



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUITING COMMAND  
3280 RUSSELL ROAD  
QUANTICO, VA 22134-5103

MCRCO 1100.2A

G-3

JAN 11 2016

MARINE CORPS RECRUITING COMMAND ORDER 1100.2A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS RECRUITING COMMAND OFFICER COMMISSIONING MANUAL (SHORT  
TITLE: MCRC OCM)

Encl: (1) Locator Sheet

1. Situation. This order establishes the criteria for officer procurement and accessions as directed by the Commandant of the Marine Corps (CMC), the procedures governing the processing of applicants and summarizes recruiting programs to be used in accomplishing the officer recruiting mission.

2. Mission. To promulgate policies and procedures for Marine Corps Recruiting Command (MCRC) and field commanders who are authorized to recruit for the Marine Corps, as established by the CMC.

3. Cancellation. MCRCO 1100.2

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This order frames the officer recruiting standards, maintains a quality United States Marine Corps (USMC), and will serve as the single reference source for Marine Corps officer programs. The Commanding General (CG), MCRC, must authorize any deviation from instructions in this order. This order contains major administrative changes and incorporates policy changes previously announced via separate correspondence. It should be reviewed in its entirety.

(b) This order is punitive, violations of which are subject to administrative and disciplinary action under the Uniform Code of Military Justice (UCMJ).

(2) Concept of Operations

(a) This order is organized into chapters dealing with recruiting policies, program requirements, Marine Corps Officer Candidate programs, application processing and medical processing.

(b) The chapter on recruiting policies contains sections relating to military conduct for recruiting duty and conduct with civilians and other services.

(c) The chapter on program requirements contains sections that detail age, citizenship, dependents, education, drug and alcohol involvement, mental aptitude, physical aptitude, conduct (moral), prior service, and

waivers criteria on the qualifications for the original appointment as a commissioned officer.

(d) The chapter on Marine Corps Officer Candidate Programs contains sections on Regular and Reserve Officer Programs and the procedures for processing applications of former officers, contracting officers in other services and inter-service transfers of Regular and Reserve Officers.

(e) The chapter on Application Processing contains sections on officer candidate application processing and screening, submission of the Request for Appointment, commission processing, and post commissioning processing prior to assignment to The Basic School.

(f) The chapter on Medical Processing contains sections of the types of examinations and facilities, program requirements, recording and submission of physical examinations. This chapter also details the annual, dental, immunization, physical requirements and the procedures for remedial requests and Line of Duty submissions for candidates injured at Officer Candidate School.

(g) The guidelines contained in this order satisfy all of the CMC's annual officer procurement quality standard requirements. CG, MCRC is responsible for the accuracy, currency, modification, and distribution of this order.

(h) The examples in this order contain no actual Personal Identifiable Information (PII).

b. Subordinate Element Missions

(1) Commanders. Ensure all personnel involved in the officer procurement process are aware of the contents of this order.

(2) MCRC G-3 Officer Programs. Support the officer recruiting effort by establishing timely entry of changes and physical maintenance of copies of this order.

(3) MCRC G-3 Staff Sections. Support officer recruiting effort as directed by the CG, MCRC.

c. Coordinating Instructions. Recommendations concerning the contents of this order should be forwarded to CG, MCRC, G-3, Officer Programs via the appropriate chain of command.

5. Administration and Logistics

a. Administration

(1) All levels of MCRC are required to utilize this order in the day to day officer recruiting and processing procedures.

(2) Those members currently under contract or in the Selected Marine Corps Reserve (SMCR) Awaiting Initial Duty Training (AIDT), who were enlisted under the provisions of MCRCO 1100.2, Officer Procurement Manual (Short Title: OCM) are grandfathered. Any contradictions should be referred to CG, MCRC for resolution.

(3) Any former member disenrolled must meet the criteria contained in this order.

(4) This order is organized into chapters identified by an Arabic numeral as listed in the overall contents.

(5) Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section; the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3103.3a refers to chapter 3, section 1, general major paragraph number 03, subparagraph a.

(6) Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the fourth page of chapter 2 is shown as 2-4.

b. Changes. Changes to this order will be published per:

(1) Current established criteria. Changes are numbered consecutively. Record receipt and entry of changes on the page provided for that purpose.

(2) Additionally; due to changes generated at the Department of Defense (DoD), Department of Navy (DoN), or CMC levels concerning enlistment and commissioning criterion and policies, CG, MCRC will issue and promulgate CG, MCRC FROST Calls to enable rapid updates to this order. These FROST Calls will have the same authority and serve as formal changes to this order. Such changes will be recorded on the page provided for that purpose.

c. Methods of Citation. Reference paragraphs in this order in the following manner:

(1) For correspondence: Ref: (a) MCRC OCM, para. 3212.2a

(2) For messages and MARADMIN's: REF/A/DOC/MCRC G-3/19SEP15//AMPN/REF A IS THE MCRC OCM.//

(3) For directives: Ref: (a) MCRCO 1100.2A, MCRC OCM, para. 3212.2a

(4) Personnel records/forms only: MCRC OCM, para 3212.2a

## 6. Command and Signal

a. Signal. This order is effective the date signed.

b. Command. This order is applicable to all Marine Corps Officer commissioning programs.

  
M. A. BRILLAKIS

DISTRIBUTION: A, D

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## INTRODUCTION

0001. PURPOSE. This order is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of officers of Marines, to establish the recruiting policies, to establish procedures governing the processing of applicants, and to summarize recruiting programs to be used in accomplishing the officer accession recruiting mission.

0002. STATUS

1. The policies and procedures in this order apply to MCRC staff agencies and field commanders who are authorized to recruit for the Marine Corps.
2. Any deviation from the instructions in this order must be authorized by the CG, MCRC.

0003. RESPONSIBILITY. The CG, MCRC is responsible for the accuracy, currency, modification, and distribution of this order. The MCRC staff and field commanders are responsible for the timely submission of changes and the physical maintenance of copies of this order.

0004. COPIES

1. Subordinate commands are authorized to reproduce copies of this order for official use in support of the officer recruiting mission.
2. Copies will not be provided outside of government agencies, the Marine Corps or MCRC, without approval of the CG, MCRC.

0005. ORGANIZATION

1. This order is organized into chapters identified by an Arabic numeral as listed in the overall contents.
2. Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3103.3a (2) refers to chapter 3, section 1, general major paragraph number 03, subparagraph 3a(2).
3. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the fourth page of chapter 2 is shown as 2-4.

0006. CHANGES. The MCRC will publish changes to this order per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose.

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LOCATOR SHEET

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location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this order.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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## CHAPTER 1

## RECRUITING POLICIES

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## CHAPTER 1

## RECRUITING POLICIES

1100. PURPOSE. This section contains general policy and instructions governing the accession of both Prior Service (PS) and Non-Prior Service (NPS) officers into the United States Marine Corps (USMC). This section outlines procedures that foster professional military standards for Marines serving on the independent duty of recruiting.

1101. ACCEPTANCE FOR COMMISSIONING. All applicants who meet prescribed standards are acceptable for consideration for commissioning. No applicant will be refused consideration for commissioning because of race, color, religion, national origin, or gender, or sexual orientation if the applicant is otherwise qualified in accordance with the provisions in this order.

1102. MISSION OF MARINE CORPS RECRUITING COMMAND. The ultimate objective of the Marine Corps Recruiting Command (MCRC) is the perpetuation of the Marine Corps and the standards of preparedness and military vigor that Marines have upheld since 1775. The immediate impact that recruiting has on the Marine Corps requires that standards for enlistment be strictly set to ensure that future Marines will maintain our tradition of excellence. Accordingly, the mission of the Marine Corps is to "Make Marines, Win Battles, and Return Quality Citizens" to their communities.

1103. ORGANIZATION

1. Manpower and Reserve Affairs. Manpower and Reserve Affairs (M&RA) is assigned primary staff cognizance for all Marine Corps officer accessions and is the table of organization sponsor for Officer Selection Teams (OST).

2. Commanding General, MCRC. The Commanding General (CG), MCRC directs and assigns the Region CGs to meet specific officer recruiting missions. CG, MCRC has the responsibility of assigning mission requirements based on program component and category to meet its accession mission.

3. CG, Eastern and Western Recruiting Regions. CG, Eastern Recruiting Region (ERR) and CG, Western Recruiting Region (WRR) direct and assign Marine Corps District (MCD) Commanding Officers (CO) to meet specific officer recruiting missions. They have the responsibility of assigning mission requirements based on program component and category.

4. Region Assistant for Officer Procurement. The Region Assistant for Officer Procurement (RAOP) is the principal staff officer responsible to the Region CG for the planning and execution of the officer procurement mission.

5. MCD CO. MCD COs are assigned the responsibility for the attainment of officer program mission requirements as specified annually by directives from ERR and WRR.

6. MCD Assistant for Officer Procurement. The Assistant for Officer Procurement (AOP) is the principle staff officer responsible to the MCD CO for the planning and execution of the officer procurement mission.

7. Recruiting Station Commanding Officer. The Recruiting Station (RS) Commanding Officer (CO) is responsible to the MCD CO for the attainment of assigned officer program missions, as established by the MCD CO and retention of officer candidates until assigned to active duty. Normally, each RS CO has one

or more OSTs assigned to the recruiting stations that are responsible to the MCD CO for officer procurement. Additionally, the RS Executive Officer (XO) is the program manager of the 4-Year Naval Reserve Officers Training Corps (NROTC) Marine-Option Scholarship Program.

1104. MISSION OF THE OFFICER SELECTION OFFICER. The mission of the Officer Selection Officer (OSO) is to submit highly qualified applicants, in the numbers required, for respective officer candidate programs and to ensure that all selected candidates report to training and are appointed to a commissioned grade.

1105. RESPONSIBILITY

1. MCD COs are responsible for the procurement of applicants for active duty and reserve officer candidate programs within their respective areas and to properly manage and supervise the officer procurement mission.

2. All members of the recruiting service and Inspector-Instructors (I&I) assigned to Selected Marine Corps Reserve (SMCR) units within each MCD must be familiar with all officer procurement programs and should actively assist the OSTs in obtaining prospects and processing applicants.

3. Marine Officer Instructors (MOI) are members of the staff of NROTC units which come under the direct control of the Naval Education and Training Command (NETC) and Naval Service Training Command (NSTC). MOIs are responsible for training midshipmen and Marine Enlisted Commissioning Education Program (MECEP) students in the NROTC program, and are expected to support Marine Corps officer procurement efforts on campus. Any problems regarding the coordination of these efforts should be referred to MCRC, Officer Programs (OP).

1106. ASSIGNMENT OF OSOs. All officers are assigned by the Deputy Commandant (DC), M&RA to officer selection duty by the appropriate Table of Organization (T/O) line number. MCD COs has the prerogative to subsequently reassign an officer to another T/O line number without prior authorization.

1107. GENERAL DUTIES OF OSOs

1. OSOs are carefully selected for duty and serve as representatives of the Marine Corps. Their personal appearance and professionalism is expected to impress both faculty and students with the high standards of the Marine Corps and the appeal of military service.

2. OSOs are charged with the following responsibilities:

a. The professional conduct of the OST while processing is usually an applicant's personal introduction to the Marine Corps. If the OSOs integrity, efficiency, courtesy, and tact prevail, the prospect will most likely view the Marine Corps as a positive life choice.

b. Prospecting for, selling, and selecting the best and most fully qualified applicants for submission to a selection board leading to the appointment to commissioned grade in the Active and Reserve components of the Marine Corps, in the numbers and categories required. Particular care must be taken to prevent erroneous or fraudulent contracts.

c. Preparing all applications and other administrative requirements.

d. Preparing officer candidates for training and the transition from civilian to life as a company grade officer. Applicants must be honestly informed of what they can expect from the Marine Corps and what the Marine Corps expects from them.

e. Maintaining the motivation of those enrolled in officer candidate programs so they remain qualified and persist in their efforts to obtain a commission and be assigned to active duty.

f. Submission of Request for Appointment (RFA) packages to ensure the timely commissioning of candidates.

(1) Platoon Leaders Class and Platoon Leaders Class (Law) Timeline. RFAs for Platoon Leaders Class (PLC) and PLC (Law) candidates will be submitted to MCRC, Officer Appointments (OA) no less than 120 days prior to the projected commissioning date. The projected commissioning date will normally fall within 30 days of the graduation date from the college or university. PLC (Law) candidates commission at OCS graduation because they already have an undergraduate degree.

(2) Officer Candidate Class Program Timeline. RFAs for Officer Candidate Class (OCC) applicants will be submitted to MCRC, OA in accordance with the current published Letter of Instruction (LOI).

(3) RFA Submission Format. MCDs shall submit all PLC and OCC RFAs, in accordance with the current checklist. The checklist is to be used as a cover sheet, incorporating the required documents to meet the established commissioning requirements. Incomplete RFAs will not be processed by MCRC, OA. OSOs will refer to paragraph 4105 of this Order regarding RFA submission timelines.

g. Orders to The Basic School. All second lieutenants must be screened prior to reporting at The Basic School (TBS). See paragraph 4107 of this Order for specific requirements.

h. Performing such other duties as may be assigned.

#### 1108. RECRUITING ETHICS

1. Penalty for Knowingly Contracting or Commissioning Ineligible Applicants. Article 84, effecting unlawful enlistment, appointment, or separation. Uniform Code of Military Justice (UCMJ), expressly states: "Any person subject to this chapter who effects an enlistment or appointment in, or separation from the Armed Forces, of any person who is known to him/her to be ineligible for that enlistment, appointment, or separation because it is prohibited by law, regulation, or order, shall be punished as a courts-martial may direct."

#### 2. Recruiting Promises

a. Recruiting personnel will not make oral or written promises to applicants, parents, or others except as authorized by this order or by other appropriate Marine Corps directives. Misrepresentation or deception, to include implied or direct assurances and/or promises, is strictly prohibited. Further, recruiting personnel will not suggest that personal correspondence to the CG, MCRC or to a political representative will give the applicant preference or result in acceptance after an applicant has been rejected. All applicants are

evaluated on their individual merits and qualifications alone using a "whole person" concept.

b. Recruiting personnel are obligated to ensure that applicants fully understand the true nature and scope of their agreement with the Marine Corps. Special care must be taken to clarify or avoid any statements, oral or written, that could possibly be construed or misinterpreted as a promise. There are some matters that must receive special emphasis so that applicants will have a true and proper understanding. These are matters that relate to:

- (1) Incentive Programs,
- (2) Geographical or Duty stations,
- (3) Promotions,
- (4) Educational opportunities,
- (5) Meaning and requirements of Military Service Obligation (MSO).

c. All applicants will be treated with courtesy and consideration, particularly non-selected applicants. Such applicants must be made to feel that the Marine Corps regrets they cannot be accepted and that their interest in the Marine Corps is appreciated.

d. Under no circumstances shall recruiting personnel directly or indirectly characterize life in the Marine Corps as a life of ease and pleasure. Instead, our life should be depicted as a life that offers men and women a military career where technical training, education, and other rewards are available for those who excel. The Marine Corps is a challenging career. If properly presented, this should be sufficient attraction for young men and women of the desired character.

e. Recruiting personnel must reinforce that only those promises actually written into the enlistment contract (DD Form 4, Enlistment/Reenlistment Document, and Service Agreements) will be kept. The Enlistment/Reenlistment documents and service agreements clarify any enlistment promises and must be stressed so that applicants have a legitimate understanding of their significance.

f. Real or implied promises that cannot be honored result in consequences that are seriously damaging to our recruiting efforts. Questionable recruiting practices jeopardize mission accomplishment. They also discredit the integrity of the individual Marine, MCRC, and the Marine Corps. Such methods are not condoned and will not be employed.

3. Recruiter Intervention with the Judicial System. Under no circumstances will recruiting personnel directly or indirectly intervene on behalf of a prospective applicant or candidate who is awaiting action by court authorities.

a. Recruiting personnel will not appear in court or before judicial authorities at any time (e.g. District Attorney (DA), Assistant DA, Prosecuting Authority, etc...) nor will they initiate communication with the same, with or on behalf of any applicant or candidate.

b. Informal conversations with defense attorneys, probation, or parole officers will be limited to explaining Marine Corps recruiting policies. No

opinions will be given that would suggest that enlistment or retention of an unqualified individual is a possibility. The normal course of court action must be allowed to occur without the assistance, intervention, or influence of recruiting personnel and/or NSTC Staff.

c. OSOs will not initiate an application on a prospective applicant who is awaiting action from criminal court authorities. This includes, but is not limited to fines, restitution, probation, or any other court imposed restrictions.

4. Reporting Recruiting Irregularities. Organizational reporting procedures for incidents of recruiting malpractice or misconduct are set forth in the current edition of MCRCO 1130.1\_. In addition, all MCRC personnel who become aware of or suspect recruiting irregularities must report such activities to their immediate superior. Region CGs, MCD COs, and RS COs will initiate inquiries into all allegations or complaints of recruiting irregularities.

5. Bribes. Department of Defense (DoD) regulations require any bribe attempts of government employees be reported. Should an applicant attempt to bribe OST personnel for any reason, the facts will be reported to the MCD CO who will forward the report to the MCRC, OP via the chain of command. The applicant will be rejected as undesirable.

6. Sexual Harassment and Discrimination

a. The nature of recruiting is such that we are under daily public scrutiny. As such, any action which jeopardizes the public trust and confidence will adversely affect our ability to accomplish our mission.

b. Recruiters often provide the first impression of the Marine Corps for many applicants, their friends and families; thus, their conduct must be above reproach at all times. Vulgar, sexually explicit, or obscene language or conduct is unprofessional and will not be tolerated. Further, members of either sex, whether prospects, applicants, former applicants or disqualified applicants, should never be made to feel that a recruiter or any member of the MCRC is ever taking advantage of a situation. Even the appearance of a situation that could be construed as inappropriate will not be tolerated. Failure to adhere to this policy could result in administrative and disciplinary action.

c. It is imperative that all Marines, Sailors, civilian employees and poolees of the command understand the Marine Corps policy on discrimination and sexual harassment as defined in MCO 1000.9\_. Commanders at all levels will ensure that every member under their charge has been provided discrimination and sexual harassment training and education in accordance with the current Marine Corps Order.

d. Applicants will be advised of the Marine Corps policy regarding Sexual Assault, Harassment and Discrimination and sign a Statement of Understanding (SOU) outlining the Marine Corps Policy. The SOU will be marked as Annex "A" to the DD Form 4 Enlistment Contract. Members while in the officer candidate pool will receive additional training regarding this policy.

1109. PRIVILEGED COMMUNICATIONS AND APPLICABILITY OF THE PRIVACY ACT OF 1974

1. Release of information pertaining to military personnel, applicants, and dependents to unauthorized individuals or agencies outside of the DoD is



prohibited. This restriction includes, but is not limited to, the release of mailing lists or rosters.

2. As a preliminary step in enlistment processing, recruiters will require applicants to complete Privacy Act Statements; NAVMC Form 11000, Privacy Act Statement For Marine Corps Personnel and Pay Records, and DD Form 2005, Privacy Act-Health Care Statement.

3. When unresolved criminal conduct on the part of an applicant is suspected, release of any information about the applicant to agencies outside DoD is not authorized, except to a law enforcement agency. However, a law enforcement agency must request specific information. Its request may be made by any available means of communication to accomplish its mission. The request must both specify the particular record or portion desired, and also explain the law enforcement purpose for which the record of information is being requested. When records or information are disclosed in this manner, applicants do not have to consent to the release, but an account of the disclosure is mandatory. MCO P5211.2B, Privacy Act of 1974, contains policies, conditions, and procedures governing the collection, safeguarding, maintenance, use, access, amendment, and dissemination of personal information in systems of records kept by the Marine Corps.

4. Restrictions also extend to information obtained from third parties, and apply regardless of whether the information is received orally, in writing, or in response to formal requests (e.g., police checks, personal references, educational records checks). It is expressly intended that applicants and/or their families not be advised of either the source, the specifics, or even the general content of the information received regarding an applicant's background or qualifications. This is the most important aspect of recruiting. All recruiting personnel must be continuously aware that it would be impossible to obtain objective information from community members if they were not totally assured of the privacy and privileged status that their information would receive in the hands of recruiters. It must be clearly understood that this would include any and all information obtained by recruiters regardless of the manner in which is obtained. In cases in which applicants transport their own application file, special care must be taken to safeguard information (e.g. use of double-sealed envelopes and explicit instructions to the applicants).

#### 1110. UNIFORMS

1. The Marine blue dress uniform is distinctively Marine, and is universally recognized and respected throughout the United States by Americans from all walks of life. To the public, this uniform represents the best in military professionalism and soldierly virtue. The blue dress uniform looks sharp and satisfies America's perception of what a Marine should look like. In short, it is the single uniform that signifies Marine to a large majority of Americans. The Marine Corps advertising effort recognizes this and builds upon it. Successful recruiters recognize this and use it to their advantage.

2. It would be counterproductive for recruiting personnel to attend ceremonial functions or to conduct official presentations in any uniform other than the blue dress uniform. Therefore, the prescribed uniform for recruiting personnel, officer and enlisted, appearing on any high school, college or university campus, television program, or any public gathering, patriotic celebration, or other such event, will be the blue dress uniform. Those personnel assisting the recruiting effort who do not possess the blue dress uniform will wear the prescribed seasonal service uniform.

