

MCRC FROST CALL 002-22 DATED 29 OCTOBER 2021

From: Commanding General, Marine Corps Recruiting Command

SUBJ: MARINE CORPS RECRUITING COMMAND ADJUDICATION PROCESS FOR TATTOO ISSUES INVOLVING ACCESSIONS

Ref: (a) MCBUL 1020 DTD 29OCT21
(b) MCRCO 1100.1A Enlistment Processing Manual (EPM)
(c) MCRCO 1100.2A Officer Commissioning Manual (OCM)

Encl: (1) Tattoo Screening Form
(2) Tattoo Statement of Understanding
(3) Tattoo Adjudication Process Map

1. Situation. To notify Marine Corps Recruiting Command (MCRC) of the updated tattoo policy and to publish updates applicable to the tattoo screening form, statement of understanding, and the adjudication process for exceptions to policy and tattoos.

2. Cancellation. Frost Call 026-21 is hereby cancelled.

3. Mission. HQMC has published the Marine Corps Tattoo Policy. Reference (a) establishes a single source Marine Corps policy for tattoos and brands. This reference provides standards for enlisted accessions, officer commissions, and prior service accessions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Seamlessly integrate Commandant of the Marine Corps (CMC) tattoo policy into the execution of MCRC's mission of finding and screening qualified individuals for enlistment or commissioning into the United States Marine Corps and Marine Corps Reserve. Streamline the process for adjudication of tattoos and brands that do not meet the guidance in reference (a), IOT maximize recruiter's efforts by reducing the administrative requirements for adjudications, and reducing the decision timeline from the Recruiting Station Commander endorsement to final adjudication to a standard 14 days. Utilization of the sharepoint waiver portal is to be continued, as outlined in enclosure(3).

(2) Concept of Operations

(a) Enlisted Recruiting

1. All enlisted applicants must complete enclosures (1) and (2) prior to their enlistment.

2. Military Entrance Processing Station (MEPS) Liaisons are authorized to sign enclosure (1) for those applicants that DO NOT possess any tattoos, brands, body ornamentation, piercings or ear gauges.

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(b) Officer Recruiting

1. For the purpose of this Frost Call, a "candidate" includes any participant in an officer accession program that leads to an appointment as a commissioned or warrant officer.

2. All officer candidates must complete enclosures (1) and (2) prior to contracting.

(c) Prior Service Recruiting. A copy of enclosures (1) and (2) will be utilized for Marines when evaluating applicants applying for affiliation to the Active Reserve (AR), Individual Mobilization Augmentee (IMA), and Selected Marine Corps Reserve (SMCR).

b. Subordinate Element Missions. CG MCRC is the adjudicating authority on any tattoo issues for officer and enlisted accessions where compliance can not be clearly determined per reference (a). Region CGs will continue to make determinations on behalf of MCRC CG.

c. Coordinating Instructions

(1) Enlisted and officer applicants who answer "YES" to question one of enclosure (1) require a commissioned officer review to ensure compliance with reference (a) and this frost call.

a. "XTE" service level tattoo review code will be entered into Marine Corps Recruiting Information Support System (MCRISS) by respective enlisted operations and officer selection teams for applicants who did not qualify under the previous recruiting policy. The purpose of this will be temporary in nature and is to provide evidence of the impact the new tattoo policy has on the recruiting effort. Further guidance will end this procedure once enough data is gathered to measure the result.

(2) All enlisted applicants and officer candidates whose tattoos that **DO NOT** comply with reference (a) **WILL** require an adjudication prior to enlistment or commissioning. **The purpose of the adjudication is to determine if the tattoo(s) may be authorized for enlistment or commissioning only.** Adjudication will be based only on location and content of the tattoo, waivers for other enlistment or commissioning criteria will be processed per reference (b) or (c) after the adjudication is complete.

(3) Tattoo adjudications will be submitted through Sharepoint to a Region CG for adjudication, until future capabilities are developed. This policy will allow MCRC to view and provide analytical data to CMC.

(4) AC/S Recruiting will draft the appropriate adjudication letters for all tattoos that fall outside the current tattoo policy, and ensure the appropriate "XTC" code is entered into the applicant MCRISS record under the New Working Applicant (NWA) Tab. This includes a full

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ISSUES INVOLVING ACCESSIONS

description of all tattoos and their location in the details box of the
waivers tab.

