UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO
1000
CSA
30 Nov 12

From: Commanding Officer, Officer Candidates School
To: Head Officer Programs, Marine Corps Recruiting Command (MCRC) Assistant Officer Procurements, Western and Eastern Recruiting Regions, Marine Corps Recruiting Command Stations, Marine Corps Enlisted Commissioning Education Program (MECEP)/Enlisted Commissioning Program ECP)/Reserve ECP (RECP)/Meritorious Commissioning Program Reserve (MCPR), Marine Officer Instructors (MOI), Naval Reserve Officers Training Corps (NROTC)

Subj: WINTER 2013 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATE; CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

Encl: (1) Officer Candidate Pre-ship Checklist
(2) SF 199a (direct deposit form)

1. Purpose. This letter serves to aid all parties involved in the preparation of officer candidates for the winter 2013 training cycle. This letter, along with the OCS website (www.ocs.usmc.mil), contains important information and responses to questions frequently asked by officer candidates.

2. Course Dates

Class	Report Date	Graduation Date	Region Flight Manifest Copy / # of Candidate Drivers- Due
OCC-212	12 Feb 13	19 Apr 13	1630/ 4 Feb 13

3. Transportation. Upon arrival, officer candidates must wear appropriate civilian attire, e.g. trousers, a collared shirt and dress shoes. Officer candidates must collect and retain all travel receipts to and from OCS, as they will file a travel claim at The Basic School (TBS) for travel expense reimbursement or at their Officer Selection Station (OSS) or unit upon their return. Officer candidates that have transportation issues or cannot meet the check-in deadline must call the OCS Officer of the Day (OOD) at (703) 784-2351/2352.

a. Arrival Flight Information. Officer candidates' flights must arrive to Ronald Reagan Washington National Airport (DCA), prior to 1600 on the report date listed above. The Marine Liaison Team at DCA wearing the Service "B" uniform will greet officer candidates at DCA's United Services Organization (USO) beginning at 1600. Transportation from DCA to OCS will be provided to the officer candidates from 1600 to 2000. Chow will be provided to the officer candidates upon their arrival to OCS. Officer candidates who fly into any other airport and arrive to DCA after 2000 may secure transportation via SuperShuttle at their own expense. SuperShuttle is located in the rental car section within DCA's baggage claim area. If this occurs, they must contact the OCS OOD.

b. Departing Flight Information. Officer candidates who intend on accepting a commission after OCS graduation will report to TBS immediately. These officer candidates will not need roundtrip tickets. All other officer

candidates must have round trip tickets prior to their arrival to OCS, with flights scheduled after 1800 on graduation day.

c. Privately Owned Vehicles (POV). Officer candidates attending Officer Candidate Course (OCC)-212 are authorized to drive POVs to OCS. Officer candidates driving POVs will arrive at OCS between the hours of 1600 and 2000 on the report date in appropriate civilian attire. Parking directions will be posted upon arrival. Officer candidates who arrive before 1600 will be turned away and instructed to report back during the designated arrival window. Officer candidates must have in their possession a valid driver's license, current vehicle registration, and proof of insurance.

d. Inclement weather. In the event of inclement weather and an officer candidate flight is delayed or cancelled, they must contact the OCS OOD. These officer candidates will resume their travel upon the next available flight rescheduled through the airline and maintain communication with OCS OOD until their arrival to DCA. Upon final arrival, OCS will coordinate transportation for these candidates from DCA to OCS.

4. Transportation Report. All regions will provide the total number of officer candidates traveling, a by-name roster of officer candidates traveling by POV, and flight information using the Marine Corps Recruiting Information Support System (MCRISS). The MECEP/ECP/RECP/MCPR transportation reports will be finalized by MCRC, Naval and Enlisted to Officer Programs (ON/E). MCRC will provide a consolidated transportation report to the OCS Coordinator of Student Activities (CSA), Captain Amanda Brannon at amanda.brannon@usmc.mil, no later than the dates listed in paragraph 2.

5. Required Items. The OCS website, (www.ocs.usmc.mil), lists required gear officer candidates must to bring to OCS.

a. Running Shoes. Officer candidates must bring serviceable running shoes, which must be easily accessible upon arrival at OCS. Running shoes that are less than one month old or have less than 100 miles of wear on them are recommended. One pair of running shoes is mandatory but two pairs are recommended. Minimalist running shoes that accommodate all toes in one compartment are authorized. However finger-toe shoes that separate toes into compartments are not authorized.

b. Physical Training (PT) Gear. Officer candidates must bring one set of PT gear consisting of a plain tee shirt and shorts to sleep in the first night and also for medical screening prior to the first bag issue. The tee shirt and shorts will be free of writing or images. A small name brand is authorized.

