

MCRC FROST CALL 037-20 DATED 10 APRIL 2020

From: Commanding General, Marine Corps Recruiting Command

SUBJ: COVID-19 GUIDANCE SPECIFIC TO OFFICER ACCESSIONS AND THE FY20 SUMMER SHIPPING CYCLE

Ref: (a) MCRCO 1100.2A, Officer Commissioning Manual
(b) FC 031-19 CORONAVIRUS DISEASE 2019 (COVID-19)
(c) FC 035-19 COVID-19 GUIDANCE TO THE FORCE dtd 25 Mar 20
(d) FC 036-19 UPDATE TO CORONAVIRUS DISEASE 2019 (COVID-19) USMEPCOM 14 DAY RESPONSE MEASURES (PHASE III) EXECUTE SCREENING PRIOR TO PROCESSING

Encl: (1) Officer Candidate Pre-ship Checklist
(2) TBS Checklist
(3) Questions required by each recruiter, PSR, OSO and MOI
(4) Quarantine Attestation Completion Form

1. Purpose. To provide updated guidance on pre-ship screening requirements prior to shipping to Officer Candidates School (OCS) and reporting to The Basic School (TBS), between May-July 2020.

2. Background. Reference (a) directs Officer Selection Officers (OSOs) and Marine Officer Instructors (MOIs) to complete enclosure (1), between 30-60 days of officer applicants and midshipmen (MIDN) shipping to OCS. OSOs and MOIs also must complete enclosure (2) on Lieutenants prior to reporting to TBS. These documents are completed in full, to include physical fitness tests (PFTs), height and weight, and body fat percentages, to ensure the officer applicant, MIDN, and Lieutenant meets the established requirements prior to shipping/reporting. [For the remainder of this FROST Call "OCS Candidates" refers both to officer applicants and MIDN].

3. Information. The current operating environment necessitates modified in-processing at OCS and TBS - specifically, the inclusion of a 14-day restriction of movement (ROM) phase. To support the effort of reducing risk to each pool, MCRC also will modify processing for OCS Candidates shipping to OCS and Lieutenants reporting to TBS, between May-July 2020. References (b) though (d) remain in effect.

a. TBS will incorporate the 14-day ROM into the period of instruction (POI). No dates are expected to change; reporting and graduation dates remain fixed for now.

b. OCS will incorporate the 14-day ROM into the POI. Furthermore, OCS Candidates will not be permitted to visit with family and friends during the ROM or the training cycle. During liberty periods, OCS Candidates will be restricted to Brown Field, unless directed otherwise by their OCS chain of command. The following changes have been made to the OCS shipping and completion dates:

1) PLC 1st Inc's ship date remains 23 May; however, completion and graduation ceremonies will now occur on 10 and 11 Jul, respectively.

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2) PLCC and OCC 234 now will ship on 9 Jun and graduate on 15 Aug.

3) PLC 2d Inc's ship date now is 27 June; however, completion and graduation ceremonies remain scheduled for 14 and 15 Aug, respectively.

c. Separately, reference (d) directs the Recruiting Regions to develop and execute a 14-day quarantine prior to processing applicants at MEPS. This requirement remains in place for all officer applicant processing; however, effective immediately, OCS Candidates and Lieutenants now will execute a 14-day self-quarantine prior to shipping to OCS and TBS, respectively.

4. Quarantine definition. Per the Centers for Disease Control and Prevention (CDC) and reference (d), quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. In keeping with CDC's standard, an applicant/poolee is considered to have met the requirements of quarantine if he/she has practiced social distancing, listened to and followed the directions of their state and local authorities, stayed home, avoided any non-essential travel, kept at least six feet away from other people in public, avoided eating or drinking in restaurants, bars, and food courts, and avoided visiting nursing homes, retirement, or long-term care facilities.

5. Action. In adherence to reference (c) OSOs and MOIs will limit contact with OCS Candidates through the following actions:

a. OSOs and MOIs are authorized and encouraged to complete enclosures (1) and (2) telephonically.

b. If local guidance precludes, or an OSO or MOI determines the current environment unsafe for, the execution of the pre-ship PFT to be conducted in person, OCS Candidates and Lieutenants will conduct a self-administered PFT 30-45 days prior to shipping to OCS or reporting to TBS. Marine Corps PFT scoring tables and videos for proper execution of each event, can be found at the following link: <https://www.fitness.marines.mil/PFT-CFTStandards17/>. Both the self-administered PFT, and the last recorded PFT administered by an OSO/MOI, should reflect on enclosures (1) and (2). OSOs and MOIs will remind Candidates that OCS induction PFT standards remain 220 points, and the passing of all three events. Similarly, Lieutenants reporting to TBS must achieve a minimum PFT score of 235 points to pick-up with a training company.

c. OCS Candidates and Lieutenants will execute a 14-day self-quarantine as described in paragraph (4). During the quarantine, OCS Candidates and Lieutenants will provide a minimum of three self-administered temperature readings prior to arriving at OCS/TBS. OCS Candidates and Lieutenants will record their last reading within three days of reporting to OCS/TBS. All readings will be documented on enclosure (4).

d. OSOs and MOIs will verify, to the best of their ability, all OCS Candidates and Lieutenants have completed enclosures (3) and (4) and instruct them to hand carry the enclosures to OCS/TBS.


