USMC NROTC SIDELOAD APPLICATION CHECKLIST

NAME: _____ **COMMISSIONING FY: 20**____

NROTC UNIT: _____ **MOI/AMOI PHONE:** _____

CURRENT STATUS:
(Check one box)

AVIATION		GROUND
	COLLEGE PROGRAM (APPLYING FOR NSTC CONTROLLED)	
	CHANGE OF OPTION (NAVY TO MARINE SCHOLARSHIP)	
	CIVILIAN (2 YEAR PROGRAM)	

DOCUMENT	**APPLICANT INTITALS**	**AMOI INITIALS**	**MOI INITIALS**
CO ENDORSEMENT TO INCLUDE WORD PICTURE OF APPLICANT WITH SIGNATURE	N/A		
RANK EACH APPLICANT IN EACH YEAR GROUP (I.E. 1 OF 5 IN FY20 OF ALL MIDSHIPMEN)			
RECOMMEND RANKING AGAINST APPLICANTS AND MARINE OPTIONS			
MUST BE EITHER WITH ENTHUSIASM OR CONFIDENCE (DO NOT FORWARD DISAPPROVAL)			
MOI ENDORSEMENT TO INCLUDE A WORD PICTURE OF APPLICANT WITH SIGNATURE	N/A		
MUST BE EITHER WITH ENTHUSIASM OR CONFIDENCE (DO NOT FORWARD DISAPPROVAL)			
DETAILED EXPLANATION OF ANY WAIVER CRITERIA (MORAL, DRUG, ETC.)			
SIGNED INFORMATION SHEET WITH NECESSARY SUPPORTING DOCUMENTS			
HANDWRITTEN STUDENT ENDORSED DETAILED EXPLANATION ATTACHMENT TO ALL YES ANSWERS			
PRIOR SERVICE: WHEN, WHAT BRANCH, DISENROLL OR DISCHARGE CRITERIA			
LEGAL/MORAL: WHEN, WHERE, CONVICTION, OUTCOME			
DRUG: WHEN, WHAT, HOW MANY TIMES			
TATTOO: WHEN, WHAT, WHERE, SIZE, MEANING			
ALL LAW ENFORCEMENT AND COURT DOCUMENTS (IF APPLICABLE)			
COLOR TATTOO PHOTO(S) OF EACH TATTOO AND IN PT GEAR FROM ALL SIDES (IF APPLICABLE)			
TATTOO SCREENING FORM			
TATTOO STATEMENT OF UNDERSTANDING			
STUDENT ESSAY/BIO WITH SIGNATURE (3 PAGES OR LESS EXPLAINING DESIRE TO SERVE, ETC.)			
OFFICIAL TRANSCRIPTS OR CERTIFIED COPY OR **MOST CURRENT COMPLETED GRADES**			
OFFICIAL/CERTIFIED COPY OF DOCUMENTATION OF TEST SCORE (SAT, ACT, or AFQT)			
OFFICIAL/CERTIFIED COPY OF DOCUMENTATION OF ASTB SCORE			
OCS STATEMENT OF UNDERSTANDING			
SERVICE AGREEMENT FOR AVIATION OR GROUND			
COLOR PHOTO ON **REGULAR COPY PAPER** (AVOID SENDING ACTUAL PHOTO PAPER)			
DEGREE COMPLETION PLAN FOR **2 YEAR NATIONAL APPLICANTS**			
NROTC APPLICANT INTERVIEW FORM (2 MARINE OFFICERS) **FOR 2 YEAR NATIONAL APPLICANTS**			

*****VERIFICATION THAT PACKAGE IS COMPLETE AND ALL REQUIREMENTS HAVE BEEN MET**

MOI SIGNATURE _____ DATE _____

UNIT LETTER HEAD

***Use for ALL Scholarship Nominations**

***Update subject lines in ALL endorsements to reflect program applying for (Change of Option/NSTC Controlled/2 Year National)**

IN REPLY REFER TO:
1533
Date

SECOND ENDORSEMENT on MIDN **4/C LNAME's** 1533 request of **Date**

From: Commanding Officer, Naval Reserve Officers Training Corps (NROTC) Unit, **Name of School**
To: Commanding General, Marine Corps Recruiting Command (ON/E)

Subj: NOMINATION FOR NROTC (**TYPE OF SCHOLARSHIP APPLYING FOR**); CASE OF MIDN **4/C FIRSTNAME MI LASTNAME** XXX XX **1234**

1. Provide a recommendation statement using one of the following Categories and delete the others:

   a. **Forwarded, recommended with enthusiasm.**

   b. **Forwarded, recommended with confidence.**

2. I rank this applicant XX out of XX. **Provide a summary evaluation of the nominee's qualifications and potential for commissioned service. Address nominee's status against program standards. Leave out the superlatives and hyperbole.**

C. O. NAME

UNIT LETTER HEAD

IN REPLY REFER TO:
1533
Date

FIRST ENDORSEMENT on MIDN **1/C LNAME's** 1533 request of **Date**

From: Marine Officer Instructor, Naval Reserve Officers Training Corps (NROTC) Unit, **Name of School**
To: Commanding General, Marine Corps Recruiting Command (ON/E)
Via: Commanding officer, Naval Reserve Officers Training Corps (NROTC) Unit, **Name of School**