3. The uniform for the daily performance of duties outside of recruiting activities routine will be as specified by MCD COs. The uniform for exceptional presentations (e.g., combat displays, Enhanced Area Canvassing (EAC) events, Physical Fitness Tests (PFT)) will also be specified by the MCD CO.

#### 1111. INSPECTIONS

1. Frequent inspections of or visits to RS by the MCD CO or representative are considered essential to proper functioning of the recruiting effort. Recruiting methods shall be under continuous inspection by the MCD CO so no discredit can be brought on the Marine Corps by questionable advertising, false promises, or unethical practices.

2. RS COs will inspect and/or visit their Officer Selection Station (OSS) as prescribed by the Guidebook for Officer Selection Officers. Greater frequency is encouraged where circumstances and time permit. RS XOs, Sergeants Major (SgtMaj), and Recruiter Instructors (RI) may perform such inspections and/or visits when directed by RS COs.

#### 1112. GENERAL INSTRUCTIONS TO BE GIVEN TO APPLICANTS

1. OST personnel shall explain the regulations regarding enrollment in the various officer candidate programs. Applicants shall be informed of the kind of life they are expected to lead and of the fact that the Marine Corps is a military organization serving the United States throughout the world. Applicants will be advised concerning military discipline, the physically demanding nature of training, and the fact that the Officer Candidates School (OCS) serves to train, evaluate and screen only those best and most fully qualified for a commission. An open and candid discussion at this stage of the application process concerning application expectations, officer candidate training, and subsequent stateside and overseas assignments as an officer, will serve to prevent misconceptions which could culminate in the applicant's failure to achieve commissioned status. Each applicant shall be particularly advised that final approval or disapproval of their application will be by CG, MCRC or other appropriate delegated approval authority. At no time shall any OST personnel infer approval before final notification by the proper board approval authority.

2. OST personnel must be careful not to make any promises, either actual or implied, regarding assignment to a duty station or a specific Military Occupational Specialty (MOS), aviation or law service agreements withstanding.

3. OSOs will encourage applicants to participate in physical fitness activities prior to reporting to OCS so they are in good physical condition.

a. Prior to participation in any physical fitness activity, the OSO will ensure the applicant meets one of the following requirements:

(1) Is Physically Qualified (PQ) by the Military Entrance Processing Station (MEPS) or is PQ by the Department of Defense Medical Examination Review Board (DoDMERB).

(2) Completes a Hold Harmless Agreement and Release from Liability form (NAVMC Form 11680).

(3) OST personnel must have each applicant complete DD Form 2983 in accordance with DODI 1304.33.

b. OSOs are required to apply the principles of Operational Risk Management (ORM) before conducting any strenuous physical activity with applicants. Refer to MCO 3500.27B, ORM.

1113. REFERRING APPLICANTS TO HIGHER AUTHORITY. All members of the OST have detailed knowledge of the criteria for enrollment in officer programs and a general knowledge of the rationale associated with these standards. OST personnel will resolve cases locally by answering all questions to the best of their ability. If OST personnel lack information they will obtain it through their chain of command. OST personnel will advise applicants that all matters pertaining to their enrollment will be handled locally. Recruiting personnel will not advise or instruct applicants to visit, write or otherwise communicate with the MCD CO; Region CG; CG, MCRC; Commandant of the Marine Corps (CMC), or other headquarters, agencies, or elected officials, for information regarding enrollment.

1114. SELECTION, NONSELECTION, OR WITHDRAWAL OF APPLICANTS

1. Region CGs are responsible for final approval and endorsement of all OCC, PLC and NROTC selection board results. They must forward the results in the required format to CG, MCRC no later than (NLT) 5 working days after the selection board.

2. The MCD CO will inform all applicants within 14 days of their final selection results using the appropriate letter. Any applicant whose application is withdrawn from board consideration by the MCD will receive a letter stating the reasons for withdrawal. Copies of all letters will be forwarded to the respective OSO and maintained by the MCD.

3. SMCR personnel enrolled in officer candidate programs will be notified of approval by a letter forwarded via the CO of the member's Marine Corps Reserve (MCR) unit. The approval letter will direct the transfer of the member, by Service Record Book (SRB), to the OCS liaison Marine Corps Base, Quantico, Virginia. A copy of the letter will be forwarded to the respective MCD CO and the OSO.

4. Following receipt of the CMC letter directing transfer of a selected Marine Corps reservist or an individual ready reservist, COs of MCR units, and the Director, Marine Corps Reserve Support Center, will transfer the individual to the Reserve Officer Candidate Accounting Unit, OCS, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. Transmittal of the SRB of the applicant will only be accomplished after selection and transfer of the Marine.

1115. CANDIDATES SELECTED FOR TRAINING. The MCD COs responsibility does not end with the approval of an applicant. The ultimate goal is to see that all selected candidates attend training and are subsequently commissioned. To achieve this goal, MCDs and OSSs will have a pool program to prepare and monitor their candidates, from selection to commissioning.

1116. PERMISSIVE TEMPORARY ADDITIONAL DUTY. Selected officers may be assigned to Permissive Temporary Additional Duty (PTAD) after commissioning, prior to attending TBS or awaiting naval flight training, based upon funds availability and MCRC direction. PTAD second lieutenant will be used for officer recruiting purposes only. It is mandatory that each PTAD second lieutenants be utilized to

the maximum degree of effectiveness. Second lieutenants may only be on PTAD until the next available TBS class. Any deviation from this policy must be approved by MCRC, OP.

1. After Commissioning, Prior to Attending TBS. MCRC, OA will provide the Regions with dates that PTAD requests are due to MCRC, OA. OSOs will provide requests for the desired PTAD second lieutenants to MCRC, OA via the chain of command prior to the published dates. An officer will normally be assigned for a period not to exceed 60 days, unless directed by MCRC, OP.

2. Officers Graduating from TBS. When this option is available, MCRC, OA will provide the MCDs with dates that PTAD requests are due to MCRC, OA. OSOs will provide requests for the desired PTAD lieutenants to MCRC, OA prior to the published dates. An officer will be assigned to PTAD until they must report to their MOS school or to their respective unit to commence on-the-job training prior to MOS school.

1117. Tricare Benefit for Newly Commissioned Reserve Officers Awaiting Active Duty. Title 10, Section 708, Jesse Spiri Act 2004 Defense Authorization ensures that military personnel on inactive-reserve status have access to military health benefits while awaiting active duty status. Marine Corps newly commissioned officer not on active duty, waiting to attend TBS qualify for benefits under this category.

1. Eligibility Criteria

- a. Member is a newly commissioned reserve officer.
- b. Commissioned officer has requested orders for the initial period of active duty and the orders are approved.
- c. The approved orders are pending, but not yet issued or have been issued but member has not yet entered initial active duty status.
- d. The commissioned officer is not covered by any other health care insurance or health benefits plan.
- e. Commissioned officers currently in the reserves must report to their appropriate reserve unit for eligibility processing.

2. Eligibility Process

- a. Immediately upon acceptance, transmit all commissioning documents to CG, MCRC/OA via email.
- b. Upon receipt of the commissioning documents, CG, MCRC/OA will record the unit diary entry to begin Tricare eligibility.
- c. Eligibility can be confirmed via the Marine Corps Total Force System (MCTFS 3270) on the "OFFICER DATA SCREEN PAGE" after approximately five working days.
- d. Once the confirmation is accomplished in MCTFS 3270, the commissioned officer can report to an identification card (ID) issuing facility for an ID card and enroll in DEERS.
- e. After the commissioned officer is enrolled in DEERS, they can enroll in TRICARE for the appropriate region. Recruiting station administration can

provide assistance or refer to <http://www.tricare.mil/provider.aspx> for additional information.

### 3. Key Points

a. This coverage authorization is not extended to dependents of the member.

b. TRICARE benefits remain in effect until the Commissioned officer's initial period of active duty.

(1) Orders that specify a period of active duty for 30 days or less, this is not considered initial periods of active duty.

(2) This does not apply to Marine Corps Lawyers accepting ADSW orders effective for 31 days or longer.

c. This TRICARE benefit includes medical and dental coverage at no cost to the member.

### 1118. PROCEDURES FOR HANDLING AND REPORTING DEMONSTRATIONS

#### 1. Liaison with School Officials

a. Recruiters will only visit school campuses with prior consent of the senior official of the institution or designated representative (e.g. the placement director). Marine Corps representatives will, in all cases, conduct business with school officials in a courteous and professional manner.

b. Should a school official request termination of a campus visit because of hostile demonstration or request relocation to an unsuitable site, the request will be honored only after;

(1) It is determined that such request has come from the senior school official or designated representative, and

(2) The request is appealed by explaining, when appropriate, that it would clearly indicate a submission to the demonstrators and tactfully recommending adherence to the previously approved visit plan.

#### 2. Dealing with Hostile Demonstrators

a. Marine representatives will not become involved in lengthy debate or arguments with hostile demonstrators. Recruiters may, and should, respond to questions that are well meaning and not intended to degrade them personally or discredit the armed services.

b. Marine representatives will not participate in scheduled debates which in any way could be considered to be the mandatory terms for the campus visit. The Marine Corps does not have the responsibility of verbally justifying or defending the foreign policy and military posture of the United States.

3. Dealing with News Media. It is inappropriate to comment on the success or failure of hostile demonstrations to local or national news media. If media representatives attempt to conduct interviews during a demonstration, recruiting personnel may comment briefly on the relative degree of success of the prospecting effort, and refer further queries to the MCD Public Affairs Officer (PAO).

#### 4. Safety of Personnel and Equipment

a. If a threat of physical violence to Marines or government property appears imminent or unavoidable, police protection will first be requested from appropriate school officials. Should this prove inadequate, police protection should be requested from appropriate civil authorities.

b. It is emphasized that recruiting personnel do have the inherent right to take the minimum action necessary to protect themselves from physical harm. It is expected that this right will be exercised with good judgment.

c. Liaison will be maintained with the local Naval Criminal Investigative Service (NCIS) office in order to remain cognizant of developments relating to dissident group activities. When appropriate, advise other recruiting personnel of significant developments and forewarn them to be alert for the safety of their persons and Government property.

d. Personnel are instructed to lock unattended vehicles at all times. When significant threats develop, utilize adequate security measures to protect personnel and equipment.

#### 5. Reports

a. A full narrative report of any demonstration against recruiting personnel will be submitted within five working days to the CG, MCRC, G-4 via the chain of command.

b. In the event that coverage by local or national news media occurs or the demonstration results in physical injury to any party involved, a preliminary report will be made to the RS CO or designated representative (e.g. XO or PAO). The RS representative will, in turn, report to the MCD CO.

#### 1119. IDENTIFICATION OF INSTITUTIONS OF HIGHER LEARNING THAT BAR RECRUITING PERSONNEL FROM THEIR PREMISES

1. Public law provides that no funds appropriated for the DoD may be used at any institution of higher learning if the Secretary of Defense (SecDef) or his designee determines that recruiting personnel of any of the armed forces are barred by policy from the institution's premises. Public law also directs secretaries of the military departments to furnish the names of such institutions, and the restrictive policy, to the SecDef.

2. Public Law 112-60, Title 10 United States Codes Service, Subtitle A, Part II, chapter 49, Paragraph 983, provides the criteria for determining a restrictive institution.

3. Report Required. MCD COs will employ the guidelines found in paragraph 2 and forward the information below to the CG, MCRC to arrive No Later Than (NLT) 1 May and 1 December annually. The information should be consolidated for all applicable institutions within a MCD's area of recruiting responsibility. Report Control Symbol (RCS) DD-1100-08 is assigned to the report. The format is as follows:

a. Listing of restrictive institutions to be reported.

b. The name, doctoral degree, and mailing address of the president of the institutions listed.

c. Copies of all correspondence to and from the school pertaining to requests for recruiting visits that have not previously been submitted to the CG, MCRC.

d. Memoranda summarizing all verbal negotiations, whether in person or by telephone, to include; dates, personnel involved, and nature of recruiting visit request that would update a previous report.

4. Non-Cooperative Institutions. To be used by RS Command Groups only. OSOs will assign the RCS DD-1100-08 to the report as needed to obtain access to student directory information.

#### 1120. MARINE CORPS FLIGHT ORIENTATION PROGRAM

1. Marine Corps Flight Orientation Program. The mission of the Marine Corps Flight Orientation Program (MCFOP) is to assist in the recruitment of highly qualified applicants and retention of candidates for USMC aviation officer programs, and to enhance public awareness of Marine Corps aviation. The MCFOP will provide prospects, applicants, poolees, and influencers exposure to more elements of Marine Corps aviation throughout the entire recruiting process in order to meet the mission statement.

2. The MCFOP program will combine four different aspects to maximize exposure to Marine Corps aviation.

a. Aviation Enhanced Area Canvassing. Aviation Enhanced Area Canvassing (AEAC) events will be coordinated and executed by the MCD AAOP as requested by each OSO. Each OSO will hold one AEAC event per semester (two per FY) and each event will be at least two days in duration. Every effort shall be made to hold AEAC events in conjunction with other major college events (e.g. career fairs, football games, etc.) in order to maximize exposure to as many college students as possible. AEAC events will maximize the use of available aviation personnel, mobile simulators, static displays, and include a Marine Corps aviation brief by the AAOP. OSTs will coordinate marketing with the university or venue to ensure maximum participation. Briefs will include information on the flight pipeline, ASTB preparation, and life as a company grade aviator. Non-aviation items, such as a pull-up bar and the MCD's Advertising and Marketing Vehicle, should also be utilized when possible.

(1) MCRC, OP shall provide oversight of the program as appropriate.

(2) Regions shall be responsible for assigning the AAOP as the program manager, coordinating training for operation of the simulators, providing oversight of the individual MCD programs, and coordinating aircraft static displays when possible.

(3) MCDs shall be responsible for providing the AAOP as the action officer, providing a vehicle to transport the simulator as well as a qualified 'A' driver. MCDs will ensure that each OST execute two AEAC events per FY. MCDs will also provide proof sources and other support as required.

(4) RSs shall be responsible for executing two AEAC events per FY, per OST, gathering and reporting results of each AEAC event to the MCD AAOP.

b. Aviation tours in conjunction with flight physicals. The MCRC Naval Aerospace Medical Institute (NAMI) Liaison will coordinate and execute tours of

local aviation facilities during all NAMI flight examinations. The MCRC NAMI liaison shall be responsible for providing official aviation tours to the National Naval Aviation Museum, local training squadrons, and Aviation Preflight Indoctrination (API) for each visit. The NAMI liaison will provide monthly summaries of numbers of applicants toured, by MCD, to MCRC, OP and RAAOPs.

c. Marine Corps Air Station Tours. Regions will coordinate and execute tours of Marine Corps Air Stations (MCAS) for each MCD every FY. MCD trips can be combined when possible. MCAS tours should focus on the role of Marine Corps aviation in the fleet and what life is like for Naval Aviators and Naval Flight Officers (NFOs). MCAS tours will not interfere with the operational commitments for the respective organization providing the visit. These tours are open to influencers, prospective applicants, and poolees, as determined by the respective MCD.

d. Aviation Pool Events. OSOs shall conduct aviation pool events in order to generate awareness of Marine officer aviation programs and to ensure the retention of those already contracted as naval aviators and NFOs. Possible venues for aviation pool events include, but are not limited to, air shows, Fleet Week events, Marine Corps Reserve unit visits, aviation leadership seminars, and Center of Influence (COI) events.

3. MCDs will submit a semiannual report of all MCFOP events conducted to the respective Recruiting Regions. Regions will consolidate MCD submissions and submit them as enclosures to their semiannual report to MCRC, OP.

4. A properly managed MCFOP program is key to mission success. It is incumbent upon the AAOP and OSO to maximize the value of each MCFOP event by incorporating assets and utilizing all aspects of the program.



## CHAPTER 2

## PROGRAM REQUIREMENTS

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## CHAPTER 2

## PROGRAM REQUIREMENTS

2100. ENLISTMENT REQUIREMENTS

1. General. The qualifications for the original appointment as a commissioned officer under regulations prescribed by the Secretary of Defense (SecDef), an original appointment as a commissioned officer (other than as a commissioned warrant officer) in the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps may be given only to a person who:

- a. Is a citizen of the United States;
- b. Is able to complete 20 years of active commissioned service before his or her fifty-fifth birthday;
- c. Is of good moral character;
- d. Is physically qualified for active service; and
- e. Has such other special qualifications as the secretary of the military department concerned may prescribe by regulation.

2. Applicants for all Marine Corps officer programs must meet the following requirements prior to enlistment, appointment or commissioning:

- a. Must have met the minimum academic standards in paragraph 2102;
- b. Must have met the physical qualifications in paragraph 2103;
- c. Must have met the minimum aptitude and testing requirements in paragraph 2104;
- d. Must be a citizen of the United States at the time they initiate the application process. Refer to paragraph 2105;
- e. Must have met the age requirements in paragraph 2106; and
- f. Be of unquestionable moral integrity.

3. Applicants are not eligible for enlistment, appointment, or commissioning if they:

- a. Have ever used any non-prescribed or illegal drug. Refer to paragraph 2111.
- b. Have been convicted by civil authorities (foreign or domestic).
- c. Have ever been psychologically or physically dependent upon any drug or alcohol. Refer to paragraph 2111.

d. Have more than one dependent or one dependent if other than a spouse. Refer to paragraph 2107.

NOTE: Waivers may be granted for exceptionally well qualified applicants in category a-d on a case-by-case basis. Refer to paragraph 2111 and chapter 4 of this Order.

e. Have ever been convicted of or been the subject of action tantamount to conviction of a drug related offense. Refer is paragraph 2111.

f. Have ever been convicted by civil authorities (foreign or domestic) of any offense which is felonious in nature, or have had action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice (UCMJ) is death or confinement for one year or more; or where the offender is adjudged a juvenile delinquent, wayward minor, or youthful offender, or is placed on probation or punishment in any way as the result of an offense. If the offense is not listed in the Manual for Courts-Martial Table of Maximum Punishments, or is not closely related to an offense listed therein, the maximum punishment authorized by the U.S. Code, or the District of Columbia Code, whichever is lesser, applies. Refer to paragraph 2111 and chapter 4 of this Order.

g. Have ever been a trafficker of illegal drugs. Trafficking is defined as the commercial and wrongful sale or transfer of a controlled substance for profit, and/or the wrongful possession of a controlled substance with the intent to sell or transfer it for profit. Refer is paragraph 2111.

h. Are intoxicated or under the influence of alcohol or drugs at the time of application or at any stage of processing.

i. Have ever been a convicted sex offender. Any applicant, who was arrested, prosecuted, convicted, and received an adverse adjudication as either an adult or juvenile, of a sexually related crime, sexual assault or sexual offense is not eligible for enlistment or commissioning in the Marine Corps.

j. Have convictions or adverse adjudications as an adult or juvenile for the offenses of: carnal knowledge of child, child pornography, domestic battery (as defined under the Lautenberg Amendment), hate crime, indecent acts/liberties with a child, manslaughter, murder, narcotics, or use of habit forming drugs, wrongful possession or use illegal drugs (not including marijuana), rape, sexual assault, sexual abuse, incest, sodomy or other sex crimes, sale, distribution, trafficking of any drugs or controlled substances.

k. Have a claim pending for, or be drawing a pension, disability allowance or compensation, or retired pay from the U.S. Government. In order to apply for a commissioning program, the applicant must request the pension, disability allowance or compensation be suspended.

l. Have been previously separated from any military flight training program of any branch of the service. Attendance is defined as reporting for training regardless of time spent in training. An applicant who has failed to complete a flight training program may apply for a non-aviation officer program.

m. Have claimed eligibility for exemption from assignment to duty in a combat area as a "sole survivor." Applicants who are so classified may be considered, provided appropriate waivers are executed. See paragraph 2111 of this Order.

n. Have not provided the proper documentation to verify age, citizenship, dependency, education and mental aptitude, name, and prior service.

o. Have charges filed or pending, or other unresolved judicial proceeding (to include traffic violations, pre-trial intervention, and diversionary programs sanctions), resulting from an alleged violation of local, state, federal, or territorial statutes. Pending criminal charges are a bar to enlistment. Pending civil suits are not a bar to enlistment; however, an on-going, existing or requested court appearance involving civil suits should be resolved prior to shipping to OCS or commissioning. "Nolle Prosequi", though an unresolved judicial proceeding, is not a bar to enlistment, but requires a waiver.

p. Have applied as an alternative to judicial proceedings.

q. Have current criminal restraint or serving a sentence.

r. Have a driving conviction involving drugs other than marijuana, steroids, or prescription drugs.

s. Have a court conviction (adult or juvenile) for more than one felony or major misconduct (excluding those considered as a single incident).

t. Have not had 90 days elapsed in cases involving:

(1) Early release from parole or probation;

(2) A period of confinement served as the result of a court's sentence (except for confinement served as punishment for conviction of traffic offenses).

(3) Confinement served in lieu of fine payment for minor non-traffic offenses. No waiting period is required following completed service of parole or probation, or a suspended sentence, as originally assigned. However, in cases of early release, either a 90 day wait or the completion date of the originally assigned sentence, whichever is shorter, is required. Final action is defined as the effective release date assigned by judicial authority, to include periods of community service, and payment of fines or court costs.

u. Have questionable moral character or behavior, to include:

(1) Former gang involvement, association or affiliation (that did result in an illegal act against any person due to race, religion, national origin or gender or any participation in a hate crime(s), as part of an initiation, acceptance or allegiance to any gang), or any gang involvement resulting in arrests and or court convictions, or any involvement with any other activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment or reenlistment would not be in the best interest of national security. No waivers will be considered.