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e. OSOs and MOIs will direct any OCS Candidate and Lieutenant who displays a fever, displays symptoms consistent with COVID-19, or fails to meet the 14-day self-quarantine period, not to ship OCS/TBS, and will report this to MCRC OP via the appropriate chain of command.

f. Marine Corps Districts will conduct 100% screening of pre-ship checklists in accordance with reference (a) and report accountability of completion of the Quarantine Attestation Screening Form to the appropriate region AOP.

6. This FROST Call will be cancelled on 31 Jul 2020; however, MCRC OP will monitor the evolving situation and provide modification/update as required.

7. Points of contact are LtCol Isaiah Martinez or Mr. Mark Jovich, G-3, Officer Programs, at (703) 784-9642.


I. G. MARTINEZ
By direction

QUESTIONS AND ACTION REQUIRED BY EACH RECRUITER, PSR, OSO, MEPS LIAISON					
Question			Response		
1	Have you traveled to or from affected geographic areas within 30 days? https://www.cdc.gov/coronavirus/2019-ncov/index.html		YES		NO
2	Have you had any signs/symptoms of lower respiratory illness (e.g., cough or shortness of breath)?		YES		NO
3	Have you been in close contact with anyone who has been sick, is currently ill or suspected of being ill with COVID-19?		YES		NO
4	Have any of your family members had or shown any symptoms of a respiratory infection such as cough or shortness of breath?		YES		NO
5	Has anyone in your family traveled to or from affected geographic areas within 30 days?		YES		NO

Actions Required by Recruiter	Actions Required if Marine displays fever and symptoms
<p>1. If any questions above are marked with a "Yes", the actions are required.</p> <p>a. AVOID touching your eyes, nose, and mouth.</p> <p>b. COVER your cough or sneeze with a tissue, then throw the tissue in the trash.</p> <p>c. CLEAN and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.</p> <p>d. WASH your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.</p> <p>(1) If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.</p> <p>2. Report potentially high risk or confirmed cases of COVID-19 through normal reporting channels via Recruiting Station per FROST Call 017-20.</p>	<p>1. Medical evaluation and care will be immediately arranged if the Marine displays fever and symptoms consistent with the COVID-19, as per CDC guidance.</p> <p>2. The Marine will call ahead before going to a medical treatment facility (MTF), informing the MTF of his/her symptoms and travel history and potential contact with a confirmed case of COVID-19.</p> <p>3. MTF staff should follow CDC guidance when assessing Marines who display fever and symptoms consistent with COVID-19.</p> <p>4. If a Marine or Sailor is identified as a patient, per previously published guidance, appropriate reporting will be initiated.</p> <p>5. Per FROST Call 017-20, Commanders will report suspected or confirmed cases of COVID-19 through normal reporting channels via OPREP-3 to the Headquarters Marine Corps Operations Center. Only cases evaluated by a competent medical authority and deemed suspected or confirmed will be reported.</p>

ATTESTATION OF QUARANTINE COMPLETION

I hereby attest that I began to self-quarantine on (date YYYYMMDD) _____, and I completed a 14 day self-quarantine on (date YYYYMMDD) _____, prior to my shipping to Officer Candidate School (OCS) and /or The Basic School (TBS) .

I understand quarantine means separation of an individual or group reasonably believed to have been exposed to a quarantinable communicable disease, but who is/are not yet ill, from others who have not been so exposed, to prevent the possible spread of the quarantinable communicable disease.

During the quarantine, I self-administered temperature readings at a minimum of three (3) times before arriving at OCS / TBS. The last reading was recorded within 3 days of reporting to OCS.

Reading 1: _____

Date YYYYMMDD) : _____

Reading 2: _____

Date (YYYYMMDD) : _____

Reading 3: _____

Date (YYYYMMDD) : _____

Applicant Name (Last, First): _____

Applicant Signature: _____

Date signed (YYYYMMDD) : _____

As the recruiting representative I certify that all of the information above is true to the best of my knowledge.

