EVENT BRIEFING MEMO: Military Entrance Processing Station (MEPS) Visit
Boston Military Entrance Processing Station (MEPS) ★ 495 Summer St ★ Boston, MA 02210

EVENT DATE AND TIME: May 9, 2018 | 2 Hours
Commissioner Lead: Debra Wada
HOST: Boston MEPS
Staff Lead: [Redacted]

BACKGROUND AND PURPOSE:
The mission of USMEPCOM and Boston MEPS is to process individuals for enlistment or induction into the armed services, based on DoD-approved peacetime and mobilization standards. Military Entrance Processing Stations are the place where soldiers, sailors, airmen, and marines start their careers in service to their nation. They take the Armed Services Vocational Aptitude Battery, receive career counseling services, and undergo initial medical pre-screens to ensure they are fit for service. Three primary areas are considered in determining an applicant's qualifications for enlistment: aptitude for military service, physical qualification, and background evaluation screening. The Boston MEPS is one of a network of 65 MEPS located nationwide and in Puerto Rico.

The purpose of this meeting is:
➢ To observe and better understand the military entrance process and standards.
➢ To provide context for the operational elements associated with a significant increase to the accessions pipeline in the case of conscription.
➢ To learn about the qualification process through the perspectives of those who administer the medical, physical, and aptitude examinations used to screen cadets.

PARTICIPANTS:
The meeting will include six participants, including several leads from different sections involved in the applicant process available. Key participants include:

- Mr. Christopher Arendt, Deputy Director, Military Accession Policy
- CDR Chris Muller, USMEPCOM 2nd Battalion Commander
- LCDR Steven Rancourt, Boston MEPS Commander
- 1SG Russell, Senior Enlisted Advisor Boston MEPS
- Ms. Lindsay Weber, Boston MEPS Medical Supervisor
- Mr. Bill McCullough, Boston MEPS Test Control Officer

*Bios and additional information on participants and organizations can be found on page 3 of this memo.

AGENDA:
2:30 - 2:40 PM  Brief remarks and Commission intro by Commissioner Debra Wada
2:40 - 2:55 PM  Roundtable introductions (name, role)
2:55 - 4:30 PM  Roundtable discussion
DISCUSSION QUESTIONS:
The questions below are provided for guidance only and are not intended to serve as a protocol or script for the meetings.
PARTICIPANT BIOS

Christopher P. Arendt, Deputy Director, Military Accession Policy

Mr. Christopher P. Arendt serves as the Deputy Director of Military Accession Policy, a component of the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy. A member of the Civil Service, he is responsible for Department of Defense policies and programs relating to the overall recruitment and accession of both officer and enlisted personnel. In this capacity, Mr. Arendt has oversight for developing, reviewing, and analyzing policies, resource levels, and budgets for enlisted recruiting and officer commissioning programs. Before joining the Office of the Secretary of Defense in 2004, Mr. Arendt served for 26 years on active duty in the United States Navy and retired in 2007 as a Captain.

His military career was performed in the fields of Naval Aviation and personnel management. He was designated a Naval Aviator in 1982, commanded a Navy Squadron (VT-3), and enjoyed numerous shipboard assignments, both as ship’s company and with detachments from Navy Helicopter Squadron HSL-42. Highlights of his distinguished career in the Navy include serving onboard the USS Inchon (MCS-12), USS McInerney (FFG-8), USS Doyle (FFG 39), USS Taylor (FFG 50), and USS Saipan (LHA 2), as well as, deployments in support of joint operations in Grenada, convoy escort of re-flagged Kuwaiti Oil Tankers in the Arabian Gulf, Maritime Interdiction during Desert Storm/Desert Calm, and service with NATO Standing Forces in the Adriatic (Bosnia) and Atlantic.

Mr. Arendt’s personnel staff assignments include Branch Head, Sea Special Programs in the Bureau of Naval Personnel; Director, Enlisted Plans and Policy and the Head Enlisted Community Manager on the Staff of the Chief of Naval Personnel in Washington DC; and Deputy Director, Accession Policy Directorate, in the Office of the Under Secretary of Defense for Personnel and Readiness in Washington DC.

A graduate of Villanova University, Mr. Arendt holds a B.S. in Accounting and a Master of Science in Management from Troy State University. Mr. Arendt is a native of Long Island, New York.

Steven J. Rancourt, Lieutenant Commander, Boston Military Entrance Processing Station

Lieutenant Commander Steven J. Rancourt is the commander of the Boston Military Entrance Processing Station. He enlisted in the Navy at the Portland, Maine, Military Entrance Processing Station in August 1997, and completed basic training at Recruit Training Command, Naval Station Great Lakes, Illinois, and he served as a sonar technician aboard the submarine USS Houston, homeported in San Diego, California. He received his commission through the Seaman-to-Admiral-21 Program in 2004. He then served as communications officer aboard the cruiser USS Hue City, homeported in Mayport, Florida; training officer aboard the frigate USS Thach, homeported in San Diego; communications officer, Littoral Combat Ship Squadron, San Diego; force protection action officer, United States Navy Central Command, Bahrain;
operations officer, Des Moines Military Entrance Processing Station, Iowa; manpower, personnel, training and education lead and Sailor 2025 Ready Relevant learning project manager, Naval Education and Training Command, Virginia Beach, Virginia.

Lieutenant Commander Rancourt’s professional military training and qualifications include the Basic Enlisted Submarine School, Sonar Technician Submarine ‘A’ School, Submarine Warfare Specialist training, Broadened Opportunity for Officer Selection and Training, Naval Science Institute, Surface Warfare Officer, Phase I Joint Professional Military Education, and Human Resources Introductory Course. He earned a Bachelor of Arts in International Business from Jacksonville University, Florida; and a Master of Arts in Human Resource Management from National University, San Diego. He is also certified as a Human Resources Professional through the Human Resources Certification Institute and the Society for Human Resource Management.

His military awards include the Meritorious Service Medal, Joint Service Commendation Medal, two Navy and Marine Corps Commendation Medals, four Navy and Marine Corps Achievement Medals, and various unit and service medals and ribbons.

Tiasha L. Russell, First Sergeant and Senior Enlisted Advisor, Boston Military Entrance Processing Station

First Sergeant Tiasha L. Russell is the senior enlisted advisor at the Boston Military Entrance Processing Station. She enlisted in the Army at the Jacksonville MEPS in 2001. She completed basic training at Fort Jackson, South Carolina. She then served as a personnel information systems management specialist, Alpha Detachment, 22nd Personnel Services Battalion, Fort Lewis, Washington and 510th Personnel Services Battalion, Mannheim, Germany; human resources noncommissioned officer, 551st Signal Battalion, Fort Gordon, Georgia; battalion senior human resources noncommissioned officer, Headquarters, drill sergeant and senior drill sergeant, Charlie Company, 1st Battalion, 48th Infantry Regiment, Fort Leonard Wood, Missouri; battalion senior human resources noncommissioned officer, 82nd Airborne Division, Fort Bragg, North Carolina and Kandahar, Afghanistan; assistant inspector general and senior human resources noncommissioned officer, 82nd Airborne Division and brigade senior human resources noncommissioned officer, 18th Field Artillery Brigade, Fort Bragg.

First Sergeant Russell completed the Basic, Advanced, and Senior Leaders Courses, Total Army Instructor Training Course, Combatives Level 1, Army Drill Sergeant School, Army Airborne School and Inspector General Course. She earned the Bronze Star, three Meritorious Service Medals, two Army Commendation Medals, eight Army Achievement Medals, and numerous unit and service medals and ribbons.