(2) History of anti-social behavior, body piercing, offensive branding, offensive tattoos, body mutilation.

(3) Chronic, frequent, or active venereal disease or herpes.

(4) Prior service without ability to present written evidence. Refer to paragraph 2101.

(5) Claims of being a conscientious objector or person with beliefs or convictions which would interfere with unrestricted assignments, regardless of selective service classification.

(6) Claims of being a draft evader, including a person who receives a presidential pardon for draft evasion.

(7) Prior service Marine applicants who have any post enlistment drug(s) usage. No waivers will be considered.

(8) Members of any other military organization or Delayed Entry Program (DEP)(other than the Marine Corps), federal or state, active or reserve (including the National Guard) unless they present a valid, completed DD Form 368, Request for a Conditional Release, or a DEP discharge letter from their service or unit, as appropriate.

v. Refer to paragraph 4104.9.d. for more information regarding tattoos.

4. Civilian. Applicants for any officer program must be basically eligible for enlistment in the USMC per MCRCO P1100.1 (Enlisted Processing Manual (EPM) Volume II). Applicants will be enlisted for a period of eight (8) years. Conditional enlistment contracts, service agreements and supporting documents for OCC and PLC will not be executed more than one (1) year prior to the reporting date of the OCS class for which application is made unless specifically authorized by MCRC, Officer Appointments (OA).

5. Applicants Currently Serving as Marine Corps Reservists. Current Marine Reservists will be enrolled as follows:

a. Applicants whose enlistment or term of obligated service will expire prior to processing and approval of their applications will be required to execute a conditional enlistment contract in the United States Marine Corps Reserve (USMCR) for a period of eight (8) years. The conditional enlistment contracts, supporting documents, and new record books will be forwarded in the same manner as the civilian source application.

b. Applicants who have sufficient obligated service remaining on their original contract to allow for processing and selection through commissioning will not be required to reenlist in the USMCR. Application forms and record books will be submitted in the usual manner.

c. The following is applicable in the case of an individual who has completed Initial Active Duty for Training (IADT) requirements and applies for enrollment in an officer candidate program:

(1) They will retain the designation of "Selected Marine Corps Reservists."

(2) Current satisfactory membership in an officer candidate program will constitute satisfactory annual reserve participation for the purpose of fulfillment of military training obligations.

(3) If an individual is not commissioned, or is disenrolled from an officer candidate program, they will be required to resume the remainder of their original obligation in the Marine Corps Reserve.

(4) If an individual is commissioned, the Marine Corps Mobilization Command will be notified by MCRC, OA via Marine Corps Total Force System (MCTFS).

d. IADT reservists are ineligible for MCRC, OP commissioning programs until they have completed all training requirements to earn their military occupational specialty (MOS).

e. Qualified applicants currently in the DEP can apply to a Marine officer program if they have not shipped to recruit training. Time spent by the applicant in the DEP is not creditable for longevity.

## 6. Oath of Enlistment

a. Upon a candidate meeting the requirements for enlistment into an officer commissioning program, the Officer Selection Officer (OSO) will prepare the enlistment contracts, to include the statement of conditional enlistment and the appropriate service agreement, and enlist the applicant into the USMC or USMCR.

b. OSOs are authorized to administer the oaths necessary in the performance of their duties. Provisions of Section 502, Title 10, U.S.C., require that the oath of enlistment be administered by a commissioned officer. No exceptions to this statutory requirement can be granted. Any commissioned officer of any regular or reserve component of a U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), whether or not on active duty, may administer the Oath of Enlistment (Section 1031, Title 10, U.S.C.). "Commissioned officer" includes retired Chief Warrant Officers. The phrase "whether or not on active duty" includes retired Regular or Reserve commissioned officers and Reserve commissioned officers not on active duty. The Reserve Components of the Armed Forces are the: Army National Guard of the U.S., Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the U.S., Air Force Reserve, and Coast Guard Reserve.

c. Before giving the Oath of Enlistment to an applicant, the OSO or MOI will:

(1) Explain the provisions of the UCMJ, Article 83, to the applicant, emphasizing the UCMJ's significance in respect to truthful answers to questions on enlistment forms.

(2) Tell the applicant that anything in the record which may prohibit enlistment must be disclosed before the oath is administered. Explain that if disclosure is made at this time (before the Oath of Enlistment), the worst that can happen will be rejection for the officer training program.

(3) Warn the applicant that fingerprints will be forwarded to the Office of Personnel Management (OPM). Warn the applicant that even though a person may conceal a criminal or juvenile record or prior service at the time

of enlistment, such a record will be discovered later. In this situation, the applicant may be subject to trial by courts-martial for fraudulent enlistment, or to possible discharge under "Less Than Honorable Conditions."

(4) The Oath of Enlistment on the DD Form 4 will be administered orally, in English, to each applicant by a commissioned officer in any armed service. The OSO or MOI will make suitable arrangements to ensure that the oath is administered in a dignified manner and in proper surroundings. The flag of the United States and Marine Corps Colors, when available, will be displayed prominently near the officer administering the Oath of Enlistment.

(5) Individuals administering the Oath of Enlistment will be attired in the appropriate uniform. In the rare case where the appropriate service uniform is not available, individuals administering the Oath of Enlistment will wear appropriate civilian clothing. Under no circumstance will the Oath of Enlistment be administered in the physical training (PT) uniform.

d. Immediately after the Oath of Enlistment, the OSO or MOI will:

(1) Explain the substance of articles 85 and 86 of the UCMJ.

(2) Require each enlistee to sign a DD Form 4, conditional enlistment, and service agreement.

(3) Provide each enlistee with a legible copy of these forms.

#### 2101. PRIOR SERVICE

1. Applicants for any officer program who had prior service, regular or reserve, in any branch of the armed forces must submit documentary evidence of honorable separation with their application. This evidence may be in the form of the original or certified true copy of the DD Form 214, Certificate of Release/Discharge from Active Duty, or in lieu thereof, a certified statement of service.

2. MCDs and OSTs can request prior service documents through the following:

National Personnel Records Center,  
Military Personnel Records,  
1 Archives Drive, St. Louis, Missouri 63138.

#### 2102. ACADEMIC REQUIREMENTS

1. Accredited Institutions. Applicants for all officer programs will complete academic requirements at an accredited institution.

a. For officer applicants, "accredited" means membership or candidacy for membership, in a baccalaureate degree granting program of all regionally and nationally accredited institutions of higher education.

b. Law schools are those on the approved list of the American Bar Association. Full and provisional accreditation law schools are acceptable.

c. A current listing of institutions from which officer program applicants have been approved is published by the Council for Higher Education Accreditation at <http://www.chea.org/Directories>.

d. Applicants who possess post-secondary degrees obtained via on-line internet instruction from institutions listed in the Degree Granting section of the current Accredited Institutions of Post-Secondary Education (AIPE) can enlist.

## 2. Grade Point Averages

a. Undergraduate applicants for all officer programs must be regularly enrolled, full-time students at a regionally or nationally accredited college or university, and must have completed one academic term of a normal schedule of courses. For purposes of determining eligibility, "a schedule of courses" is normally considered to be a minimum of 12-semester or 12-quarter hours in a single term. Ultimately applicants must meet the college or university's definition of a full time student as well. In addition, the applicants cumulative Grade Point Average (GPA), and last term GPA must be at least a 2.0 on a 4.0 scale.

b. The GPA and graduation date as stated on the Academic Certification Form (ACF), certified by a school official, will be accepted as valid evidence of the applicant's cumulative average and projected graduation date.

c. The GPA stated on the NAVMC 10418-1, Application for Officer Programs, will be the cumulative GPA from the current college or university. However, transcripts from all colleges the applicant has attended will be included in the application and considered by the officer candidate selection board. If an applicant that has not attended training GPA drops below a 2.0 for the term or cumulative they will not attend training and be disenrolled from the program.

3. Foreign Graduate/College Students. Applicants possessing a foreign post-secondary university/college transcript or degree must have these credentials translated, certified and reviewed to determine equivalency to American education standards prior to enlistment. Accreditation may be obtained by one of the following, prior to enlistment:

a. State boards of education, admissions or registrars offices at state universities or colleges (4-year only) listed in the degree granting section of the current Accredited Institute of Post-Secondary Education (AIPE) directory; or

b. Foreign Credential Evaluation services offered by the American Association of Collegiate Registrar and Admissions Officers (AACRAO). The AACRAO site is: [www.aacrao.org/international/abroad.cfm](http://www.aacrao.org/international/abroad.cfm).

Address: International Education Services  
American Association of Collegiate Registrars & Admission Officers  
One Dupont Circle NW  
Suite 520  
Washington, DC 20036-1135  
Phone inquiries: (202) 296-3359; or

c. The National Association of Credential Evaluation Services (NACES) offers applicants education evaluation of their foreign credentials. The NACES website is [www.naces.org](http://www.naces.org). Applicants are responsible for the application and fees associated with this process. Lists of accredited evaluation agencies to contact are listed on the website under the heading "current members".



4. Applicants Possessing On-Line Degrees. Applicants who present post-secondary degrees from institutions listed in the Degree Granting section of the current AIPE obtained via on-line internet instruction can enlist.

2103. MEDICAL REQUIREMENTS

1. General

a. Applicants for any officer program must be physically qualified (PQ) for appointment to commissioned grade in the Marine Corps per the standards set forth in the NAVMED P-117, Manual of the Medical Department (MANMED), U.S. Navy, chapter 15. These standards are designed to procure and retain personnel who are physically fit and temperamentally adaptable to the conditions of military life. In many cases, however, a recommendation for a waiver of a minor physical defect may be appropriate when it appears evident that the defect would not be an obstacle to useful service and the applicant is well qualified in all other respects. Further guidance on the application of physical standards and recommendations for waivers can be obtained from the MANMED, chapter 15, section III.

b. In addition to the above, applicants for any aviation training program must be found PQ per the requirements set forth in the MANMED, chapter 15, section V.

c. A qualifying physical examination is required before an applicant may be administered the Physical Fitness Test (PFT) and conditionally enlisted in the USMC for enrollment in an officer program. The OSO can use a hold harmless agreement, signed by the applicant, to allow the applicant to participate in physical activity.

d. Instructions and procedures on processing all applicant physicals is contained in chapter 5 of this Order.

2104. APTITUDE TESTS AND REQUIREMENTS

1. Testing Requirements. Applicants for all officer programs must attain qualifying scores on either the Scholastic Aptitude Test (SAT), American College Test (ACT), or the Armed Services Vocational Aptitude Battery (ASVAB) Test. Applicants for law or air programs must meet these general qualifications, in addition to obtaining a qualifying score on the Law School Admissions Test (LSAT) and Aviation Selection Test Battery (ASTB), respectively.

2. SAT. Applicants for an officer program must attain a minimum combined math and critical reading score of 1000 on the SAT in order to qualify for the program. Waivers are not authorized. Although the scores are valid for an indefinite period, only scores from the most recent test will be considered. While the new SAT scoring system is based on a score of 2400 points, only the math and critical reading sections will be included for scoring purposes. Additionally, test scores from two different tests cannot be combined to achieve a qualifying score. If not on file at the applicant's high school or college, official scores may be requested on-line or from: SAT Program, P.O. Box 8057, Mount Vernon, IL 62864, telephone (866) 756-7346.

3. ACT. Applicants for an officer program must attain a composite score of 22 or 45 combined English and Math on the ACT. Waivers are not authorized.

Although the scores are valid indefinitely, only scores from the most recent test will be considered. Additionally, test scores from two different tests cannot be combined to achieve a qualifying score. If not on file at the applicant's high school or college, official scores may be requested online or by sending a letter to: ACT Records, 301 ACT Drive, P.O. Box 451, Iowa City, IA 52243-0451, USA, telephone (319) 337-1313.

4. LSAT. A minimum score of 150 on the LSAT is required to qualify for a law program. Waivers are authorized only in exceptional cases. Any waiver requests for prospective PLC or OCC-Law applicants with a score below 150 should be forwarded to MCRC, OP for CG, MCRC decision. Although the scores are valid indefinitely, only scores from the most recent test will be considered. If not on file at the applicant's college or law school, scores may be requested from <https://os.lsat.org/Release/Logon/Access.aspx>. Users must have or sign up for an LSAC.org account.

5. Verification. Scores from the SAT, ACT, or LSAT must be verified by one of the following:

- a. ACF completed by the college or law school.
- b. Official letter from the high school, college or law school.
- c. Original transcripts from the high school or college or law school.
- d. Original student results sheet or letter from the testing agency.

On-line print outs are not acceptable.

6. ASVAB. Officer program applicants must obtain a minimum score of 74 on the Armed Forces Qualifying Test (AFQT) portion of the ASVAB. ASVAB scores are valid for two years for non-service members. In order to verify qualifying scores, the MEPCOM 680, Request for Examination, will be utilized in the case of non-prior service applicants. In the case of applicants under their original MSO, the DD Form 1966, Record of Military Processing, or the Test Score Page from MCTFS may be used as proof of qualifying scores. MCO 1230.5B and United States Military Entrance Processing Command (USMEPCOM) Regulation 611-1 Para 3-3(B) 3, state Marine recruiters (8411/8412) are not allowed to take the ASVAB at Military Entrance Processing Station (MEPS) or Military Entrance Test (MET) sites. No ASVAB testing will be approved for MET sites. MCO P1100.75 provides amplifying instructions for testing. All current active and reserve Marines, retesting for the purpose of enlistment into an officer candidate program, must request approval through CMC, Manpower Studies & Analysis Branch (MSAB), via their chain of command prior to retest. ASVABS tests taken without prior approval will be invalidated.

Commandant of the Marine Corps  
(Test Control OIC), Manpower Studies & Analysis Branch (MSAB)  
Manpower & Reserve Affairs (M&RA)  
3280 Russell Road  
Quantico, VA 22134  
(703) 784-9368 (DSN 278)

7. Aviation Testing Requirements. Applicants for any flight training program must attain the minimum score on the SAT, ACT or ASVAB, as well as receive a qualifying score for the Aviation Selection Test Battery Series E, including appropriate sections of Academic Qualifications Rating (AQR), Pilot

Flight Aptitude Rating (PFAR) and Flight Officer Flight Aptitude Rating (FOFAR). Only the most recent ASTB score may be used for qualification.

a. Minimum acceptable scores for Student Naval Aviator (SNA): 4 on AQR and 6 on PFAR.

b. Minimum acceptable scores for Student Naval Flight Officer (SNFO): 4 on AQR and 6 on FOFAR.

c. All applicants not meeting the minimum ASTB score must wait until the 91st day following their initial attempt before retesting on a different version of the test. A third and final attempt is authorized on the 91st day following the previous test. An examinee may only take each version of the test once, and will only be allowed to take the ASTB three times during his or her lifetime. Retest waivers on the examination form taken or the amount of times passed will not be granted. Call 850-452-2257 extension 1060 to identify exam type taken and dates.

d. All AQR, PFAR, and FOFOR scores must be entered under the Exams Tab in the Marine Corps Recruiting Information Support System (MCRISS). While the Aviation Fit (AF) for both SNAs and SNFOs will still be taken and graded, it will not be used for qualification.

e. Waivers. All waivers will be submitted via the chain of command to CG, MCRC in accordance with chapter 4 paragraph 4102 "Waivers" of this order. Only one of the following waivers will be considered for aviation qualification. Anthropometric waivers are not included in the waiver request limitations.

(1) Age Waiver. Any applicant whose age will be greater than 27 1/2 years at the time of commissioning for the aviation program will require a waiver request.

(2) ASTB 1 Point Score Waiver. Only after the examinee's third attempt to meet the minimum ASTB score may he or she request a waiver of one point. OCC applicants who are expected to commission in the current FY may submit a waiver request after two attempts. Exceptions to the "two attempt" policy for OCC applicants will be reviewed on a case-by-case basis by CG, MCRC and forwarded to Headquarters Marine Corps, Aviation Department (ASM-53) for approval.

(a) Consideration will only be given for a one point in one category (e.g. AQR, PFAR, or FOFAR) on a waiver request. ASM will not consider simultaneous waivers for both age and ASTB scores.

(b) CG, MCRC and ASM-53 will normally process ASTB score waivers within 30 days of receipt.

f. A test monitor will be present in the testing room throughout the duration of the testing period.

g. As a precaution against questions becoming well known, examiners will not divulge the answer to any question on the test under any circumstances.

h. Annual Inventory Requirements. Annual inventory of all test material is required by NMOTC. Further guidance of annual inventory procedures is found in enclosure (7) of SECNAVINST 1532.1.

i. Requirements for Administrators. In accordance with SECNAVINST 1532.1, U.S. Navy and Marine Corps Aviation Selection Test Battery, all administrators of the ASTB must provide an official Naval letter to Navy Medicine Operational Training Center (NMOTC) signed by their Recruiting Station Commanding Officer (RS CO) designating authority to administer the ASTB by uploading the letter online by accessing the following link: <https://apex4.nomi.med.navy.mil/production/>. Upon receipt of the designation letter, the administrator's account will be reviewed and activated by an ASTB official. All administrators without an ASTB score on record must complete the ASTB-E in order to receive approval to administer it. These administrators will need permission to access APEX in order to take the electronic version of the ASTB. Administrators can request this access by following all procedures outlined in the APEX manual. Administrators with an ASTB score on record do not have to retake the ASTB. Administrators should direct inquiries regarding the status of account activation to NMOTC at [nmotc-astb@med.navy.mil](mailto:nmotc-astb@med.navy.mil) or (850) 452-2379.

## 2105. CITIZENSHIP REQUIREMENTS

1. Applicants must be a citizen of the United States at the time they initiate the application process. An applicant's date and place of birth will establish their citizenship. Verification of birth and citizenship is imperative and documentation must be carefully examined. Applicants will fall under one of four citizenship categories: U.S. Citizen by Birth, by Naturalization, Derivative - Naturalization, or Derivative - Birth.

a. U.S. Citizen by Birth. If the applicant was born in the United States or born of a U.S. parent or parents, documents used to verify age are acceptable to establish U.S. citizenship. Citizenship and age of all applicants can be verified by the OSO or MOI using one of the following forms, and will be included in the application:

(1) Original Certification of Birth. The main source for age verification is the original birth certificate from county or state governments.

(2) DD Form 372, Application for Verification of Birth, completed by either the State, County, or City Bureau of Vital Statistics or Department of Public Health (see paragraph 2106.4).

b. U.S. Citizen by Naturalization. This is defined as a person born outside the U.S., who has completed naturalization procedures and has been admitted to U.S. citizenship by duly constituted authority. The U.S. Department of State can provide evidence of birth and citizenship that is acceptable to the military for enlistment purposes. Children born of an American parent(s) outside the United States acquire citizenship through their parent(s). Verify citizenship with a certified copy of one of the following:

(1) Forms N-560 and N-561, Certificates of Citizenship.

(2) Forms N-550 and N-551, Certificates of Naturalization.

c. U.S. Citizen Derivative - Naturalization. A U.S. Derivative Naturalized Citizen is defined as a person who acquires U.S. citizenship

after birth through naturalization of one or both parents. Verify citizenship with a certified copy of one of the following:

(1) DS Form 1350, Certification of Birth.

(2) FS Form 545, Certification of Birth Abroad.

(3) A valid unexpired passport issued by the Department of State to a citizen of the United States.

(4) In addition to the forms provided by the Department of State, the U.S. Citizenship and Immigration Services (USCIS) also issues Certificates to establish that an alien born abroad was either a citizen at birth or some time thereafter or has filed and been naturalized as a United States citizen. The USCIS website is [www.uscis.gov](http://www.uscis.gov).

d. U.S. Citizen Derivative - Birth. This is defined as a person who acquires U.S. citizenship at birth outside the U.S. of parents, one or both of who are U.S. citizens at time of person's birth. Verify citizenship with a certified copy of one of the following:

(1) FS Form 240, Report of Birth Abroad of Citizens of the U.S.

(2) FS Form 545, Certification of Birth Abroad

(3) If an applicant is foreign born of U.S. citizen parents, a certified true copy of either parent's birth certificate must be attached to one of the forms listed above.

Note: Original Naturalization Certificates, Foreign Birth Records and Passports can be copied for applications. Upon determining that a copy is an authentic reproduction of an original document, an OSO will certify originals in accordance with paragraph 4103 of this order.

e. Dual Citizenship. Applicants seeking appointment as commissioned officers require at a minimum, a SECRET security clearance prior to appointment.

(1) Only U.S. Citizens will be granted a personnel security clearance, assigned to sensitive duties/positions or granted access to classified information. In addition, the use and/or possession of a foreign passport is disqualifying for a security clearance. Any applicant who claims citizenship in addition to U.S. citizenship (e.g. U.S. and Polish citizen) is considered a dual citizen. Dual citizenship is not, in and of itself, disqualifying for eligibility purposes.

(2) Any applicant who enlists claiming dual citizenship must annotate that fact on the SF-86, Questionnaire for National Security Positions. Proof by affidavit from either the embassy they surrendered their foreign passport(s) to or a statement in the form of a memorandum (e.g. in Appendix F) from the applicant stating their "willingness" to renounce citizenship in the other country in favor of the United States must be provided during the application process. If the applicant did not turn in their foreign passport and actually renounce foreign citizenship, a letter from the regional security manager (e.g. in Appendix G) who received and then destroyed any foreign passport(s) must also be provided.

