

Instructions for completing
USMEPCOM Form 680-3A, *Request For Examination*
(February 2022 Version)

General

UMF 680-3A is the initial form used in collecting each applicant's personal data and will be submitted by the sponsoring Service prior to any authorized processing at MEPS/RPS or MET sites. UMF 680-3A must include the Privacy Act Statement printed on the reverse side when presented in hardcopy.

Signatures from both the applicant and recruiting personnel on UMF 680-3A are used to positively identify the applicant when biometric identification is not available, and serves as certification that the applicant confirms all information provided is true and accurate.

MEPS/RPS will not accept UMF 680-3A with corrections made by whiteout or correction tape. If corrections are needed, strikethrough the erroneous entry with a single line, enter the correct information, and ensure the applicant initials the correction. If a correction requires a new form to be submitted, the applicant will be placed in an Admin Hold (as applicable) and referred to their sponsoring SL/GC. The most current UMF 680-3A will be maintained in the applicant's packet IAW UMR 680-3.

Procedures

MEPS/RPS and MET site staff will verify each required data element and signature on UMF 680-3A are completed IAW the procedures outlined below. MEPS/RPS will also ensure applicant data on UMF 680-3A matches the USMIRS electronic record and will follow QRP procedures for missing, incomplete, or inaccurate data.

Item A. - Service Processing For (SPF): (Sponsor) Enter the SPF code of the Service the applicant is processing for (e.g., "DAR" - Regular Army, "DAG" - Army National Guard, "DFR" - Regular Air Force, "DFV" - Air Force Reserve, "DNR" - Regular Navy, etc.)

Item B. - Prior Service (PS): (Sponsor) Enter "X" in "Yes" or "No" based on the definition of "Prior Military Service" as prescribed by individual Service directives. When "Yes" is selected, enter the total number of active duty days in the "Number of Days" block (must be a minimum of 1 day).

Item C. - Selective Service Classification: Leave blank (used for mobilization and/or induction processing).

Item D. - Selective Service Registration Number: Leave blank (used for mobilization and/or induction processing).

Item 1. - Social Security Number (SSN): (Sponsor) Enter the applicant's full 9-character SSN (verified IAW Service directives).

Item 2. - Name: (Sponsor) Enter the applicant's full legal name (last, first, middle name) with one space between each name field. Enter maiden name and any suffix (Jr., Sr., etc.) as appropriate. Shortened names, or nicknames (e.g., Jeff vs. Jeffrey or Bill vs. William) are not authorized. Entering a middle initial in lieu of a full middle name is authorized only when an initial is part of the legal name.

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- **Item 2.a. – DoD ID:** Enter the applicant’s DoD ID number if known (e.g., applicant is a military dependent).
- **Item 2.b. – Telephone Number:** Enter the applicant’s telephone number.
- **Item 2.c. – Email Address:** Enter the applicant’s email address.

Item 3. - Current Address: (Sponsor) Enter the street, city, county, state, country, and zip code (+4-digit suffix). For foreign addresses, enter the zip code+4 (if applicable) or all 0s and the 2-character country code.

Item 4. - Home Of Record (HOR) Address: (Sponsor) Enter the street, city, county, state, country, and zip code+4. If the applicant's HOR address is the same as Item 3, enter "Same as Item 3".

Item 5. - Citizenship: (Sponsor)

- **Item 5.a. - U.S. At Birth:** Enter “X” if the applicant was born a U.S. Citizen. If Item 5.a. is selected, (1) “Native Born” or (2) “Born Abroad of U.S. Parent(s)” must also be selected. **Note:** Native born includes an individual born in the United States, Puerto Rico, the U.S. Virgin Islands, Guam, the Northern Mariana Islands (and did not declare the exception in Item 5c), the Panama Canal Zone before October 1, 1979 (pursuant to [8 USC Section 1403](#)), and an individual whose parent is a U.S. Citizen, IAW [The Child Citizenship Act](#).
- **Item 5.b. - U.S. Naturalized:** Enter “X” if the applicant is a naturalized U.S. Citizen.
- **Item 5.c. - U.S. Non-Citizen National:** Enter “X” when the applicant is from American Samoa, Swain’s Island, or the Northern Mariana Islands; AND within 6 months after reaching 18 years of age, declared under oath their intention to be a national, but not U.S. Citizen.
- **Item 5.d. - Immigrant Alien:** Enter “X” if the applicant was granted permanent resident status by the U.S. Citizenship and Immigration Service (USCIS) to work without restrictions (also known as: Lawful Permanent Resident (LPR)). **Note:** A legal immigrant is eventually issued a USCIS Form I-551 (e.g., “green card”), which serves as evidence of LPR status. An LPR awaiting the issuance of their green card may bear an I-551 stamp in their foreign passports.
- **Item 5.e. - Non-Immigrant Foreign National:** Enter “X” if the applicant is from a Compact of Free Association country, and specify (e.g. Federated States of Micronesia (FSM), Republic of Marshall Islands (RMI), or Republic of Palau (ROP)).
- **Item 5.f. - Alien Registration Number (ARN): (Sponsor)** Enter the applicant’s ARN.

