



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

IN REPLY REFER TO
1000
CSA

APR 16 2020

From: Commanding Officer, Officer Candidates School
To: Selectees of Officer Candidates Class-234 and Platoon Leaders Class
(Juniors/Seniors)

Subj: SUMMER 2020 OFFICER CANDIDATES SCHOOL CLASS DATE; CANDIDATE PRE-SHIP
PREPARATION AND REQUIREMENTS - UPDATE 1

Encl: (1) Officer Candidate Pre-ship Checklist
(2) IPAC/OCS Candidate Screening Checklist
(3) SF 1199a (Electronic Funds Transfer form)
(4) Instructions for making a protective mask
(5) Barnett Field Map

1. Background. As the nation is battling the serious threat of novel COVID-19, Officer Candidates School is taking all the necessary steps to prevent its spread and are heavily engaged and focused on maintaining a safe training environment. The entry-level training we conduct at OCS to make Marine officers is considered mission essential. To that end, we will view this virus as an enemy, defend against it, and continue the mission while protecting the force. In accordance with Centers for Disease Control and Prevention (CDC) recommendations, we will be instituting a variety of mitigation measures for the summer training cycles to protect our staff and the candidates to include the following:

a. Restriction of Movement for 14 days upon arrival to Marine Corps Base Quantico (MCBQ) to monitor candidates for COVID-19 symptoms. During the 14-day ROM, Candidates will be staying in low occupancy billeting, conduct medical screening, have the opportunity to conduct limited physical training and, and receive introduction to course material.

b. Strict enforcement of platoon separation and schedule de-confliction to reduce risk of contamination between platoons.

c. Sanitization of common facilities and equipment between each platoon's use.

d. Candidate liberty will be restricted to Brown Field (OCS).

e. Staff will limit interaction outside their platoon and practice social distancing or the wear of personal protective equipment (PPE).

These listed mitigation measures are not all inclusive, but the themes of sanitization, separation, social distancing, and liberal use of PPE, are being applied to every hour of training and every foreseeable activity. Although adjustments are being made to the training schedule and training environment to protect the force from the threat of COVID-19, we will do what we have always done: educate, train, screen, and evaluate Officer Candidates for the leadership, moral, mental, and physical qualities required for

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as a Marine Corps officer. The exceptionally high standards expected from Officer Candidates and the OCS staff remain unchanged.

2. Purpose. This updated letter is an aid to all those involved in the preparation of officer candidates for Officer Candidates Class-234 (OCC-234), Platoon Leaders Class-Juniors (PLC-Jrs), and Platoon Leaders Class-Seniors (PLC-Srs) during the summer 2020 training cycle. This letter, along with the Officer Candidates School (OCS) website, <http://www.trngcmd.marines.mil/Northeast/Officer-Candidates-School/>, contains important information and responses to frequently asked questions by officer candidates. The website also includes physical training guidance, academic resources, and other preparation tips.

3. Summary of Revision.

- a. Report and graduation/completion dates have been updated.
- b. Officer candidates attending PLC (Jrs/Srs) 1st and 2nd Increment who desire to drive must request authorization from Marine Corps Recruiting Command (MCRC) Officer Programs through their respective Officer Selection Officer (OSO) or Naval Reserve Officer Training Corps Unit. The only other form of transportation is via air to Ronald Reagan Washington National Airport (DCA). Candidates CANNOT be dropped off.
- c. Check-in procedures (chapter 6) have been included.
- d. Required items (chapter 7) have been updated.
- e. Candidates will only be able to use a debit or credit card.
- f. Candidates will be able to ship to OCS without current (within one year) dental records. However, candidates with current need for dental service may be medically disqualified during in-processing and during the training cycle as there will be no dental services available.
- g. Candidates will not have the ability to pick up Non-United States Postal Service (USPS) package as candidate liberty will be restricted to Brown Field.

4. Class Date.

Class	Report Date	Graduation / Completion Date
PLC-Jrs (1st Increment)	23 May 2020	10 July 2020
PLC-Srs (1st Increment)	23 May 2020	11 July 2020
OCC-234	9 June 2020	15 August 2020
PLC-Jrs (2nd Increment)	27 June 2020	14 August 2020
PLC-Srs (2nd Increment)	27 June 2020	15 August 2020

5. Transportation. Officer candidates must collect and retain all travel receipts to and from OCS, as they will file a travel claim for reimbursement at either The Basic School (TBS), their Officer Selection Station (OSS), or parent command upon their return. All candidates must travel and arrive in appropriate civilian attire (i.e. slacks with a belt (no blue jeans), a

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collared shirt, and dress shoes - no heels), and must wear a protective mask. Instructions for making a mask can be found in enclosure 4. Upon arrival at the medical screening site at the Pentagon parking lot or the Barnett Field parking lot, candidates will be provided additional masks. Candidates that have transportation issues or are unable to meet the check-in deadline must call the OCS Officer of the Day (OOD) at 703-432-6050 or 540-419-5210 and the OCS Marine Corps Recruiting Command (MCRC) Liaison Officer (LNO) at 571-991-1705, as well as their respective Officer Selection Officer (OSO), Naval Reserve Officer Training Corps Unit (NROTCU), or parent command. Those travelling by privately owned vehicle (POV) are encouraged to travel to the Quantico area one day prior and procure a local hotel room. **Candidates CANNOT be dropped off at either screening site.**

a. Arrival Flight Information. Officer candidates' flights must arrive at DCA, prior to 1900 on the report date listed above. The Marine Liaison Team at DCA will be in the Service "C" uniform and will greet officer candidates at DCA's United Services Organization (USO) beginning at 1200. Candidates will be directed to OCS shuttle service outside of the DCA airport for transportation to the Pentagon parking to conduct medical screening and accountability. Once complete, candidates will be transported to the Marine Corps Base, Quantico, Restriction of Movement (ROM) site. Evening chow will be the only meal provided to officer candidates by OCS on the day of their arrival.