(3) Applicants need to be aware of the process for stating willingness to renounce if asked to do so, their allegiance to the United States, and requirement to relinquish their foreign passport at the time of initial application. Appendix F provides a template for the Dual Citizenship statement memo. The template should be adjusted to reflect the true situation of each applicant.

(4) Dual citizenship issues must be resolved by either renouncing or officially stating a willingness to renounce. In addition, candidate must willingly relinquish his or her foreign passport(s) to the regional security manager. The applicant's statement and letter of confirmation of destruction of foreign passport from the regional security office must be provided to Department of Defense Central Adjudication Facility, Navy Division (DoDCAF-Navy) prior to shipping OCC applicants to OCS. PLC applicants will complete the above action prior to submitting the Request for Appointment (RFA).

2106. AGE REQUIREMENTS AND PARENTAL CONSENT

1. Applicants for any officer candidate program must meet the following age requirements at time of appointment to commissioned grade. Prior USMC or other service experience will be a considered factor in granting age waivers, however, a "constructive age" (subtracting prior service time from actual age) will not be calculated for officer program applicants.

<u>Source</u>	<u>At Least</u>	<u>Up To But Not Including</u>
Platoon Leaders Class	20	28
Platoon Leaders Class (Naval Aviator)	20	27½
Platoon Leaders Class (Law)	20	28
Officer Candidate Class	20	28
Officer Candidate Class (Law)	20	28

Note: A waiver of the minimum and maximum age requirements will be considered only for exceptionally qualified applicants and will never be less than 19 or more than 34.

2. The correct age of all applicants will be verified by the OSO using one of the following and a certified copy will be forwarded in the application. These documents are the only forms of age verification to be used.

a. Original Certification of Birth. The main source for age verification is the original birth certificates from county or state governments.

b. DD Form 372, Application for Verification of Birth, completed by either the State, County, or City Bureau of Vital Statistics or Department of Public Health (Paragraph 3).

c. DD Form 214/215, Certificate of Release or Discharge from Active Duty.

d. Valid unexpired U.S. Passport (unaltered and originally issued for 5 years). Photo copies should only be in black and white when possible.

3. Driver's licenses and or college transcripts cannot be used as birth verification.

4. DD Form 372. If the original birth certificate or a copy of the original birth certificate that has been properly certified by the government agency concerned cannot be produced by the applicant, the DD Form 372 can be used for verification. Preparation of the form is self-explanatory. Once Section 1 has been completed, the form will be hand carried or mailed with a self-addressed return envelope to one of the following agencies:

a. State Bureau of Vital Statistics or State Health Department (see page 3-17 for addresses).

b. County Department of Public Health, County Clerk's Office, or County Registrar's Office.

c. City Department of Public Health, City Clerk's Office, or City Registrar's Office.

5. Birth Verification for Applicants Born Overseas. Recruiters can request to verify applicants born overseas of American parents:

a. DD Form 372 accompanied by a Privacy Act Statement. Include as much data on the DD Form 372 as known: place of birth (city, state, country), full names of both parents, dates and places of parents' birth, branch of service parent(s) served in (if applicable), and passport numbers. Include a self-addressed return envelope. Average processing time is two to four weeks. There are no monetary costs involved if the DD Form 372 shows that verification is for enlistment purposes.

b. Mail to: Vital Records Section  
Passport Services  
1111 19th Street, NW, Suite 510  
Washington, D.C. 20522-1705

6. All applicants must meet the age standards contained on paragraph 1. Prior to a physical examination for enlistment, 17 year-old unmarried applicants, with the exception of emancipated minors, must have the written consent of parents or guardians to take a physical exam at a MEPS or DoDMERB site. Refer to MCRCO P1100.1, EPM Volume II, for guidance on completing the Parent/Guardian consent form.

2107. DEPENDENCY AND MARITAL REQUIREMENTS

1. Provided they are otherwise qualified, applicants with more than one dependent require a dependency waiver. For this purpose, a spouse is considered a dependent. Single parents with child custody also require a dependency waiver.

2. A definition of "dependency" is provided to determine dependency status for enlistment purpose only. The definition does not apply to entitlements of pay and allowances, medical care, exchange and commissary privileges, or other benefits. Such determinations are made only after enlistment, and recruiting personnel will not render opinions on future entitlements. A dependent for enlistment purposes is defined as:

- a. A spouse, any person lawfully wedded to the applicant; or
- b. Any natural child (legitimate or illegitimate) or child adopted by the applicant, if the child is under 18 years of age and unmarried, regardless of whether or not the applicant has custody of the child. The term natural child includes any illegitimate child when: the applicant claims the child as theirs (voluntary acknowledgment of paternity), or the applicant's name is listed on the birth certificate as the parent, or a court order establishes paternity; or if any person makes an allegation of paternity that has not been finally adjudicated by a court; or
- c. A stepchild of the applicant who resides with the applicant if the stepchild is under 18 years of age; or
- d. Any parent or other persons who are, in fact, dependent on the applicant for over one half of their support.

3. If an applicant's dependent child has been formally adopted by another person (final adoption decree issued and effective), then the child is not the applicant's dependent.

4. In all cases requiring a dependency waiver, the OSO will ensure that all parties fully understand the probability of unaccompanied overseas tours of duty.

5. In order to be considered for enrollment into an officer candidate program, an applicant who is a single parent must submit the following statement as part of the application.

*"I am requesting to be granted a dependency waiver as a sole parent. I understand that I am solely responsible for all my dependents care arrangements both while attending OCS and, if commissioned, during my subsequent active duty assignments. I further understand that although the Marine Corps recognizes the unique situation of a single parent, I will receive no preferential treatment in unaccompanied overseas assignments. My dependent will not detract from my giving full attention to my service responsibilities."*

6. Applicants who have dependents will submit the original(s) or certified copies of the following applicable documents during the application process and hand carry the documents to OCS:

- a. Marriage certificate.
- b. Divorce decree(s).
- c. Birth certificates of all dependents.
- d. Social security cards of all dependents.
- e. Court ordered child custody documents.
- f. Officer financial statement

2108. CONDITIONAL RELEASES. Applicants affiliated with any branch of the Armed Forces of the United States, active or reserve, including the



Individual Ready Reserve (IRR) and those who have a contractual obligation with an ROTC program, must obtain a conditional release from the appropriate branch of service prior to submitting an application for an officer program. OSOs will request conditional releases using the DD Form 368, Conditional Release. Active duty Marines are not eligible for the PLC and OCC programs.

1. Upon verification of an applicant's affiliation as described above, OSOs will complete Section I of the DD Form 368, ensure the applicant signs and the OSO will forward to the losing service.

a. For applicants affiliated with a reserve or IRR component, forward the DD Form 368 to:

USAR, & Army Nat'l Guard IRR	U.S. Army Human Resource Command Attn: DARP-PAS-EV 9700 Page Boulevard St. Louis, MO 63132-5200 (314) 592-0000 Comm (314) 592-0533 Fax
368) U.S. Nat'l Guard/ Inactive Nat'l Guard	Commander (Unit as indicated on DD Form
USN IRR	Navy Personnel Command Attn: PERS-913 5720 Integrity Drive Millington, TN 38055-4911 (901) 874-4470 Comm
USAFR IRR	Headquarters ARPC/DPPRS 6760 East Irvington Place Denver, CO 80280 (303) 676-6362 Comm (303) 676-8416 Fax
USAF Air Nat'l Guard IRR	Headquarters ARPC Attn: Air Nat'l Guard Separation Unit 6760 East Irvington Place Denver, CO 80280 (303) 676-7744 Comm
USCGR	Commandant Coast Guard Headquarters 400 7th St., S.W. Washington, DC 20590

b. For applicants affiliated with an active component, OSOs will forward the DD Form 368 to the authorized separating authority for the respective service. OSOs must ensure the person signing the DD Form 368 actually has the authority to release the applicant from their obligation from that service.

c. An applicant is eligible for board consideration upon receipt of a complete Section II of the DD Form 368 approved by the proper authority, provided they are otherwise qualified. The DD Form 368 will be used in lieu of a USMC enlistment contract for the purposes of board eligibility.

d. If the applicant is selected to attend training, the OSO will complete Section III of the DD Form 368 and a USMC enlistment contract NLT 30 days prior to shipping to OCS. OSOs will forward both the DD Form 368 and a copy of the USMC enlistment contract to the losing service for discharge actions.

(1) OSOs must maintain contact with the losing service to ensure that the discharge of the selected applicant is effective the day prior to the date of the USMC enlistment contract.

(2) OSOs will include the following remark in Section IV of the DD Form 368: "Member has been selected for a Marine Officer program and must be discharged effective YYYYMMDD. A copy of USMC DD Form 4 is attached."

(3) OSOs must verify that the discharge document provided by the losing service is properly dated upon receipt. Candidates must have a completed discharge document and valid USMC contract and service agreement prior to shipping to OCS. Acceptable examples of discharge documents include, but not limited to:

- (a) DD Form 214
- (b) NGB Form 22
- (c) Separation or release orders
- (d) Discharge certificate

e. If the applicant is not selected, the OSO will complete Section III of the DD Form 368 with the following comments in Section IV "Applicant was not selected for a Marine Officer Program and will not be enlisted in the USMC" and forward to the original service.

2109. PRIOR DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING. Applicants who have been previously disenrolled from any armed forces officer candidate program must complete a DD Form 785, Record of Disenrollment from Officer Candidate-Type Training, prior to submitting an application for an officer program. OSOs will obtain a completed DD Form 785 from the following sources:

1. For prior disenrolled Naval Reserve Officer Training Corps (NROTC) cadets or midshipmen, DD Form 785s must be completed by the NROTC unit CO.
2. For prior disenrolled service academy cadets or midshipmen, DD Form 785s must be completed by the service academy admissions director.
3. For all other personnel disenrolled from other officer training, DD Form 785s must be completed by the appropriate headquarters-level command.
4. DD Form 785s are not required for applicants that were not under contractual obligation in their respective program (e.g. non-obligated NROTC College Program midshipmen).

2110. PHYSICAL APPEARANCE, TATTOOS, AND PHOTOGRAPHS

1. The physical appearance of any applicant for an officer program is an important factor in selection or non-selection. Selection boards do not have the advantage of a personal view and must rely on a photograph for this important impression. While the problems of photographing students on campus are recognized, it must be realized that the photograph accompanying the application will be considered a fair representation of the appearance, bearing, and dress of the candidate, and that they will be judged accordingly.

2. One photograph of each applicant, in coat and tie or a dress or business suit for women, will be submitted with the application. The finished photograph will be approximately 4 by 5 inches, full-length, uncovered, front view, and left shoulder forward. Applicants who wear glasses will remove them prior to being photographed. The picture page will include the candidate's name, last four of their Social Security Number (SSN), and date of photograph.

3. In cases when an applicant exceeds the maximum weight as set forth in MCO P6110.3, Marine Corps Physical Fitness Test and Body Composition Program Manual, the OSO will accomplish the following:

a. Take additional photographs of the applicant in PT gear. Males will wear PT shorts only, while females will wear PT shorts and a T-shirt. The photographs will consist of a front, back and side profile view of the applicant.

b. To determine body fat percentage applicants, refer to MCO P6110.3.

c. Record the height, weight, all measurements, and body fat percentage on the photograph page as described in paragraph 3(a) above.

d. Place the original photographs and measurements behind the photograph page in the application.

e. The OSO will perform the body measurements for all male applicants. Only a female Marine will measure a female applicant. When a female Marine is not available, the OSO will make appropriate liaison with available female personnel.

f. For weight and body fat percentage waivers and approval authority, reference chapter 4 paragraph 4102 "Waivers". Reference the current version of MCO P6110.3 for height and weight standard charts.

4. Tattoos, Body Piercings, and Brandings, etc., Policy. All individuals applying for enrollment or reenrollment in Marine Corps officer programs are required to complete the Tattoo Screening Form and the Statement of Understanding (SOU). Reference chapter 4 paragraph 4104 "Tattoo Waivers" for more information. Marines are prohibited from possessing:

a. Tattoos or brands on the head, neck or in the mouth.

b. Tattoos or brands on hands, wrists or fingers.

c. Sleeve tattoos. A sleeve tattoo is a very large tattoo, or a collection of smaller tattoos, that covers or almost covers a person's entire arm or leg.

d. Half-sleeve or quarter-sleeve tattoos that are visible to the eye when wearing standard PT gear (T-shirt and shorts). A half-sleeve or quarter-sleeve tattoo is defined as a very large tattoo, or a collection of smaller tattoos that cover or almost cover the entire portion of an arm or leg above or below the elbow or knee.

e. Tattoos or brands that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon the Marine Corps. Examples include, but are not limited to, any tattoo that is sexist, racist, vulgar, anti-American, anti-social, gang related, or extremist group or organization related.

2111. DRUG USAGE. The Marine Corps does not condone the illegal or improper use of drugs or alcohol. Marine Corps policy intends to prevent and eliminate such abuse and illegal use. It is imperative that OSOs and MOIs screen, document and waiver drug and alcohol abuse on potential officer candidates.

1. Drug Abuse

(a) Is against the law and violates the high standards of behavior and performance expected of a Marine.

(b) Is damaging to physical, mental, and psychological health.

(c) Jeopardizes the safety of the individual and others.

(d) Is fundamentally wrong, destructive to organizational effectiveness, and totally incompatible with service as a Marine.

(e) Is likely to result in criminal prosecution and separation.

2. Alcohol Abuse

a. Violates the high standards expected of a Marine.

b. Is damaging to physical, mental, and psychological health.

c. Jeopardizes the safety of the individual and others.

d. Is fundamentally wrong, destructive to organizational effectiveness, and totally incompatible with service as a Marine.

e. Is likely to result in criminal prosecution and separation.

3. Abuse of Other Substances

a. Abuse involving any substance not currently listed on the U.S. Controlled Substance list (e.g. Salvia A, Salvia Divinorum, and Spice).

b. The unlawful use of controlled substance analogues (designer drugs), natural substances (e.g. fungi, excretions).

c. Any chemicals (e.g. chemicals wrongfully used as inhalants), propellants, and/or a prescribed or over-the-counter drug or pharmaceutical compound, with the intent to induce intoxication, excitement, or stupefaction

of the central nervous system, are also prohibited and will subject to documentation, review and/or waived prior to enlistment.

d. All applicants will be carefully screened as to the extent of their drug, alcohol, other substance involvement. The Marine Corps utilizes the following pre-enlistment and post enlistment drug tests:

(1) MEPS enlistment processing Drug & Alcohol Test (DAT) as part of the medical examination using Instrumented Drug Testing (IDT) procedures.

(2) Urinalysis drug testing screening within 24 hours of arrival at OCS.

e. Applicants will be rejected for enlistment into the Marine Corps if they acknowledge dependency on drugs or alcohol, or if their pattern of drug and/or alcohol involvement confirms a dependency.

f. OSO/OSA's are prohibited from the below actions regarding any recruiting prospect, applicant or contracted candidate:

g. Using any local laboratory drug testing facility as part of the drug screening process for any reason.

h. Using any over the counter or commercially available drug testing kits as part of a local drug screening process for any reason.

i. Implying, referring, testing, reimbursing, or paying for any drug testing procedure for any prospect, applicant or candidate for any reason.

j. Any applicant seeking information relative to procedures that could "mask, contaminate, alter, or neutralize" the results of the MEPS Drug and Alcohol Test (DAT) conducted at the MEPS, or the OCS urinalysis testing will be referred to the OSO/MOI. Processing will only continue after full disclosure of pre-service drug involvement, including drug type, amount, last date(s) of use, and after any required drug waivers. Applicants found to have used a "masking process" will be disenrolled immediately. OSO/MOIs are prevented under Article 84 UCMJ, from any involvement that could be germane to altering, masking or changing the results of the applicant DAT Test at the MEPS or the urinalysis conducted at OCS.

k. All applicants must sign the SOU on the Marine Corps Policy Concerning Illegal Use of Drugs and the Drug Abuse Screening Form, or they will be denied enlistment.

#### 4. Criteria

a. Dependency on illegal drugs is disqualifying.

b. Any history of drug use or other substance abuse is potentially disqualifying.

c. Any history of dependency on alcohol is disqualifying.

d. During the screening process, OSO's will ask all applicants the following four questions at the minimum:

(1) "Have you ever used illegal drugs, controlled substances or other substances intended to produce a psychotropic high?"

(2) "Have you been charged with or convicted of a drug or drug related offense?"

(3) "Have you ever been psychologically or physically dependent upon any drug or alcohol?"

(4) "Have you ever trafficked, sold, or traded in illegal drugs."

e. If answer to first or second question is "yes," a personal statement, as well as the Drug Abuse Screening Form will be prepared to explain the specific details. OSO/MOI will submit the statement and form, along with applicant's case file, to the recruiting station commanding officer for further action.

f. If the answer to the third or fourth question is "yes," then the applicant will be denied enlistment.

5. Definitions. The following standard definitions are provided for reference. They are intended solely to assist in determining an applicant's eligibility for enlistment.

a. Alcohol Abuse. Any excessive use of alcohol.

b. Alcoholism. A chronic behavioral disorder manifested by repeated drinking of alcoholic beverages in excess to an extent that interferes with the drinker's health or social or economic functioning; some degree of habituation, dependence, or addiction is implied.

c. Dependence. A psychological/physical state of an addict in which the usual or increasing dose of the drug is required to prevent the onset of withdrawal symptoms. Dependency must be determined by a medical officer.

d. Drug Abuser. Individual who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug. They may be classified as:

(1) Experimenter. A drug experimenter is defined as one who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug, as defined herein, for reasons of curiosity, peer pressure, or other similar reason. The exact number of times drugs were used, is not necessarily as important as determining the category of use and the impact of the drug use on the user's life-style, the intent of the user, the circumstances of use, and the psychological makeup of the user. An individual whose drug experimentation/use has resulted in some form of medical, psychiatric, or psychological treatment; a conviction or adverse juvenile adjudication; or loss of employment does not fall within the limits of this category. For administrative purposes, determination of the category should be within the judgment of either the district or recruiting station commanding officer, aided by medical, legal, and moral advice, with information is available from investigative sources.

(2) Casual Drug User. One who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug, as defined herein, and for reasons of deeper and more continuing nature than

those of which motivate the drug experimenter. For administrative purposes, determination of this category should be within the judgment of either the region commanding general or district commanding officer, aided by medical, legal, and moral advice, with information is available from investigative sources.

(3) Hard Core Abuser. Routine illegal, wrongful, or improper use of any narcotic substance, marijuana, or dangerous drugs and is determined to be psychologically or physically dependent.

e. Drug Addiction. A state of periodic or chronic intoxication produced by repeated consumption of a drug, characterized by the following:

(1) An overwhelming desire or need (compulsion) to continue use of the drug,

(2) A tendency to increase the dosage,

(3) A psychological and usually physical dependence on its effects, and

(4) A detrimental effect on the individual. The term refers, in a quantitative sense, to drug use which pervades the total life activity of the user. Individuals in this category are not eligible for enlistment.

f. Drug Supplier/Trafficker. An individual who illegally, wrongfully, improperly furnishes another person with any amount of drugs. For purposes of enlistment, "drug trafficking" will be considered any unlicensed sale, barter, transportation, or trade of drugs.

6. Verification. Qualification for enlistment will be verified through use of the forms and processing procedures outlined below. OSO/OSAs will accomplish these procedures as early as possible in processing sequence. Additionally, OSO/MOI will terminate the processing of any applicant who is unwilling to complete these forms. These forms are required to be completed on all applicants prior to contracting.

a. SOU. All applicants are required to sign an SOU indicating awareness of the Marine Corps drug policy. Drug involvement by an applicant will not be tolerated once this statement has been completed.

(1) The SOU, located in Automated Commissioning Program (ACP), imparts a basic understanding of the Marine Corps policy on the illegal use of drugs.

(2) OSO/MOI will assist the applicant in completing the SOU.

b. Drug Abuse Screening Form. The Drug Abuse Screening Form, located in ACP, provides essential information that will determine an applicant's eligibility for commissioning program.

(1) Certification

(a) Applicant will complete, sign, and date the appropriate blocks.

(b) OSO/MOI will complete the signature blocks after the applicant has certified the disclosures by signing and dating the appropriate block. Process a drug waiver, if considered appropriate.

(c) All officer candidates completing a RFA are required to be rescreened to ensure initial certification has not change. Applicant's disclosing additional drug involvement since initial certification will be processed for disenrollment.

(d) Warning. The OSO will warn all applicants that they will be tested for drugs and alcohol as part of the pre-service physical. Any use of drugs or alcohol confirmed by testing will result in disqualification and immediate disenrollment. Any subsequent use of illegal drugs will be confirmed by urinalysis within 24 hours of "processing" at OCS. Candidates who test positive for any illegal drug will be processed for erroneous/fraudulent enlistment and returned home.

## 7. Waivers

a. In all cases involving drug use/abuse, the appropriate waiver approval must be documented in MCRISS.

b. No drug-related waiver will be considered without a signed, complete copy of the Drug Abuse Screening Form.

c. Waivers will not be granted to applicants who:

(1) Have a history of drug or alcohol dependency or addiction; or

(2) Have a court conviction for any drug offense.

(3) Admit to trafficking marijuana or other illegal drugs. An individual who illegally, wrongfully, or improperly furnishes another person with any amount of drugs. Note: For purposes of enlistment, "drug trafficking" will be considered any unlicensed sale, barter, transportation, or trade of drugs.