c. Uniform Items. All current active and reserve Marines are required to bring two sets of Woodland Marine Corps Combat Utility Uniform (MCCU), two sets of Desert MCCU, two pairs of seasonal boots, one woodland digital cover, one desert digital cover, one woodland digital boonie cover, one sea bag, two web belts, two buckles, one green sweat top, one green sweat bottom, two pairs of green PT shorts (not silkies), six green T-shirts, six white drawers, and six pairs of boot socks. Upon arrival at OCS, two additional sets of Woodland MCCU will be issued, at no cost, to those Marines who are still considered on active or Selected Marine Corps Reserves (SMCR) status. Uniforms deemed unserviceable will be replaced at the Marine's expense. Prior enlisted Marines will not receive a new issue of boots. Individual Ready Reserve (IRR) Marines, who are

less than 90 days past their End of Active Service (EAS), have the same uniform requirements as active duty and SMCR Marines. IRR Marines who do not possess these uniform items will purchase them at Cash Sales. IRR Marines who are 90 or more days past their EAS will receive a full issue of uniforms. The officer candidates must inform their receiving staff they possess these items.

d. Service "A". Prior enlisted officer candidates will have the option of converting their Service "A" uniform from enlisted to officer or purchasing new uniforms. All MECEP officer candidates, regardless of commissioning status, will stand a Company Commander's Inspection in the Service "A" uniform with garrison cover. Females will wear the skirt in the Service "A" uniform inspection. MECEP Marines and all prior enlisted officer candidates who wish to convert their uniform will report to OCS with the Service "A" uniform in an appropriate garment bag and will hang garments and stack corresponding shoe boxes in designated wall lockers upon arrival.

e. Boots. All non-prior enlisted officer candidates will receive an issue of two pairs of boots during in-processing; officer candidates may supplement this purchase by bringing one pair of pre-purchased regulation USMC boots to OCS. Officer candidates are encouraged to purchase USMC regulation boots prior to arrival at OCS in order to begin a break-in period. Officer candidates are recommended to become accustomed to wearing and running in boots prior to arrival. USMC Boot regulations can be found in reference MCO P1020.34G par 3012. Further guidance on boot fitting can be found on the OCS website.

f. Money. **Officer candidates will use a debit or credit card to purchase the small/large bag issue that costs $450.** Small/large bag issue items will not be purchased prior to arriving at OCS. OCS will not lend money or apply a checkage for an officer candidate's bag issue. Additionally, officer candidates should plan to spend about $20.00 per week for weekly haircuts and exchange visits through the first liberty weekend. Officer candidates are recommended to bring no less than $60.00 and no more than $100.00 for these expenses. Officer candidates who fail to meet this financial requirement may be sent home if the Commanding Officer deems him or her financially incapable of affording the items required for their training at OCS.

g. Toiletries. Officer candidates will bring basic overnight toiletry items such as razors, shaving cream, soap, shampoo, deodorant, toothbrush, toothpaste, towel, etc. and at least three clean sets of undergarments. These items must last each officer candidate the first two weeks of training until they make their initial exchange visit. The small/large bag issue does not include hygiene gear. Female officer candidates need to ensure they have the appropriate products to secure their hair (rubber bands, gel, hairspray, etc) and address feminine hygiene. Additionally, female officer candidates are not permitted to wear make-up or nail polish during training and may not arrive for in-processing wearing make-up and/or nail polish.

6. Fitness Reports. Officer candidates who are active or reserve sergeants and above will receive a non-observed report when departing OCS. The candidate's parent command is responsible for giving them a TD fitness report before reporting to OCS, with an end date being the day prior to reporting to OCS. IRR and SMCR will receive a Reserve Training report upon departure from OCS. An officer candidate that is disenrolled due to an unsatisfactory evaluation will not receive an adverse report unless the candidate's disenrollment meets the criteria in MCO P1610.7F (PES) paragraph 5001.3.d(6).

7. Medical. Ensure all current candidate commissioning physicals are included in the medical record prior to check-in at OCS. In addition, officer candidates that fall under the outlined commissioning programs must have the following documentation in their medical record:

a. OCC. All NAVMED 6120/3 (annual certificate of physical condition) must be completed every year after the initial commissioning physical, including a current certificate (within one year). The NAVMED 6120/3's must be signed by the appropriate administrative personnel in the unit. An initial commissioning physical will be considered invalid if there is a lapse in completion of required annual certificates and a new physical will need to be completed prior to arrival at OCS.

b. Active duty and SMCR officer candidates. Active duty and SMCR officer candidates must possess a completed and current (within one year) Preventative Health Assessment (PHA). MECEP officer candidates reporting from NROTC units may use the NAVMED 6120/3 if necessary.

c. Copies of physician treatment records. Significant medical conditions that have developed before or after enrollment must be included in the candidate's medical record even if the Bureau of Medicine (BUMED) granted a waiver. Officer candidates who have undergone corrective laser eye surgery must include post surgical follow-ups in the medical record regardless of when the surgery took place. Documentation must state that the candidate is free of any post surgical complications, demonstrates vision stability, and does not require use of ophthalmic medications or treatments.

