

MCRC FROST CALL 003-20 DATED 19 NOVEMBER 2019

From: Commanding General, Marine Corps Recruiting Command

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

Ref: (a) MCO P1020.34H Marine Corps Uniform Regulations
(b) MCRCO 1100.1 w/Chg 2 Enlistment Processing Manual (EPM)
(c) MCRCO 1100.2A Officer Commissioning Manual (OCM)

Encl: (1) Tattoo Adjudication Process Map
(2) Tattoo Screening Form
(3) Tattoo Statement of Understanding
(4) Applicant Statement
(5) Tattoo Measurement Tool
(6) Tattoo Screening Form Addendum

1. Purpose. To notify Marine Corps Recruiting Command (MCRC) of the updated tattoo waiver process using the Microsoft SharePoint workflow described in enclosure (1) and publish updates applicable to the tattoo screening form, statement of understanding, applicant statement, and the adjudication process.

2. Cancellation. FROST Call 017-16 is cancelled.

3. Mission. On 19 November 2019, MCRC implements a new accession tattoo adjudication process in order to streamline the waiver process.

4. Commander's Intent. In his initial communications with the force, our new Commandant reiterated that the current tattoo policy as we know it stands. Like past Commandants and Sergeants Major of the Marine Corps, he views it as an appropriate balance between good order and discipline, conformity, and individual expression. **The changes described in this Frost Call focus on streamlining and updating the accession process as related to tattoos, while upholding the letter and spirit of current Marine Corps tattoo policy.**

Over the past decade the tattoo adjudication process has become cumbersome and extremely time-consuming, and requires information beyond what is necessary to make a specific decision on any tattoo. The process varies across MCRC. The demonstrated result is that our recruiters are not getting a timely decision on waivers or exceptions to policy.

This policy letter will guide commanders at every level through a tattoo adjudication process that will now focus strictly on the tattoo itself. The results of the tattoo determination will inform the entire standard enlistment process, with the continued requirement being the enlistment of men and women of good character. **From beginning to end, the tattoo adjudication process will take no more than 14 days (from New Working Applicant acceptance to the recruiter being informed of waiver decision).**

5. Action

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a. The change to the tattoo waiver process is executed in four phases.

(1) Phase I: Develop and Test (complete)

(2) Phase II: Initial Operational Capability (Nov 15 - Dec 31)

(3) Phase III: Full Operational Capability (Jan 1, 2020)

(4) Phase IV: System Transfer to Marine Corps Recruiting Information Support System (MCRISS) II (~4th quarter FY20)

b. Enlisted Recruiting

(1) Recruiters will ensure enclosures (2), (3), and (4) are complete for all enlisted applicants prior to enlistment into the Delayed Entry Program.

(2) Military entrance processing station (MEPS) liaisons (LNOs) are authorized to sign enclosure (2) as the recruiting representative for those applicants who DO NOT possess any tattoos, brands, body ornamentation, piercings or ear gauges.

(3) SNCOICs will use enclosure (5) to assess the size of each tattoo according to location.

(4) SNCOICs will only upload the signed tattoo screening form (with tattoo photos), signed tattoo SOU, and signed applicant statement into the documents field to begin the workflow described in enclosure (1) and only after the NWA is accepted by the recruiting station (RS) operation officer. This will occur prior to projecting for testing and physical. SNCOICs will upload the tattoo screening form addendum (enclosure 6) if additional photos are needed.

c. 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 (2) and (3) prior to contracting.

d. Prior Service Recruiting. Enclosures (2) and (3) are applicable when Marines have applied for affiliation to the Active Reserve (AR) program, Individual Mobilization Augmentee (IMA) program, and Selected Marine Corps Reserve (SMCR) units.

e. Subordinate Element Task. Commanding General (CG), MCRC is the adjudicating authority on any questionable tattoos for officer and enlisted accessions where compliance is not clearly determined per reference (a).

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(1) The CG, MCRC has sub-delegated his tattoo adjudication authority to the Eastern and Western Region (ERR and WRR) CGs for tattoo determinations of enlisted and officer accessions.

(2) This region-level CG adjudication process **DOES NOT** apply to enlisted Marines applying for commissioning programs or for warrant officer programs, service academies accessions, NROTC sideload boards, and any other NROTC Midshipmen.

(3) This process is not inclusive of any other waiver process (moral, medical, dependant, etc.) and will not include any material supporting those waivers.

f. Coordinating Instructions

(1) All enlisted applicants and officer candidate tattoos that DO NOT comply with reference (a) **WILL** require an adjudication by the appropriate commander prior to enlistment or commissioning. **The purpose of the adjudication is to determine if the tattoo(s) are authorized for enlistment or commissioning.** Due to the fact that an adjudication is based only on location, size or content of the tattoo, waivers for other enlistment or commissioning criteria will be processed per reference (b) or (c) after the tattoo policy adjudication is complete.

(2) Tattoo adjudications are submitted through the SharePoint workflow described in enclosure (1) to the respective region CG for adjudication, until future capabilities are developed. This policy will allow MCRC to view and provide analytical data to the CMC.

(3) Region operations and assistant for officer procurement (AOP) will draft the appropriate adjudication letters for all tattoos that fall outside the current tattoo policy, and ensure the appropriate "XTC" waiver code is entered into the applicant MCRISS record under the NWA Tab. This includes a full description of all tattoos and their location, size, or content in the details box of the Waivers Tab.

(4) A copy of the adjudication letter is 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 is maintained within the residual package maintained by the RS and Officer Selection Team.

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

(6) "How to" videos and documents are available on SharePoint at <https://mcrportal.marines.usmc.mil/HQG3/process/SitePages/Home.aspx>.

(7) These changes will reflect in the future revisions to references (b) and (c).

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(8) On a monthly basis, MCRC Enlisted Operations will prepare a report for the CG, MCRC, and the respective Region CGs, detailing the timeline adherence for final tattoo determination. This report will provide visibility down to the District level.

6. 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.


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