Subj: NOMINATION FOR NROTC (**TYPE OF SCHOLARSHIP APPLYING FOR**); CASE OF **MIDN 4/C FIRSTNAME MI LASTNAME** XXX XX **1234**

1. Provide a recommendation statement using one of the following categories:

   a. **Forwarded, recommended with enthusiasm.**

   b. **Forwarded, recommended with confidence.**

2. **Provide a subjective assessment of the relative performance of the nominee against peers. Indicate potential for program completion and future commissioned service. Address "Yes" answers on Information Sheet and any waiver requested (i.e., tattoos, drugs, moral, etc.). For those nominees who require a body fat percentage, certify the percentage in accordance with MCO 6110.3. Address the applicants individual achievements, accomplishments, and ranking within the program. Additionally, specifically address any areas (i.e., no Aptitude GPA) that make an otherwise qualified applicant's less competitive. Leave out the superlatives and hyperbole.**

M. O. INSTRUCTOR

1533
Date

From: MIDN **4/C First MI Last** XXX XX **1234**
To: Commanding General, Marine Corps Recruiting Command (ON/E)
Via: (1) Marine Officer Instructor, Naval Reserve Officers Training Corps (NROTC) Unit, **Name of School**
(2) Commanding Officer, Naval Reserve Officers Training Corps (NROTC) Unit, **Name of School**

Subj: REQUEST FOR NOMINATION FOR NROTC (TYPE OF SCHOLARSHIP APPLYING FOR)

Ref: (a) CNSTCINST 1533.2 (ROD)

Encl: (1) Student Letter
(2) Official College Transcripts
(3) OCS Statement of Understanding
(4) MCRC Regular Officer (ON/E) Application and program Information Sheet
(5) Tattoo Screening Form
(6) Tattoo Statement of Understanding
(7) Tattoo Color Photos (if applicable)
(8) Color Photo Page
(#) Any Necessary Waiver Documentation to include **Handwritten Explanation of who/what/when/where/why**
(#) Additional documentation required if a 2 Year National civilian

1. Per the reference, the enclosures are submitted. I request application for enrollment in the Marine Corps Naval Science Courses, commencing with the (fall/spring/summer) Semester, Academic Year YYYY. I desire to be considered as a candidate for a commission in the United States Marine Corps.

2. In this paragraph, if you require a waiver based on "Yes" answers to your information sheet (i.e. legal, tattoo, drug), you must request the waiver and provide justification. See your MOI/AMOI for further guidance. If no waivers are required, omit this paragraph.

F. M. LNAME

MCRC REGULAR OFFICER (ON/E) APPLICATION AND PROGRAM INFORMATION SHEET

LAST NAME, FIRST, MI	FULL SSN	RANK/PMOS	EAS(YYMMDD)	MARITAL STATUS	RACE

SEX ☐ MALE ☐ FEMALE	DOB(YYMMDD)	RELIGION	CITIZENSHIP

HOME OF RECORD ADDRESS: (INCLUDE COUNTY)	EMAIL / PHONE	DTE OF PRGM ENTRY (board/msg date)

UNIT ADDRESS	PROGRAM (CHECK ALL THAT APPLY)			
		☐ NROTC NAVY	☐ CIVILIAN	☐ NAVAL ACADEMY
		☐ NROTC MARINE	☐ ECP/RECP	☐ AIR FORCE ACAD
		☐ COLLEGE PROGRAM	☐ MECEP	☐ WEST POINT
		☐ SCHOLARSHIP	☐ MCP-R	☐ USMMA