d. Shot records. Current shot records are needed to provide proof of current immunizations and prevent an officer candidate from receiving multiple immunizations. The shot records should be signed by a licensed medical professional and hand carried with the candidate upon check-in.

e. Dental evaluation. Copies of current (within one year) dental evaluations are to be included in the medical record. **Do not send dental records.**

f. Female officer candidates. Female officer candidates must have current papanicolau (PAP) test results in their medical record (within two years). Female officer candidates will not be allowed to have pending PAP results faxed over to the Bradley Branch Health Clinic or OCS after medical in-processing begins.

g. Medical records/Service Record Books (SRBs). All active duty and SMCR officer candidates must hand-carry their medical records and SRBs when reporting to OCS. All other officer candidates need to forward their medical records and OQRs (if applicable) to the OCS MCRC Liaison, Master Sergeant Pagaragan, 2189N Elrod Ave, Quantico, VA 22134 no later than 21 Jan 2013 for OCC-212. It is highly recommended that copies of mailed records or hand carried be retained at the forwarding unit.

h. Aviation contracts. Officer candidates who intend to commission upon completion of OCS must have their aviation-related physicals and medical follow-ups completed prior to arriving at OCS. The Bradley Branch Health Clinic is not staffed with a flight surgeon or specialty providers to assist with completion

of flight physicals. All flight physical issues must be resolved prior to arriving at OCS and concerns need to be addressed to the Head of Officer Programs, MCRC.

i. Eye glasses. Officer candidates who wear glasses will bring a minimum of one pair of sturdy, conservative glasses with them for training. Two pairs are recommended. Officer candidates will neither arrive at OCS wearing contact lenses nor wear contact lenses at any time while at OCS. The Bradley Branch Health Clinic will issue military eyeglasses within seven to ten days of arrival, depending on the complexity of the prescription. In order to receive military issue eyeglasses, officer candidates must hand-carry their current eyeglass prescription (within one year) or wear/take a pair of glasses so Optometry can scan the prescription. The Bradley Branch Health Clinic will not process faxed-in prescriptions.

8. Administrative. MCB Quantico IPAC, Student Branch is responsible for all administrative matters pertaining to the pay and entitlements of officer candidates. All officer candidates are encouraged to read MARADMIN 662/12 and MARADMIN 305/08 for additional information on entitlements. These two MARADMINS can be found at the following web address: www.marines.mil/News/Messages/MARADMINS.

a. MECEP officer candidates will not break their domicile lease, move their dependents to Quantico, their house hold goods, or initiate departure from base housing. MECEP officer candidates who are authorized Basic Allowance for Housing (BAH) at their present command will continue to receive BAH at their current duty station rate. MECEP officer candidates will return to their parent command to execute PCS orders to the assigned NROTC unit.

b. Single ECP and MCP-R selects are authorized Basic Allowance for Housing (BAH) Own Right residing on the local economy at their present command should not terminate lease agreements and store Household Goods (HHG) in temporary storage until completion of OCS. ECP and MCP-R selects without dependents will continue to receive BAH Own Right for the entire period at OCS. ECP and MCP-R selects authorized BAH with dependent rate at present command should not break his/her lease agreement, relocate his/her dependents, or begin the process of moving out of base housing prior to arriving at OCS. ECP and MCP-R selects overseas are not authorized family member(s) travel and movement of HHG to port of entry (U.S. only) until OCS is completed. Single active duty enlisted Marines (with the exception of MECEP selects) residing outside the National Capital Region, attending the OCC Program should arrange to have their household goods (HHG) placed in temporary storage while they are in training. Upon successful completion of OCS, the HHG will be transported to TBS.

c. If family members are staying at an address other than the candidate's home of record, e.g. parents/in-laws, they should provide that address to OCS during in-processing. Single reserve component officer candidates will be required to provide a valid rental/lease or mortgage agreement in order to receive BAH without dependents during OCS, in accordance with MARADMIN 305/08.

d. All officer candidates will hand carry a manila envelope labeled in the top right corner with the last name, first name, middle initial, date of birth and last four digits of their social security number. Failure to include any of the below documentation may result in delayed payment. Enclosed inside of the envelope will be:

(1) Copy of their orders.

(2) Completed Electronic Funds Transfer form (see Encl (2)) for a current savings and/or checking account with a voided check or deposit slip.

(3) Documentation for all dependents including certified true copies of birth certificates for spouses and all children. For newborns, birth verification letters (with footprints) will be accepted.

(4) All married officer candidates will include a valid marriage license, or a marriage certificate AND the receipt that shows they paid for the license.

(5) Valid state issued driver's license or Social Security Card with spouse's name change is required to change your spouse's name.