(1) Inclement Weather. If a weather emergency causes the majority of inbound flights to be delayed or cancelled, OCS will disseminate an alternate reporting requirement via the Marine Corps Recruiting Command (MCRC) Liaison as far out from the arrival window as possible.

(2) Delayed Flights. In the event of inclement weather or if officer candidates' flights are delayed or cancelled, they must contact the OCS OOD and MCRC LNO, as well as their OSO, NROTCU, or parent command. These officer candidates will resume their travel upon the next available flight from the airline and maintain communication with the OCS OOD until their arrival. Upon final arrival, if after 2000, they must contact the OCS OOD and MCRC LNO, as well as their OSO, NROTCU, or parent command and coordinate transportation to OCS.

b. Departing Flight Information. Candidates who are designated to commission after graduating from OCS, with the exception of both Enlisted Commissioning Program (ECP) and candidates on temporary additional duty (TAD) orders, will report to The Basic School immediately and therefore do not need roundtrip tickets. All other officer candidates must have roundtrip tickets prior to their arrival to OCS, with their return flights scheduled for departure after 1800 on graduation day.

c. Marine Corps Enlisted Commissioning Education Program (MECEP) and ECP Flights. MECEP and ECP candidates do not rate per diem or lodging while at OCS. Because of this, they are unable to file 30-day travel vouchers and settle their outstanding Government Travel Charge Card (GTCC) charges until they return to their parent command. Ensure that Variation of Itinerary is authorized in the event the candidate is disenrolled prior to graduation. Candidates reporting via Defense Travel System (DTS) will be placed on partial payments in a mission-critical status.

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d. Privately Owned Vehicles. Officer candidates attending OCC-234 are authorized to drive POVs to OCS. Officer candidates attending PLC (Jrs/Srs) 1st and 2nd Increment who desire to drive must request authorization from MCRC Officer Programs through their respective Officer Selection Officer (OSO) or Naval Reserve Officer Training Corps Unit. Officer candidates driving POVs will arrive at Barnett Field (enclosure 5) on Marine Corps Base, Quantico, between the hours of 1400 and 1900 on the report date in appropriate civilian attire. Upon arrival, they will be instructed where to park and directed to the medical screening area. All drivers must arrive with a valid driver's license, current vehicle registration, and proof of insurance in order to gain access to Marine Corps Base (MCB) Quantico. Vehicle inspections should be completed by the candidate's OSO/MOI or parent command prior to departure for OCS. At no time will recreational vehicles be allowed on Brown Field. All candidates arriving via POV are encouraged to arrive the day prior and stay at a hotel in the local area. Traffic on Interstate 95 is unpredictable and causes long delays. Candidates who arrive before 1400 will be instructed to report back during the designated arrival window. **Officer candidates that arrive after 1900 are subject to being turned away at the Commanding Officer's discretion.**

6. Check-in Procedures. Upon arrival to either of the check-in sites, Pentagon parking lot or Barnett Field parking lot, candidates will be directed to a medical screening area where they will receive a temperature reading and asked a series of questions. Once complete, candidates will proceed to the accountability area where they will check in, turn in medical records, receive additional masks, and be directed to either the marshaling area (Pentagon parking lot) for transportation to the ROM site or directly escorted to the ROM site (Barnett Field parking lot).

7. Required Items.

a. Running Shoes. Officer candidates must bring serviceable running shoes that are easily accessible upon arrival at OCS. It is recommended that running shoes are fewer than three months old or have fewer than 100 miles of wear on them. One pair of running shoes is mandatory, but two pairs are strongly 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 three sets of PT gear consisting of a plain tee shirt, shorts, and athletic socks for the duration of ROM. These sets of PT gear will also be worn during medical screening prior to the first bag issue. The shirt and shorts will be free of writing or images. A small name brand is authorized.

c. Uniform Items. During training, candidates will wear the Desert Marine Pattern (MARPAT) uniform for all training events, except for graduation which will be in the Woodland MARPAT uniform.

(1) **All candidates**, regardless of program, are required to arrive at OCS with the items listed in the table below:

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Item	Qty
Jacket/Coat (conservative in color and style)	1
Collared Shirt	3 (1 worn)
Undershirt (white)	3 (1 worn)
Business Casual Trousers (no blue jeans)	3 (1 worn)
Belt	1 (worn)
Dress Shoes (no heels)	1 pair (worn)
Underwear (compression shorts are authorized)	6
Sports Bra (female candidates only)	6
Running shoes (3 months or newer or have fewer than 100 miles of wear)	1 pair (2 pairs are recommended)
Eye Glasses (contact lenses are not authorized at any time at OCS)	1 pair (2 pairs are recommended)
Basic Toiletries (shower/shave gear)	3 weeks worth
Watch (water resistant/rugged)	1

(2) In addition to the table above, all current active and reserve Marines, to include Individual Ready Reserve (IRR) Marines within 90 days of their End of Active Service (EAS), are required to bring the items in the table below:

Item	Qty
Blouse, MARPAT, Woodland	2
Trousers, MARPAT, Woodland	2
Blouse, MARPAT, Desert	2
Trousers, MARPAT, Desert	2
Service "A" (full uniform to include ribbons and badges)	1
Service "C" blouse	1
8-Point Cover, MARPAT, Woodland	2
8-Point Cover, MARPAT, Desert	2
Boonie Cover, MARPAT, Desert	1
Hot Weather Combat Boots (Jungle) (see para 4.c.2.a)	1
Infantry Combat Boots (ICB) (see para 4.c.2.a)	1
Sea Bag	1
Web Belt	2
Web Belt Buckle	2
Green PT Sweat Top	1
Green PT Sweat Bottom	1
PT Shorts (not silkies)	2
Green Skivvy Shirts	6
Underwear (silkies and/or compression shorts are authorized)	6
Boot Socks (brown)	6

(a) Upon arrival at OCS, one additional set of Woodland MARPAT uniforms and one additional set of Desert MARPAT uniforms will be issued, at no cost, to those Marines who are still considered on active or Selected Marine Corps Reserve (SMCR) status. All uniform items must be serviceable in accordance with MCO P1020.34H. Uniforms deemed unserviceable will be replaced at the Marine's expense. Prior enlisted Marines must remove name tapes upon induction into training. Prior enlisted Marines will not receive a new issue

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of boots. IRR Marines, who are fewer than 90 days past their 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.

