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.
If you are not sure, have your OSO/MOI/OIC/I&I explain. All drug use must be properly identified, explained, and documented.
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.

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

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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.

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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.

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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.___

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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 and 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.