(6) All single reserve component candidates will include a copy of mortgage documentation or a valid lease agreement in accordance with MARADMIN 305/08.

e. Officer candidates that are prior military service members and officer candidates that are married to current or prior military service members must bring all copies of the service member's DD Form 214(s). Officer candidates must provide their active duty service spouse's social security number and current unit information. This documentation should be included in the manila envelope.

f. MECEP officer candidates will provide a full copy of your DTS travel claim, including DD Form 1610 and the itemized printout of the daily cost. While enrolled at OCS, MECEP officer candidates will receive the Discounted Meal Rate as they are required to eat at Bobo Dining Facility. Parent commands should also be aware that a Discounted Meal Rate (DMR) deduction will be started and ran via unit diary entry while assigned to OCS. Meals and lodging are directed and provided for the officer candidate. MECEP officer candidates are encouraged to read (MARADMIN 662/12) for additional information on entitlements.

g. Officer candidates will conduct a "Moment of Truth," where they will be given an opportunity to divulge any information that may prevent them from being a fully qualified officer candidate capable of receiving a commission. Officer candidates are reminded that concealing information to deceive or mislead will constitute a fraudulent contract. Enclosure (1) has been updated in order to ensure the most common admissions are identified prior to arriving at OCS.

9. Fraternization. All officer candidates will understand the Marine Corps and OCS policy regarding fraternization. Officer candidates will not be granted extra time to plan or execute a wedding outside scheduled liberty periods. If commissioning at the conclusion of OCS, officer candidates intending to marry prior to commissioning should do so prior to reporting to OCS.

10. Weapons. Officer candidates will not transport personal weapons (knives, firearms, ammunition, etc.) to OCS.

11. Pre-ship checklist. OCC officer candidates will complete enclosure (1), in its entirety and upload to the MCRC portal (HQ G3/Officer Programs) no later than 14 Jan 2013. The MECEP/ECP/RECP/MCPR/NROTC pre-ship checklists will be

forwarded via FAX to (703) 432-9322 or scanned via e-mail to mcrcnrotc@marines.usmc.mil to MCRC (ON/E) no later than 11 Jan 2013. **MCRC (OP) requires Commanding Officers/OSOs/MOIs to review enclosure (1) with officer candidates during their shipping evolution.**

12. For all questions concerning candidate information please contact the Coordinator of Student Activities, Captain Amanda Brannon, amanda.brannon@usmc.mil at DSN 278-2912 or commercial (703) 784-2912.

K. J. STILLINGS

OFFICER CANDIDATE PRE-SHIP CHECKLIST
(Jun 12 Rev)

Candidate Name (Last, First, MI)	OSO/ MOI/ OIC/I&I Name
Circle Program: OCC, PLC-COMB, PLC-JR, PLC-SR, ECP, RECP, MCP-R, MECEP, NROTC, USAFA, USMMA, PLC-LAW	RS/ OSS: DIST: UNIT/NROTC

CANDIDATE: Complete questions 1-72 (73-90 must be completed by an Officer). Place your initials in the appropriate answer box and provide a detailed explanation when required.

1. Do you possess sturdy running shoes less than one month old? ☐ N/A ☐ Yes ☐ No If no, please explain.

2. Did you purchase your running shoes from a running specific store? ☐ N/A ☐ Yes ☐ No If no, please explain.

3. Have you been running in boots (how much per week and mileage)? ☐ Yes ☐ No_____

4. Do you possess a sturdy conservative watch? ☐ Yes ☐ No

5. Do you possess toiletries, sunscreen, and underwear sufficient for two weeks of training? ☐ Yes ☐ No
If no, will you have them on arrival at OCS?

6. Do you possess a valid picture ID to take to OCS? ☐ Yes ☐ No If no, please explain.

7. If authorized to drive, do you have directions to OCS? ☐ N/A ☐ Yes ☐ No

8. If authorized to drive, do you possess a valid driver's license, registration, auto insurance, and POV Inspection Checklist filled out by your OSO or OIC to be verified by OCS personnel upon arrival? ☐ N/A ☐Yes ☐ No If no, please explain.

9. If flying, do you have information on the reporting in times and modes of transportation provided by OCS from Ronald Reagan Washington National Airport (DCA) to OCS, and the cost of transportation if you are a late arrival? ☐ N/A ☐ Yes ☐ No If no, please explain.

10. Do you possess a debit or credit card with a minimum of $450.00 for large/small bag issue and incidental expenses (cab fare/haircuts, etc), or have access to cash? (Large/Small bag issue will accept cash, credit card or money order only – no personal checks; returning PLC Seniors are required to re-purchase the large/small bag issue regardless whether or not they bring the items with them.) ☐Yes ☐ No If no, please explain.

11. Do you have any significant debts? ☐ Yes ☐No If yes, please explain.

12. Are your monthly payments to all creditors current? ☐ N/A ☐Yes ☐ No If no, please explain.

13. Have you granted a Power of Attorney to a trusted family member or friend to handle various financial and/or administrative matters while you are in training? ☐Yes ☐ No If no, please explain.