(b) 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 if they possess these items prior to uniforms issue in order to prevent double issue or the purchasing of surplus uniform items.

(3) Naval Reserve Officer Training Corps (NROTC) students are required to bring the items in the table below in addition to the items in paragraph 4.c.1. If they have not received the below items prior to arriving, NROTC students will receive them in their initial issue at OCS:

Item	Qty
Blouse, MARPAT, Woodland	2
Trousers, MARPAT, Woodland	2
Blouse, MARPAT, Desert	2
Trousers, MARPAT, Desert	2
8-Point Cover, MARPAT, Woodland	2
8-Point Cover, MARPAT, Desert	2
Boonie Cover, MARPAT, Desert	1
Hot Weather Combat Boots (Jungle)	1
Infantry Combat Boots (ICB)	1
Sea Bag	1
Web Belt	2
Web Belt Buckle	2
Green PT Sweat Top	1
Green PT Sweat Bottom	1
PT Shorts (not silkies)	2
Green Skivvy Shirts (3 can be synthetic)	6
Underwear (silkies and/or compression shorts are authorized)	6
Boot Socks (brown)	6

(4) Service "A". All OCC-234 direct-commission candidates, to include MECEP and ECP, will stand a Company Commander's Inspection in the Service "A" uniform with garrison cover. All prior enlisted officer candidates of OCC-234 are required to hand carry their current Service "A" uniform to OCS. Those prior enlisted officer candidates earning their commission upon graduation will have the option to convert their Service "A" uniform from enlisted to officer, or to purchase a new uniform. **MECEP candidates who are not commissioning will NOT alter their uniform, but will stand the inspection with their enlisted rank.** Platoon gear lockers will be available during in-processing and the training cycle in order to store these items.

(5) Boots. Prior service members are not required to purchase ICB or Jungle boots even if they do not currently own them; however, they are required to bring two sets of issued boots (not steel toe). All candidates may bring one pair of additional USMC regulation boots to OCS (for a total of three when included with the required/issued pairs). Candidates who wish to bring a third pair of boots are encouraged to purchase USMC regulation boots

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prior to arrival at OCS. This will allow the candidate to begin a break-in period and to become accustomed to wearing and running in boots. Multiple pairs of boots also allow candidates to have an inspection pair and a heavy-use pair simultaneously. OCS will issue Marine Corps Combat Boots (Cold Weather and Jungle) to all candidates who are not prior service. Bates Lites and Danner Reckonings are authorized. Candidates are encouraged to reference paragraph 3012 of MCO P1020.34H and MARADMIN 117/16 for boot regulations. Further guidance on boot fitting can be found on the OCS website.

d. Money. All candidates will only be able to use a debit or credit card for the purchase of their bag issue and weekly haircuts and exchange visits. Bag issue will cost between \$380.00 and \$405.00. \$380.00 worth of gear is the minimum amount of gear required to induct into training. Items are not to be purchased prior to arrival. OCS will not lend money or apply checkage for a candidate's bag issue or other required costs. Weekly haircuts and exchange visits can total \$20.00 per week. Candidates arriving without the required funds may be disenrolled if the Commanding Officer deems them financially incapable of meeting the initial procurement requirements to commence training.

e. Toiletries. Officer candidates will bring enough basic overnight toiletry items (razors, shaving cream, soap, shampoo, deodorant, toothbrush, toothpaste, and solid color towel) to last the first three weeks of training. Additionally, each candidate must bring at least six sets of clean undergarments. These items must last each officer candidate the first three weeks of training until they make their initial exchange visit, as the small/large bag issue does not include hygiene gear.

8. Fitness Reports. MECEP candidates who are Sergeants and above will receive non-observed From Temporary Duty (FD) fitness reports. ECP candidates who are active or reserve will receive Grade Change (GC) reports in conjunction with their FD when departing OCS as Second Lieutenants back to their parent command. Candidates' parent commands are responsible for giving them To Temporary Duty (TD) reports before reporting to OCS.

9. Medical. OCS Medical will conduct a screening of all candidates prior to entering the training cycle. **It is imperative that 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. NROTC, OCC, and PLC. All NAVMED 6120/3 (annual certificate of physical condition) will be used by OCC and PLC candidates, while NROTC candidates will use the NSTC 15330107 form. The respective forms must be completed every year after the initial commissioning physical, including a current certificate (within one year). The NAVMED 6120/3 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 the completion of required annual certificates. If there is a gap in the annual certificates, a new physical will need to be completed prior to arriving at OCS. **Any missing documentation or gaps in a candidate's medical history may result in the candidate being not physically qualified to begin training.**

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b. Active Duty and SMCR Candidates. Active duty and SMCR candidates must possess completed and current (within one year) Periodic Health Assessments (PHA).