OSO/MOI Name (Last, First): _____

OSO/MOI Signature: _____

Date signed
(YYYYMMDD) : _____

Enclosure (4)

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 ECP RECP MCP-R MECEP NROTC NROTC-R	District/RS/OSS: Unit or NROTC:
Note: PFT must be within 45 days of shipping, scored per the <u>appropriate age category</u>, and administered by the OSO/MOI/OIC of this candidate.	
PFT Date: _____ Crunches/Planks: _____ Pull-ups: _____ (or) Push-ups: _____ 3 Mile Run: _____ 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

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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			24. Do you have all of your issued uniform items to bring with you to OCS? If not, please explain.
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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?
			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)

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

Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____

Print Name: _____

Screening Checklist for Lieutenants Attending The Basic School

Rank and Name: (Last, First, MI)	EDIPI:
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Program (circle): PLC MECEP ECP NROTC SERVICE ACAD OCC	District/RS/OSS: Unit or NROTC:
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Note: Lieutenants must score a 1st Class PFT in their age category, and must be within Body Composition standards in accordance with MCO 6110.3 _). If the lieutenant does not meet these requirements, notify MCRC OA no less than 30 days prior to the TBS report date.

PFT Date: _____	Crunches: _____	Lieutenant's Ht/Wt/BF% Date: _____
Pull-ups: _____	3 Mile Run: _____	Ht: _____ Wt: _____ Max Wt: _____ BF%: _____
(or) Push-ups: _____	PFT Score: _____	PFT/Ht/Wt/BF Certifying Officer: _____

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

1. Lieutenant: Answer questions 1-25 by placing your initials in the appropriate box and providing a detailed explanation when required.
2. OSO/MOI/OIC: Administer PFT, height, weight, and body fat measurements if required, and certify the lieutenant is qualified to attend TBS.

Yes	No	N/A	Physical/Medical Questions
			1. What is the date of your last physical? (DD MMM YYYY)
			2. What is the date of your last medical Annual Certification or Preventative Health Assessment (PHA)? (DD MMM YYYY)
			3. Have you completed an Annual Certification or PHA every year since your last physical?
			4. Since your last physical, have you suffered any injuries or illnesses which required medical treatment or therapy? If yes, please explain.
			5. Do you have any medical conditions, either currently, or in the past, which have not been revealed? If yes, please explain.
			6. Are you currently under a doctor's care, or are you currently taking any medication which has been prescribed by a doctor? If yes, please explain.
			7. Have you suffered any injuries which have prevented you from physically preparing for TBS in the past six weeks? If yes, please explain.
			8. Do you understand you must bring a copy of your complete medical record, including a complete physical, shot records, and medical documentation for all waivers?
			9. Have you added any tattoos or brandings since completing your last physical?
			10. If you answered yes to question 9, have the tattoos or brandings been screened by your OSO/MOI/OIC?
			11. Is your spouse pregnant, or do you have any reason to believe your spouse is pregnant? If yes, when is she due?

Rank and Name: (Last, First, MI)	EDIPI:
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Yes	No	N/A	Females Only
			12. Have you had a Pap smear with normal results within the last two years? (Note: If not, you must have a current Pap prior to reporting to TBS)
			13. Do you have any reason to believe you are currently pregnant?

Yes	No	N/A	Legal Questions
			14. Have you notified your OSO/MOI/OIC of any arrest or conviction, regardless of severity, that you have acquired since commissioning?
			15. Do you have any pending legal action against you (civil or criminal, to include minor infractions)? If yes, please explain.
			16. Are there any other legal issues in which you are involved? (Jury Duty, Subpoena to Testify, etc.) If yes, please explain.
			17. Does anyone in your family have any recent or imminent health care, personal care, employment, or mental concerns which could disrupt your training at TBS? If yes, please explain.
			18. Do you have any significant financial problems?
			19. Do you have a dependent with special needs?
			20. If you are in a relationship with an enlisted member of the Armed Forces of the United States of America, has the OSO/MOI/OIC reviewed the Marine Corps policy on fraternization (paragraph 1100.6 of the Marine Corps Manual) with you?
			21. If you are in a relationship with an enlisted member of the Armed Forces, were you married prior to your commissioning?

Yes	No	N/A	Other Questions
			22. Have you consulted the TBS website and reviewed the content for the Basic Officer Course (BOC)? http://www.trngcmd.marines.mil/Units/Northeast/The-Basic-School/
			23. Do you have any circumstances which might prevent you from reporting on time?
			24. Do you understand you will need to have at least three copies of our orders and NAVMC 763?
			25. Do you understand you will need to have an official copy of your undergraduate transcripts?

Certification

This Screening Checklist was answered to the best of the lieutenant's and interviewing officer's knowledge.

This lieutenant IS / IS NOT qualified to attend TBS (circle) in accordance with MCRCO 1100.2A.

Lieutenant's Signature: _____ Date: _____

Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____

Print Name: _____