(5) Adjudication letters will be placed within the applicant
enlistment package or officer candidate package for review by the Recruit
Liaison Section (RLS), Officer Candidate School (OCS), and The Basic
School (TBS) personnel upon arrival at the respective training site.
Additionally, a copy will be maintained within the residual package
maintained by the Recruiting Station (RS) and Officer Selection Team
(OST).

(6) MEPS Liasons will ensure that the adjudication approval is
documented on the DD Form 1966/4.

5. Administration and Logistics.

(1) Administration. Enclosure (3) provides additional details on the
SharePoint workflow and administrative requirements for processing an
exception to policy for tattoos.

(2) Logistics. These changes will be reflected in following formal
changes to references (b) and (c).

6. Command and Signal

a. Command. Applicable to Marine Corps Recruiting Command.

b. Signal. Effective the date signed. Points of contact are MCRC
G3, Enlisted Operations at (703) 784-9403, MCRC G3, PSR at (703) 784-9868
and MCRC G3, Officer Programs at (703) 784-9446.



W. C. COOK
By Direction

MARINE CORPS RECRUITING COMMAND TATTOO SCREENING FORM

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NAME (Last, First, MI)

LAST 4 SSN

DATE

PART I. PURPOSE.

The purpose of this form is to ensure that you tell us 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 <u>currently have, or ever had</u> any tattoos, brands, body markings, or body ornamentation, or has the applicant <u>ever had</u> a tattoo, brand or body ornamentation <u>removed, concealed, covered or altered?</u>	YES	NO*

**NOTE: If the answer to question 1 is NO; move on to the Part II Certification block of this form. Questions 2-8 are not required. If the answer to question 1 is YES; move on to question 2. The MEPS Liaison may endorse the TSF as the reviewing officer when the applicant has NO tattoos or body markings.*

2. Does applicant have body markings of any type that are exposed or partially exposed above the standard, well fitted PT shirt collar or below the wrist bone?	YES	NO*

**NOTE: If the answer to question 2 is NO; move on to questions 4-7. If the answer to question 2 is YES; complete questions 3-7.*

3. Are any of the tattoos, brands or markings: a. 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? b. On hands or fingers (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand)?	YES	NO

4. 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?	YES	NO

NAME (Last, First, MI)	LAST 4 SSN	DATE
5. 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?	YES	NO
6. 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)?	YES	NO
7. 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.).	YES*	NO
<i>*NOTE: Remind applicants or officer candidates that all body piercings must be removed prior to shipment to Recruit Training Depots or Officer Candidate School.</i>		
Location(s) of applicant's current, removed, concealed, covered, or altered tattoos, brands, markings, or ornamentation and applicant's statements will be documented in Part V 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.		
Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Recruiting Rep or Certifying Officer	Signature of Recruiting Rep or Certifying Officer	Date
PART III. RECERTIFICATION (ONLY IF MARKED "NO" TO QUESTION 1)		
Have there been any changes to Part I of this Tattoo Screening Form after the date of signing Part II?	YES	NO
I certify the information previously given on the Tattoo Screening Form remains the same. If any change is indicated, parts IV through VI will be completed and forwarded to the Commanding Officer or appropriate authority prior to shipment to recruit training or request for appointment.		
Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name/Signature of MEPS LCNO or Reviewing Officer (Rank, Billet)		Date