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) has granted a waiver. Candidates who have undergone any eye surgery must be at least 180 days post-operation prior to reporting to OCS. Their medical records must also include all post-surgical follow-ups 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. All dental surgeries must occur a minimum of 21 days prior to reporting to OCS.

d. Immunization Records. Current immunization records are required. Medical restrictions prevent candidates from receiving more than five immunizations over a short period of time. **Candidates with outdated/missing immunizations may be medically disqualified during in-processing if they are unable to receive the required immunizations.** At a minimum, candidates must have had their childhood immunizations (MMR, Varicella, HIB, DTAP, and HEPB). Shot records should be signed by a licensed medical professional and included in the candidate's medical records prior to them being shipped to OCS for prescreening.

e. Medical Records. All other officer candidates who are working with an Officer Selection Officer will have their medical records forwarded to their appropriate district, which will then forward the records to OCS Medical. For NROTC candidates, their Marine Officer Instructor (MOI) should forward the medical records to OCS Medical. For all active duty and SMCR officer candidates, their unit should forward the medical records to OCS medical. The address for OCS medical is 2189 Elrod Ave, Quantico, VA 22134. It is highly recommended that copies of mailed records be maintained at the forwarding unit. Dates for submission are:

(1) Medical Records. NROTC or PLC candidates attending 1st Increment, no later than 22 April 2020; **all officer candidates** attending OCC-234, no later than 6 May 2020; NROTC or PLC candidates attending 2nd Increment, no later than 27 May 2020.

(2) Dental Evaluation. Copies of current (within one year) dental evaluations are to be included in the medical record. Do not send dental records. Due to current pandemic and availability of dental services, MCRC will allow candidates to ship to OCS without current (within one year) dental records. **Candidates with current need for dental service may be medically disqualified during in-processing and during the training cycle as there will be no dental services available.**

f. Medications. Candidates are allowed to bring required medications, to include vitamins, but **must have written authorization from their physician stating why they are required during training.** During medical in-processing candidates will be required to disclose these medications or vitamins and OCS Medical must approve them in order for a candidate to use them while in the

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training environment at OCS. Due to the nature of the training environment at OCS, the use of patch- or cream-style medications are discouraged.

g. Birth Control. Candidates who are currently taking oral contraceptives must bring their medication with them during in-processing for documentation into their record. After medications have been reconciled, candidates will continue prescribed contraceptives as directed by providers. If the contraceptive that a candidate is prescribed is not part of the formulary, a suitable substitute will be provided. If a candidate is using an intra-uterine device (IUD) or implantable long-acting removable contraceptive (LARC), the IUD/LARC will have to remain in place for the duration of the training cycle. The IUD/LARC is required to be in place for at least two weeks prior to arrival at OCS.

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 must be addressed to the Head of Officer Programs, MCRC.

i. Eyeglasses. Officer candidates who wear glasses will bring a **minimum of one pair** of non-eccentric glasses with them for training. If possible, prior service and prior OCS attendees should bring their military-issue glasses in order to streamline the issue process, two pairs are recommended. **Officer candidates will not arrive at OCS wearing contact lenses, nor will they wear contact lenses at any time while at OCS.** OCS Medical will issue military eyeglasses within three weeks of arrival, depending on the complexity of the prescription. In order to receive military-issue eyeglasses, candidates must hand-carry their current prescription (within one year), or they can wear/take their current eyeglasses to allow for optometry to scan the prescription. OCS Medical will not process faxed-in prescriptions.

j. Changes to Health. Candidates **should not depart for OCS if acutely ill or injured.** Candidates must notify OSOs, NROTCU, or parent command of any changes to health. OSOs must notify the assigned district corpsmen of any new medical issues reported. NROTCU and parent command must notify MCRC of any changes to candidates' health.

10. Administrative. MCB Quantico Installation Personnel Administrative Center (IPAC), Student Personnel Section is responsible for all administrative matters pertaining to the pay and entitlements of officer candidates. All officer candidates are encouraged to read the Fiscal Year 2020 ECP, MECEP, Meritorious Commissioning Program Reserve (MCP-R), and RECP Selection Board Results MARADMIN, which selected them to their program for additional information on entitlements. These MARADMINS can be located at web address: <http://www.marines.mil/News/Messages/MARADMINS>.

a. Per the Fiscal Year 2020 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN, all selected Marines will receive TAD orders to report to the Commanding Officer, OCS, Quantico, Virginia. This represents a change from previous training cycles. **All selectees are now instructed not to break**

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their domicile leases, move their dependents or household goods to Quantico, or initiate departures from base housing. Candidates who are authorized Basic Allowance for Housing (BAH) at their present command will continue to receive BAH at their current duty station rates.

(1) Upon completion of OCS, MECEP candidates will return to their parent commands to execute Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) orders to their assigned NROTC units as outlined in the Fiscal Year 2020 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN.

(2) Upon completion of OCS, ECP, Reserve ECP (RECP) and MCP-R, candidates will commission and return to their units. They will then coordinate their moves with their local Distribution Management Officers and execute PCS orders to TBS.

(3) MECEP, ECP, RECP, and MCP-R selectees with questions should contact Officer Naval/Enlisted Programs (ON/E) at 703-784-9443; DSN 278-9443.

b. If an officer candidate's family members are staying at an address other than the candidate's home of record, e.g. parents/in-laws, the candidate should provide that address to OCS during in-processing. **All candidates with dependents will be required to provide a valid rental/lease or mortgage agreement in order to receive BAH during OCS, in accordance with MARADMIN 305/08.**

c. Each officer candidate will hand carry a manila envelope labeled in the top right corner with the last name, first name, and middle initial. No medical information should be contained in this envelope. A full list of required documentation can be found in enclosure 2 and should be included in this envelope. **Failure to include any of the below documentation may result in delayed payment:**

(1) Two copies of the candidate's orders.

(2) Completed SF 1199a, Electronic Funds Transfer (EFT) form for a current savings and/or checking account with a **voided check or deposit slip for verification of EFT information**. OCS recommends this form be filled out electronically by the candidate's financial institution to prevent pay issues (not required for active duty or reservists unless updates are needed).

