

MCRC FROST CALL 013-20 DATED 20 November 2019

From: Commanding General, Marine Corps Recruiting Command

Subj: REQUEST FOR APPOINTMENT CHECKLISTS

Ref: (a) MCRCO 1100.2A MCRC OCM

Encl: (1) Request for Appointment Letter
(2) Request for Appointment Checklist
(3) Official Military Personnel File (OMPF)
Checklist

1. Purpose. To provide all levels of Officer Recruiting with updated checklists of documents required to process an officer commissioning package.

2. Background. Marine Corps Districts (MCDs), Marine Officer Instructors (MOIs), and Service Academy liaisons submit Request for Appointments (RFA) to the Marine Corps Recruiting Command (MCRC), Officer Appointments in accordance with the MCRCO 1100.2A, reference (a). The RFA Letter, enclosure (1) and RFA Checklist, enclosure (2) are utilized when submitting an RFA. MCRC, Officer Programs regularly reviews and updates checklists, ensuring the correct references and forms are being utilized.

3. Information. The purpose of the RFA Checklist is to ensure all Officer Candidates and Midshipmen meet established regulations, policies and requirements for a commission in the United States Marine Corps. Once commissioned, the RFA is submitted to Records and Performance Branch (MMRP) to create the Officer's Official Military Personnel File (OMPF).

4. Action. Effective immediately, all RFAs submitted to MCRC will utilize enclosure (1) & (2). Officer Appointments will utilize enclosure (3) to organize and submit required documentation to establish the individuals OMPF. The enclosed updated RFA checklist supersedes and cancels MCRC FROST Call 15-18 dated 14 March 2018.

5. Point of contact for this matter is CW03 Roger L. Lively, MCRC Officer Appointments, at (703) 432-9638 or roger.lively@marines.usmc.mil.


I. G. MARTINEZ
By direction

REQUEST FOR APPOINTMENT LETTER

Date: _____

From: Candidate _____
Last Name, First Name, Middle Name SSN

Current Address _____

_____-_____-_____-@_____
Phone Number Email (No .edu email addresses) Marital Status Gender

Place of Birth Religious Preference

Race Ethnicity Citizenship

To: Commanding General, Marine Corps Recruiting Command (OA)

Via: _____

Subj: REQUEST FOR APPOINTMENT TO COMMISSIONED GRADE IN THE U.S. MARINE CORPS

1. I hereby request to be appointed to the commissioned grade of Second Lieutenant in the U.S. Marine Corps.

a. I will request to be commissioned on: _____
(DD) (MMM) (YYYY)

b. My academic requirements will be completed on: _____
(DD) (MMM) (YYYY)

2. My commissioning will be coordinated by _____/
(OSO/MOI/Office) / (Phone #)

3. My Home of Record (HOR) as recorded on my Enlistment Contract, DD 4 is:

(City) (County) (State)

4. My service agreement is for Ground Aviation Law Cyber RESERVE.

5. Prior Military Service? _____. Active or Reserve
(Branch of Service & Component)

6. I recognize that TBS classes are assigned based on the needs of the Marine Corps, and I will be assigned to TBS accordingly. However, I respectfully request to attend TBS Class _____ - _____ and offer the following extenuating circumstances for MCRC to consider:

[If additional space is required, write "See attached" and attach a hand-written justification; if there are no extenuating circumstances, write "N/A."]

(Signature of Witness Officer)

(Date)

(Signature of Candidate)

Revised: October 2019

Enclosure (1)

REQUEST FOR APPOINTMENT CHECKLIST

Applicant Info:	Program: (Circle)	Category: (Circle)	Component: (Circle)
<hr/> Last Name, First Name, Middle Name <hr/> MOI/OSO <hr/> Unit/MCD/Academy	OCC PLC NROTC Service Academy ECP RECP MECEP MCP-R	Ground Student Naval Aviator Law Cyber	Active Reserve