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- **Special instructions for a U.S. Air Force applicant:** Strikethrough block one and enter the applicant's 9-digit ARN in blocks 2 thru 10.
- **Special instructions for Military Accessions Vital to the National Interest (MAVNI):** Enter "5" in each block for a MAVNI applicant who does not possess an ARN.

Item 6. – Sex / Gender: (Sponsor)

- **Item 6.a. – Sex (At Birth):** Enter "X" in the appropriate block.
- **Item 6.b. – Gender:** After the sponsoring Service has validated the applicant's self-identified gender IAW [PM 2-7, Transgender Applicant Processing](#), enter "X" in the appropriate block.

Item 7. – Ethnic / Racial Category: (Sponsor)

- **Item 7.a. – Ethnic Category:** Enter "X" in the applicable block.
- **Item 7.b. – Racial Category:** Enter "X" in the applicable block(s).

Item 8. – Marital Status: (Sponsor) Enter the applicant's legal marital status from one of the following selections:

- Single
- Married
- Widowed
- Divorced
- Never Married
- Legally Separated
- Interlocutory
- Marriage Annulled

Item 9. – Number Of Dependents: (Sponsor) Enter the number of dependents to whom the applicant provides support (maximum allowable is 10).

Item 10. – Date Of Birth (DOB): (Sponsor) Enter DOB in YYYYMMDD format.

Note: An applicant younger than 17 is not eligible for enlistment processing.

Item 11. – Religious Preference: (Sponsor) This data element is optional. Enter the applicant's 2-character religious preference code.

Item 12. – Education: (Sponsor) Enter the total years of education completed (first two numeric characters) and the education credential code (third character) from the table below:

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Credential	Code	Definition
Tier 1		
Currently in High School	9	Currently enrolled in high school, not a senior.
High School Senior	S	Current high school senior.
Pursuing Higher Education	M	Individual currently enrolled and attending a secondary or post-secondary program.
High School Diploma	L	High School Diploma issued by an accredited public or private 12-year program of classroom instruction. Includes individuals who met requirements for graduation, but failed mandated exit exams (formerly Code F).
Completed One Semester Of College	8	Completed 15 semester hours/22 quarter hours of college-level credit; or 675 clock hours of accredited traditional, or online post-secondary education.
Associate Degree	D	Associate Degree from an accredited traditional or online post-secondary institution.
Professional Nursing	G	Diploma from an accredited 3-year nursing program.
Baccalaureate Degree	K	Baccalaureate Degree from an accredited traditional or online post-secondary institution.
Master's Degree	N	Master's Degree from an accredited traditional or online post-secondary institution.
Post Master's Degree	R	Degree from an accredited institution beyond the master's level but below the doctorate level.
Doctorate Degree	U	Doctorate Degree from an accredited institution.
First Professional Degree	W	Degree/certificate awarded in selected professions: Dentistry (D.D.S. or D.M.D.), Law (L.L.B. or J.D.), Medicine (M.D.), Theology (B.D.), etc.
Adult Education Diploma	B	Diploma issued from public or private alternative methods of instruction to complete state-mandated graduation requirements (i.e. all alternative, accelerated, or other high school completion programs to include the GED Test Option).
Virtual/Distance School Diploma	7	Diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program.

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Home School Diploma	H	Diploma issued from an accredited, and/or state-recognized home school program administered by parents, teacher/school districts, or Home School Associations.
Tier 2		
Test-Based Equivalency Certificate	E	Certificate of General Educational Development (GED), or other test-based equivalency.
National Guard Youth ChalleNGe Program	X	GED Certificate (or other test-based credential) obtained by successfully completing a 22-week National Guard Youth ChalleNGe Program.
Occupational Program	C	Certificate received for completing a 6-month Vocational/Technical program in addition to a minimum of 11 years secondary education.
High School Certificate of Attendance, Completion or Special Education	J	An attendance-based high school certificate issued to students based on an Individualized Education Program involving community experiences, employment, training, life skills and post-school transition skills that differ from traditional high school graduation requirements.
Tier 3		
Less than High School Diploma or Credential	1	An individual who does not possess a High School Diploma or equivalency credential, and is not enrolled in any education completion program.

Item 13. – Proficient In Foreign Language: (Sponsor) Enter "X" in "Yes" or "No". If “Yes”, enter the appropriate language code(s).

Note: Foreign language = any language other than English.

Item 14. – Valid Driver’s License: (Sponsor) Enter "X" in "Yes" or "No". If “Yes” enter the driver’s license information (state, number, and expiration date).

Item 15. – Place Of Birth: (Sponsor) Enter the applicant’s place of birth (city, state, country).