(3) A copy of the candidate's birth certificate and social security card.

d. The following are documents required for officer candidates in special cases:

(1) Candidates with dependents must bring documentation for all dependents including certified true copies of birth certificates for spouses and all children. Birth verification letters (with footprints) will be accepted for newborns (not required for active duty unless information needs to be updated).

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(2) All married officer candidates must include a valid marriage license, or marriage certificate as well as the receipt that shows they paid for the license. If the candidate's spouse changed his/her name following the marriage, a copy of his/her social security card should be included to accurately show the current full name. (Not required for active duty unless information needs to be updated). A valid state-issued driver's license or social security card with spouse's name change is required to change a candidate's spouse's name.

(3) All single reserve component candidates will ensure that their primary residence is established and current in MCTFS in accordance with MARADMIN 204/15.

(4) Officer candidates who are prior military service members and officer candidates who are married to current or prior military service members must bring (4) 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.

e. MECEP and ECP candidates will provide a full copy of their 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 (DMR). Parent commands should also be aware that a DMR deduction will be started and run via unit daily entry while assigned to OCS. Meals and lodging are directed and provided for the officer candidate. MECEP officer candidates are encouraged to read the Fiscal Year 2020 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN for additional information on entitlements.

f. All NROTC candidates' pay will be exclusively handled by their respective NROTC units they are commissioned from. NROTC candidates must ensure they have coordinated with, and have reliable points of contact for, the appropriate NROTC support personnel prior to their departure to OCS. NROTC candidates need to understand how they will be paid, regardless if they attend a six or 10-week training cycle; this is done through the Navy until they graduate OCS, assess into the Marine Corps, and are joined at TBS.

g. Candidates will call home within the first 24 hours of arrival to let a family member or friend know that they have arrived safely at OCS. After the 14-day ROM, candidates will write home to provide their company and platoon information. Additionally, families are encouraged to visit the official OCS website at <http://www.trngcmd.marines.mil/Units/Northeast/Officer-Candidates-School/> or the official OCS Facebook page at www.facebook.com/usmcocs for more information.

(1) After the third week, mail will be distributed every day except Sunday. Officer candidates will only use the United States Postal Service for packages. The mailing address for candidates is:

Candidate Last Name, First Name MI. ____ Company, ____ Platoon
Officer Candidates School
2189 Elrod Avenue Quantico, Virginia 22134-5033

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(2) Non-United States Postal Service (USPS) Packages. All non-USPS packages that are sent to OCS will not be signed for, and will be returned to the carrier facility. OCS is not responsible for packages delivered via non-USPS methods. Candidates will not have the ability to pick up non-USPS packages as candidate liberty will be restricted to Brown Field.

11. Religious Effects and Apparel. Candidates may bring personal religious items. Such items will be stored in footlockers with other personal effects. Subject to temporary revocation due to training requirements, candidates may wear religious apparel items as follows:

a. Articles of religious apparel which are not visible or apparent when worn with the uniform.

b. Visible articles of religious apparel with the uniform while attending divine services.

12. Contraband. The following items are not authorized aboard Brown Field. Candidates found in possession of the following will face possible disenrollment:

a. Study Guides. In order to eliminate any possible situations which could place a candidate's integrity in question, any study material, aside from what OCS provides candidates, is contraband. OCS still encourages study guides be made and used in preparation for OCS, but the material should only be studied prior to arrival and should remain off Brown Field. Upon arrival, OCS provides each candidate with a knowledge binder containing the study material necessary for success at OCS.

b. Weapons. Officer candidates will not transport personal weapons (knives, firearms, ammunition, etc.) to OCS. Per MCB Quantico Order 8000.1A, weapons will not be stored in officer candidates' vehicles.

c. Dietary Supplements. Dietary supplements, such as pre-workout, protein powder, or anything containing caffeine, etc. are contraband and are not allowed on Brown Field.

d. Tobacco Products/Electronic Cigarettes. The possession or use of any tobacco products is prohibited for officer candidates on Brown Field and the ROM site. This is to include the use of electronic cigarettes/vaping, regardless of their tobacco or nicotine content (or lack thereof). Candidates who report to OCS with tobacco or nicotine products will be asked to dispose of them upon check-in.

e. Alcohol. Alcoholic items are prohibited on Brown Field and the ROM site. Candidates should not consume any alcohol prior to reporting to OCS.

13. Fraternization. All candidates shall be expected to understand the Marine Corps and OCS policy regarding fraternization. Candidates intending to marry prior to commissioning should do so prior to reporting to OCS. Candidates will not be granted extra time to plan or execute weddings outside of scheduled liberty periods. The officer candidate/instructor relationship is maintained on a formal military basis.

Subj: SUMMER 2020 OFFICER CANDIDATES SCHOOL CLASS DATE; CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS - UPDATE 1

14. Pre-Ship Checklists. In addition to medical records being shipped ahead of time, each **candidate must complete and submit a Pre-Ship Checklist (enclosure 1) 30 days prior to the candidate's arrival**. OSOs, MOIs, and COs (for Enlisted-to-Officer candidates) must review the Pre-Ship checklist with each candidate. The pre-ship checklist allows MCRC and OCS to properly flag any issues and allow time for corrections/follow-up.

a. OCC officer candidates will complete the Pre-Ship Checklist in its entirety with their respective OSOs, who will forward it via the chain of command to MCRC Officer Programs.

b. NROTC/MECEP/ECP/RECP/MCP-R Pre-Ship Checklists will be scanned and sent via email no later than 22 April 2020 to their respective program coordinators listed below.

(1) NROTC: amy.coppage@marines.usmc.mil or
patrick.shirley@marines.usmc.mil or diego.coralera@marines.usmc.mil

(2) MECEP/ECP/RECP/MCP-R: troi.spencer@marines.usmc.mil.