ACAD MAJOR/EDUC LEVEL	CUMGPA	SEM GPA	GRAD DATE	PROJ COMM DATE	COLLEGE

PFT SCORE	FLEX/PU	CRUNCHES	RUN	HT(INCH)/WT	BF%	PFT DATE	CFT SCORE	CFT DATE

SAT MATH	CR	TOTAL	COMPOSITE ACT	AFQT	ASTB	PROJ/COMP OCS

EXTRACURRICULAR ACTIVITIES/BILLETS HELD

RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES

RELATIONSHIP	RANK	BRANCH OF SERVICE	STATUS

*IF YOU ANSWER "YES" TO ANY OF FOLLOWING QUESTIONS, ATTACH A HAND-WRITTEN STATEMENT ON THE ADDENDUM PAGE OR USE THE MINOR TRAFFIC PAGE, NON-TRAFFIC ARREST FORM OR DRUG FORM (WHERE APPLICABLE) EXPLAINING THE SPECIFIC CIRCUMSTANCES (WHEN, WHERE, WHY, HOW MANY, ETC. AND CURRENT STATUS)	YES	NO
1. Have you ever applied or been a member of any other officer program (PLC, OCC, NROTC, ECP, MECEP, MCP-R, RECP, or Service Academy)?		
2. Have you ever failed any military flight training program?		
3. Have you previously applied for any other branch of the Armed Forces? Were you rejected?		
4. Have you ever claimed or been granted a pension, disability allowance, compensation, or retired pay from the Federal Government?		
5. Are you a "sole survivor"? (All other siblings and or parents have died/captured/MIA in combat)		
6. Have you ever been cited, arrested, convicted or sentenced by a law enforcement activity, regardless of final adjudication? (If yes, provide the minor traffic page and/or non-traffic arrest form with supporting documentation or police record check.)		
7. Have you ever received a suspended sentence by a court?		
8. Have you ever been in jail, reform school, or penitentiary?		
9. Are you now, or have you ever been on parole, probation, suspension, or other forms of restraint (from law enforcement)?		
10. Are you a conscientious objector?		
11. Have you ever been psychologically or physically dependent upon any drugs or alcohol?		
12. Have you ever used or been a trafficker of non-prescribed or illegal drugs? (If yes, provide drug statement form with a detailed statement.)		
13. Do you qualify for permanent restrictions assignments? (Family member, kin, 100% disability while serving in hostile fire area.)		
14. Do you or have you ever had any tattoos, body piercings, ornamentation, or brandings and body mutilations? (Provide description, date received, location, and color photos of all tattoo(s) and/or brandings along with tattoo screening form and tattoo statement of understanding.)		
15. If prior enlisted, do you have any previous approved enlisted waivers?		

I certify that the information contained in the application is true, complete and correct to the best of my knowledge and belief. I understand that knowing and willful false statements on this form can be punished by a fine or imprisonment or both. (See U.S. Code Title 18, Section 1001).

Member's Signature _____ Date_____

Commissioned Officer's Signature: _____ Date_____

(REV FEB 14; All Previous Revisions are Obsolete)

(Instructions on Page 3)

Privacy Act Statement

AUTHORITY: Title 10 U.S. Code §§ 531 and 591

PURPOSE: To determine the eligibility of applicants to enlisted to officer commissioning programs. Disclosure of Social Security Account Number is mandatory and is used to further identify the individual providing the information.

ROUTINE USES: The information is used for the purpose set forth above and may be:

- Forwarded to the respective programs officer selection boards;

- Reviewed by multiple entities in the service member's chain of command.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

For Military Personnel: Disclosure of personal information is mandatory and failure to do so disqualifies the applicant's application.

ACKNOWLEDGMENT:

I understand the provisions of the Privacy Act of 1974 as related to me through the foregoing statement.

Signature: _____
Date: _____

INSTRUCTIONS ON FILLING OUT THE MCRC REGULAR OFFICER (ON/E) APPLICATION AND PROGRAM INFORMATION SHEET (MUST BE TYPED)

NAME	As it appears on birth certificate
SSN	Full SSN as it appears on Social Security Card (do not use EDIPI/DOD ID #)
RANK/PMOS	For MIDN: 1/C, 2/C, 3/C or 4/C. For Marines: Rank and Primary MOS
EAS	End of Active Service: Marines only. (does not apply to midshipman/cadets)
MARITAL STATUS	Single, Married, Annulled, Divorced, Separated, Widowed
RACE	Plain language race (WHITE/BLACK/HISPANIC/OTHER)
SEX	MALE or FEMALE
DOB	Date of Birth as it shows on birth certificate in YYMMDD format.
RELIGION	Religion or NONE
CITIZENSHIP	US BORN, NATURALIZED, FOREIGN BORN TO US PARENTS, ETC., FOREIGN NATIONAL
HOME OF RECORD	Address as it is shown on enlistment contract. MUST INCLUDE COUNTY
EMAIL	Primary email address
PHONE	Primary phone number to include area code
DATE OF PROGRAM ENTRY	Date of selection board MARADMIN for Marines and date of original contract for midshipman/cadets is signed (MECEP/ECP/RECP/MCP-R board applicants leave blank)
UNIT ADDRESS	NROTC/school/parent command mailing address for official correspondence
PROGRAM	Current status or program applying for as applicable
ACAD MAJOR/EDU LEVEL	Major in current studies or degree and/or what was the highest level of education completed
CUMGPA	Cumulative grade point average (GPA) for completed college classes (high school GPA for 4 Year NROTC applicants unless some college credits have been taken)
SEM GPA	Last completed semester/quarter GPA
GRAD DATE	Date of completed or expected degree completion in YYMMDD format
PROJ COMM DATE	Projected commissioning date in YYMMDD format
COLLEGE	Name of school attended if degree completed or currently attending (for NROTC, may not be always be the same as unit school; MECEP board applicants leave blank)