(4) Applicants who have been disqualified for testing positive on the DAT at MEPS.

## 8. Prior Service

a. Prior Service Marines and Prior Service Other Service (PSOS) applicants, who completed recruit training, and received a courts-martial, NJP, or discharge as a result of drug use or drug related offense, to include positive urinalysis, are not eligible for enlistment/reenlistment. Any Prior Service applicant with subsequent drug usage after discharge is not eligible for enlistment. No exception to this policy will be considered.

b. Any applicant that has participated in an officer commissioning program (i.e. ROTC), who subsequently has used drugs after release and/or separation are also not eligible for enlistment/reenlistment.

c. Applicants who have received an Entry Level Separation from the Marines Corps or another other services (did not graduate from recruit training or OCS) as a result of drug use or drug related offense, to include positive urinalysis, will not be considered for enlistment.



9. Waiver Authority. The Officer Waiver Matrix, Appendix B will be used to determine eligibility/ineligibility for enlistment and the appropriate waiver authority. The Appendix applies for all officer commissioning sources. Additional guidance is provided as follows:

a. Convictions for possession of drug paraphernalia will be treated, for the purpose of an enlistment waiver, as if they were convictions for possession of the actual drug associated with the particular piece of paraphernalia.

b. Applicants who have used hemp oil products and test positive for THC, will be classified under the current accession standards for enlistment as "Testing positive for THC" and are disqualified for enlistment per DOD USMEPCOM Instructions. An applicants' hemp oil use in itself (admittal without testing positive for THC) is not illegal and will therefore not be classified as a waiver, nor documented in the enlistment package.

10. Prescription Drugs

a. Illegal use of prescription drugs may be waived prior to enlistment when an applicant has been administered a prescription drug for medical purposes by a parent or person acting in the capacity of "loco parentis" when that drug has not been prescribed for the applicant. Examples include, but are not limited to, Valium and Tylenol III. All illegal use of prescription drugs requires a waiver from the MCRC, CG.

b. An arrest and conviction for Possession of a Controlled Substance (Prescription Drug) is limited to the specific drug and the amount in their possession. Most cases would involve a scenario whereby an individual was in possession of a prescription drug, i.e. tablets from another person's prescription (parent or family member) without their knowledge and is limited to 10 or less tablets. The waiver level will be equivalent to the waiver for use of the type of drug(s) in possession, contained in Appendix B.

c. Each decision authority (i.e., the OSO, MOI, RS CO, MCD CO, or Region CG) may deem the extent of an applicant's pre-service drug involvement to be excessive and negatively endorse the applicant's waiver request thereby terminating processing.

11. Unregulated Psychoactive Substances and Other Substances. The below lists of uncontrolled substances will be screened for and annotated on the Marine Corps Drug Abuse Screening Form. All use of unregulated, uncontrolled social drugs requires an ETP waiver from the MCRC, CG.

a. Salvia Divinorum, Salvia A, and Spice are not listed as controlled substances and are currently not detectable on drug tests. The following substances and their common street names are considered under this heading (not an all-inclusive list):

SPICE, AKA:	SALVIA DIVINORUM & SALVIA A, AKA:
-Genie	-Diviner's Sage
-K2	-Magic Mint
-Skunk	-Maria Pastora
-Spice Diamond	-Sage of the Seers
-Spice Silver	-Sally-D
-Yucatan Fire	

-Zohai

b. Unregulated Psychoactive Substances. The following is a sample of designer "bath salt" products associated with unregulated psychoactive substances that are potentially harmful and produced as a seemingly safer legal substitute for ecstasy, cocaine and amphetamines:

- |                 |                     |
|-----------------|---------------------|
| - Ivory Wave    | - Sextacy           |
| - Vanilla Sky   | - Gloom             |
| - Pure Ivory    | - Purple Rain       |
| - Whack         | - Salt              |
| - Bolivian Bath | - Fly               |
| - Purple Wave   | - Hurricane Charlie |
| - Charge+       | - Crush             |
| - Ocean Burst   |                     |

c. Other Substance Abuse. The unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants, and/or a prescribed or over-the-counter drug or pharmaceutical compound, with the intent to induce intoxication, excitement, or stupefaction of the central nervous system, are also prohibited and will subject to documentation, review and/or waived prior to enlistment.

12. Failure to Disclose. An applicant may be disenrolled for failure to disclose use or abuse of illegal or prescribed drugs, to include convictions resulting from that use or abuse. The OSO/MOI will advise the applicant of the serious ramifications which could result from failure to disclose.

#### 2112. CHARACTER AND BACKGROUND

1. Applicants for any officer candidate program must not have been convicted by courts-martial of any offense, or by civil authorities of a felony offense. Refer to chapter 4 of this Order for procedures for processing applicants with traffic and non-traffic offenses. Evidence of character will be obtained through use of the following forms:

- a. National Agency Check/Local Check/Credit Check (NACLC).
- b. FD-258 (Fingerprint Card).
- c. DD Form 369 (Police Record Check).
- d. NAVMC Form 10064 (Personal Information Questionnaire).
- e. NAVMC Form 10418-1 (Application for Officer Programs).
- f. NAVMC Form 124 (OSO Evaluation Form).
- g. Marine Corps Drug Policy SOU.

2. Submission of the NACLC. All applicants will have a NACLC submitted containing the Release Form, OPM Agency Use Form and Background Investigation Questionnaire (BIQ) prior to commissioning into the Marine Corps. All background investigations will be processed through the Marine Corps Recruiting Information Support System (MCRISS).

a. OCC applicants must have an investigation initiated upon selection by the respective board. Documentation will be included in the pre-ship package. MCDs will verify investigation initiation on all candidates prior to shipping to OCS. Under no circumstance will an OCC applicant ship to OCS without an investigation initiated.

b. PLC and NROTC applicant investigations will be initiated once a candidate is fully trained at OCS. The investigation must be initiated prior to submission of the RFA and documentation must be included in the RFA package.

3. The following definitions of court-related terms are provided to assist in the determining an applicant's qualifications.

a. Adverse Juvenile Adjudication

(1) Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on merits of the case or on the juvenile's admission of guilt or plea of guilty, and that the determination was recorded in the court's records, and

(a) Regardless of whether sentence was then imposed, withheld, or suspended, and

(b) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of subsequent proceedings used in juvenile courts in the United States are "expunged," "record sealed," reopening the case to change the original finding of "guilty" or "delinquency," or the plea of "guilty" or admission of the truth of the allegations in the petition, to "not guilty," dismissal of the original petition, setting aside the adjudication of "delinquency." Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

(2) The term "adverse juvenile adjudication" is adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a juvenile court as the result of an offense. The term "ward of the court" does not include the adjudication of juvenile as a "dependent," as "neglected", or as "abandoned."

(3) For purposes of a waiver, an adverse juvenile adjudication is processed on the basis of the severity of the specific offense for which an applicant was arrested, charged, and/or convicted. The severity of the offense will be determined by the maximum sentence authorized in the Table of Maximum Punishments, Manual for Courts-Martial or by the maximum punishment authorized by local state statutes if the offense is not listed in the Manual for Courts-Martial. Factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered by the waiver approval authority.

b. Community Service. A sentence of a specific amount of labor to be performed for the benefit of the community at large (similar to a fine). Community service is not a form of restraint. Applicants who have been

directed by judicial authority to perform community service are not eligible for enlistment until such service has been completed.

c. Conviction

(1) Determinations of "guilty" by a judge (or by jury), based either on the merits of a case or on a defendant's plea of "guilty" or of "nolo contendere":

(a) Regardless of whether sentence was then imposed, withheld, or suspended; and

(b) Regardless of subsequent proceedings in the case to delete an initial determination of "guilty" from court records, because of evidence of rehabilitation or completion of satisfactory probationary period. Examples of "subsequent proceedings" used throughout the United States in adult offender cases are: "pardon," "expunged," or "nolo contendere," to "not guilty" and dismissal of the charge, "amnesty," or setting aside of conviction. Such subsequent proceedings recognize rehabilitation but do not alter the fact that the offender committed the criminal act and, therefore, must be reported.

(2) Sanctions imposed by a law enforcement or quasi-law enforcement agency in place of an official court hearing or trial will not be considered "convictions." Sanctions of this nature, however, require a review and waiver from the appropriate authority. Convictions or charges that have been reduced for expediency, as in "plea-bargaining," will also be waived by the appropriate authority. The request for waiver must be processed for the originally charged offense.

d. Expunged. In some states there are procedures established for a subsequent "expunging of the record," dismissal of charges, or "pardon upon evidence of initial conviction or adverse juvenile adjudication. In spite of the legal effect of this action, a waiver is required, and the record must be revealed.

e. Felony

(1) A felony shall be defined as a: conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is death or confinement for more than one year. If the offense is not listed in the Manual for Courts-Martial, Table of Maximum Punishments, the maximum punishment authorized by the respective state statute applies.

(2) The classification of a felony is without regard to the age of the offender, when the offense was committed, or whether it was disposed of by any juvenile or adult criminal proceedings, or whether the offense is classified as a felony under local law.

f. Nolle Prosequi. Nolle Prosequi is a declaration that the plaintiff in a civil case, or the prosecutor in a criminal case, will drop prosecution of all, or part, of a suit or indictment. "Nolle Prosequi" is an unresolved judicial proceeding, is not considered a form of restraint, and is not necessarily a bar to enlistment. It is, however, considered a conviction for enlistment purposes and a waiver is required. If court documents (e.g. Judge, District Attorney, Assistant District Attorney) show the "Nolle

Prosequi" resulted from insufficient evidence to convict or charge, then this will not be viewed as a conviction, but must be reviewed by the appropriate MCD to ensure compliance.

g. Nolo Contendere. Nolo Contendere is a "no contest" plea made by a defendant in criminal actions, equivalent to an admission of guilt. With this plea, a defendant is subject to punishment but leaves open the possibility for denial of the alleged facts in other proceedings. However, it must be reported prior to enrollment into an officer candidate program.

h. Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to a probation officer or other agent designated by the court. Regional legal terms synonymous to probation will be treated exactly as probation is used throughout this Order. Applicants currently on probation are not eligible for enlistment until the term of their probation is completely fulfilled.

i. Restraint. Restraint includes suspension of a sentence (to include unconditional suspended sentences), confinement or incarceration in any institution, probation (to include unsupervised unconditional probation), or parole. As an exception to the foregoing, unconditional suspended sentences and unsupervised unconditional probation, resulting from conviction of Traffic Offenses are not considered restraint.

j. Sealed Juvenile Records. Most all states have provisions for sealing juvenile records which serves to limit disclosures on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, the applicant must reveal the record and the appropriate level waiver must be requested to be eligible for enlistment in these cases.

k. Unconditional Suspended Sentence/Unsupervised Unconditional Probation. An unconditional suspended sentence and unsupervised unconditional probation are considered a suspended sentence and probation imposed by a court, respectively, even though the court imposes no conditions:

(1) Regarding an individual's freedom of movement.

(2) Requiring the payment of damages.

(3) Requiring periodic reporting by individual to an officer/supervision officer of the court (to include a probation officer). Applicants currently under these forms of restraint are not eligible for enlistment until the term of the sentence or probation has been fulfilled. As mentioned in paragraph I, an exception exists in cases involving conviction of traffic offenses.

l. Early Release from Supervised/Unsupervised Probation or Parole. Any applicant released early from probation or parole must wait until the originally assigned sentenced release date or ninety (90) days whichever is shorter to being eligible for enlistment.

m. Enlistment as an Alternative to Prosecution. Applicants may not enlist as an alternative to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. They are ineligible for enlistment.

2113. AREAS OF RESTRICTIVE CONDUCT OR BEHAVIOR. These areas present enlistment restrictions based on Marine Corps, Department of the Navy (DoN), or DoD policies:

1. Gang Involvement or Affiliation. Applicants who have affiliated with gangs should not be denied enlistment based solely on affiliation. However, applicants with a history of criminal activity and/or violence associated with gang activity are not eligible for enlistment.

a. Former gang involvement, association or affiliation that resulted in any illegal acts or a criminal history against any person due to their race, religion, national origin, gender, or any participation in a hate crime(s), as part of an initiation, acceptance or allegiance to any gang, or any gang involvement resulting in arrests and court convictions, or any involvement with any activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment/reenlistment would not be in best interest of national security, is not enlistment eligible. (No waivers).

b. Former gang involvement, association or affiliation that did not result in any illegal acts or a criminal history against any person due to their race, religion, national origin, gender, or any participation in a hate crime(s), as part of an initiation, acceptance or allegiance to any gang, or any gang involvement resulting in arrests and court convictions, or any involvement with any activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment/reenlistment would not be in the best interest of national security, can only be enlisted after review and approval of the CG, MCRC.

2. Sexual Assault Offenses. Any applicant who was prosecuted, and convicted, or received an adverse adjudication for any offense as an adult or juvenile of any sexual-related crime, or sexual assault is disqualified for enlistment.

a. Sexual Assault Offenses. Sexual assault is defined in DoDD 6495.01 as "Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts".

b. Sexual assault offenses resulting in adverse adjudication (other than finding of guilty in court) may only be considered by the CG, MCRC (Exception to Policy waiver).

c. Any applicant with a conviction for an offense which results in the mandatory registration as a Sexual Offender on the National Sexual Offender Registry is ineligible for enlistment. No Waivers will be considered.

3. Domestic Violence. Domestic Violence is incompatible with military service and contrary to the Marine Corps core values. Waivers for domestic violence convictions for a misconduct Offense are not authorized, due to the Lautenberg Amendment. Summary courts-martial convictions, non-judicial punishment under Article 15, UCMJ, and deferred prosecutions (or similar alternative dispositions) in civilian court do not constitute qualifying

convictions under the Lautenberg Amendment. Pertinent information regarding domestic violence:

a. The term conviction under the Lautenberg Amendment is defined as:

(1) A misdemeanor or felony judgment of guilty (adult or juvenile) entered against the applicant in a state or federal court.

(2) Nolo Contendere and Nolle Prosequi judgments must state in court records that offense is considered domestic violence conviction under state law.

b. The term conviction under the Lautenberg Amendment is not:

(1) Adjudication in the juvenile system, or pre-trial diversions, or cases resulting in deferred judgments.

(2) Expunged records or pardoning.

c. The "crime of domestic violence" must have all the following elements:

(1) The offender was convicted of a crime (misdemeanor or felony);

(2) The offense has as its factual basis the use or attempted use of physical force, or threatened use of a force per DoDI 6400.06;

(3) The convicted offender was at the time of the offense:

(a) a current or former spouse, parent or guardian of the victim,

(b) a person with whom the victim shares a child in common,

(c) a person who was cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or

(d) a person similarly situated to a spouse, parent or guardian of the victims;

(4) The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;

(5) If entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;

(6) The conviction has not been expunged, or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expunged, or restoration of civil rights provides the person may not ship, transport, possess or receive firearms.

d. The charge(s) that the applicant is convicted of, may not always have the word(s) "Domestic and/or Domestic Violence" in the offense title (e.g. Simple Assault). A person is considered in violation of the Lautenberg Amendment when the circumstances surrounding the charge(s) meet the elements of paragraph 3283.3.c. above.

e. Some examples of domestic violence scenarios are:

(1) Applicant and boyfriend who have lived together for one year split up. Two weeks later, applicant runs into boyfriend in a store. An argument ensues during which the applicant threatens former boyfriend with a pair of scissors. Applicant is convicted of communicating a threat. Applicant is ineligible for enlistment.

(2) Applicant's teenage nephew doesn't get along with parents and has been living with applicant. Applicant confronts nephew about his underage drinking. They argue and end up in a fight. Applicant is later convicted of assault and battery. Applicant is ineligible for enlistment.

(3) Applicant is the father of girlfriend's child. Girlfriend has custody of child. During a visit, applicant hits the girlfriend and is convicted of simple assault. Applicant is ineligible for enlistment.

NOTE: In the previous three scenarios, if the conviction is expunged or pardoned, the applicant may apply and be processed for enlistment only after a Region CG waiver. This measure ensures compliance with the mandates of the Lautenberg Amendment and DoD policy to exclude those applicants who are convicted but not pardoned or expunged to be ineligible for enlistment.

(4) Applicant and his parent get into a fist fight and the applicant is later convicted of domestic battery for assaulting his parent. Applicant is eligible to be processed for enlistment with the approval of the appropriate level waiver approval.

NOTE: In the previous two scenarios, if convicted of domestic offense under state penal laws, but not in accordance with Lautenberg, the applicant may apply/processed for enlistment with Region CG waiver. This measure ensures compliance with the mandates of the Lautenberg Amendment and DoD policy.

#### 2114. SOLE SURVIVORS

1. Applicants for any officer candidate programs must be ineligible for exemption from assignment to duty in a combat area as a sole survivor as defined in MCO 1300.8 Marine Corps Personnel Assignment Policy or must waive this right as outlined below. The definition of sole survivor will be explained to each applicant and when an applicant indicates that a parent(s), brother or sister, or corresponding relative by adoption is deceased or permanently disabled, the OSO will ensure the applicant is thoroughly questioned as to the circumstances in order to determine sole survivor status.

2. A sole survivor is defined as the only remaining son or daughter in a family where the father/mother (or one or more sons or daughters) was killed in action or died in the line of duty while serving in the armed forces as a result of wounds, accident, or disease; or is in a captured or missing in action status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Veterans Administration or one of the military services and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability.

3. In order to be considered for enrollment, an applicant who is classified as a sole survivor must submit one or both of the following waivers as appropriate, as part of the application process.



a. If the applicant is 18 years of age or over, the following waiver will be executed by the applicant:

"I hereby waive my rights to restrictive assignment/discharge as a sole surviving son/daughter per MCO 1300.8."

b. If the applicant is less than 18 years of age, the above waiver will be executed by the applicant. In addition, the following notarized waiver, executed by the parent(s) or legal guardian, will be submitted:

"We (I) \_\_\_\_\_ and \_\_\_\_\_ do swear that we are (I am) the parent(s) (sole parent) (legal guardian) of \_\_\_\_\_ and that we (I) do hereby waive any rights which might accrue to us (me) to request that he (she) be discharged or that he (she) be exempt as a sole survivor from assignment to duty in a combat area."

2115. REENROLLMENT AND REAPPLICATION

1. Reenrollment. Reenrollment is applicable to any individual who was formerly an approved applicant for an officer candidate program and subsequently disenrolled. Such individuals may request reenrollment provided they are qualified per this chapter.

a. In the case of a candidate who has not completed an increment of PLC or OCC training and is requesting reenrollment, a new application will be submitted. The OSO will request a reenrollment waiver from the appropriate level. Reference chapter 4 paragraph 4102 "Waivers" of this Order.

b. If a fully trained OCC or PLC candidate declines a commission and subsequently requests reenrollment, a commission may be granted under the following conditions:

(1) A formal written request must be submitted, with appropriate endorsement via the chain of command to CG, MCRC.

(2) The individual is qualified in accordance with this chapter.

(3) All requests for commissioning after declination of original commissioning opportunity are Exceptions to Policy (ETPs) and must be submitted to CG, MCRC. Candidates should expect to attend an additional OCS training session if more than a year has elapsed since the original commissioning date. CG, MCRC will be the final determination authority regarding additional OCS requirements.

c. All OCS drops that request reenrollment must include the OCS Drop Report in their new application.

d. Candidates that are dropped only for medical reasons after completing six weeks of the 10-week OCC training course are eligible to return and complete a six week PLC senior training session to meet training requirements.

(1) Candidates will be eligible for commissioning provided they have met all other requirements. Additionally, the CO, OCS must have recommended the candidate's return in the OCS drop report. They will be considered non-competitive OCC applicants. All cases count towards Region ship caps and must be coordinated with MCRC, OP.

(2) These candidates must attend training during the first available summer upon being physically qualified to return to training. Failure to attend that summer training will result in the requirement to compete for and attend a 10-week OCC session if selected.

2. Reapplication. Reapplication is applicable to any individual who applied, but was not selected by the selection board, for participation in an officer candidate program. Those individuals desiring reconsideration for OCC after non-selection must submit a complete new application. PLC applicants can be seen by any additional PLC boards with their original application within the current FY of said application, but must submit a new application for any PLC or OCC boards beyond the FY initially applied for.

2116. PROGRAM CHANGES

1. A person enrolled in an officer program may request a change to another officer program, provided they are fully qualified for the program requested, per the provisions of this Order.

2. The OSO will forward the request to the proper approval authority.

a. Programs changes, to include PLC program disenrollment, that affect the current Fiscal Year (FY) must be forwarded to and approved by MCRC, OA. All other program changes will be forwarded to and approved by the respective MCD CO.

b. Upon approval, the OSO will complete new service agreements and forward to MCRC, OA via the chain of command.

3. Change to Aviation Program. Change requests to an aviation officer program must include appropriate medical documents and the ASTB score sheet. An applicant approved for PLC (Ground) who has not attended training may not request change to aviation until completion of the first increment of training. Once trained or fully trained PLC candidates may request change to aviation at any time provided the required documents are submitted with the request.

4. Change to Law Program. Requests for change to a law program must include proof of acceptance at an American Bar Association accredited law school, current PFT, current photograph, undergraduate transcripts, a personal statement from the applicant explaining his or her reason for requesting a program transfer and a qualifying LSAT score.

