

MEMORANDUM

Subj: LETTER OF INSTRUCTION -  
COMMISSIONING DOCUMENTS

Ref: (a) MCO P1070.12 (IRAM)

Encl: (1) NAVMC 763  
(2) Appointment Certificate  
(3) NAC SOU  
(4) MOS STATEMENT

1. This information is provided to assist you in the administration of the commissioning oath and completion of enclosure (1) which must be accomplished on 2016-05-13.

2. Take the following administrative action PRIOR to administering the oath of office:

a. Obtain one of the following acceptable proofs of degree:

(1) An official transcript, bearing the raised college seal, with a notation of graduation;

(2) A certified, legible copy of the degree awarded;

(3) A letter or an Academic Certification Form (NAVMC 10469), bearing the college seal from an appropriate college official verifying that the applicant has satisfied all degree requirements and will be awarded that degree on a specific date.

b. Using the reference, verify data on the NAVMC 763. Please contact MCRC (OA) in block 7 of this memo for any noted discrepancies to the NAVMC 763.

c. Note that block 11. (TBS CLASS) of the NAVMC 763 is a TENTATIVE class set upon initial creation of the commissioning package. Receipt of official orders will confirm TBS class assignment.

d. Complete enclosure (3).

e. Please ensure ALL applicants complete enclosure (4).

3. Administer the oath of office.

a. Complete Item 22 on the INDIVIDUAL'S copy and OMPF copy of the NAVMC 763. Ensure the appointee certifies Item 22 on the INDIVIDUAL'S copy and OMPF copy of the NAVMC 763.

b. Present INDIVIDUAL'S copy of the NAVMC 763, enclosure (2), and enclosure (3) to the appointee.

4. Within 24 hours of the commissioning ceremony, transmit the following documents: (OMPF) NAVMC 763, NAC SOU, Proof Of Degree, MOS Statement, and DD 214 (MECEPS only)

VIA EMAIL, to:

[MCRCOfficerAppointments@marines.usmc.mil](mailto:MCRCOfficerAppointments@marines.usmc.mil)

with a subject line of COMMISSIONING DOCUMENTS ICO "Last Name":

5. The officer is responsible for hand carrying NAVMC 763 INDIVIDUAL'S copy, one acceptable proof of degree, and the completed enclosure (3) to The Basic School (TBS). Please do not mail your NAVMC 763 documents, utilize the above email address to send back to MCRC.

6. If for any reason the oath is not administered, destroy all original commissioning documents.

7. MCRC(OA) Contact information:

Commanding General  
Marine Corps Recruiting Command (OA)  
3280 Russell Road  
MCB Quantico, VA 22134

Phone: (703) 784-9450