14. Do you currently or have you ever had any unpaid or paid speeding tickets, moving violations, parking tickets, or any other infractions or fines including those on a college campus? ☐ Yes ☐ No If yes, please explain when (date), where (city, county, and state), how many, and how much. If you answered yes, did you provide your OSO/MOI/OIC with the supporting documentation? ☐ Yes ☐ No

15. Have you ever been arrested or cited by city, county, state, or federal police to include campus police? ☐ Yes ☐ No If yes, please explain and give the city, county, state, date, and circumstances surrounding the incident. Did you receive a waiver(s) for the incident(s)? ☐ N/A ☐Yes ☐ No

16. Do you have any pending legal action against you (civil or criminal, to include minor infractions)? ☐ Yes ☐ No If yes, please explain.

17. Do you have any pending or scheduled court appearance(s) dates before, during, or after reporting to OCS? ☐ Yes ☐ No If yes, please explain.

18. Are there any other legal issues in which you are involved? (Jury Duty, Subpoena to Testify, etc.) ☐ Yes ☐ No If yes, please explain.

19. Have you made your OSO/MOI/OIC/I&I aware of all your minor or major law infractions? ☐ Yes ☐ No

20. Have you used any drugs deemed illegal by the Marine Corps prior to or during the application/selection process that has not been properly annotated or documented in your paperwork? ☐ Yes ☐ No ☐ Not sure.
<u>If you are not sure, have your OSO/MOI/OIC/I&I explain. All drug use must be properly identified, explained, and documented.</u>
<u>Warning: You will be taking a urinalysis test upon your arrival to OCS. A positive test result will disqualify you from the Marine Corps Officer Program.</u>

21. Are you aware if you are found not to be 100% truthful in your moral disclosure(s) to the Marine Corps that you may be denied or disenrolled from training at OCS? ☐ Yes ☐ No

OFFICER CANDIDATE PRE-SHIP CHECKLIST
(Jun 12 Rev)

Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:

22. Do you have a Family Care Plan and Power of Attorney in place for the custody/care of your dependents while you are in training? ☐ N/A ☐ Yes ☐ No If no, please explain.

23. Does your family (to include direct dependents, parents, and siblings) have any recent or imminent health care, personal care, employment or mental concerns that could disrupt your training at OCS? ☐ Yes ☐ No If yes, please explain.

24. Do you have children, dependents, siblings, or family members that have special needs? ☐ Yes ☐ No If yes, do they have a family care plan in place so as not to disrupt your training at OCS?

25. Are you recently divorced, separated, or broken-up from a serious relationship? ☐ Yes ☐ No If yes, please explain.

26. Has there been a recent death of family members or friends? ☐ Yes ☐ No If yes, please explain.

27. Is your family (parents/spouse) supportive of your decision to become a Marine Officer? ☐ N/A ☐ Yes ☐ No If no, please explain.

28. If you are a PLC or OCC program candidate, have you watched the OCS pre-ship video? ☐ N/A ☐ Yes ☐ No If no, please explain.

29. If you are a college graduate, do you possess a certified copy of your transcript that states degree obtained? ☐ N/A ☐ Yes ☐ No If no, please explain.

30. I understand that I am contractually obligated to complete a minimum of four weeks of training at OCS before I can ask to drop on request. ☐ Yes ☐ No

31. I understand that if I decline or request to delay my commission upon graduation from OCS my contract will be voided and will result in competing for another contract in the program desired. ☐ Yes ☐ No

32. Is there anything that you feel would prevent you from accepting your commission as a Second Lieutenant in the U. S. Marine Corps. ☐ Yes ☐ No If yes, please explain.

33. I understand that I am not authorized to get married while attending OCS. ☐ Yes ☐ No

34. If I am in a relationship with an enlisted member of the Armed Forces of the United States of America, I have been counseled by my OSO/MOI/OIC on the Marine Corps policy on fraternization per paragraph 1100.4 of the Marine Corps Manual and understand that marriage to an enlisted member of any service must occur prior to my commissioning. ☐ N/A ☐ Yes ☐ No

35. **FLIGHT CONTRACTS ONLY:**

a. Service agreements signed on and prior to 1 November 2009: Fixed wing aviators incur an eight year obligation and rotary wing aviators incur a six year obligation upon completion of flight school. Do you understand this service obligation requirement? ☐ N/A ☐ Yes ☐ No

b. Service agreements signed on and after 2 November 2009: All Student Naval Aviators (SNA) regardless of aircraft (fixed/rotary) incur an eight year obligation from the effective date of designation as a SNA. Do you understand this service obligation requirement? ☐ N/A ☐ Yes ☐ No

c. Service agreements signed on and after 2 November 2009: All Naval Flight Officers (NFO) regardless of aircraft (fixed/rotary) incur a six year obligation from the effective date of designation as a NFO. Do you understand this service obligation requirement? ☐ N/A ☐ Yes ☐ No

d. Service agreements signed on and prior to 1 November 2009: If your flight contract is disapproved following commissioning you will remain obligated, under contract, to serve 3.5 years as a ground officer. Do you understand this service obligation requirement? ☐ N/A ☐ Yes ☐ No

e. Service agreements signed on and after 2 November 2009: If your flight contract is disapproved following commissioning you will remain obligated, under contract, to serve 4 years as a ground officer. Do you understand this service obligation requirement? ☐ N/A ☐ Yes ☐ No