PFT SCORE	Marine Corps Physical Fitness Test total points
FLEX/PU	Flexed arm hang for females (seconds) and pull ups for men (total)
CRUNCHES	Total number
RUN	3 mile run time in minutes and seconds (18:00)
HT(INCH)/WT	Height in inches (71)/weight in pounds (180)
BF%	Body fat percentage if over height/weight standards per MCO
PFT DATE	Date of most current PFT in YYMMDD format
CFT SCORE	Marine Corps Combat Fitness Test score if taken
CFT DATE	Most Current date CFT was taken in YYMMDD format
SAT (MATH/CR) TOTAL	Most recent Scholastic Aptitude Test scores (Math and Critical Reading total only), scores must be from same test (if taken)
COMPOSITE ACT	Most recent test composite score only (if taken)
AFQT	Armed Forces Qualification Test portion of the Armed Services Vocational Aptitude Battery test Score (if taken)
ASTB	Aviation Selection Test Battery scores (if taken)
PROJ/COMP OCS	Projected or completed date of Officer Candidates School if applicable (MECEP/ECP/RECP/MCP-R board applicants leave blank)
EXTRACURRICULAR ACTIVITIES/BILLETS HELD (If applicable)	
RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES (If applicable)	
QUESTIONS 1 to 17	All "YES" answers must have a detailed handwritten statement that answers who, what, when, where, why, and how (Marines: "located in SRB or previously waived upon enlistment" is not an acceptable answer as additional review is required)
MEMBER'S SIGNATURE	Applicant or participant signature certifying the information
COMMISSIONED OFFICER'S SIGNATURE	Authorized officer certifying that form is complete and all requirements were fulfilled.
PRIVACY ACT STATEMENT	Applicant or participant signature and dated

WHEN COMPLETED (SIGNATURES, AND AMPLIFYING INFORMATION), PRINT PAGES 1-2 AND SUBMIT (AS APPROPRIATE); <u>DO NOT SUBMIT INSTRUCTIONS</u>

TATTOO SCREENING FORM

INSERT YOUR PHOTOS BY CLICKING IN THE SQUARE PROVIDED AND SELECT THE APPROPRIATE PHOTO.

PT GEAR PHOTOS
(GREEN ON GREEN PT GEAR ONLY)

RANK		NAME		EDIPI	

FRONT PROFILE	REAR PROFILE
LEFT PROFILE	RIGHT PROFILE

RANK		NAME		EDIPI	

TATTOO NUMBER ONE	TATTOO NUMBER TWO
SIZE:	SIZE:
DESCRIPTION:	DESCRIPTION:
LOCATION:	LOCATION:
MEANING:	MEANING:

TATTOO NUMBER THREE	TATTOO NUMBER FOUR
SIZE:	SIZE:
DESCRIPTION:	DESCRIPTION:
LOCATION:	LOCATION:
MEANING:	MEANING:

RANK		NAME		EDIPI	

TATTOO NUMBER FIVE	TATTOO NUMBER SIX
SIZE:	SIZE:
DESCRIPTION:	DESCRIPTION:
LOCATION:	LOCATION:
MEANING:	MEANING:

TATTOO NUMBER SEVEN	TATTOO NUMBER EIGHT
SIZE:	SIZE:
DESCRIPTION:	DESCRIPTION:
LOCATION:	LOCATION:
MEANING:	MEANING:

RANK		NAME		EDIPI	

TATTOO NUMBER NINE	TATTOO NUMBER TEN
SIZE:	SIZE:
DESCRIPTION:	DESCRIPTION:
LOCATION:	LOCATION:
MEANING:	MEANING:

TATTOO NUMBER ELEVEN	TATTOO NUMBER TWELVE
SIZE:	SIZE:
DESCRIPTION:	DESCRIPTION:
LOCATION:	LOCATION:
MEANING:	MEANING:

RANK	NAME	EDIPI

Marine Verification: By signing below I certify that all of my tattoos are contained within this document (use additional document if necessary). I will notify my Command upon any change to any tattoos annotated within this document.

Marine Printed Name and Rank	Marine Signature	Date Completed

Command Review and Endorsement: Please check your professional opinion of each tattoo as to whether you find it "Offensive", "Non-Offensive", or "Questionable" as annotated below.

Tattoo number one finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number two finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number three finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number four finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number five finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number six finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number seven finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number eight finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number nine finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number ten finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number eleven finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable
Tattoo number twelve finding is:	☐ Offensive	☐ Non-Offensive	☐ Questionable

The overall observation of SNM's tattoos is that they are:	☐ Excessive	☐ Non-Excessive

Comments: Provide any additional comments necessary below:

SgtMaj Printed Name	SgtMaj Signature	Date Completed
Commander Printed Name	**Commander Signature**	**Date Completed**

USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

NAME_____ **L4 SSN**_____ **DATE**_____

Part I: Purpose. The purpose of this form is to ensure that you disclose the full extent of your tattoos, brands and/or body ornamentation. Refusal to complete the form will result in termination of your enlistment processing.

1. Does the applicant currently have, or ever had any tattoos, brands, body markings, or body ornamentation, or has the applicant ever had a tattoo, brand or body ornamentation removed, concealed, covered or altered? (Initials in appropriate block)

Y _____ N_____

Notes: If the answer to Question 1 is NO; move to Part II Certification Block of this Screening Form. Questions 2 through 9 are not required. If the answer to Question 1 is YES; complete Questions 2-9, then certify in Part II and forward for Review.

2. Does applicant have body markings of any type that are exposed or partially exposed while wearing the standard warm weather PT uniform (shorts & shirt)?