NAME (Last, First, MI)	LAST 4 SSN	DATE
PART IV. REVIEW		
a. To be filled out for all enlisted applicants		
<p>If applicant responded "yes" to questions 1 and/or 2, their tattoo/markings or history thereof must be reviewed by a commissioned officer to determine eligibility. If the applicant responded "yes" to questions 3 through 7, the applicant is ineligible (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand) for enlistment without a Region CG level adjudication. Digital photos are required for all reviews. Under no circumstances will any applicant be photographed in less clothing than the standard warm weather physical training uniform. Only the visible portion of tattoos outside of regulation are to be photographed for consideration. Applicants may hand draw pictures of tattoos not visible indicating content and location.</p>		
Commissioned Officer's Reviewing Comments:		
<input type="checkbox"/> RS Review <input type="checkbox"/> Region Adjudication required <input type="checkbox"/> RA Review required (PSR)		
NAME/SIGNATURE OF COMMISSIONED OFFICER	RANK	BILLET
ALL QUESTIONABLE BODY MARKINGS ON REGARDING CONTENT OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE DECISIONING AUTHORITY FOR APPROVAL/REVIEW.		
b. To be filled out for all Officer candidates		
<p>(1) If candidate responded "yes" to questions 1 and/or 2, their tattoo/markings or history thereof must be reviewed by a commissioned officer to determine eligibility. If the applicant responded "yes" to questions 3 through 7, the applicant is ineligible (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand) for enlistment without a MCRC level adjudication review.</p>		
<p>(2) Digital photos are required for all reviews. Under no circumstances will any applicant be photographed in less clothing than the standard warm weather physical training uniform. Only the visible portion of tattoos outside of regulation are to be photographed for consideration. Candidates may hand draw pictures of tattoos not visible indicating content and location. Cross-check drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency.</p>		
<p>(3) All questionable body markings in regards to content, or location will be forwarded to the appropriate authority for approval/review. Check appropriate review authority:</p>		
<input type="checkbox"/> <u>Recruiting Station</u> : Review tattoos for applicants applying for PLC, OCC, and Four Year NROTC Scholarship programs.		
<input type="checkbox"/> <u>Marine Corps Recruiting Command</u> : Review tattoos for applicants applying for all other commissioning and Warrant Officer programs.		
NAME/SIGNATURE OF REVIEWING OFFICER	RANK	BILLET

NAME (Last, First, MI)	LAST 4 SSN	DATE

PART V. DOCUMENTATION

The section below will be used to document any tattoo identified as a "YES" in section I. Insert photos by clicking in the square provided and selecting the appropriate photo. If additional space is needed use the addendum to this form.

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TATTOO NUMBER ONE

Size (in inches)	
Description	
Location	
Reason for review	

TATTOO NUMBER TWO

Size (in inches)	
Description	
Location	
Reason for review	

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TATTOO NUMBER THREE

Size (in inches)	
Description	
Location	
Reason for review	

TATTOO NUMBER FOUR

Size (in inches)	
Description	
Location	
Reason for review	

NAME (Last, First, MI)	LAST 4 SSN	DATE

Applicant Personal Statement for each tattoo identified above:

**NOTE: Each statement will identify the corresponding tattoo number above and answer the following questions in the applicants own words:*

What does the tattoo look like (detailed description)?

When, Where, and Why did you get this tattoo?

What does this tattoo personally mean to you?

NAME (Last, First, MI)	LAST 4 SSN	DATE
PART VI. CERTIFICATION		
I certify that I have completely disclosed the full extent of my tattoos, brands or body ornamentation to include those removed or altered.		
Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Recruiting Rep or Certifying Officer	Signature of Recruiting Rep or Certifying Officer	Date
PART VII. RECERTIFICATION		
Have there been any changes to Part I of this Tattoo Screening Form after the date of signing Part VI?	YES	NO
I certify the information previously given on the Tattoo Screening Form remains the same. If any change is indicated, parts IV through VI will be completed and forwarded to the Commanding Officer or appropriate authority prior to shipment to recruit training or request for appointment.		
Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Recruiting Rep or Certifying Officer	Signature of Recruiting Rep or Certifying Officer	Date

**MARINE CORPS RECRUITING COMMAND
STATEMENT OF UNDERSTANDING
MARINE CORPS UNIFORM REGULATIONS FOR STANDARDS OF PERSONAL APPEARANCE**

POLICY

In accordance with insert MARADMIN, Marines will present the best possible image at all times and continue to set the example in military presence. Marine Corps Uniform Regulations strictly **prohibit** mutilation of the body or any parts in any manner, and attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under the skin, tongue or any other body part. Tattoos on the head (including in or around the mouth), neck area, hands, fingers, and any tattoos 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**.

UNDERSTANDING

I understand that mutilation of the body or any body parts in any manner is **prohibited** and that attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under the skin, tongue or any other body part is **prohibited** with the exception of females wearing earrings consistent with the Marine Corps regulations.

I understand that tattoos located anywhere on the body that are prejudicial to good order and discipline, or are of a nature to bring discredit upon the Marine Corps, are **prohibited** (Examples include, but are not limited to, tattoos that are drug-related, gang-related, extremist, obscene or indecent, sexist, or racist).