- CO ENDORSEMENT
- REQUEST FOR APPOINTMENT LETTER

Medical

- MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER (S)
- DD FORM 2807-1, REPORT OF MEDICAL HISTORY AND DD FORM 2808, REPORT OF MEDICAL EXAMINATION (DO NOT SEND "WORKING COPIES") (CERTIFIED COPY)
- (OR)**
- DD FORM 2492 (DODMERB), REPORT OF MEDICAL HISTORY AND DD FORM 2351 (DODMERB), REPORT OF MEDICAL EXAMINATION (CERTIFIED COPY)
- ANNUAL CERTIFICATES OF PHYSICAL CONDITION (NAVMED 6120/3, NAVMED 6210/4 PERIODIC HEALTH ASSESSMENT, OR NSTC 1533/107)
- ***ENSURE THE MOST CURRENT CERTIFICATE date of _____ EXTENDS BEYOND THE COMMISSION DATE
- PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND RETURN TO FULL DUTY LETTERS
- DENTAL EXAM DATED _____ (WITHIN 12 MONTHS OF COMMISSIONING DATE)
- HIV RESULTS DATED _____ (WITHIN 24 MONTHS OF COMMISSIONING DATE)
- PAP PATHOLOGY RESULTS DATED _____ (WITHIN 36 MONTHS OF COMMISSIONING) (FEMALE ONLY)

SNA

- NAMI PHYSICAL EXAM QUALIFICATION
- (OR)**
- NAMI WAIVER LETTER / MCRC ENDORSED NAMI LETTER

REQUEST FOR APPOINTMENT CHECKLISTOrders:

- OCS TRAINING COMPLETION ORDERS (PLC JUNIORS/SENIORS, COMBINED, OCC, and NROTC)
- MCD PROGRAM SELECTION / ATTENDANCE TO TRAINING ORDERS (PLC JUNIORS & SENIORS, COMBINED, OCC, and NROTC/E-O PROGRAMS)

Contracts

- CURRENT DD FORM 4, ENLISTMENT/REENLISTMENT DOCUMENT (CERTIFIED COPY) (Not Applicable to Service Academy)
- ANNEX A, MARINE CORPS POLICY ON SEXUAL ASSAULT AND SEXUAL HARASSMENT (CERTIFIED COPY)
- ANNEX B, STATEMENT OF CONDITIONAL ENLISTMENT (CERTIFIED COPY) (Not Applicable to MECEP)
- ANNEX C, CURRENT SERVICE AGREEMENT (CERTIFIED COPY)
(AIR - LAW - GROUND - RESERVE GROUND - CYBER)
- ANNEX D, STATEMENT OF UNDERSTANDING FOR ACCESSION TO ACTIVE DUTY (CERTIFIED COPY) (Not Applicable to MECEP)

Prior Service and Prior Commissioning Program

- ALL PRIOR SERVICE DD FORM 4s, ENLISTMENTS/REENLISTMENTS (CERTIFIED COPY)
- DD FORM 214 CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (CERTIFIED COPY 2, 4, 7, or 8) (IF APPLICABLE)
- RELEASE FROM SERVICE DOCUMENTS (NGB FORM 22, RELEASE FINAL DISCHARGE LETTER, ORDERS OR MESSAGE) (DISENROLLMENT LETTERS) (CERTIFIED COPY) (IF APPLICABLE)
- DD FORM 368, REQUEST FOR CONDITIONAL RELEASE (SPECIAL ATTENTION: SECTION II SIGNED AND APPROVED BY PREVIOUS SERVICE WITH DISCHARGE AUTHORITY & SECTION III NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION) (CERTIFIED COPY) (IF APPLICABLE)
- DD FORM 785, RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING (CERTIFIED COPY) (IF APPLICABLE)
- SMCR SIMULTANEOUS ENROLLMENT LETTER (IF APPLICABLE)
- CHANGE REQUEST APPROVAL LETTER ONLY (COMMISSION DATE, GRADUATION DATE, DISTRICT RETAIN or COMPONENT)

REQUEST FOR APPOINTMENT CHECKLIST**Service Academy**

- SERVICE ACADEMY AGREEMENT TO SERVE (CERTIFIED COPY)

NROTC

- NSTC 1533/135 (Rev. 07-15), NROTC SCHOLARSHIP CONTRACT (CERTIFIED COPY)
- NSTC 1533/133 (Rev. 07-11), NROTC EDUCATIONAL PROGRAM COST (NROTC Only) (CERTIFIED COPY)