MEDICAL INFORMATION:

36. Have you had a military physical exam within the last two years? ☐ Yes ☐ No Month _____ Year _____

37. Have you completed, and do, you have in your possession all your NAVMED 6120/3s (Annual Certificates of Physical Condition), including one completed within the year? ☐ N/A ☐ Yes ☐ No

38. Have you suffered any injuries or illnesses since your last physical (to include minor pain or illness)? ☐ Yes ☐ No If yes, please explain.

OFFICER CANDIDATE PRE-SHIP CHECKLIST
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Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:

39. In regard to question # 38, if medical treatment or therapy was required, do you understand that you must bring those documents to OCS? ☐ N/A ☐ Yes ☐ No If no, please explain.

40. In regard to question # 38, if an injury or illness required medical treatment or therapy, did the treatment or therapy prevent you from physically preparing for OCS for the previous six weeks? ☐ N/A ☐ Yes ☐ No If yes, please explain.

41. Do you have any medical conditions, either currently or in the past, that have not been revealed? ☐ Yes ☐ No If yes, please explain.

42. Do you have a copy of your current immunizations records and do you understand that you must bring a copy with you to OCS? ☐Yes ☐ No If no, please explain.

43. Have you had any vision correction surgery (e.g. PRK/LASIK) surgery in the last 120 days and do you understand that you must bring those documents to OCS? ☐ N/A ☐Yes ☐ No If yes, please explain.

44. Do you have all of your medical records to include a complete physical, shot records, and medical documentation for all waivers (or will you have them prior to shipping to OCS)? ☐Yes ☐ No If no, please explain.

45. If commissioning, have you completed your dental screening? ☐Yes ☐ No If no, please explain.

46. Have you seen a dentist in the last 60 days? (NOTE: Returning PLC Seniors do not need to have a dental screening until they are ready to accept their commission.) ☐ N/A ☐Yes ☐ No If no, please explain.

47. Are you currently under or do you have any pending orthodontic care? ☐ N/A ☐Yes ☐ No If yes, please explain.

48. OCS will not induct candidates with braces; if you have braces you must have them removed prior to shipping to OCS. Do you understand this requirement? ☐N/A ☐ Yes ☐ No

49. Do you possess a current (within one year) prescription for glasses to be submitted to OCS during in processing (this prescription will be used to produce military issued glasses at OCS)? Contact lenses are not authorized for use at OCS at any time. ☐N/A ☐ Yes ☐ No If no, please explain.

50. Do you possess a pair of sturdy civilian glasses that can be used during the first 7-10 days of training at OCS? Contact lenses are not authorized for use at OCS at any time. ☐ N/A ☐Yes ☐No If no, please explain.

51. Do you possess a sturdy, small (conservative in style), black headband to hold your glasses in place? ☐ N/A ☐ Yes ☐ No

52. Have you added any tattoos since completing your last physical and/or prior to reporting to OCS? ☐ N/A ☐Yes ☐ No If yes, please explain.

53. You will be administered a urinalysis upon reporting to OCS. Is there any reason why you should not pass it? ☐ Yes ☐ No If yes, please explain.

54. Are you currently under any doctor's care or are you currently taking any medication that has been prescribed by a doctor? ☐ Yes ☐ No If yes, please explain.

55. Are you currently taking any non-prescription or over the counter medication for any illness or alignment previously diagnosed or not diagnosed by a doctor or physician? ☐ Yes ☐ No If yes, please explain.

56. Are you aware that if you are found not to be 100% truthful in your medical disclosure(s) to the Marine Corps that you may be denied or disenrolled from training at OCS? ☐ Yes ☐ No

57. **MECEP/RECP/SMCR/RESERVISTS:** Do you have all of your medical records to include a complete physical, shot records, and medical documentation for all waivers? ☐ N/A ☐Yes ☐ No If no, please explain.

58. **MECEP/R-ECP/SMCR/RESERVISTS:** Do you have a current (within one year) Preventative Health Assessment (PHA) in your medical record? ☐ N/A ☐Yes ☐ No

59. **FEMALES ONLY:** If you will be commissioned within one year of graduating OCS or you are over the age of 21, do you have a copy of a current (within the last two years) Pap smear result from your doctor? ☐ N/A ☐ Yes ☐ No If no, please explain.