Y_____ N_____

3. Are any of the tattoos, brands or markings:
- on head or neck (above collarbone in front, above seventh [C7] cervical [last] vertebrae in back or otherwise visible in open collar short sleeve khaki shirt with white undershirt) or inside the mouth?
- on hands, elbows, knees, or fingers (with exception of wedding band tattoo- not to exceed 3/8 of an inch), or within 2 inches of the wrists?

Y ____ N_____

4. Are any tattoos, markings or ornamentations exposed while wearing the standard PT uniform:
- Larger than the individual wearers hand with fingers extended and joined?
- Band Tattoos, (cannot exceed 3 inches or the width of the individual's four fingers extended and joined, whichever is greater)?
- Single band tattoo on one finger (max width less than 3/8 of an inch)?
- Excessive Tattoos (combined coverage must be covered by the individual wearers hand with their fingers extended and joined)?

Y _____N_____

5. Do any of the tattoos, markings etc., depict nudity, are they racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps Drug policy, the UCMJ, to include tattoos associated with illegal drugs, drug usage or paraphernalia?

Y _____N_____

6. Do any of the tattoos, brands or body ornamentation represent a gang membership or extremist group, advocate racial, ethnic, or religious discrimination, obscene, prejudicial to good order and discipline/morale or of a nature to discredit to the Marine Corps?

Y_____N_____

7. Are any of the tattoos a result of a specific activity? (i.e. activity for membership initiation, or as the result of any violation of law(s))?

Y _____N_____

USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

NAME_____ **L4 SSN**_____ **DATE**_____

8. Are there any body markings, ornamentation or mutilation (i.e. Tongue Splitting, etc), Ornamental Body Piercing(s), Holes in Ear Lobes (large enough for light to pass through opening), or Ornamental Implantations, (silicone implants on face, horns on the forehead, etc).

Y_____ N_____

Location(s) of an applicant's current, removed, concealed, covered, or altered tattoos, brands, markings, or ornamentation will be documented in Part IV of this Screening Form. Removed, concealed, covered or altered tattoos need to be annotated as such (i.e. removed) with full description of the original marking.

Part II: Certification. I have completely disclosed the full extent of my tattoos, brands or body ornamentation to include those removed or altered.

_____ _____ _____
(Name of Candidate) (Signature) (Date)

"Applicant qualified in accordance with MCBul 1020 & Frost Call 017-16."

_____ _____ _____
(Name of Certifying Officer) (Signature) (Date)

*Certifying Officer Comments:

_____

_____

* A Certifying Officer is a commissioned officer at the Recruiting Station, NROTC Unit, USNA, or in the chain of command for enlisted Marines applying for a Commissioning of Warrant officer Programs.

Part III: Reviewing.

a. If the applicant responded "Yes" to question 2, the tattoo must be reviewed to determine eligibility. If the applicant responded "Yes" to questions 3-8, the applicant is ineligible (with the exception to the wedding band tattoo authorized on one finger) for commission.

b. Digital photos are required for all reviews. Photos not required of female applicants with torso tattoos or male applicants with lower torso (below waist) tattoos. Applicants may hand draw pictures of torso & lower torso tattoos indicating size and location. Cross-check drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency. Under no circumstances will a female applicant be photographed in less clothing than the standard warm weather physical training uniform.

c. All questionable body markings in regards to content, size, number or location will be forwarded to the appropriate authority for approval/review. Check appropriate review authority:

[ ] Recruiting Districts. Review tattoos for applicants applying for the Platoon Leaders Class, Officer Candidate Course, and Four Year Naval Reserve Officer Training Scholarship programs.

USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

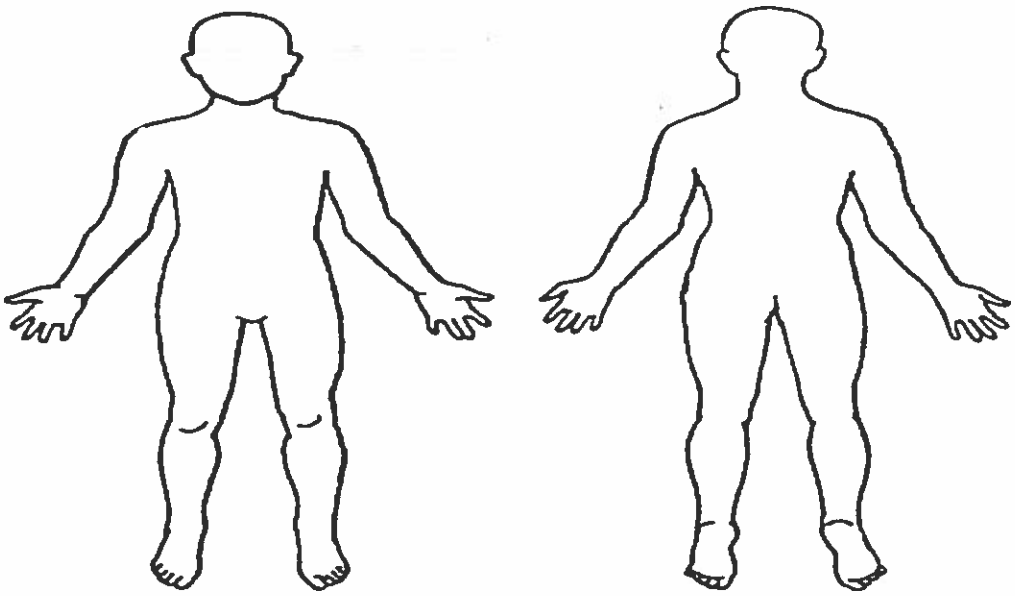
NAME_____ **L4 SSN**_____ **DATE**_____

[ ] Marine Corps Recruiting Command. Review tattoos for applicants applying to all other commissioning and Warrant Officer programs.

