

MECEP APPLICATION CHECKLIST

****APPLICATION MUST BE IN ORDER OF CHECKLIST PRIOR TO FORWARDING****

CONTRACT: _____ GROUND _____ SNA _____ NFO
GENDER: _____ MALE _____ FEMALE MARITAL STATUS: _____
NAME: _____ RANK: _____ MCC: _____
SSN: _____ EDIPI/PMOS: _____

_____ GENERAL OFFICER ENDORSEMENT (GO OR EQUIVALENT)

_____ COMMANDING OFFICER ENDORSEMENT(S)

_____ APPLICANT LETTER

_____ INTERVIEW BOARD REPORT

_____ ESSAY

_____ INFORMATION SHEET WITH PRIVACY ACT (MUST ANNOTATE FULL SSN)

_____ ADDENDUM TO APPLICATION FOR HANDWRITTEN STATEMENT (IF APPLICABLE)

_____ DRUG STATEMENT FORM

_____ NON-TRAFFIC ARREST FORM

_____ MINOR TRAFFIC FORM

_____ TATTOO SCREENING FORM

_____ COLOR PHOTO OF TATTOO(S) - ONLY REQUIRED IF YOU HAVE TATTOO(S)

_____ 4 ANGLE COLOR PHOTO IN PT GEAR - ONLY REQUIRED IF YOU HAVE TATTOO(S)

_____ TATTOO SOU

_____ NAVMC 11877 MECEP GROUND SERVICE AGREEMENT

MOL SCREENS:

_____ CHRONOLOGICAL PAGE

_____ BASIC INDIVIDUAL RECORD (TBIR)

_____ BASIC TRAINING RECORD (TBTR)-PROVIDE NAVMC 11622 IF OFFICIAL PFT NOT UPDATED IN TBTR

NAVMC 118 (11) ENTRIES:

_____ SRB STATEMENT

_____ DUAL CITIZEN STATEMENT (IF FOREIGN BORN)

_____ UNIT PUNISHMENT BOOK WITH ADDENDUM PAGE (IF APPLICABLE)

_____ DENTAL REQUIREMENT PRIOR TO OCS SOU

_____ PROOF OF US CITIZENSHIP (REFER TO CURRENT MCRCO 1100.2 FOR ACCEPTABLE SUBMISSIONS)

_____ MARRIAGE CERTIFICATE AND/OR DIVORCE DECREE (ONLY REQUIRED FOR FEMALES TO SHOW NAME CHANGE)

_____ SECURITY CLEARANCE VERIFICATION LETTER

OFFICIAL TEST SCORES (MUST HAVE 1 OF THE 3)

_____ 74 AFQT COMBINED SCORE MINIMUM (MUST BE MCTFS TEST SCREEN)

_____ 1000 SAT SCORE MINIMUM (MATH AND CRITICAL READING ONLY)

_____ 22 ACT COMPOSITE SCORE MINIMUM

_____ CURRENT COLLEGE TRANSCRIPT (ASSOCIATES MUST SHOW FULL CONFER DATE)

_____ MARINE CORPS POLICY CONCERNING FRATERNIZATION SOU

_____ SEXUAL ASSAULT AND HARASSMENT STATEMENT OF UNDERSTANDING

_____ LETTERS OF RECOMMENDATION

_____ APPROVED DD FORM 368 (IF APPLICABLE)

MEDICAL SUBMISSION (REFER TO CURRENT MARADMIN AND SEND AS SEPARATE ATTACHMENT)