60. **FEMALES ONLY:** Do you have any reason to believe you are currently pregnant? ☐ N/A ☐ Yes ☐ No If yes, please explain.

OFFICER CANDIDATE PRE-SHIP CHECKLIST
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Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:

61. **FLIGHT CONTRACTS ONLY:** All aviation contract candidates must have their aviation-related physicals and medical follow-ups completed **prior** to arriving at OCS. The Bradley Branch Health Clinic/OCS is not staffed with a flight surgeon or specialty providers to assist with completion of flight physicals. Do you understand that all flight physical issues must be resolved prior to arriving at OCS? ☐N/A ☐Yes ☐ No If no, please explain.

62. **MECEP/ECP/SMCR/RESERVISTS:** Will you have your SRB/Medical records in hand to take with you to OCS? ☐ N/A ☐ Yes ☐ No If no, please explain.

ADMINISTRATIVE INFORMATION:

63. **OCC PROGAM CANDIDATE:** Were you previously a member of the PLC or NROTC program? ☐N/A ☐ Yes ☐ No If yes, did you receive monies from the Financial Assistance Program (FAP) and/or the Marine Corps Tuition Assistance Program (MCTAP)? ☐N/A ☐ Yes ☐ No

64. **ACTIVE/RESERVE CANDIDATE:** Have you deployed recently? ☐ N/A ☐Yes ☐ No If yes, did you receive your 30, 60, and 90 day Post-Deployment Health Assessment (MARADMIN 112/07)? ☐ N/A ☐Yes ☐ No If no, please explain.

65. **ACTIVE DUTY CANDIDATE (ECP/MECEP):** Do you possess the required serviceable uniforms with nametags removed? (For a list of required uniform items see MCBUL 10120 Chapter 7) ☐ N/A ☐Yes ☐ No If no, please explain.

66. **ACTIVE DUTY CANDIDATE (ECP/MECEP):** If you are single and in receipt of BAH (own-right), do you understand that if you have PCS orders your BAH (own-right) will be reduced to the BAH Transient rate upon arrival to OCS? (NOTE: If you have TAD orders as a part of the MECEP program your BAH will remain unchanged.) ☐ N/A ☐ Yes ☐ No
If yes, do you have sufficient funds to retain your current lease/mortgage? ☐ Yes ☐ No If no, please explain.

67. **OVERSEAS ECP CANDIDATES ONLY:** Do you understand that movements of dependents and household goods is authorized to port of entry (U.S. only) until OCS is completed and should take place prior to reporting to OCS (failure to do so will result in the candidate paying for flight to/from overseas station following OCS)? ☐ N/A ☐Yes ☐ No If no, please explain.

68. **SMCR CANDIDATE:** Has the candidate's transfer orders to OCS been provided to the appropriate admin support station (e.g. I&I Unit)? ☐ N/A ☐Yes ☐ No If no, please explain.

69. **SMCR CANDIDATE:** Have the required unit diary entries been completed, particularly the transfer entry? ☐ N/A ☐ Yes ☐ No Unit Diary Number_____ Transfer Date_____

70. **SMCR CANDIDATE:** Have all of your unserviceable items been surveyed? (NOTE: MCO P10120.28G, Reservists can survey unserviceable items) ☐ N/A ☐ Yes ☐ No If no, please explain.

71. **RETURNING PLC SENIORS:** Do you have all of your issued uniform items to bring with you to OCS? ☐ N/A Yes ☐ No ☐
If no, please explain.

72. **MEMBER OF A DIFFERENT SERVICE:** Have you provided the OSO the appropriate Release of Service documents from the other military service that allows you to be contracted into the USMC prior to being shipped to OCS? ☐ N/A ☐ Yes ☐ No If no, please explain.

OSO/MOI/OIC: YOU MUST COMPLETE QUESTIONS 73-90. PLACE A CHECK IN THE APPROPRIATE BOX ALONG WITH YOUR INITIALS AND PROVIDE A DETAILED EXPLANATION WHEN REQUIRED.

73. Does the candidate have a copy of their orders sending them to OCS? ☐ Yes ☐ No If no, please explain. Int._____

74. Have you instructed the candidate on proper civilian attire while at OCS? ☐ Yes ☐ No If no, please explain. Int._____

75. What is the candidate's most current PFT score? (Must be within 30 days of shipping): Int._____
Pull-ups/ flex arm hang _____ Crunches _____ Run _____ Score _____ Date_____
OCS Shipping Minimums: 8 pull ups for males/50 sec flex arm for females; 70 crunches; 24:00 for males/ 27:00 for females

76. What is the candidate's current height, weight, and body fat %. HT _____ WT _____ Max Weight_____
Body fat percentage _____% Date_____ **If you are within 5lbs of max weight submit body fat photos.**
Does the candidate meet the Marine Corps height/weight/body fat standards according to MCO 6110.3 W/CH1 (Final) ☐ Yes ☐ No Int.____