"Applicant is eligible for commissioning after review and adjudication in accordance with MCBul 1020 & Frost Call 017-16."

_____
NAME/SIGNATURE OF REVIEWING OFFICER RANK BILLET

Part IV. Documentation. The following depicts the location and description of the applicant's Body Markings. Place number on body location and describe in blocks below indicating content and size in inches:



FRONT VIEW

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BACK VIEW

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

NAME _____ **L4 SSN** _____ **DATE** _____

Part V. Certification. I certify above body marking information is accurate.

_____ _____ _____
(Name of Candidate) (Signature) (Date)

"Applicant qualified in accordance with MCBul 1020 & Frost Call 017-16."

_____ _____ _____
(Name of Certifying Officer) (Signature) (Date)

Part VI. Recertification. (Prior to Request for Appointment) I certify the information previously given on Tattoo Screening Form remains the same. If any change is indicated an addendum Tattoo Screening Form will be complete then forwarded to the appropriate authority prior to the Request for Appointment.

1. Changes to this Tattoo Screening Form Y_____ N _____

_____ _____ _____
(Name of Candidate) (Signature) (Date)

"Applicant is eligible for commissioning after review and adjudication in accordance with MCBul 1020 & Frost Call 017-16."

_____
NAME/SIGNATURE OF REVIEWING OFFICER RANK BILLET

OFFICER CANDIDATE STATEMENT OF UNDERSTANDING
APPENDIX P

1. Purpose. The purpose of this Statement of Understanding (SOU) is to ensure you understand the Marine Corps policy concerning Tattoos, Branding and Ornamentation, contained in MCBul 1020 and USMC Uniform Board Regulation MCO P1020.34G.

2. Policy. Marine Corps policies strictly PROHIBIT any tattoos, brandings, mutilations, or ornamentations on the head (including in or around the mouth), neck area, hands, fingers, elbows, knees, and within two inches of the wrist. Any tattoos, brandings, mutilations, or ornamentation on other parts of the body, that are prejudicial to good order and discipline, gang or extremist group related, or bring discredit to the Marine Corps are also PROHIBITED. Descriptions:

a. Prejudicial to Good Order and Discipline. Tattoos, brands or ornamentation that are drug-related, gang-related, extremist, obscene or indecent, sexist (express nudity), or racist, excessive (sleeve tattoos), eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps drug policy.

b. Gang or Extremist Group. Any tattoos, brands or ornamentation that are affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution and federal or state law.

c. Size. Any tattoos exposed when wearing the properly fitting standard warm weather physical training gear (T-Shirt & shorts), must be covered by the individuals hand with their fingers extended and joined with the thumb flush against the side of the hand.

d. Location. Tattoos on the head (including in or around the mouth), neck area, hands, fingers (with exception of one single band tattoo on one finger only), elbows, knees, and within two inches of the wrists are **prohibited**. The head is defines as the portion of the body above the first cervical vertebrae (C1). The neck is defined as the portion of the body above the collarbone in the front area, above the seventh cervical vertebrae (C7) in the back area, and visible while wearing the properly fitting warm weather physical training shirt. Tattoos on the chest or back that cannot be covered by wearing a crew neck t-shirt in the Service C uniform or utility uniform are prohibited. Tattoos on the elbow or knees are also prohibited. These areas must be free of tattoos and separates any tattoos on the upper arm/upper leg from any tattoos on the lower arm/lower leg.

e. Ornamentation. Defined as any mutilation to the body such as tongue splitting, body piercing(s), holes in ear lobes (large enough for light to pass through), or implantations, such as silicone implants on face, horns on the forehead, etc. All applicants must remove body ornamentation (i.e. body piercings) while participating in any/all pool functions and prior to shipping.

3. Certification. I certify that I completely understand the Marine Corps policy on the tattoos, brands, and ornamentations. I understand that I will be screened for tattoos, brands and body ornamentations, and must complete the Marine Corps Tattoo Screening Form. I further understand I will be re-screened prior to my request for appointment, for any additional tattoos, brands and body ornamentations received while in the officer commissioning process. Prohibited body markings received while in pool are disqualifying.

(Applicant's Printed Name)	(Applicant's Signature)	(Date)
(Name of Certifying Officer)	(Signature of Certifying Officer)	(Date)

STUDENT LETTER
(Do not number paragraphs of letter)

1. **Format**. **Courier New, 12 pitch, single space, using 1" margins. Do not use bullet format. Essay and bio should be no longer than 1500 words (3 pages) total combined.**

2. In the first paragraph, choose from one of the following three essay topics below.

a. **Core Values**. The Marine Corps' core values are Honor, Courage, and Commitment. Discuss a situation where you demonstrated one or more of these qualities and why that value is important to you.

b. **Greatest Influence**. Explain your greatest influence in applying for the Naval Reserve Officer Training Corps Program.

c. **Greatest Accomplishment**. What do you believe has been your greatest accomplishment to date.

