

FROM THE DESK OF THE COMMANDING OFFICER

"Congratulations on your decision to become part of the United States Armed Forces!" The leaders and staff of the United States Military Entrance Processing Command applaud your decision. My staff along with the management and staff of this hotel will provide the support necessary to allow you to become part of the Department of Defense team!

To enhance your experience we ask you to follow some simple guidelines designed to ensure your processing runs smooth and safe. Additionally, following the guidelines affords you the opportunity to demonstrate to the American public your commitment to military service and how much you value their support.

Be courteous to the other applicants and guests in the hotel.

Enjoy camaraderie with other applicants during your stay. Remember that males and females are roomed on separate floors or wings in the hotel for security reasons. If you socialize with other applicants do so in hotel common areas.

Be safe. The hotel has a security staff and you need to look out for yourself and your personal belongings (secure valuables in _____). To enhance your safety and ensure you are ready for the MEPS experience, you should be in your room by _____ P.M. because your wake-up call is _____ A.M. Your room is for you and your roommate only. You may meet with family members and your fellow applicant’s family members in the hotel common area. When using hotel facilities, such as the exercise room or pool, follow all posted rules and instructions.

Phone calls. Do NOT give out personal information over the telephone. MEPS or recruiting personnel will NOT call asking questions. Also, do not give out your room number to those you do not know. If you received a suspicious phone call, report it to the hotel front desk and the MEPS personnel.

Be mindful. You should report any instance of sexual harassment or assault. Conduct of this type does not have a place in the military and may be prosecuted as a crime. Your experience at the MEPS should be positive and the MEPS and hotel staff should treat each applicant in a professional manner. Your feedback on the time you spend processing here and interacting with the staff is very important.

If you witnessed or have been sexually harassed or assaulted at any time while processing for the U.S. Armed Forces, you are strongly encouraged to report the incident to any member of the MEPS staff.

For your convenience, we have posters located throughout the MEPS that contain contact information for the National Sexual Assault Hotline www.rainn.org 1-800-656-4673 and DoD Safe Help Line www.SafeHelpline.org 1-877-995-5247.

Avoid alcohol or drugs. The day starts early for processing and you must be sober and drug-free in order to process. You will be alcohol and drug-tested at the MEPS. It is against the law to consume alcohol if you are under the age of 21. It is also illegal to provide alcohol to an individual who is under 21 even if you are 21 or older. Violators jeopardize their opportunity to process for military service.

Settle your debts before departing the hotel. You are responsible for any charges incurred outside of lodging and government-furnished meals provided in the applicant dining facility, e.g. telephone calls, videos, computer time, damages, etc.

Smoke only in designated areas.

Wear appropriate clothing. Others are watching you. Clothing that is tattered, profane, obscene and/or contains slogans encouraging drug use can’t be worn while processing. Additionally, ensure you wear undergarments in order to complete applicant processing.

Be on time. Hours of operation: Dinner: _____
Breakfast: _____
The MEPS bus departs at _____

I have read the above and acknowledge that I am a guest of the military service and will conduct myself in a manner worthy of the United States Armed Forces.

Signature Date

Rank/Name of Recruiter

Printed Name Military Service

Phone Number of Recruiter or Liaison