Item 16. – Aptitude: (Sponsor)

- **Item 16.a. - ASVAB Required To Enlist?:** Enter “X” in “Yes” or “No” indicating whether a qualifying ASVAB score is required for enlistment.
- **Item 16.b. - Enlist Under Student Test:** Enter “X” in “Yes” or “No” indicating whether the applicant elects to enlist with their student test scores.
- **Item 16.c. - Test Type: (For use when “Yes” is entered in Item 16.a.)** Enter “X” in one of the following test types:

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- **Initial:** An initial enlistment ASVAB test is required.
 - **Special:** Special purpose testing is requested.
 - **Confirmation:** Confirmation ASVAB test is required.
 - **Retest:** A retest is required (Item 16.d. must be completed).
 - **Verification Test:** VTEST is required.
- **Item 16.d. - Retest Type: (For use when “Retest” is selected in Item 16.c.)** Enter “X” in one of the following retest types:
- **1st Retest:** After 1 month has passed since initial test.
 - **2nd Retest:** After 1 month has passed since 1st retest.
 - **6 Month Retest:** Retest authorized 6 months after 2nd retest.
 - **Immediate Retest Authorized:** MEPS Commander has authorized an immediate retest using a different ASVAB version.

Note: Time requirements are reflected in calendar days, IAW [UMR 611-1, Enlistment Qualification Tests](#)

- **Item 16.e. - Previous Test Versions: (when applicable)** Enter the previous ASVAB test version (maximum of three most recent test versions).
- **Item 16.f. - Previous Test Dates: (when applicable)** Enter the date of the previous ASVAB test version (maximum of three most recent test versions in YYYYMMDD format).

Item 17. – Recruiter Information: (Sponsor)

- **Item 17.a. – Recruiter ID (up to 9 characters):** The ID entered in this block does not need to match Recruiter ID entered in Item 25. Service formatting rules include:
- **DFR/DFV** – Alphanumeric entry.
 - **DMR/DMV** – Enter Recruiter’s DoD ID number truncated by one character (9 out of 10 numbers).
 - **DAG** – First two characters are state numeric code; next three characters are Recruiter Station ID; last four characters are Recruiter specific.
- **Item 17.b. – Station ID (up to 5 characters):** Enter recruiting station ID.

Item 18. – Test Administrator (TA) ID: (MEPS) Enter 5 zeros and the last four of the TA’s SSN. For Student Test Score Pull – enter 9 zeros.

Item 19. – Test Administrator Signature: (MEPS) TA administering the test signs here.

Note: High school test score pull does not require a signature.

Item 20. – Medical: (Sponsor)

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- **Item 20.a. – MEPS Medical Exam Required To Enlist?:** Enter “X” in “Yes” or “No” to indicate whether a qualifying MEPS medical examination is required for enlistment.
- **Item 20.b. – Exam Type:** If Item 20.a. reflects “Yes”, enter “X” in one of the following:
 - **Full:** Full medical exam is required.
 - **Inspect:** An inspect is requested.
 - **Special:** Special medical exam is requested (e.g., over 40 examination, etc.).
 - **Consult:** Further examination provided by a contracted physician is required.
 - **Re-Exam:** Full medical re-examination is required.
 - **Other:** Other forms for medical processing is requested (e.g., DAT only, etc.).
- **Item 20.c. – Date Last Full Medical Exam:** Enter the last full medical examination date (YYYYMMDD).

Item 21. – Applicant’s Signature: (MEPS) No signature required during USMIRS 1.1 MVP.

Item 22. – Applicant Certification In Presence Of Test Administrator: (MEPS & MET sites) **Only used when e-Security is not available**

- Enter “X” in “Yes” when an authorized photo ID is presented for positive identification; enter the type of ID and issuing organization in the “type/organization” block, and complete the “ID Number” block.
- Enter “X” in “No” when an authorized photo ID is not presented, is expired, or unacceptable (e.g., physical appearance or information does not match). When “No” is selected, complete Item 23.

Item 23. – Right Thumbprint: (MEPS & MET sites) **Used when “No” is selected in Item 22** Capture the applicant’s right thumbprint in Item 23.

Item 24. – Applicant Certification In Presence Of Recruiting Personnel: (Sponsor) Used as applicant certification that the information on the form is true and correct.

- **Item 24.a. –** Enter “X” if the applicant has never been administered the ASVAB for enlistment or as part of a student ASVAB test program.
- **Item 24.b. –** Enter “X” if the applicant was administered an ASVAB for enlistment or as part of a student ASVAB test program. Enter most recent test date (YYYYMMDD) and location.
- **Item 24.c. –** Enter “X” if requesting test scores from the student ASVAB test program. Enter most recent test date (YYYYMMDD) and testing location.
- **Item 24.d. –** Enter “X” if the applicant elects to keep the AFQT scores from the test identified in Item 24.c.

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- **Item 24.e.** – Enter the current or last high school attended.
- **Item 24.f.** – Applicant will sign and date in the presence of recruiting personnel.

Item 25 – Certification By Recruiting Personnel: (Sponsor) Authorized recruiting personnel certify they have properly identified the applicant; reviewed UMF 680-3A for completeness and accuracy; and witnessed the applicant’s signature IAW Service directives. False certifications will be forwarded to the appropriate IRC Partner for disposition IAW Service directives.

Note: If an applicant was administered an unauthorized retest or incorrect test version due to inaccurate data on UMF 680-3A, the test will be invalidated.