NAME, AGE, CITIZENSHIP

- SOCIAL SECURITY CARD (CERTIFIED COPY)
- BIRTH VERIFICATION (CERTIFIED COPY)
- FOREIGN BIRTH CERTIFICATE; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/PROOF OF CITIZENSHIP (CERTIFIED COPY)
- DUAL-CITIZEN WILLINGNESS TO RENOUNCE LETTER (APPENDIX F IN THE MCRC OCM)
- CERTIFICATION LETTER FOR SECURITY CLEARANCE
- WAIVER OF DESIGNATION AS A SOLE SURVIVOR STATEMENT (IF APPLICABLE)

DEPENDENTS

- DEPENDENT SOCIAL SECURITY CARDS AND BIRTH VERIFICATION (CERTIFIED COPY)
- SPOUSE STATEMENT-FMF SERVICE (IF APPLICABLE)
- OTHER COURT DOCUMENTATION (IF APPLICABLE) (CERTIFIED COPY)
- SINGLE PARENT STATEMENT
- MARRIAGE CERTIFICATE DIVORCE DECREE LEGAL GUARDIANSHIP OR ADOPTION

STATEMENTS OF UNDERSTANDINGS

- RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES AND (SEPARATION POLICY)
- MARINE CORPS POLICY CONCERNING USE OF DRUGS
- MARINE CORPS POLICY CONCERNING FRATERNIZATION
- NAVMC 11494 SERVICE MEMBER CIVIL RELIEF ACT
- NAVMC 11000, DATA REQUIRED BY THE PRIVACY ACT OF 1974
- TATTOO STATEMENT OF UNDERSTANDING (ALL APPLICANTS EVEN IF NO BODY MARKINGS; MUST BE SIGNED BY OFFICER)
- CMC CORPS VALUES STATEMENT (SUBMIT WITH COMPLETED COMMISSIONING DOCUMENTS)
- MARINE CORPS POLICY CONCERNING MILITARY OCCUPATIONAL SPECIALTIES (MOS) TO ALL OFFICER APPLICANTS (SUBMIT WITH COMPLETED COMMISSIONING DOCUMENTS)
- NATIONAL AGENCY CHECK (SUBMIT WITH COMPLETED COMMISSIONING DOCUMENTS)

REQUEST FOR APPOINTMENT CHECKLISTAcademic

- MENTAL QUALIFIER (ACT, SAT, ASVAB)
- NAVMC 10469 - ACADEMIC CERTIFICATION FORM COMP
(OR)
- DEGREE OR DIPLOMA (CERTIFIED COPY)
(OR)
- OFFICIAL TRANSCRIPTS (UNOFFICIAL TRANSCRIPTS FOR ON-E)

SNA

- ASTB-E QUALIFYING SCORE (AQR - PFAR)

Law

- LSAT SCORE _____
- PROOF OF ADMITTANCE TO PRACTICE LAW (OCC only) BAR CERTIFIED
- ACCEPTANCE LETTER TO LAW SCHOOL
(COLLEGE SENIORS APPLYING FOR PLC LAW ONLY)

APPLICANT INFORMATION

- NAVMC 10418 APPLICATION FOR OFFICER PROGRAMS OR ON/E INFORMATION SHEET
- NAVMC 10418-1 ADDENDUM PAGE
- NAVMC 10418-2 CERTIFICATE OF UNDERSTANDING REASONS FOR DISENROLLMENT (IF APPLICABLE)
- WAIVER APPROVAL LETTER'S (IF APPLICABLE)
- TATTOO SCREENING FORM (ALL APPLICANTS SEND ORIGINAL WITH PART VI CERTIFIED EVEN IF NO BODY MARKINGS; MUST BE SIGNED BY OFFICER)
- PHOTOS (BODY MARKING) IN PHYSICAL TRAINING UNIFORM
- DRUG STATEMENT
- NON-TRAFFIC ARREST PAGE
- MINOR TRAFFIC PAGE
- DD FORM 369, POLICE RECORD CHECK (IF APPLICABLE)

 OSO/MOI/Service Academy Representative Signature

 Date
MCRC USE ONLY:

Scroll: ADL - RASL APPROVED DATE: _____

TBS Class: _____

UNCLASS // FOR OFFICIAL USE ONLY (Revised: MARCH 2018)
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