77. **AVIATION OPTION:** Are any additional tests or final approvals/documents needed? ☐ N/A ☐ Yes ☐ No If yes, please explain. Int.____

OFFICER CANDIDATE PRE-SHIP CHECKLIST
(Jun 12 Rev)

Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:

78. **SMCR CANDIDATE:** Have the candidate's transfer orders to OCS been provided to the appropriate admin support station (e.g. I&I Unit)? ☐ N/A ☐ Yes ☐ No If no, please explain. Int.____

79. **ACTIVE DUTY/SMCR CANDIDATES:** Will a TD Fitness Report or Pro/Cons be completed before the candidate reports to OCS? ☐ N/A ☐ Yes ☐ No If no, please explain. Int.____

80. **SMCR CANDIDATE:** Has the candidate's admin support station been informed that they need to make the required Unit Diary entries, particularly the transfer entry? ☐N/A ☐ Yes ☐ No If no, please explain. Int.____

Unit Diary Number _____ Transfer Date _____

81. **CANDIDATE WHO WAS A MEMBER OF A DIFFERENT SERVICE:** Has the OSS received the appropriate Release of Service documents from the other military service that allow the candidate to be contracted into the USMC and shipped to OCS (e.g. DD 214 RE-1A or a signed DD 368)? ☐ N/A ☐ Yes ☐ No If no, please explain. Int.____

82. **DUAL CITIZEN:** If a dual citizen, has the candidate documented and renounced citizenship of the foreign country? ☐ N/A ☐ Yes ☐ No If no, please explain. Int.____

83. Have you provided your phone number and the OCS duty phone number to the candidate? ☐ Yes ☐ No If no, ensure this information is provided by shipping day. The OCS contact number is (703) 784-2351/52. Int.____

84. Have you reviewed the candidate's 100 word essay and OSO evaluation form 1530? ☐ Yes ☐ No If yes, does the candidate communicate well in writing? **(Does not apply for Enlisted to Officer or NROTC candidates).** ☐ N/A ☐ Yes ☐ No Int.____

85. Do you know of anything that would prevent this candidate from starting training at OCS? ☐ Yes ☐ No If yes, please explain. Int.____

86. **OPM:** Do you have a case number from OPM? ☐ N/A ☐ Yes ☐ No Case # _____

87. **DIRECT DEPOSIT:** Does the candidate have a valid savings/checking account? ☐ Yes ☐ No Int.____

88. Have you informed the candidate that he or she MUST bring a completed direct deposit form SF 1199a and voided check with them to OCS? ☐ Yes ☐ No Int.____

89. Have you made the candidate aware that if he or she has not been 100% truthful in their application, during their subsequent selection, and or induction at OCS they will be sent home from OCS and may be found unfit to return? ☐ Yes ☐ No Int.____

90. Has the candidate been briefed that if there are any changes in their status (medical, moral, or otherwise) they must notify their OSO/MOI/OIC immediately? And, that they are not authorized to report to OCS with any unresolved medical or moral issues. ☐ Yes ☐ No Int.____

CERTIFICATION

This pre-ship checklist was answered to the best of the candidate's and interviewing officer's knowledge. The officer candidate is qualified to attend OCS.

Candidate's Signature: _____ Date: _____
Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____
Print Name: _____

If you were required to explain any of your answers above please provide that information on a supplemental sheet.

Standard Form 1199A (E), CDC Adobe Acrobat 5.0 Electronic Version, 8/2001
(Rev. June 1987)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007
Expiration Date 1-31-93

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections I and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*

ADDRESS *(street, route, P.O. Box, APO/FPO)*

CITY | STATE | ZIP CODE

TELEPHONE NUMBER
AREA CODE

B NAME OF PERSON(S) ENTITLED TO PAYMENT

C CLAIM OR PAYROLL ID NUMBER

Prefix | Suffix

D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS

E DEPOSITOR ACCOUNT NUMBER

F TYPE OF PAYMENT *(Check only one)*

- ☐ Social Security
- ☐ Supplemental Security Income
- ☐ Railroad Retirement
- ☐ Civil Service Retirement (OPM)
- ☐ VA Compensation or Pension
- ☐ Fed Salary/Mil. Civilian Pay
- ☐ Mil. Active
- ☐ Mil. Retire
- ☐ Mil. Survivor
- ☐ Other _____ *(specify)*

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*

TYPE | AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE	DATE
SIGNATURE	DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*

I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE	DATE
SIGNATURE	DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME | GOVERNMENT AGENCY ADDRESS

SECTION 3 *(TO BE COMPLETED BY FINANCIAL INSTITUTION)*

NAME AND ADDRESS OF FINANCIAL INSTITUTION

ROUTING NUMBER ☐☐☐☐-☐☐☐☐ CHECK DIGIT ☐

DEPOSITOR ACCOUNT TITLE

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.