15. For all questions concerning candidate information, please contact the Student Activities Section at OCS_CSA@usmc.mil or commercial 703-784-0370/2077. For questions or issues occurring after hours, please contact the OCS OOD at 703-432-6050.



L. M. RUSH

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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Officer Candidates Pre-Ship Checklist (20 February 2020)

Program (circle): OCC PLC-Comb PLC Jr PLC Sr PLC Law PLC-R	District/RS/OSS:
ECP RECP MCP-R MECEP NROTC NROTC-R	Unit or NROTC:
Note: PFT must be within 45 days of shipping, scored per the appropriate age category, and administered by the OSO/MOI/OIC of this candidate.	
PFT Date: _____	Crunches/Planks: _____
Pull-ups: _____	3 Mile Run: _____
(or) Push-ups: _____	PFT Score: _____
Age: _____	
Candidate Ht/Wt/BF% Date: _____	
Ht: _____ Wt: _____ Max Wt: _____ BF%: _____	

Instructions: This checklist must be filled out in person with the OSO/MOI/OIC.

1. Candidate: Answer questions 1-22 by placing your initials in the appropriate box and providing a detailed explanation when required.
2. OSO/MOI/OIC: Answer questions 23-39 with the candidate by placing your initials in the appropriate box and providing a detailed explanation when required.

Yes	No	N/A	Questions
			1. Do you possess a valid photo ID to take to OCS? If no, please explain.
			2. Do you possess a Real ID-compliant Identification? Beginning Oct 1, 2020, Real ID-compliant documentation will be required for boarding commercial flights, including domestic flights, entering federal buildings, and military bases.
			3. Do you understand you must possess a debit or credit card with a minimum of \$380.00 for your initial small/large bag issue? If no, please explain. (Note: Additional items are available for purchase if desired; optional items may increase price up to \$500)
			4. Is there anything which might prevent you from completing your minimum four week contractual obligation at OCS? If yes, please explain.
			5. Do you have any pending legal action against you (civil or criminal, and including minor infractions)? If yes, please explain.
			6. Do you have any pending or scheduled court appearances before, during, or after reporting to OCS? If yes, please explain.
			7. Are there any other legal issues in which you are involved? (jury duty, subpoena to testify, etc.) If yes, please explain.
			8. Have you used any drugs the Marine Corps deems illegal prior to, or during the application/selection process, which has not been properly documented in your paperwork? If you are not sure, ask your OSO/MOI/OIC. All drug use must be properly identified, explained, and documented. <u>Warning: You will be taking a urinalysis upon your arrival at OCS; a positive urinalysis will disqualify you from the Marine Corps Officer Programs.</u>
			9. Have you informed your OSO/MOI/OIC of all minor and major law infractions? (regardless if the offense occurred when you were a minor and you were told the case has been sealed) If no, please explain.

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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			10. Have you informed your OSO/MOI/OIC about all paid/unpaid speeding tickets, moving violations, parking tickets, and any other infractions or fines you have ever incurred (including those on a college campus)? If no, please explain.
Yes	No	N/A	
			11. Do you understand that, if you are in a relationship with an enlisted member of the Armed Forces of the United States of America and you are considering marriage, per paragraph 1100.6 of the Marine Corps Manual, the marriage must occur prior to accepting your commission?
			12. If flying, do you have information regarding times for reporting to OCS, modes of transportation OCS provides from Ronald Reagan Washington National Airport (DCA), and the cost of transportation in case you arrive late?
			13. Do you have a family care plan?
			14. Have you granted a Power of Attorney to a trusted family member to handle various financial/administrative matters while you are in training?
			15. If you are a college graduate, do you understand that you must bring a certified copy of your transcripts which state that degree requirements have been met?
			16. Do you have any reoccurring injuries, injuries which may impact your ability to train at OCS, or medical history that you have not disclosed? If yes, please explain.
Yes	No	N/A	OCC & E-O Candidates Only
			17. If driving, do you have directions to OCS?
			18. If driving, do you possess a valid driver's license, registration, auto insurance, and POV inspection checklist completed by your OSO or OIC?
Yes	No	N/A	E-O Candidates & Drilling Reservists Only
			19. Have you recently deployed?
			20. If you have recently deployed, have you completed your 30, 60, and 90 day Post-Deployment Health Assessment per MARADMIN 112/07? If no, please explain.
			21. Do you possess the required serviceable uniforms per the OCS Candidate Pre-Ship Preparation and Requirements letter? (Note: Nametapes must be removed) If no, please explain.
			22. Have all of your unserviceable items been surveyed? (Note: Per MCO 10120.G, Reservists can survey unserviceable items)
			23. What is the Name/Rank of your company grade officer mentor? Name/Rank: _____ Parent Command: _____ Phone Number: _____ Email: _____
Yes	No	N/A	Returning PLC Seniors Only
			24. Do you have all of your issued uniform items to bring with you to OCS? If not, please explain.
This section must be completed, with each question initialed, by the OSO, MOI, or OIC.			
Yes	No	N/A	Questions
			25. Does the candidate meet height/weight/body fat standards in accordance with MCO 6110.3A?