5. Change to OCC-R. Fully trained PLC candidates may request change to an OCC-R program provided the required documents are submitted with the request. Approval will be based on TBS availability. Change requests from PLC to OCC-R can only be approved by CG MCRC. Requests will be forwarded to MCRC, OA via the chain of command.

2117. DISENROLLMENT, DISCHARGE, AND RELEASE FROM ACTIVE DUTY

1. Civilian officer candidates may be disenrolled for any of the reasons shown on the NAVMC 10418-2, Certificate of Understanding Reason for Disenrollment. Those members so disenrolled will normally receive entry level separations with an uncharacterized term of service. Those members who have accepted financial or tuition assistance and or have obligated service

remaining with the USMC are required to fulfill those obligations. Members of the USMCR will be returned to their Reserve unit to fulfill the remainder of their obligated service.

2. Any member, regardless of source, may be disenrolled for cause at any time. Additionally, any member may be disenrolled at their own written request, subject to the conditions in this section and the following restriction. Once a member has reported for training, they will not be allowed to disenroll at their own request until completion of the minimum training period, as specified in the service agreement.

3. In addition to the above, the following rules will apply to those members disenrolled prior to appointment to commissioned grade:

a. PLC

(1) Members who request disenrollment while at training will be disenrolled from active duty only after completion of minimum period of training as specified in the service agreement. Those disenrolled for cause will be released from active duty and disenrolled immediately with the exception of those receiving financial assistance. Disposition of PLC members who have received financial assistance will be in accordance with their financial assistance agreement.

(2) Members disenrolled at any time, other than while at training, will be disenrolled immediately with the exception of those members having accepted financial assistance or with obligated service remaining in the SMCR.

b. OCC

(1) Members who request disenrollment prior to reporting to training will be disenrolled immediately.

(2) Members from the SMCR and IRR who request disenrollment prior to reporting for training will be disenrolled and ordered to return to the unit to which they were last assigned.

(3) Members who are disenrolled for any reason while at training will be released from active duty and disenrolled.

(4) Members from the Reserve establishment on Extended Active Duty (EAD) who are disenrolled will be required to complete their present enlistment and/or any extension thereof, or assignment to EAD.

(5) Civilian candidates may be disenrolled prior to termination of their obligated service under the following conditions:

(a) If disenrolled for any reason prior to or after reporting for training.

(b) If, upon reporting for training, they are found not physically qualified for appointment to commissioned grade.

(c) If they qualify for discharge by reason of extreme hardship.

(d) For such other good and sufficient reasons, not elsewhere listed in this chapter, which are specified in MCO P1900.16F W/CH 1-2, MARCORSEPMAN, paragraph 6411.

(6) Active duty, SMCR or IRR candidates may only be discharged prior to the termination of obligated service for, extreme hardship or such other good and sufficient reasons, not elsewhere listed in this chapter, which are specified in MCO P1900.16F W/CH 1-2, MARCORSEPMAN, chapter 6.

4. All discharges of disenrolled officer candidates will be processed per MCO P1900.16F W/CH 1-2, Marine Corps Separation and Retirement Manual (MARCORSEPMAN).

5. Release from Active Duty

a. PLC candidates enrolled from the SMCR or IRR, and those enrolled from civilian sources that have completed their active duty requirement under the law, will be released from active duty if disenrolled for any reason prior to acceptance of appointment to commissioned grade, except in the case of those individuals who have accepted financial assistance. Disposition of PLC members who have received financial assistance is executed in accordance with the respective financial assistance program(s) contract.

b. OCC candidates will be released from active duty if disenrolled for any reason prior to acceptance of appointment to commissioned grade.

2118. LEGACY/SPECIAL INTEREST OFFICER APPLICANT REPORTING. Legacy applicants and candidates are defined as individuals who come from families with historic ties to the Marine Corps. These individuals have family members who are current or retired O-6s and above or E-9s. Special interest applicants and candidates are defined as individuals who have senior officer or enlisted (O-6 and above or E-9) and high ranking political figures (e.g. senators, members of Congress, governors, etc...) interested in their status.

1. All commands and units involved in the officer accession process will report the status of legacy and special interest individuals on a monthly basis and ensure the appropriate MCRISS entries are made.

2. The MCRC OCS Liaison will provide the information if initially identified while the individual is attending OCS.

## CHAPTER 3

## MARINE CORPS OFFICER CANDIDATE PROGRAMS

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## CHAPTER 3

## MARINE CORPS OFFICER CANDIDATE PROGRAMS

## SECTION 1: REGULAR PROGRAMS

3100. PLATOON LEADERS CLASS PROGRAM

1. Program Description. Platoon Leaders Class (PLC) is an officer program for college students attending regionally or nationally accredited colleges or universities, who, upon successful completion of all requirements, are commissioned as second lieutenants in the United States Marine Corps (USMC). The PLC program is divided into the following component programs: PLC (Ground), PLC (Student Naval Aviator (SNA)), PLC (Student Naval Flight Officer (SNFO)); and PLC (Law).

a. Eligibility Requirements for PLC (Ground), (SNA) or (SNFO). To be eligible for enrollment in the PLC (Ground) or PLC (SNA or SNFO) programs, an applicant must be a regularly enrolled, full-time student at a regionally or nationally accredited college or university and must have completed one academic term of a normal schedule of courses with a cumulative and previous semester Grade Point Average (GPA) of at least a 2.0 on a 4.0 scale. For purposes of determining eligibility, "a normal schedule of courses" is normally considered to be a minimum of 12-semester or 12-quarter hours in a single term. In cases that full-time status varies from this norm, OSOs will obtain verification of full-time status from the institution utilizing a NAVMC Form 10469, Academic Certification Form (ACF).

(1) Officer Selection Officers (OSO) can contract first semester college freshman on their own merit prior to the release of first semester grades. Marine Corps District (MCD) Assistant for Officer Procurements (AOP) will disenroll contracted freshmen if their first semester and/or cumulative GPA is less than the required 2.0.

(2) Marine Corps Junior Reserve Officer Training Corps (MCJROTC) graduates are eligible to be enrolled in the PLC Program upon graduation from high school. Those selected will attend training after the freshman college year. OSOs will ensure that prior to enrollment the applicant meets the following requirements:

(a) Has been accepted for enrollment at a regionally or nationally accredited college or university and submits proof of acceptance in the form of an ACF completed by an appropriate college official and forwarded as part of the application.

(b) Is favorably recommended for acceptance by the senior military instructor of the MCJROTC unit in which the applicant was enrolled. A Personal Information Questionnaire (PIQ) from the senior military instructor will be forwarded as part of the application.

(c) Is qualified for enrollment per this Order.

(d) Upon completion of the first semester, a copy of the candidate's transcripts will be forwarded to the MCD to arrive no later than (NLT) 31 January.

b. Eligibility Requirements for PLC (Law). College seniors accepted for enrollment, and first or second year law students currently enrolled in an American Bar Association (ABA) accredited law degree granting institution are eligible to apply for the PLC (Law) Program. Members of the PLC (Ground) or PLC (SNA or SNFO) Programs may apply to transfer to the PLC (Law) Program if they are in their senior year of college and have been accepted for enrollment at an ABA accredited law school. Refer is MCRCO 1131.1 for additional information on PLC (Law) program.

2. Degree Scheduling. Candidates complete their academic requirements for a commission upon receipt of a baccalaureate degree. This will require enrollment for at least 12 hours for each semester or quarters. PLC poolees are expected to schedule and complete courses of study to permit the awarding of a degree in a normal time period. The following norms are established:

a. Baccalaureate (BA/BS) (except in engineering) - 4 years from matriculation.

b. B.S. (Engineering) - 4 to 5 years from matriculation.

c. Juris Doctor (JD) - 3 years from entry into law school.

### 3. Training Requirements

a. Course of Instruction. Members of the PLC Program enrolled as college freshmen or sophomores will attend two six-week summer training sessions (Juniors Course and Seniors Course). Members enrolled during or after the junior year of college will attend a single 10-week Combined session (Combined Course). Members enrolled in the PLC-Law Program who are not transfers from other PLC components will attend one 10-week training session. Training will be conducted at Officer Candidates School (OCS), Marine Corps Combat Development Command (MCCDC), Quantico, Virginia, on dates published by the Marine Corps Recruiting Command (MCRC).

#### b. Attendance at Training

(1) Members of the PLC Program enrolled as freshmen or sophomores must complete the Juniors Course the first summer after enrollment and the Seniors Course during the summer immediately preceding the school year in which they receive their degree.

(2) Members must agree to participate in training for a minimum period of time as specified in their service agreement.

c. Orders to Attend Training. Members of the PLC Program ordered to training will travel by the conveyance directed in their orders. Members will be ordered to training from home address or school address only, as requested by the poolee. Upon release from training, they will be directed to their home or school address as indicated on their request for orders. MCO P4600.7 will be utilized by OSOs in determining group or individual transportation of PLC candidates to training. PLC candidates, with the exception of PLC (Law) candidates, are not authorized to drive to OCS by Privately Owned Vehicle (POV). If a PLC candidate is to be courtesy shipped, the OSO from the owning Officer Selection Team (OST) will make liaison with the shipping OSO.

#### d. Selected Marine Corps Reserve (SMCR) Training and Mobilizations

(1) SMCR Marines who are contracted in the PLC Program will not be mobilized with their SMCR unit, regardless of training status.

(2) SMCR Marines may volunteer to mobilize with their unit. These Marines will submit either a request for retention or disenrollment, via the recruiting chain of command, depending on their intentions to resume their commissioning track upon completion of the deployment.

(3) Initial Incremental Active Duty Training (IIADT) reservists are ineligible for commissioning programs until they have completed all training requirements to earn their Military Occupational Specialty (MOS) designation.

(4) SMCR Marines who fail to maintain the requirements of their commissioning program, for any reason, will revert to and fulfill their original SMCR contract. The OSO will inform the (Inspectors and Instructors) (I&I) of the candidate's failure to complete the commissioning program and order the Marine to report to their SMCR unit. The SMCR unit will make the appropriate unit diary entries.

(5) SMCR Marines applying for a commissioning program require a Personal Information Questionnaire (PIQ) to be filled out by their I&I. The I&I actual is the only individual authorized to sign the PIQ. The Marine Officer completing the PIQ will evaluate the individual for the potential for service as an officer and the needs of the SMCR unit and make the appropriate recommendation for selection. In addition to the pertinent information regarding the Marine's potential for future service, the PIQ will include the following statement:

*"I understand, if SNM is selected for a commissioning program, that he/she is not required to mobilize for unit deployments as long as they remain in good standing and meet all requirements of the commissioning program or M&RA/MCRC policy changes."*

Note: Reserve Commanders and I&I personnel will not withhold the PIQ due to pending deployments. Selection boards are directed to consider the needs of the SMCR unit, as stated in the PIQ, when reviewing applications of SMCR Marines.

(6) Upon return from an active duty deployment, members of the PLC program will forward, via their OSO, correspondence to the MCD requesting orders for the next available training increment at OCS that is consistent with their commissioning program. The OSO will include a current ACF that verifies the student is enrolled in college full time and provides a new projected graduation date.

(7) Once approved for commissioning, the OSO will provide the SMCR Unit with a copy of the Marine's completed NAVMC Form 763 (Acceptance and Appointment Record). The newly commissioned officer may continue to drill with the SMCR unit until transferred to TBS. SMCR units are not authorized to order the newly commissioned officer to any periods of active duty in excess of 29 days.

e. Induction Credit for Entering OCS. Induction credit will be given when a fully qualified candidate is inducted into training.



(1) Induction credit will not be given for those candidates who are determined to be Initially Not Physically Qualified (INPQ) by OCS Medical.

(2) Induction credit will not be given for those candidates who are Initial Induction Physical Fitness Test (IPFT) failures, and do not get inducted into training. Credit will be given to those candidates who are IPFT failures and get inducted into training.

(3) Induction credit will not be given for Initial Drop on Request (IDORs).

4. Active Duty Requirements. All PLC second lieutenants will be commissioned in the USMC or USMCR, will sign a NAVMC Form 763 reflecting appointment in USMC or USMCR, will be scrolled to the Active Status List or Reserve Active Status List (RASL), and assigned to the IRR to await orders to report to The Basic School (TBS), MCCDC, Quantico, Virginia. Upon receipt of a report date and orders to TBS, these officers will begin their active duty service requirement as indicated on their service agreement.

a. PLC (Ground). Graduates of the PLC (Ground) program will serve on active duty in a commissioned status for the period specified by their service agreement. When these officers have completed TBS, they will be assigned a basic MOS and ordered to an appropriate duty assignment.

b. PLC (SNA) and (SNFO). Graduates of the PLC (SNA or SNFO) Programs will serve on active duty in a commissioned status for the period specified by their service agreement. Upon acceptance of appointment to commissioned grade, these officers will be ordered to active duty to attend TBS prior to assignment to aviation training.

(1) In the event an officer is separated from an aviation training program as a result of flight failure, practical work failure, or physical disqualification, the officer will be required to serve on active duty in a commissioned status for the period specified by the service agreement. They will serve on active duty from the date initially assigned to active duty as a commissioned officer, plus any additional obligation incurred by receipt of Marine Corps financial assistance programs.

(2) Should the officer be separated from an aviation training program as a result of academic failure, or at own request, the officer will be required to serve on active duty in a commissioned status for the remaining period specified on the service agreement. They will serve on active duty from the date initially assigned to active duty, plus an extension of active service equal to the time spent in flight training and any additional obligation incurred by receipt of Marine Corps financial assistance programs.

c. PLC (Law). A member of the PLC (Law) Program, upon appointment to commissioned grade, will be commissioned in the USMCR, will execute a NAVMC Form 763 reflecting appointment in USMCR, will be scrolled to the RASL, and assigned to the IRR on inactive duty. As a commissioned officer in the Marine Corps, the Individual Ready Reserve (IRR) member will remain on inactive duty for a specified period of time in order to satisfactorily complete the requirements for a law degree and be admitted to the practice of law before the highest court of a state, or the District of Columbia. These officers will be eligible for promotion at the same time as their contemporaries on active duty. Upon successful completion of the requirements of the PLC Law program, the officer will receive orders to

report to active duty, through either assignment in the PLC Law Internship or orders to TBS, MCCDC, Quantico, Virginia. Upon receipt of a report date and orders on initial active duty, these officers will be appointed to a regular commission on active duty in the commissioned grade held while in the IRR, will be scrolled to the Active Duty List (ADL) with the same date of rank held on the RASL, and will begin their active duty service requirement as indicated on their service agreement. A new NAVMC Form 763 will be signed to reflect the appointment to active duty and accounting for the time spent by the officer in the IRR awaiting orders. The original copy of the new NAVMC Form 763 will be forwarded to MCRC, Officer Appointments (OA) prior to the officer executing orders to TBS along with a copy of the old NAVMC Form 763 reflecting the officer's commission in the USMCR.

(1) In order to effect the promotion of members of the PLC (Law) Program, OSOs must forward a written request for promotion accompanied by a promotion physical to MCRC, OA via the chain of command, no later than 60 days prior to the expected date of promotion.

(2) After receipt of their law degree, members must take the first scheduled state or District of Columbia bar examination, within the jurisdiction of their choice. In the event they fail the first examination, they will be required to take the next scheduled examination. They will not be ordered to TBS until the results of the second examination have been reported to MCRC, OA. If the member fails the second bar examination, they will be ordered to the next available TBS class as an unrestricted ground officer.

(3) Officers who successfully pass the bar exam will be assigned to active duty for the period of time specified by their service agreements. Initial orders to active duty will be to attend TBS, MCCDC, Quantico, Virginia. Following completion of TBS, officers will be ordered to either the Naval Justice School, Newport, Rhode Island, or assigned directly to duty. When certified by the Judge Advocate General of the U.S. Navy, members will be designated as Judge Advocates and assigned the appropriate MOS.

(4) Subsequent to acceptance of appointment to commissioned grade, these officers will normally be assigned to active duty for the period specified in their service agreements as unrestricted ground officers should they:

(a) Fail to maintain the academic standard prescribed by the academic institution of attendance for completion of requirements for a law degree;

(b) Fail to complete the requirement for a law degree within the standard period of time required for a full-time law student;

(c) Discontinue law studies for any reason.

(d) Fail the bar exam twice.

(5) MCRCO 1131.1\_ establishes the PLC-Law Post-Bar Exam and Pre-TBS Internship Initiatives, under which PLC-Law Officers may apply for active duty orders while they await the results of the bar exam and their license to practice law or are waiting to execute permanent change of station (PCS) orders to TBS respectively. These initiatives provide selectees with

practical experience and on-the-job training relevant to the judge advocate (4402) MOS following completion of a bar exam and prior to attending TBS.

d. PLC Members who have Received Financial Assistance. PLC members awarded Marine Corps financial assistance are obligated for active duty in addition to that period of time specified in their basic service agreement. For further information on financial assistance, refer to paragraph 2116.3 of this Order.

#### 5. Grade While Member

a. Applicants for the PLC program will be enlisted in the grade of private.

b. Upon approval and designation as a PLC poolee, members will hold the title of "Candidate." The terms "candidate" and "poolee" are synonymous. PLC candidates are entitled to pay and allowances while attending OCS for their enlisted grade but not less than those prescribed for sergeant.

c. Candidates who assume a non-training status will be reverted to the grade held when initially ordered to OCS and receive pay and allowances of that grade, except for individuals meriting special consideration as determined by the CG, MCRC or CO, OCS. Candidates returned to training from a non-training status will be concurrently reinstated as officer candidates and entitled to the pay and allowances stated in paragraph 3100.5b, above.

6. Request for Appointment. The OSO will submit a Request for Appointment (RFA), to include a commissioning physical with a favorable BUMED or DoDMERB approval endorsement, at least 120 days before the scheduled commissioning date. Commissioning physical examinations should be submitted to BUMED, NAMI or Naval Operation Medical Institution (NOMI), as appropriate, no earlier than 18 months and no later than 180 days prior to the scheduled commissioning.

#### 7. Annual Administrative Requirements

a. PLC Audit. The OSO is required to conduct a semiannual PLC Pool Audit to ensure each member of the PLC program (including commissioned lieutenants awaiting TBS) remains qualified and on track to commission. The PLC audits will be submitted to the appropriate MCD by 15 September and 31 January of each year. MCDs will review and forward audit documentation to MCRC, OA via their respective regions no later than 1 October and 28 February. The OSO will ensure the following actions are completed for each poolee during the audit.

(1) ACF. OSOs will obtain an ACF and a transcript upon completion of each academic term of each school year for each PLC candidate. The OSO will review the completed documents, update MCRISS, and accomplish the following actions:

(a) Retain the documents at the OSO level for each PLC member whose term and cumulative grade average is 2.0 (C) or higher, if the graduation date is unchanged and if they remain a regularly enrolled, full-time student, carrying and completing a normal academic load (12 hours).

(b) Candidates falling below a 2.0 GPA will be placed on academic probation for that semester. They will remain on academic probation until

their overall GPA rises above a 2.0 or completed a normal full-time academic load (12 hours). If after one semester they have not achieved a 2.0 GPA they will be disenrolled from the program and can reapply once their overall and current GPA is above a 2.0.

(c) Forward to the MCD all ACFs and transcripts which confirm a term or cumulative grade point average below 2.0 (C) and/or indicate a member failed to complete or is no longer a regularly enrolled full-time student carrying a normal academic load. This member will be reviewed by the MCD AOP to determine fitness for retention or placement on academic probation. The OSO should retain a copy for further use.

(d) Forward to the MCD all ACFs and transcripts on PLC members who are reporting a change in their graduation date.

(e) OSOs will ensure that the ACF and college transcripts/letters, when required, are forwarded so as to arrive at the MCD by 31 January.

(2) Establishment of MyPay Accounts. OSOs will ensure every PLC candidate obtains a MyPay Personal Identification Number (PIN) NLT 1 September of the year scheduled to complete their respective PLC course. All PLC members are required to start and maintain an active Direct Deposit account through MyPay.

(a) PLC members need the following information to start/change a Direct Deposit accounts in MyPay:

1. Financial Institution Routing Transit Number.
2. Account Number.
3. Account Type (Savings or Checking).

(b) PLC members who are applying for the Marine Corps Financial Assistance Program (MCFAP) or Marine Corps Tuition Assistance Program (MCTAP) are required to have a current Direct Deposit account established through MyPay prior to submitting an application for MCFAP or MCTAP.

(3) Request for Orders. OSOs will submit NAVMC Form 10468, Request for Orders form, with a completed Personnel Security Questionnaire (NAC) SF-86 to the MCD by 31 January for each member scheduled to attend PLC Senior Course training.

(4) Change to PLC Status. Any change affecting the status of a PLC candidate should be substantiated by documentation equal to that required in support of the initial application. Candidates identified during the PLC Audits requiring changes to their PLC status will submit all the required documentation at that time as appropriate. The following are examples of potential changes of status affecting members of the PLC Program and appropriate action on the part of the OSO:

<u>Change/Request Command</u>	<u>Action to the MCRC, OA via Chain of</u>
Graduation Date	Letter from candidate with appropriate endorsements from college official

	stating reason for change, ACF, and transcripts.
Physical Qualifications	Letter supported by pertinent medical documentation.
Training Increment	Letter supported by appropriate evidence. OSO endorsement to include a recommendation.
Cumulative or Semester Academic Average Below "C"	Letter, ACF, transcript, OSO recommendation.
College or University	Letter stating reason, transcript from past college, ACF from future college.
Inter-program Transfer	Letter requesting transfer, service agreement, DD Form 2807-1/DD Form 2808 for aviation, appropriate documents indicated for lay program.
Changes in moral status	Letter supported by candidate's statement, OSO, and MCD endorsement.