3. In this paragraph, explain ***"Why you want to be a Marine Corps Officer."***

4. In this paragraph of the enclosure, provide your biographical essay. Address your date and place of birth; parents and family; birthplace of parents and parents occupation; brothers, sisters, wife, children, if any; schooling; military experience; civilian employment; places you have lived; hobbies, athletics, clubs, and interests; choice of study with reason for choice; and type of duty desired when commissioned.

5. At the closing of the essay and bio, include the following statement and then sign: "I certify that I have personally prepared this statement without outside assistance."

STUDENT SIGNATURE

OFFICER CANDIDATES SCHOOL, SIX WEEK PROGRAM
STATEMENT OF UNDERSTANDING

FROM: MIDN **4/C LNAME, F. M. XXX XX 1234**

1. I understand that successful completion of Officer Candidates School, Six Week Program is a pre-commissioning requirement that will not be waived.

2. I further understand that should I fail to successfully complete Officer Candidates School, Six Week Program, a Performance Review Board may be convened and that I may be disenrolled from the NROTC Marine Option Program.

3. I further understand that if disenrolled from the NROTC Marine Option Program, I may be subject to government recoupment of all educational benefits or active enlisted service for a minimum of two years.

(Signature)	(MOI signature and rank)
(Date)	(Date)

Enclosure ( )

SERVICE AGREEMENT (1100)
MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS GROUND
NAVMC 11880 (11-12) (EF)
FOUO – Privacy sensitive when filled in.

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1. In connection with my application for enrollment in the **MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) GROUND** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **MARINE OPTION NROTC GROUND** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks, regardless of assignment to either a 6-Week Pre-Commissioning, 6-Week Commissioning, or 10-Week Commissioning Program, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will be disenrolled from the **MARINE OPTION NROTC GROUND** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be conditionally retained in the **MARINE OPTION NROTC GROUND** program and have the opportunity to return to OCS if recommended by my command and approved by CMC.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **MARINE OPTION NROTC GROUND** program.

c. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5 or the highest pay grade achieved if I enter this obligation directly from current service at a pay grade above E-5.

d. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized.

e. A commission in the USMC is held at the pleasure of the President of the United States.

f. I understand that I will incur a Military Service Obligation (MSO) of eight (8) years in the USMC from the date of appointment to commissioned grade;

(1) Any portion of this eight (8) year MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

g. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

h. Upon acceptance of appointment to commissioned grade, I will be assigned the primary Military Occupational Specialty (MOS) 8001 (Ground) and further be assigned to The Basic School (TBS) for commissioned officer training.

i. Upon successful completion of TBS I will be further assigned to a follow-on MOS School.

2. I consent to serve on extended active duty for a minimum of forty-eight (48) months as a commissioned officer from date of appointment to commissioned grade. I understand that a request for release from active duty prior to completion of this period will normally be rejected.

a. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session.

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

TYPED LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

b. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **MARINE OPTION NROTC GROUND** program except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Full Name and Grade of Witness	*Typed Full Name of Applicant*
	Date

SERVICE AGREEMENT – MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS GROUND

FOR OFFICIAL USE ONLY

ANNEX C

SERVICE AGREEMENT (1100)
MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS STUDENT NAVAL AVIATOR
NAVMC 11881 (11-12) (EF)

FOUO – Privacy sensitive when filled in.

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1. In connection with my application for enrollment in the **MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) STUDENT NAVAL AVIATOR (SNA)** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **MARINE OPTION NROTC SNA** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks, regardless of assignment to either a 6-Week Pre-Commissioning, 6-Week Commissioning, or 10-Week Commissioning Program, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will be disenrolled from the **MARINE OPTION NROTC SNA** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be conditionally retained in the **MARINE OPTION NROTC SNA** program and have the opportunity to return to OCS if recommended by my command and approved by CMC.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **MARINE OPTION NROTC SNA** program.

c. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5 or the highest pay grade achieved if I enter this obligation directly from current service at a pay grade above E-5.

d. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized.

e. A commission in the USMC is held at the pleasure of the President of the United States.

f. I understand that I will incur a Military Service Obligation (MSO) of eight (8) years in the USMC from the date of appointment to commissioned grade;

(1) Any portion of this eight (8) year MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

g. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

h. Upon completion of OCS and acceptance of appointment to commissioned grade, I will be assigned primary Military Occupational Specialty (MOS) 7599 (Student Naval Aviator) and further be assigned to The Basic School (TBS) for commissioned officer training.

i. Upon successful completion of TBS, I will be assigned to the first available flight training class if I am physically qualified for such assignment when said class becomes available. Any projected delay in assignment to flight training may result in a temporary assignment to duties as dictated by the needs of the USMC until assignment to flight training can be effected.

j. After completion of TBS, any period of delay in assignment to flight training in excess of nine (9) months will be counted towards the seventy-two (72) month obligation, set forth in paragraph 2.a.