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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			26. Have you instructed the candidate on proper civilian attire for checking in to OCS?
			27. Does the candidate have a copy of his/her orders for reporting to OCS? If no, please explain.
			28. Have you provided your phone number and OCS duty phone number to the candidate? If no, ensure this information is provided by shipping day. The OCS contact number is (703) 784-2351/52.
			29. Have you informed the candidate that he/she must bring a completed direct deposit form (SF 1199a) and voided check with him/her to OCS?
			30. Have you made the candidate aware that, if he/she has not been 100% truthful in their application, during their subsequent selection, and induction at OCS, they will be sent home from OCS, and may be found unfit to return?
			31. Has the candidate been briefed that, if there are any changes in their status (medical, moral, or otherwise), he/she must notify their OSO/MOI/OIC immediately? And, that he/she is not authorized to report to OCS with any unresolved medical or moral issues?
			32. Have you initiated the candidate's OPM case? What is the OPM case number? If not, please explain. *Note: Per FROST Call 032-17, all OCC, PLC Combined, PLC Law, and PLC Seniors candidates are required to report to OCS with a printed copy of their JPAS Person Summary, or SII Search Screen, showing the SF-86 T3/T3R investigation has been received, scheduled or closed. (Not required for NROTC or enlisted-to-officer candidates with active security clearances). Case #: _____
			33. If the candidate has dual citizenship with another country, has the candidate documented their willingness to renounce citizenship to the foreign country? If not, please explain.
			34. If the candidate is a drilling reservist, have you provided the candidate's transfer orders to OCS to the candidate's I&I unit? If not, please explain. If possible, please provide the Unit Diary # (or future Unit Diary #) and anticipated transfer date. Unit Diary #: _____ Transfer Date: _____
			35. If the candidate was a member of a different service, has the OST received the appropriate release of service documents which allow the candidate to be contracted into the Marine Corps and ship to OCS? (e.g. DD 214 or DD 368)
			36. Has the candidate experienced any changes in health, to include doctor visits, hospital stays, and/or surgery since his/her initial physical?
			37. If the candidate answered yes to question 34, has the change in health in any way affected the candidate's ability to train and prepare for OCS?
			38. Has the candidate taken over the counter medication and/or prescribed narcotics for any chronic medical issue since his/her initial physical?
			39. Are all annual certificates, NSTC 1533/107 (NROTC units), and PHAs (SMCR & E-O applicants) available, and show continuity since the original physical exam not exceeding a total of five years? (N/A if the physical was administered within one year)
			40. Does the candidate have any dietary restrictions? Please explain below if 'Yes'.
			41. Has the candidate utilized the OCS physical fitness preparation guide from the OCS website? https://www.trngcmd.marines.mil/northeast/officer-candidates-school/

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 to OCS.

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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Candidate's Signature: _____ Date: _____

Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____

Print Name: _____

IPAC OCS CANDIDATE SCREENING

(L NAME, F NAME, MI): _____

SSN: _____

COMPANY: _____ PLT#: _____

OSO INFORMATION

OSS LOCATION: _____

OSO NAME: _____

OSO TELEPHONE NUMBER: _____

OSO EMAIL ADDRESS: _____

HAVE YOU PREVIOUSLY ATTENDED OCS?

YES / NO

COMMISSIONING SOURCE (circle one)

OCC OCC-R

PLC PLC-R

MECEP ECP

NROTC NROTC-R

DOES THE FOLLOWING APPLY? (circle one)

CURRENT USMC RESERVIST (SMCR or IRR)

FORMER USMC (no obligation to USMC/USMC-R)

PRIOR MILITARY SERVICE – OTHER BRANCH

DOCUMENTATION TURNED INTO OCS IPAC STAFF:

INITIAL THE BLOCK THAT APPLIES:	YES	NO	N/A
1) INITIAL ORDERS	_____	_____	_____
2) ANNEX C (SVC AGREEMENT)	_____	_____	_____
3) DD FORM 4 (CONTRACT)	_____	_____	_____
4) BIRTH CERTIFICATE OCAN	_____	_____	_____
5) SSN CARD - CANDIDATE	_____	_____	_____
6) DIRECT DEPOSIT FORM	_____	_____	_____
7) BLANK CHECK	_____	_____	_____
8) MARRIAGE CERTIFICATE	_____	_____	_____
9) BIRTH CERTIFICATE - SPOUSE	_____	_____	_____
10) SSN CARD - SPOUSE	_____	_____	_____
11) BIRTH CERT – CHILD (1 2 3 4 5 6)	_____	_____	_____
12) SSN CARD – CHILD (1 2 3 4 5 6)	_____	_____	_____
13) TRANSCRIPTS	_____	_____	_____
14) PROOF OF RESIDENCE / LEASE	_____	_____	_____
15) DD 214	_____	_____	_____

NOTES:

ORIGINAL DOCUMENTS TURNED IN:

CANDIDATE SIGNATURE: _____

ENCLOSURE (2)

DIRECTIONS

- | | | | | | | | | | | | | | | | | |
|----------|--|--|--|-------|----------|--------|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| A | NAME OF PAYEE (<i>last, first, middle initial</i>) | | | | | | D | TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS | | | | | | | | |
| | ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) | | | | | | E | DEPOSITOR ACCOUNT NUMBER | | | | | | | | |
| | CITY | | | STATE | ZIP CODE | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | TELEPHONE NUMBER
AREA CODE | | | | | | F | TYPE OF PAYMENT (<i>Check only one</i>) | | | | | | | | |
| | B NAME OF PERSON(S) ENTITLED TO PAYMENT | | | | | | <input type="checkbox"/> Social Security | <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay | | | | | | | | |
| | | | | | | | <input type="checkbox"/> Supplemental Security Income | <input type="checkbox"/> Mil. Active _____ | | | | | | | | |
| | | | | | | | <input type="checkbox"/> Railroad Retirement | <input type="checkbox"/> Mil. Retire. _____ | | | | | | | | |
| | | | | | | | <input type="checkbox"/> Civil Service Retirement (OPM) | <input type="checkbox"/> Mil. Survivor _____ | | | | | | | | |
| | C CLAIM OR PAYROLL ID NUMBER | | | | | | <input type="checkbox"/> VA Compensation or Pension | <input type="checkbox"/> Other _____
<i>(specify)</i> | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | Prefix | | | | | Suffix | G | THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>) | | | | | | | | |
| | PAYEE/JOINT PAYEE CERTIFICATION | | | | | | JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>) | | | | | | | | | |
| | 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. | | | | | | 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 | | | | | | |
| | SIGNATURE | | | DATE | | | SIGNATURE | | | DATE | | | | | | |

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

NAME AND ADDRESS OF FINANCIAL INSTITUTION		ROUTING NUMBER								CHECK DIGIT
		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>								<div> <div></div> </div>
		DEPOSITOR ACCOUNT TITLE								
<p align="center">FINANCIAL INSTITUTION CERTIFICATION</p> <p>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.</p>										
PRINT OR TYPE REPRESENTATIVE'S NAME		SIGNATURE OF REPRESENTATIVE				TELEPHONE NUMBER		DATE		

ENCLOSURE (3)

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A) Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F) Type of payment is printed to the left of the amount.