I understand that tattoos on the head or neck, including in or around the mouth area, are **prohibited** and that tattoos on the chest or back must be covered by wearing a properly fitting crew-neck undershirt with no portion of the tattoo showing.

I understand that tattoos on the hands, and fingers are **prohibited**, with the exception of a single band tattoo of no more than 3/8 of an inch in width on one finger of each hand.

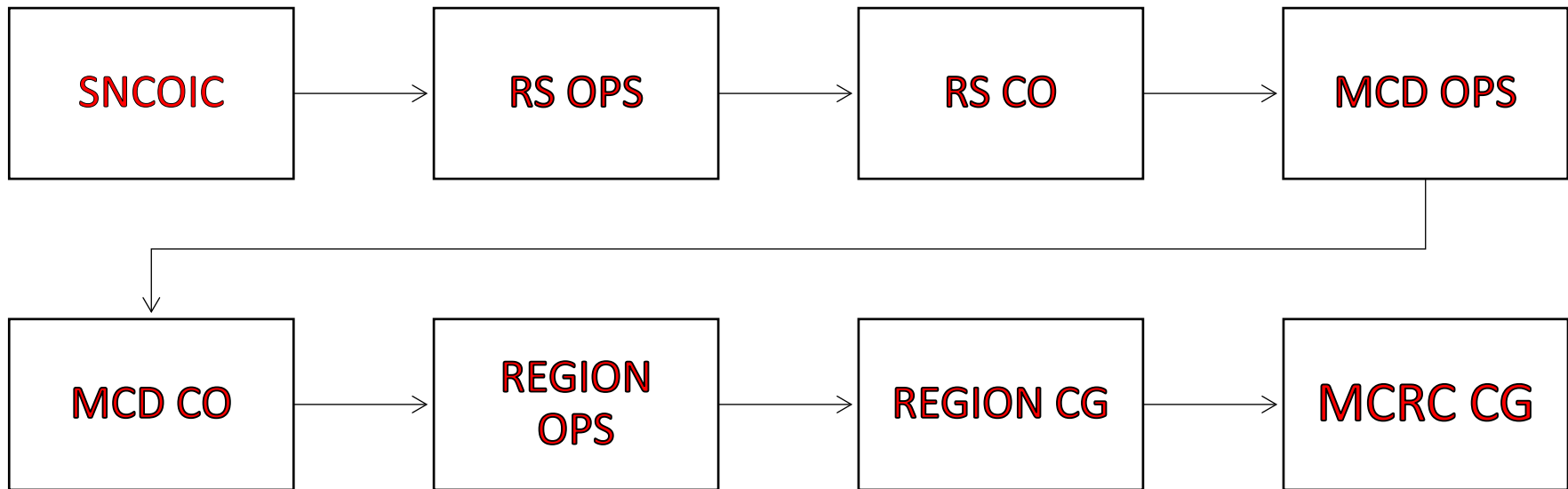
I understand that any tattoo only visible with the use of ultra-violet light must still adhere to the same requirements, limitations, and prohibitions applicable to visible tattoos.

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 shipping to recruit training or my request for appointment for any additional tattoos, brands and body ornamentations received while in the Delayed Enlistment Program or Officer commissioning process.

Certification

I certify that I completely understand the Marine Corps policy on the tattoos, brands, and ornamentations and I have reviewed the tattoo policy graphics on page three of this statement of understanding.

Applicant's Printed Name	Applicant's Signature	Date
Certifying Officer / Recruiter's Printed Name	Certifying Officer / Recruiter's Signature	Date
MEPS LNCO Printed Name (Non-prior service enlisted only)	MEPS LNCO Signature (Non-prior service enlisted only)	Date



**Tattoo Exception to Policy for Accessions
Process Flow**

1. Once the applicant has been declared an NWA the SNCOIC will initiate the workflow from the Tattoo Waiver Process home page.
 2. The SNCOIC will upload the tattoo screening form and tattoo SOU into the documents field and begin the workflow.
 3. Each group in the workflow will receive an email notifying the members of the group that there is a package awaiting review and endorsement.
 4. Once the final adjudication has been approved by the Region CG group, all groups will receive an email notification with the disposition results.
- *Note: A disapproval at any point in the routing and the work flow will stop. Use the return package feature to send back to originator for clarification.