2. I consent to serve as a commissioned officer on extended active duty for the following minimum periods and understand that a request for release from active duty prior to completion of the minimum period will normally be rejected:

a. Seventy-two (72) months from the date of my successful completion of flight training and designation as a Naval Aviator; or

b. Forty-eight (48) months from date of appointment to commissioned grade if;

(1) I fail to meet the requirements for assignment to flight training; or

(2) I am separated from the flight training by reason of flight failure or physical disqualification (contingent upon approval from CMC).

TYPED LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

(3) In addition to the forty-eight (48) month MSO, if I fail to meet the requirements for assignment to flight training as a result of my own request or by reason of academic failure, I agree to serve an additional extension of active service equal to the time spent in flight training (contingent upon approval from CMC).

c. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session.

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

d. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I certify that I have not previously failed any military aviation training program nor have I been designated as an aviator in any of the Armed Forces of the United States.

4. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **MARINE OPTION NROTC SNA** program except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Full Name and Grade of Witness	*Typed Full Name of Applicant*
	Date

SERVICE AGREEMENT – MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS STUDENT NAVAL AVIATOR

FOR OFFICIAL USE ONLY

ANNEX C

SERVICE AGREEMENT (1100)
MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS STUDENT NAVAL FLIGHT OFFICER
NAVMC 11882 (11-12) (EF)

FOUO – Privacy sensitive when filled in.

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1. In connection with my application for enrollment in the **MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) STUDENT NAVAL FLIGHT OFFICER (SNFO)** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **MARINE OPTION NROTC SNFO** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks, regardless of assignment to either a 6-Week Pre-Commissioning, 6-Week Commissioning, or 10-Week Commissioning Program, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will be disenrolled from the **MARINE OPTION NROTC SNFO** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be conditionally retained in the **MARINE OPTION NROTC SNFO** program and have the opportunity to return to OCS if recommended by my command and approved by CMC.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **MARINE OPTION NROTC SNFO** program.

c. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5 or the highest pay grade achieved if I enter this obligation directly from current service at a pay grade above E-5.

d. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized.

e. A commission in the USMC is held at the pleasure of the President of the United States.

f. I understand that I will incur a Military Service Obligation (MSO) of eight (8) years in the USMC from the date of appointment to commissioned grade;

(1) Any portion of this eight (8) year MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

g. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

h. Upon completion of OCS and acceptance of appointment to commissioned grade, I will be assigned primary Military Occupational Specialty (MOS) 7578 (Student Naval Flight Officer) and further be assigned to The Basic School (TBS) for commissioned officer training.

i. Upon successful completion of TBS, I will be assigned to the first available flight training class if I am physically qualified for such assignment when said class becomes available. Any projected delay in assignment to flight training may result in a temporary assignment to duties as dictated by the needs of the USMC until assignment to flight training can be effected.

j. After completion of TBS, any period of delay in assignment to flight training in excess of nine (9) months will be counted towards the seventy-two (72) month obligation, set forth in paragraph 2.a.

2. I consent to serve as a commissioned officer on extended active duty for the following minimum periods and understand that a request for release from active duty prior to completion of the minimum period will normally be rejected:

a. Seventy-two (72) months from the date of my successful completion of flight training and designation as a Naval Flight Officer; or

b. Forty-eight (48) months from date of appointment to commissioned grade if;

(1) I fail to meet the requirements for assignment to flight training; or

TYPED LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

(2) I am separated from the flight training by reason of flight failure or physical disqualification (contingent upon approval from CMC).

(3) In addition to the forty-eight (48) month MSO, if I fail to meet the requirements for assignment to flight training as a result of my own request or by reason of academic failure, I agree to serve an additional extension of active service equal to the time spent in flight training (contingent upon approval from CMC).

c. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session.

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

d. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I certify that I have not previously failed any military aviation training program nor have I been designated as an aviator in any of the Armed Forces of the United States.

4. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **MARINE OPTION NROTC SNFO** program except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Full Name and Grade of Witness	*Typed Full Name of Applicant*
	Date

SERVICE AGREEMENT – MARINE OPTION NAVAL RESERVE OFFICERS TRAINING CORPS STUDENT NAVAL FLIGHT OFFICER

FOR OFFICIAL USE ONLY

ANNEX C

Subj: NOMINATION FOR NROTC (**TYPE OF SCHOLARSHIP APPLYING FOR**); CASE OF **MIDN 4/C FIRSTNAME MI LASTNAME** XXX XX **1234**

COLOR PHOTOGRAPH PAGE

Guidance: The color photo should be taken in portrait layout with the nominee at three-quarters (3/4) view, without cover, displaying the nominee in the prescribed uniform with left shoulder forward, and no larger than 5x7. This photo should be taken in the same format as a standard USMC promotion photo. Fill in all applicable information in the table below to include MOI signature. Photo should be digitally attached to a word file. Please do not send actual photo paper.

"Photo Goes Here"

LAST, FIRST MIDDLE INIT.	DATE OF PHOTO	MOI SIGNATURE

Enclosure ( )