United States Treasury 15-51 000
 Month Day Year 08 31 84 AUSTIN, TEXAS
 Check No. 0000 415785
 Pay to the order of 76543
 \$ *****100
 DOLLARS CTS
 28 28
 COMP
 F
 A
 C
 NOT NEGOTIABLE
 @00000518 041571926

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.

Instructions for Making a Protective Mask

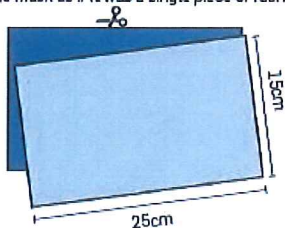
1. Sewn Cloth Face Covering

Materials

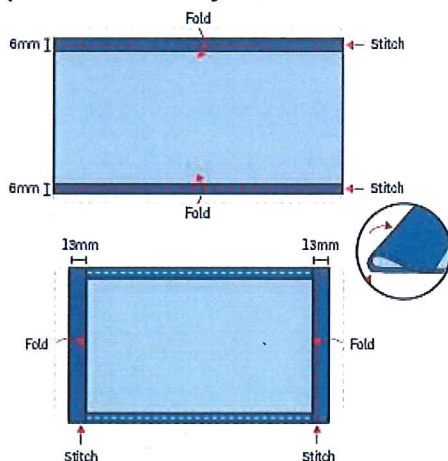
1. Two 25,5cm x 15cm rectangles of cotton fabric
2. Two 15cm pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
3. Needle and thread (or bobby pin)
4. Scissors
5. Sewing machine

Tutorial

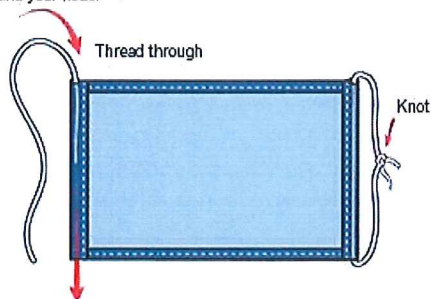
1. Cut out two 25cm x 15cm rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



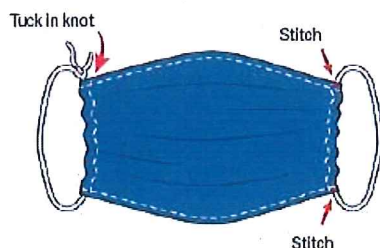
2. Fold over the long sides 6mm and hem. Then fold the double layer of fabric over 13mm along the short sides and stitch down.



3. Run a 15cm length of 3mm wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a hair pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Pull gently on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

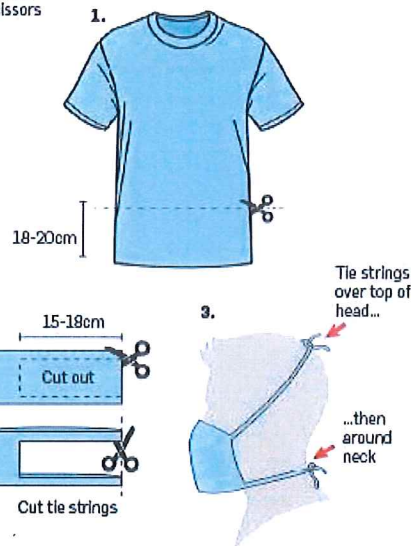


Source: CDC

2. Quick Cut T-shirt Face Covering (no sew method)

Materials

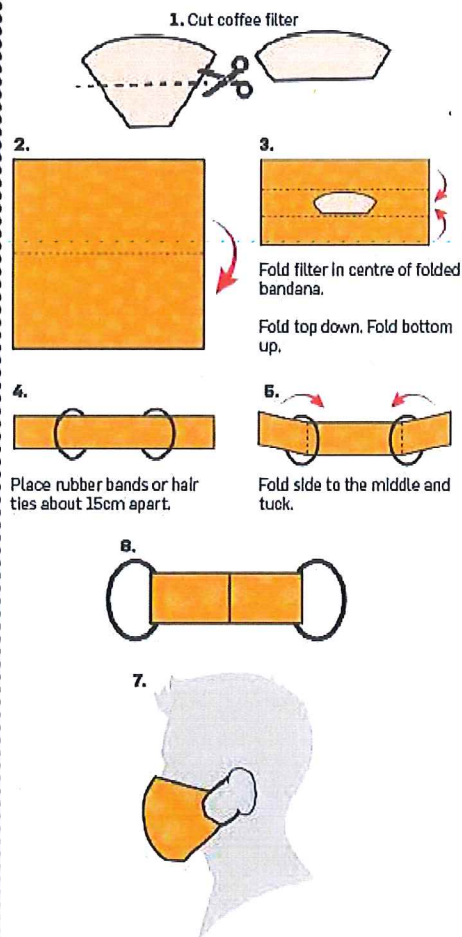
1. T-shirt
2. Scissors



3. Bandana Face Covering (no sew method)

Materials

1. Bandana (or square cotton cloth approximately 51cm x 51cm)
2. Coffee filter
3. Rubber bands (or hair ties)
4. Scissors (if you are cutting your own cloth)



Barnett Field Map