(a) Any program or graduation date change request that does not affect the current Fiscal Year (FY) accession mission must be submitted to and will be approved by the MCD CO.

(b) Any program or graduation date change request that affects the current FY accession mission will only be approved by MCRC, Officer Programs (OP).

8. Financial Assistance Applications. Upon successful completion of their initial summer training period, undergraduate PLC Program members in good standing may apply for financial assistance from the Marine Corps. For further information, refer to MCRCO 7220.1 (MCFAP) and MCO 1560.33 (MCTAP).

9. Pool Transfers. Upon successful completion of the first increment of training, and entering the next FY, an officer candidate is eligible for transfer to another OST. Prior to making the transfer in MCRISS the losing MCD will contact the gaining MCD through correspondence to inform it of the impending transfer. The gaining MCD will screen the candidate, assign an OST based on college codes and initiate a Trouble Ticket to update MCRISS with the new District and new OSO. Once the MCRISS transfer has been accomplished, the losing OSO will forward the candidate's record to the gaining OSO via the appropriate MCD. Under no circumstances will an OSO transfer an unqualified applicant.

### 3101. Officer Candidates Class Program

1. Program Description. The Officer Candidates Class (OCC) Program is open to applicants who are seniors at, or graduates of, an accredited college, university, or law school. Selected applicants are assigned to a numbered officer candidate class at OCS, Quantico, Virginia. Upon completion of the prescribed training and recommendation by CO, OCS, graduates of OCC are appointed to the grade of second lieutenant, in the USMC or USMCR and

assigned to Duty Under Instruction (DUINS) at TBS. The OCC Program is divided into five category programs: OCC (Ground), OCC (SNA), OCC (SNFO), OCC (Law) and OCC (Reserve). The lieutenants in the Ground, SNA, SNFO, and Law programs must meet the same active duty requirements as their PLC counterparts as spelled out in paragraph 3100.4 of this Order. The OCC Reserve (OCC-R) program is addressed in section three of this Chapter.

## 2. Eligibility Requirements

a. In addition to the academic requirements outlined in paragraph 2102 of this Order, applicants for the OCC classes must be graduates of a regionally or nationally accredited baccalaureate degree granting institution. Seniors in good standing at accredited institutions are eligible for enrollment. Seniors must be carrying an academic course load which would enable them to complete requirements for a baccalaureate degree prior to the convening date of the class for which they are applying and provide proof of degree completion prior to shipping to OCS. Applicants who have a baccalaureate degree from a foreign college or university must meet requirements spelled out in paragraph 2102 of chapter 2. A letter from an appropriate college official validating their undergraduate degree as acceptable for graduate study is required.

b. Applicants for the OCC (Law) Program must be enrolled in their final year or have graduated from an American Bar Association accredited law school. The applicant must have graduated from an accredited school of law and have been admitted to practice law before the bar of a Federal court or the highest court of a state or the District of Columbia prior to attending OCS.

3. Training Requirements. Members of the OCC Program are required to attend a 10-week training course at OCS, Quantico, Virginia, and must agree to participate in such training for the minimum period specified in their current service agreement prior to withdrawal from training.

4. Active Duty Requirements after Appointment to Commissioned Grade. Members must serve on active duty, in a commissioned status, for the period specified in their service agreement. Upon acceptance of an appointment to commissioned grade, OCC program members will normally be ordered immediately to active duty and attend TBS.

(a) If there is any delay in reporting to active duty, OCC second lieutenants will be commissioned in the USMCR, will sign a new NAVMC Form 763 reflecting appointment in USMCR, will be scrolled to the RASL, and assigned to the IRR to await orders to report to TBS, MCCDC, Quantico, Virginia. Upon receipt of a report date and orders to TBS, these officers will be appointed to a regular commission on active duty in the commissioned grade held while in the IRR, will be scrolled to the ADL with the same date of rank held on the RASL, and will begin their active duty service requirement as indicated on their service agreement. A new NAVMC Form 763 will be signed to reflect the appointment to active duty and accounting for the time spent by the officer in the IRR awaiting orders to TBS. The original copy of the new NAVMC Form 763 will be forwarded to MCRC, OA prior to the officer executing orders to TBS along with a copy of the old NAVMC Form 763 reflecting the officer's commission in the USMCR.

(b) Upon completion of TBS, these officers will be assigned an MOS and ordered to the appropriate MOS school and/or duty assignment.

5. Orders to Attend Training. Appropriate orders to attend officer candidate training will be issued by the MCD. Members of the OCC Program will be issued orders authorizing travel at personal expense subject to reimbursement upon reporting to Quantico, Virginia. If any candidate desires commercial transportation furnished by the Government, the candidate should notify the OSO who will issue the appropriate Government transportation request. Candidates are not authorized to move household effects or dependents when executing orders to OCS.

6. Grade While Member

a. Members of the OCC Program are entitled to the pay and allowances commensurate with the enlisted grade shown on the original orders, but not less than that prescribed for a sergeant. Therefore, candidates who have been found qualified for active duty as officer candidates will be administratively promoted to the pay grade of sergeant, effective from the date they report for active duty for training.

b. Candidates who assume a non-training status (e.g., disenrolled for any reason or are placed in a casual status) will be reverted to the grade held when initially ordered to the OCC and receive pay and allowances of that grade, except for individuals meriting special consideration as determined by the CO, OCS. Candidates returned to training from a non-training status will be concurrently reinstated as officer candidates and entitled to the pay and allowances stated in paragraph 3101.6a, above.

7. Commissioning Documents. Once an applicant is selected, the MCD will forward the RFA to MCRC, OA in accordance with the respective board Letter of Instruction (LOI).

8. SMCR Marines. SMCR Marines who are contracted in the OCC Program will not be mobilized with their SMCR unit.

3102. UNITED STATES NAVAL ACADEMY

1. A Memorandum of Agreement (MOA) with the Navy establishes and authorizes the number of midshipmen (MIDN) to be commissioned from each graduating class of the United States Naval Academy (USNA). Preference for appointment in the Marine Corps can be given to MIDN who were formerly enlisted members of the Marine Corps or USMCR, dependents of Marine Corps personnel (active duty, retired, or deceased), graduates of a MCJROTC unit and those MIDN who have completed the TBS Leatherneck summer training. Available quotas are assigned on a competitive basis.

2. Application of Enlisted Marines to Attend the USNA. A Navy/Marine Corps-wide competition for appointment to the USNA by the Secretary of the Navy (SecNav) is open annually to personnel of the naval service. Applications and nominations of enlisted men and women of the Marine Corps are authorized and announced by MARADMIN.

3. The SecNav annually appoints members of the active and reserve components of the Navy and Marine Corps to the USNA. Enlisted Marines are encouraged to seek all other available nominations (e.g. Presidential and Congressional), in addition to those of the SecNav.

4. Nominees in the Marine Corps who are not successful in obtaining an appointment to the USNA are considered automatically for admission to the Naval Academy Preparatory School (NAPS). Graduates of the NAPS who are recommended and qualified may be awarded appointments to the USNA.

5. Basic Eligibility Requirements for the USNA

- a. U.S. Citizen.
- b. Not older than 23 years of age as of 1 July in the year of admission.
- c. Must not be married, pregnant, or have incurred obligations of parenthood.
- d. Possess a strong high school GPA indicating potential to succeed at the USNA.
- e. Physically qualified for appointment to commissioned grade in the USMC. Final determination of physical qualification will be made by BUMED or DoDMERB.
- f. Active Duty member service obligation requirements:
  - (1) Active duty Marines will be placed in the IRR when assigned to the NAPS.
  - (2) Sixty months active duty obligation when commissioned from the USNA.

6. Training Requirements. Graduates from the USNA are not required to complete OCS, but must attend Leatherneck training during the summer prior to their senior year. Waivers to this requirement must be submitted to the CG, MCRC via the USNA Senior Marine Representative.

7. MIDN may request SNA or SNFO training prior to commissioning. The requests will be submitted to MCRC, Officer Naval/Enlisted Programs (ON/E) via the USNA Senior Marine Representative. Request for aviation training must include:

- a. Results of Aviation Selection Test Battery (ASTB) to include place and date of administration.
- b. A current flight physical.

8. An annual Marine Corps bulletin in the 1530 series publishes eligibility criteria, application procedures, local screening procedures, and selection policy. Candidates, who are found not qualified, for any reason, will be notified of their ineligibility.

3103. NAVAL RESERVE OFFICERS TRAINING CORPS MARINE-OPTION SCHOLARSHIP PROGRAM. The Marine Option Naval Reserve Officers Training Corps (NROTC) program provides qualified individuals and enlisted personnel the opportunity to become a commissioned officer. For more information regarding NROTC, refer to current NSTC M-1533.2, Regulations for Officer Development.

1. Qualifications



a. Program Entrance Qualifications

- (1) U.S. Citizenship.
- (2) Not less than 17 years old by 1 September of year starting college and no more than 23 on 31 December of that year.
- (3) Must not have reached the age of 27.5 by 31 December of year in which graduation and commissioning are anticipated.
- (4) High school graduation by 1 August of year of entrance into the Four-Year NROTC Scholarship Program.
- (5) No moral obligations or personal convictions that prevent conscientious bearing of arms and supporting and defending the Constitution of the United States against all enemies, foreign or domestic or to taking an oath to perform such acts.
- (6) Physically qualified by DoDMERB.
- (7) Students with 30 or more semester hours or 45 or more quarter hours of college credit upon application are not eligible for four-year scholarships; these students should see commanding officers at the host university's NROTC unit to discuss other scholarship opportunities. Commanding Officers (CO) of NROTC units are also referred to as Professors of Naval Science (PNSS) and the terms are synonymous. The only exception to the 30 semester hours is if all college credits were taken in high school.
- (8) Active duty Navy applicants are ineligible to apply for the NROTC program through Navy Recruiting Command. Active members of other branches of the military may apply if granted a conditional release. Individuals who are scheduled for boot camp may apply provided they complete all required application evolutions (e.g. strong interest inventory, officer interview, etc.). NSTC will accept teacher evaluations, transcripts, and ACT and or SAT scores dated after the applicant's ship date.
- (9) Marine Corps applicants should apply online through the Naval Service Training Command (NSTC) website. Online applications will be routed to the proper Recruiting Station (RS) for further processing.
- (10) An applicant may start the online application process during the second semester of their junior year of high school. Before the application can be finalized and forwarded for selection consideration, the applicant must ensure that a complete copy of their transcript, including the entire junior year, is forwarded to the RS Executive Officer (XO), the NROTC Program Manager at the RS level.
- (11) Refer to current FY guidance for amplifying instruction.

b. Academic Requirements

- (1) Complete all requirements for baccalaureate degree and comply with college or university rules and regulations.
- (2) Complete naval science courses as directed by NSTC.

(3) Complete a "full-time" student course load required by college or university for degree completion.

(4) Participate in weekly drill instruction periods.

(5) Complete a four to six-week training period each summer.

(6) Scholarship MIDN may enroll in courses requiring five years for bachelor's degree provided they will not have reached their 27th birthday on June 30 of the year in which they complete their fifth year and receive approval from MCRC to commission beyond four years.

(a) MIDN enrolled in five-year programs may qualify for compensation and benefits during the fifth year. Entitlements to an additional year of benefits are determined through a separate process by NSTC.

(b) Students not entitled to a fifth year of scholarship benefits may be granted a leave of absence without benefits to qualify for their degrees if approved for a commission extension by MCRC.

c. Medical Requirements. Upon selection, DoDMERB schedules and reviews all physical examinations for service academies and NROTC candidates. Candidates applying for more than one military academy or NROTC scholarship program require only one physical examination. If DoDMERB determines a disqualifying condition exists, some medical conditions may be waived after further review by DoDMERB or BUMED. Applicants will be notified by DoDMERB of any additional requirements for medical history consultations or diagnostic tests.

d. Active Duty Requirements. Unless they initially report on active duty, all Marine-Option NROTC second lieutenants will be commissioned in the USMCR, will sign a new NAVMC Form 763 reflecting appointment in USMCR, will be scrolled to the RASL, and assigned to the IRR to await orders to report to TBS, MCCDC, Quantico, Virginia. Upon receipt of a report date and orders to TBS, these officers will be appointed to a regular commission on active duty in the commissioned grade held while in the IRR, will be scrolled to the ADL with the same date of rank held on the RASL, and will begin their active duty service requirement as indicated on their service agreement. A new NAVMC Form 763 will be signed to reflect the appointment to active duty and accounting for the time spent by the officer in the IRR awaiting orders to TBS. The original copy of the new NAVMC Form 763 will be forwarded to MCRC, OA prior to the officer executing orders to TBS along with a copy of the old NAVMC Form 763 reflecting the officer's commission in the USMCR.

2. Marine-Option Scholarship Program. Each RS XO is designated as the Four-Year NROTC Marine-Option Program Manager that serves as the local point of contact for NROTC scholarship information, interviews, Marine Corps Recruiting Information Support System (MCRISS) entry and management of the online application. All officers in the RS can assist in conducting interviews, giving NROTC talks, and making NROTC scholarship presentations. Applications will be forwarded to the MCD CO for selection per current FY guidance. Students selected by the Marine Corps will be awarded the scholarship and NSTC will assign the scholarship to one of the colleges or universities participating in the NROTC program. Selected students are appointed as MIDN and enlisted as a private in the Marine Corps Reserve for the purposes of the scholarship. They receive a four-year subsidized college

education upon acceptance and medical qualification. The scholarship pays tuition, cost of textbooks, other instructional fees, and a monthly subsistence allowance to the individual. The scholarship does not cover room and board expenses. Once enrolled and participating as a NROTC scholarship MIDN, students may select to change options from the Navy to the Marine Corps and vice versa with the approval of the CG, MCRC and the Commander of NSTC. Changes of option are normally selected by annual boards. MIDN are required to complete the six-week commissioning course at OCS between their junior and senior year and earn a baccalaureate degree prior to commissioning.

a. Responsibilities of the Program Manager. Additional guidance not specifically contained in this Order is contained in the Guidebook for Recruiting Station Operations, Volume III, chapters 5a and 5e. RS XOs will use the following guidelines in administration of the scholarship program:

(1) NROTC Talks. The RS XO, Non-Commission Officers in Charge (NCOICs), and recruiters will give formal NROTC presentations to groups of high school seniors during August through December and juniors during January through June about the NROTC Scholarship Program. These formal presentations otherwise known as "Talks" serve to stimulate the positive attitude toward the Marine Corps.

(2) RS personnel stimulate sufficient interest in potentially qualified high school students who plan to go on to a four-year college to have them apply for the Marine Option NROTC Scholarship, and capitalize on the favorable impact NROTC scholarships can have on the RS's High School Program.

(3) The NROTC electronic scholarship application program and MCRISS Selection Board Module allows the MCD coordinator to maintain oversight of the progress of their RS level recruiters and board process during the NROTC selection cycle. Program Managers will monitor the MCD and RS view on the NROTC Application website, as appropriate to identify applicants and to ensure that pertinent information is correct as listed, and applicants are from your area of responsibility (AOR). The MCD NROTC Program Manager should ensure that they maintain an online account in order to assign all applicants to an RS for processing as necessary. Overseas applicants will be assigned by MCRC, (ON/E) to the 1st, 4th, 6th, and 12th MCDs, on an alternating basis for further assignment to an RS.

(4) The RS XO will contact all applicants in their AOR to complete the application as necessary. Initial contact will be made within two (2) weeks of the applicant being assigned to their AOR.

(5) The RS XO will notify the MCD NROTC Program Manager, the MCD Training Team Officer (TTO), of any application issues that cannot be resolved at the RS.

(6) The RS XO shall encourage applicants to take either the SAT, ACT, or AFQT if they have not done so at the time of application and release their SAT and ACT scores to the NROTC Scholarship Program (Code 0656). The RS must advise applicants that SAT scores must be from the same test. Combined test scores from multiple tests will not be accepted. This requirement cannot be waived.

(7) The RS XO will determine the competitiveness of each qualified applicant based on the basic application and advise each applicant of the steps necessary to become competitive for selection.

(8) The RS XO will advise all applicants of their status. They will further instruct all competitive applicants that school/unit preference must be accurate and to apply to all five (5) school choices listed in the application. This will increase the applicant's chances of successful school selection should they be selected for the scholarship. One of the top three (3) school choices must include a school where the student would qualify for in-state tuition. If the student does not qualify for in-state tuition, there must be justification as to why.

(a) Texas public colleges and universities offer in-state tuition to any Reserve Officer Training Corps (ROTC) scholarship recipient.

(b) Applicants that live in Texas, Alaska, Montana, Hawaii, Guam, and overseas with no U. S. legal residence are not required to list an in-state tuition school.

(c) State University New York (SUNY) Maritime offers reciprocal agreements with multiple states.

(d) Applications that fail to indicate an in-state tuition school will be returned to the recruiter for correction by the applicant.

(9) All applicants that will be submitted to the district board must be entered in MCRISS as a MCRC, ON/E Applicant with a disposition of "Awaiting Enrollment" and as an "Applicant-NROTC" for Program.

(10) The RS XO will determine the need for waivers using the NAVMC Form 11505, MCRC, ON/E Application and Information Sheet. If waiver processing is required, it must be noted in MCRISS, completed and included in the final application submitted to the district for the board. Waiver processing will be consistent with established officer waiver policy. All waivers must be approved prior to the respective board. OSOs and AOPs may assist in waiver processing, as necessary.

(11) The RS XO will ensure all applicants are afforded the opportunity to complete the application process.

(12) The RS XO will arrange for officer interviews and processing appointments for applicants to ensure all portions of the application are complete.

(13) The RS XO will administer the Marine Corps PFT to all applicants.

(14) The RS XO will compile all necessary documents and information and submit the completed package to the district in accordance with the established timeline. Special attention should be paid to providing qualifying academic test score verification.

(15) The RS XO will coordinate deletion of applicants requesting to be dropped through MCRC, ON/E.

(16) The RS XO will ensure receipt of scholarship acceptance packets and CMC certificates and arrange for presentations to selectees.

(17) The RS XO will maintain contact with each selectee to ensure the scholarship activation process is completed; to include medical qualification through DoDMERB.

b. Responsibilities of the MCD NROTC Program Manager. The MCD NROTC Program Manager is normally the Contact Team Officer (CTO).

(1) The MCD Program Manager will review online applications and MCRISS applicant records to verify completeness to include documentation of qualifying academic test scores and approved waivers.

(2) The MCD Program Manager will coordinate and execute early and regular selection boards, to include determination of percentage of total allocations, and board members.

(3) The MCD Program Manager will collate and submit board results to MCRC, Regular Officer Programs, ON/E per the annual guidance via the region.

(4) The MCD Program Manager will ensure RS XOs have the necessary materials to make appropriate award presentations.

(5) The MCD Program Manager will ensure RS XO NROTC online profiles are current.

(6) The MCD Program Manager will inform MCRC, ON/E of application or board issues that cannot be resolved at the MCD.

c. Special Processing Instructions

(1) Program managers will not submit original birth certificates or evidence of citizenship (certified copies only).

(2) Updates and specific guidelines will be promulgated by annual FROST Call and MCD LOIs for the current FY process.

3. Four-Year Marine-Option Selection Boards. The Four-Year Marine-Option Scholarship Selection Boards are tasked with selecting the best qualified for the scholarship. Two boards meet each year. The first is the Early Scholarship Selection Board, and is designed to select those obviously superior finalists and offer them a scholarship early in the annual cycle. The Early Board normally meets in November, and will review all finalized applications received. Results of the early selection board are usually due to MCRC, ON/E NLT than the date established in the annual FROST Call, normally 1 December. The second is the Regular or Late Board, and reviews those applications not selected by the Early Board as well as all other applications completed by 31 January. Regular selection board results are usually due to MCRC, ON/E NLT 7 March. Refer to the current FY guidance for amplifying information.

4. NROTC Program Enrollment Specifics

a. Enrollment. Upon selection for an NROTC scholarship or advanced standing, MIDN must maintain full-time, continuous enrollment at an NROTC

affiliated college or university, or at an approved cross-town institution. Enrollment requirements prior to selection vary depending upon program:

(1) Four-year Scholarship. An applicant must be capable of admission to an NROTC affiliated college or university. Scholarship benefits will be paid only upon medical qualification and matriculation as a full time student and enrollment with the applicable NROTC unit.

(2) Two to Three and a Half Year Scholarships. An applicant must be currently enrolled in an NROTC affiliated college or university and have participated in the NROTC College Program for one academic term. There is no requirement that the applicant be enrolled full-time at the time of application but the ability to carry a full-time load is weighed heavily in the selection process. Applicant must enroll full-time in order to receive scholarship benefits. Two-year national scholarships are available to civilian college students that have exactly two academic years left, starting the semester after the selection board.

(3) Advanced Standing. Advance Standing is a non-scholarship program that is awarded prior to their junior year to receive a monthly stipend for the duration of their participation. After completing OCS and receiving a baccalaureate degree, they will be eligible to receive a commission. Advanced Standing MIDN do not receive any other compensation or benefits. An applicant must be currently enrolled as a full time student at an NROTC affiliated university and be participating in the NROTC college program at the time of application.

b. GPA. In all cases, cumulative and term GPAs must be at least 2.5.

c. When a MIDN fails to meet the academic requirements, the CO of the NROTC unit may:

(1) Place the student on probation until he or she meets the requirements.

