



UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO
1000
CSA
18 Aug 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: FALL 2012 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES;
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 fall 2012 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-211	9 Oct 12	14 Dec 12	1630/ 1 Oct 12

3. Transportation. Upon arrival, all candidates must be in appropriate civilian attire, e.g. trousers, a collared shirt and dress shoes. Officer candidates 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 must collect and retain all travel receipts to and from OCS. All 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. All officer candidate flights will be scheduled for arrival at Ronald Reagan Washington National Airport (DCA), prior to 1900 on the report date listed above. At the airport, the candidates will be greeted by the Marine Liaison Team wearing the Service "C" uniform at the United Services Organization (USO) beginning at 1800. Transportation from Ronald Reagan National Airport will be provided by bus for candidates between the hours of 1800 and 2100 on the date of arrival. Chow will not be provided; candidates should ensure

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they eat prior to meeting the liaison team. Officer candidates that fly into any airport other than DCA and those that arrive at DCA after 2100 may secure transportation via SuperShuttle located in the rental car location in the baggage claim area at their own expense. Candidates will provide (give) one copy of their orders to the SuperShuttle driver prior to departing the airport.

b. Departing Flight Information. All candidates accepting a commission at the conclusion of OCS will report to TBS immediately upon graduation/commissioning and will not need roundtrip tickets. All other officer candidates must have round trip tickets prior to their departure for OCS. All return flights will be scheduled after 1800 on graduation day.

c. Privately Owned Vehicles (POV). Candidates attending Officer Candidate Course (OCC)-211 are authorized to drive POVs to OCS, including OCC, Platoon Leaders Class (PLC)-Law, ECP, RECP, MCPR, and MECEP. Officer candidates driving POVs will arrive at OCS between the hours of 1800 and 2100 on the report date in appropriate civilian attire. Officer candidates who arrive before 1800 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. Officer candidates will be instructed where to park upon arrival. Chow will not be provided; candidates should ensure they eat prior to arriving at 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), addresses the types of supplies that potential officer candidates need to bring for training.

a. Running Shoes. All 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 (shoes that accommodate all toes in one compartment) are authorized; toe shoes (shoes that separate toes into compartments separately or in some combination) are not authorized. Refer to the OCS website for specifics on serviceable running shoes.

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b. Physical Training (PT) Gear. All reporting 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. **Ensure the candidates inform their receiving staff that they have these items.**

d. Service "A". Prior enlisted candidates will have the option of converting their Service "A" uniform from enlisted to officer or purchasing new uniforms. All MECEP candidates, regardless of commissioning status, will stand a Company Commander's Inspection in the Service "A" uniform with garrison cover. Females will wear skirts. MECEP Marines and all prior enlisted 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 candidates will receive an issue of two pairs of boots during in-processing; candidates may supplement this purchase by bringing one pair of pre-purchased regulation USMC boots to OCS. Candidates are encouraged to purchase USMC regulation boots prior to arrival at OCS in order to begin a break-in period. Candidates are recommended to become accustomed to wearing and running in boots prior to arrival. Reference MCO P1020.34G par 3012 for boot regulations. Further guidance on boot fitting can be found on the OCS website.

f. Money. All candidates will use a debit or credit card with a minimum of \$450 for the purchase of small/large bag issue. Items are not to be purchased prior to arrival. OCS will not lend money or apply a checkage for a candidate's bag issue or other required costs. Additionally, candidates should give particular consideration towards

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bringing enough cash for weekly haircuts and exchange visits through the first liberty weekend. These events can total \$20 a week. Candidates are recommended to bring no less than \$60 and no more than \$100 for these expenses. Candidates that arrive without the required funds may be sent home if the Commanding Officer deems him or her financially incapable of meeting the initial procurement requirements of items necessary to commence training.

g. Toiletries. Candidates will bring basic overnight toiletry items such as razors, shaving cream, soap, shampoo, deodorant, toothbrush, toothpaste, towel, etc. Candidates need to bring enough supplies for the first two weeks until the first PX call. The small and large bag issue does not cover the hygiene gear requirements. Female candidates need to ensure they have the appropriate products to secure their hair (rubber bands, gel, hairspray, etc) and address feminine hygiene. Additionally, female 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. 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, candidates that fall under the outlined commissioning programs must have the following documentation in their medical record:

a. OCC and PLC. 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 candidates. Active duty and SMCR candidates must possess a completed and current (within one year) Preventative Health Assessment (PHA). MECEP 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

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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 candidates. Female candidates must have current papanicolau (PAP) test results in their medical record (within two years). Female 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 officer candidates need to forward their medical records and SRBs (if applicable) to the OCS MCRC Liaison, Master Sergeant Pagaragan, 2189N Elrod Ave, Quantico, VA 22134 no later 17 Sept 2012 for OCC-211. It is highly recommended that copies of mailed records be retained at the forwarding unit.

h. Aviation contracts. Candidates who are anticipating commissioning 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 non-eccentric 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, 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. Officer candidates will not break their domicile lease, move their dependents to Quantico, have their house packed up, or begin the process of moving out of base housing prior to arriving at

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OCS. Marines authorized Basic Allowance for Housing (BAH) at their present command will continue to receive BAH at their current duty station rate. MECEP selects will return to their parent command to execute PCS orders to the assigned NROTC unit. 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.

a. 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 OCC-R candidates will be required to provide a valid rental/lease or mortgage agreement in order to receive BAH without dependents during OCS (MARADMIN 305/08).

b. 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. Inside each envelope will be a copy of their orders, a completed Electronic Funds Transfer form (see Encl (2)) for a current savings and/or checking account, a voided check or deposit slip, and documentation for all dependents including certified true copies of birth certificates for spouses and children. For newborns, birth verification letters (with footprints) will be accepted. All single candidates will include a copy of mortgage documentation or a valid lease agreement which has been in effect for 6 months or greater at the time of reporting to OCS if BAH is desired. The agreement must be current for the duration of OCC-211 in order to rate the BAH Own-Right entitlement. All married candidates will include a valid marriage license, or a marriage certificate AND the receipt that shows they paid for the license. Failure to include any of the above documentation may result in delayed payment.

c. Candidates that are prior military service members and candidates that are married to current or prior military service members must bring a copy of the each service member's DD-214 and a copy of his/her military identification card. This documentation should be included in the aforementioned manila envelope.

d. During in-processing, 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 candidate capable of receiving a commission. 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 candidates will understand the Marine Corps and OCS policy regarding fraternization. Candidates will not be granted

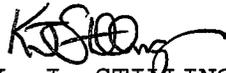
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extra time to plan or execute a wedding outside scheduled liberty periods. If commissioning at the conclusion of OCS, candidates intending to marry prior to commissioning should do so prior to reporting to OCS.

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

11. Pre-ship checklist. PLC and OCC officer candidates will complete enclosure (1), in its entirety and upload to the MCRC portal (HQ G3/Officer Programs) no later than 7 Sept 2012. The MECEP/ECP/RECP/MCPR 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 7 Sept 2012. **MCRC (OP) requires Commanding Officers/OSOs/MOIs to review enclosure (1) with 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.



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