the DCSPER.

*d.* All program, budget, manpower, and funding matters will be submitted to ODCSPER, HQDA.

## 6. Channels of communications.

USMEPCOM communications will be handled in the following manner:

*a.* When a request for major policy change is received from or transmitted to DOD, HQDA, and the other Services, it will be sent through HQDA (DAPE-MPE-CS).

*b.* USMEPCOM may communicate directly with all the recruiting services and SSS. However, an information copy will be sent to HQDA (DAPE-MPE-CS).

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