(2) Place the student on involuntary Leave of Absence (LOA) during which scholarship benefits are not paid.

(3) Submit a naval letter with a recommendation of disenrollment to MCRCO for review and forwarding to decision authority.

5. Scholarship Quotas. Quotas are assigned annually based upon demographic studies and forecasted manpower requirements. Quota credit will not be given unless the application is:

a. Complete, with all required information to include high school or college transcripts, PFT results, etc. and;

b. The application is received at scholarship board location by the established deadline and briefed at the board.

6. Medical Qualification Information. DoDMERB is responsible for scheduling and reviewing all physical examinations for the NROTC scholarship selection process. The selection boards are not aware of the physical status of any finalists.

a. After being selected and reporting to NSTC, DoDMERB schedules the select for a physical examination at a specific time and place based upon proximity to an authorized examination facility. All travel to and from expenses related to the physical examination must be borne by the individual. Most physical examination expenses will be covered by DoDMERB, however seek guidance from a military representative prior to the physical examination. Selectees who are not satisfied with the assigned appointment date or place may follow the instructions in the notification from DoDMERB to request a change.

b. Instructions for finalizing all medical qualifications are listed in an applicant's selection package. All remedial applicants (those applicants whose physicals were received by DoDMERB incomplete or requiring additional testing) will be advised by DoDMERB of the necessary requirements to complete their examinations. All applicants determined not physically qualified will be notified that they have been determined physically ineligible for the program. Those identified as requiring a waiver will have their physical automatically forwarded to BUMED.

c. Applicants declared not physically qualified should be counseled that they may undertake a reevaluation should they desire to contest the results of the first medical examination.

7. Active Duty and Reserve Marines. Enlisted Marines who apply for the NROTC scholarship need additional documents for a proper evaluation of their cases. Enlisted Marines need certified true copies of page 3, Chronological Record; page 11, Administrative Remarks; page 12, UPB Offenses & Punishments; page 13, Record of Convictions by Court Martial; and Record of Service (ROS) from their SRBs which will be included in the application. In addition, an endorsement or statement from the Marine's CO about the Marine's past performance, motivation and desire to become a Marine officer must be included. This may be one of the two required interviews.

8. Procedure for Handling Drops. Individuals who desire to have their applications removed from consideration will forward a signed letter to the RS or MCD requesting they be dropped from board consideration. The RS or MCD should retain a copy of the letter. All drop letters will be forwarded to MCRC, ON/E and a comment must be inputted into MCRISS at the RS level.

9. Administration of the Marine Corps PFT. The Marine-Option scholarship program requires all applicants to take the Marine Corps PFT, supervised by the RS XO. Failure of any of the events does disqualify an applicant for consideration. An applicant must have, at a minimum, a 175 on the PFT prior to the selection board to be considered board eligible.

a. Prior to administration of the PFT, RS XOs will ensure completion of the physical testing approval forms by the applicant's parent and physician. RS XOs will include the completed forms in the application.

b. The RS XO will indicate the results of the PFT on the photograph page. This page should also include the applicant's height and weight and an indication as to whether or not corrective lenses are used.

10. Marine-Option Interview and Counseling Guide. The scholarship interview provides the scholarship board with a Marine-oriented analysis of each applicant to be considered for selection, by two Marine officers.

a. Due to the number of applicants to be considered, the requirement for definitive, comprehensive interviews is very important. The scholarship selection board is not aided in its evaluation of an applicant by a noncommittal or favorable report on marginal or unfit applicants. Comments on an applicant's manner, appearance, potential and attitude, among other attributes are extremely helpful.

b. RS XOs should consider using MOIs from local NROTC units, when practical, to aid in conducting the interviews, and to provide analysis from a more knowledgeable viewpoint with regard to NROTC Marine-Option MIDN.

11. Presentation of Marine-Option NROTC Scholarship Awards. To recognize the achievement of the young men and women selected to receive Marine-Option NROTC Scholarships, folders containing certificates of recognition should be presented to the selectees.

a. RS XOs are responsible for monitoring physical qualifications for the program, and ensuring no certificates are presented to any selectees declared to be not physically qualified by DoDMERB.

b. The certificate is designed to be presented at an appropriate high school "Honors Day" or awards ceremony which many schools normally conduct to present scholarships and individual awards.

c. Each presentation will be conducted by a Marine Corps officer, assisted by the Marine Corps recruiter who has responsibility for that high school. The blue dress uniform is to be worn during presentation ceremonies.

d. If presentations will be made prior to determination of medical qualification, the scholarship should be identified as contingent upon such determination. Also, if the college or university is to be used in the award, ensure that the select has been assigned to that unit.

12. Frederick C. Branch and Pedro Del Valle Four-Year Marine-Option Leadership Scholarship

a. The Frederick C. Branch (FCB) or Pedro Del Valle (PDV) scholarship provides the opportunity to qualified applicants to attend Historically Black Colleges or Universities (HBCU) or Hispanic Serving Institutes (HSI). RS XOs should prospect for qualified applicants for this scholarship as well as the NROTC scholarship. RS XOs are encouraged to have qualified applicants apply to both programs if applicants show interest.

b. Processing

(1) Qualified applicants who indicate an HBCU or HSI in their top five school choices should be considered for this scholarship. Eligibility is determined primarily by desire to attend an HBCU or HSI. FCB or PDV applicants will use the same online NROTC application as national applicants. If an applicant lists an HBCU or HSI as a school choice in the application, RS XOs shall notify the applicant of the availability of the FCB or PDV Scholarship.

(2) Eligible applicants can choose to be boarded for either the National Scholarship or FCB/PDV boards, or both. If an applicant chooses to be boarded for both and is selected for a National Scholarship, they will no longer be considered for the FCB or PDV. If an applicant is eligible for a



FCB or PDV scholarship desires to be considered for the National Board, the board will not make FCB or PDV eligibility a consideration and will only consider the merits and strengths of the application.

(3) For those applicants that only desire to apply for the FCB or PDV scholarship, the online application must still be completed. The applicant must indicate to the RS XO the applicant's preference. A consolidated list of applicants applying for the FCB or PDV scholarship will be forwarded from the RS to the MCD.

(4) FCB or PDV applications must be forwarded from the MCD, via the electronic application system, along with a consolidated list of applicants, to MCRC, ON/E for MCRC Four-Year FCB or PDV Selection Board consideration, per current FY guidance.

(5) Upon the conclusion of the FCB or PDV selection board, results will be forwarded along with selection information, to the MCDs and RS XOs. These scholarships will be presented in the same manner as the National Four-Year scholarships.

3104. NROTC COLLEGE PROGRAM. This program allows qualified civilian college students to enroll in the NROTC (non-subsidized) program. The CO/PNS of the NROTC unit selects applicants to this program. College program students are expected to maintain the same levels of academic achievement as scholarship students.

1. Upon enrollment in the program they must attend naval science courses and drill as directed by NSTC. The unit furnishes required uniforms and naval science textbooks. MIDN selected for advanced standing receive a monthly subsistence allowance during their last two years.

2. Sideload Boards. Marine-Option "side-load" scholarships are available to College program participants upon completion of one academic term in the College Program and to qualified college civilians seeking a two and three-year National Scholarship.

3. OCS. Marine-Option College Program students are required to complete the six-week commissioning course at OCS between their junior and senior year, the naval science requirements, and earn a baccalaureate degree prior to commissioning.

4. Dual Enrollment in the Marine-Option College Program and PLC. College students may enroll in both the Marine-Option College Program and PLC. MIDN will be disenrolled from the PLC program upon acceptance of an NROTC scholarship or upon being placed in College Program Advanced Standing. At no time will students be allowed to accept funding from both the NROTC and PLC programs. Once a student accepts funding from either source, they are then committed to that officer program.

3105. ASSIGNMENT TO AVIATION TRAINING FOR MARINE CORPS MIDN FROM THE USNA AND NROTC UNITS

1. USNA MIDN who have been selected to commission as a second lieutenant or Marine-Option NROTC MIDN may request SNA or SNFO training prior to commissioning. Requests will be submitted to the CG, MCRC via the appropriate Marine officer (e.g the USNA Marine Corps Representative or the NROTC MOI). Applicant requests for aviation training must include a minimum

score of 4 on the AQR section and a 6 on the PFAR or FOFAR of the ASTB. All applicants not meeting the minimum ASTB score must wait until the minimum time requirements before re-testing. An examinee may only take each version of the test once, and will only be allowed to take the ASTB three times during his or her lifetime. Retest waivers on the examination form taken or the amount of times passed will not be granted.

### 3106. COMMISSIONING GRADUATES FROM THE OTHER UNITED STATES SERVICE ACADEMIES

1. United States Military Academy. United States Military Academy (USMA) cadets approved for Marine Corps commissioning are not required to attend any entry level training prior to TBS. All applications will be processed through the USMA Marine liaison officer and forwarded to MCRC, ON/E.

2. United States Air Force Academy. United States Air Force Academy (USAFA) cadets approved for Marine Corps commissioning are not required to attend any entry level training prior to TBS. All applications will be processed through the USAFA Marine liaison officer and forwarded to MCRC, ON/E.

3. United States Coast Guard Academy. United States Coast Guard (USCGA) MIDN approved for transfer will complete the 10-week OCS commissioning course prior to commissioning. All applications will be processed through the appropriate USCGA staff section and forwarded to MCRC, ON/E.

4. United States Merchant Marine Academy. MIDN attending the United States Merchant Marine Academy (USMMA) are obligated to the United States Navy Reserve. A Staff Non-Commissioned Officer (SNCO) is assigned to the USMMA as the Marine Corps Liaison and will assist applicants in OCS preparations and the inter-service transfer and application requirements. During the MIDNs junior year, the MIDN will declare their intent to be selected for a commission in the Marine Corps to the Marine Liaison.

a. All USMMA MIDN must be approved for inter-service transfer by the Commandant of Midshipmen and complete OCS prior to commissioning.

b. All USNNA MIDN will attend the 10-week OCS commissioning course prior to commissioning.

c. If a USMMA MIDN fails OCS, they remain obligated to the United States Navy Reserve and shall return to the USMMA for appropriate action. Any letters of disenrollment from a Marine officer program should remind them of the existing obligation to the Navy and direct them to contact the appropriate authority at the USMMA.

5. Service academy MIDN and cadets are not eligible for financial assistance or tuition assistance.

6. Marine Liaisons will submit an RFA, to include a commissioning physical with a favorable BUMED or DoDMERB approval endorsement, at least 120 days before the scheduled commissioning date. Commissioning physical examinations should be submitted to BUMED, NAMI or the NOMI, as appropriate, no earlier than 18 months and no later than 180 days prior to the scheduled commissioning. For specific guidance pertaining to the RFA, refer to paragraph 4105 of this Order.

### 3107. APPOINTMENT OF ARMY AND AIR FORCE ROTC CADETS

1. Cadets in the Army and Air Force ROTC programs may apply for admission into a Marine Corps commissioning program. Successful completion of OCS is a pre-commissioning requirement and it will not be waived.

- a. Be a U.S. citizen.
- b. Abide by the regulations of the parent service.
- c. Obtain a conditional release from the parent service obligation.

2. Applications should be forwarded to MCRC, ON/E via the appropriate military chain of command. The following information must be included.

- a. Full name of applicant.
- b. SSN.
- c. Certified copy of birth certificate.
- d. Transcript(s) of all college grades and credits.
- e. Qualifying SAT/ACT or ASVAB score.
- f. DD Form 2807-1, Report of Medical Examination (in duplicate).
- g. DD Form 2808, Report of Medical History (in duplicate).
- h. Certified copies of all contracts with the parent service (Army or Air Force).
- i. Recent photograph, full-length, in uniform, uncovered, left shoulder forward.
- j. Certified evaluation(s) of any active duty for training.
- k. Brief statement of reasons for requesting appointment in the Marine Corps.
- l. Evidence of satisfactory completion of SF-86 Personnel Security Questionnaire.
- m. Evidence of conditional release for appointment in the USMC as authorized by competent authority. Conditional releases should allow a minimum of 90 days for processing at Headquarters, USMC. It should be noted failure to complete OCS and/or accept an appointment will result in the applicant's being returned to his previous service.

3. In addition, the applicant must be interviewed by two active duty Marine officers and be administered the PFT. The reports of interviews to include a specific recommendation and the PFT scores attained will be forwarded directly to the CG, MCRC.

4. Upon acceptance selectees are ordered to report to OCS as officer candidates. Upon successful completion of OCS, selectees will be offered commissions in the USMC. No guarantees as to military occupational fields will be made prior to appointment.

## CHAPTER 3

## MARINE CORPS OFFICER CANDIDATE PROGRAMS

## SECTION 2: ENLISTED TO OFFICER PROGRAMS

3200. ENLISTED TO OFFICER PROGRAMS. Several programs are available for enlisted Marines to gain an active duty commission. The administration of these programs are continually modified to account for social changes, as well as, to meet the needs of the Marine Corps. For more information regarding current eligibility requirements, administrations, and application, refer to the current version of MCO 1040.43\_ and applicable MARADMINs. Appendices J through Y contain the appropriate forms and questionnaires related to the application process for all enlisted to officer programs.

3201. MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM. Marine Corps Enlisted Commissioning Education Program (MECEP) is an opportunity for enlisted Marines in the Regular Marine Corps and the Marine Corps Active Reserve (AR) Program to earn a commission. Marines are ordered to an NROTC affiliated college/university to pursue a baccalaureate degree. Marines draw full pay and benefits, are promoted non-competitively, and must re-enlist to maintain a 4-year service obligation through commissioning. Marines incur all college costs and living expenses and are required to attend school full-time on a year-round basis (including summers). Marines are required to complete the 10-week commissioning course prior to being assigned to an NROTC unit, and earn a baccalaureate degree prior to commissioning.

1. Minimum Qualifications

- a. Rank of sergeant.
- b. Time in service of three years or greater.
- c. 12 college credits (3 English or grammar, 3 math or science, and 6 of any type credit of actual college courses taken).
- d. Annual MARADMINs announce current qualifications.

2. Enrollment. Applicants must be capable of acceptance to an NROTC affiliated institution and must be accepted prior to executing Permanent Change of Station (PCS) orders to an NROTC unit. MECEP Marines must complete a baccalaureate degree in the most expeditious manner possible, and maintain full-time enrollment during each term.

3. GPA. Marines must maintain a cumulative GPA of at least 2.5.

3202. ENLISTED COMMISSIONING PROGRAM. The Enlisted Commissioning Program (ECP) provides enlisted Marines in the Regular Marine Corps and the Marine Corps AR Program with a baccalaureate degree the opportunity to become a commissioned officer. The ECP is open to Marines with a minimum of one-year active duty time in service and at least 12 months remaining on their current enlistment. Marines selected for the ECP are required to complete the 10-week commissioning course and are appointed to the grade of second lieutenant in the USMC and assigned to DUINS at TBS.

1. Enrollment. Marines must have completed the requirements for a baccalaureate degree from an accredited baccalaureate degree granting institution.
2. GPA. Cumulative GPA from the degree granting institution must be at least 2.0.
3. Those applicants selected will complete the 10-week OCS commissioning course. Officers will be required to attend the next available TBS class and the appropriate MOS School, when available.

## CHAPTER 3

## MARINE CORPS OFFICER CANDIDATE PROGRAMS

## SECTION 3: RESERVE PROGRAMS

3300. OFFICER CANDIDATES CLASS RESERVE PROGRAM

1. Program Description. The Officer Candidates Class Reserve (OCC-R) program is open to applicants who are seniors at, or graduates of, a regionally or nationally accredited college, university, or law school. Selected applicants are assigned to a numbered OCC at OCS. Upon completion of the prescribed training candidates will be appointed to the grade of second lieutenant in the USMCR and assigned to DUINS at TBS. Additionally, fully trained PLC candidates may apply for the OCC-R program.

2. Eligibility Requirements. In addition to the academic requirements outlined in chapter 2 paragraph 2102 of this Order, applicants must be graduates of a regionally or nationally accredited baccalaureate-degree granting institution. Seniors in good standing at accredited institutions are eligible for enrollment. Seniors must be carrying an academic course load which would enable them to complete requirements for a baccalaureate degree prior to the convening date of the class for which they are applying. Applicants who have a baccalaureate degree from a foreign college or university must be eligible for graduate studies at a regionally accredited college or university. A letter from an appropriate college official validating their undergraduate degree as acceptable for graduate study is required.

3. Training Requirements. Candidates of the OCC-R Program are required to attend a 10-week training course at OCS and must agree to participate in such training for a minimum period as specified in their current service agreement prior to withdrawal from training.

4. Active Duty Requirements. Second lieutenants commissioned through the OCC-R program will be on active duty through their assignment at TBS and MOS school. Upon completion of MOS school, they will report to their SMCR unit for duty per the service agreement.

5. Administration

a. The OCC-R service agreement, will be used as Annex C to the DD Form 4.

b. Reserve Affairs will provide MCRC a billet and geographical listing on a monthly basis.

c. PLC Candidates who apply for a program change to OCC-R must repay any FAP and or TAP funds received prior to approval of the program change.

d. Military Occupational Specialties and units are awarded to OCC-R second lieutenants while at TBS. Manpower and Reserve Affairs, Plans & Policy (RAP) will generate the Reporting Unit Code (RUC) and Monitor Command Code (MCC).

3301. MERITORIOUS COMMISSIONING PROGRAM RESERVE. The Meritorious Commissioning Program-Reserve (MCP-R) is established for enlisted Marines.

Reserve Marines that possess an associate's degree or 75 semester hours are eligible to apply for a reserve commission. They will report to an SMCR unit upon completion of OCS, TBS, and appropriate MOS school. MCP-R requirements are set forth in MCO 1040.43B, Enlisted to Officer Commissioning Programs.

3302. RESERVE ENLISTED COMMISSIONING PROGRAM. The Reserve Enlisted Commissioning Program (R-ECP) provides qualified enlisted active duty and reserve Marines with a baccalaureate degree the opportunity to become a commissioned officer in the USMCR. Applicants will only be accepted for those officer billets listed in an annual MARADMIN released by the CG MCRC. Applications for R-ECP will be submitted to MCRC, ON/E. For more information on the R-ECP program refer to MCO 1040.43B and the annual MARADMIN.

1. Eligibility Requirements. Eligibility requirements are specified in MCO 1040.43B.

- a. All applicants must be U.S. citizens.
- b. All applicants must possess a 4-year baccalaureate degree.
- c. All applicants must possess a combined SAT score of 1000 (math and critical reading), ACT composite score of 22 or an AFQT of 74.
- d. Applicants must be at least 20 years of age and less than 30 at the date of appointment to commissioned grade. The maximum age considered for a waiver is 35 years old for exceptionally qualified applicants.
- e. Those applicants selected will complete the 10-week OCS commissioning course. Upon graduation from OCS, officers will be required to attend the next available TBS class and the appropriate MOS school when available.

2. Failure to report or complete MOS school will result in the officer reverting back to the highest enlisted rank held or when discharged depending on the individual's circumstances.

- a. All time-in-grade will be credited provided they still have a MSO remaining. If no MSO remains and they desire to serve as an enlisted Marine, they may do so at the highest enlisted grade held.

- b. Marines may be discharged if there is no MSO remaining.

3. The officer will be released from active duty and report to the SMCR billet that he or she was originally selected to fill upon completion of MOS school. In some instances, officers will return to the SMCR unit and be released for active duty pending assignment to MOS school for the following summer. In these cases, officers will be assigned to the IIADT program. SMCR participation during the interim period between IIADT increments will be counted toward fulfilling the 36-month SMCR participation requirement. There are no provisions for the officer to remain on active duty after completion of MOS school.

## CHAPTER 3

## MARINE CORPS OFFICER CANDIDATE PROGRAMS

## SECTION 4: PROCESSING OTHER APPLICATIONS

3400. REAPPOINTMENT OF FORMER OFFICERS

1. Former officers of the Marine Corps or USMCR and other services who resigned in good standing or who were honorably discharged may be reappointed in the Marine Corps or USMCR, depending upon the needs of the Marine Corps. For information on reappointment, refer to MCO 1001.65. The aforementioned order provides the policy on officer retention and prior service accessions.
2. Former active component officers seeking reappointment and assignment to active duty, and who are currently in the reserve component will be considered, if eligible, by the semiannual Return to Active Duty (RAD) Board, which is part of the Officer Retention Board (ORB). Policy, guidelines, and application procedures for the RAD program can be found in MCO 1001.65.
3. Those former officers seeking reappointment in the USMCR in a drilling status will be considered by various staff agencies at Headquarters, U.S. Marine Corps, without consideration by the ORB.
4. Former officers seeking reappointment and assignment to active duty must be able to complete 20 years of active commissioned service prior to their 62nd birthday. Credit for prior service as a commissioned officer may be granted to recognize previous military experience as follows:

<u>Qualifications</u>	<u>Credit</u>
Active duty commissioned service to include periods of active duty for training	1 year for each year
Commissioned service as a Reserve officer on inactive duty.	1 year for each year

5. No officer shall be reappointed to commissioned grade above the grade of major unless selected therefore by a duly constituted selection board.
6. An applicant must have been on active duty or have been affiliated with a Reserve unit within three years of request for reappointment.
7. An applicant must be determined to be physically qualified for reappointment, as determined by the Commander, Naval Medical Command.
8. Applications for reappointment of officers not currently in the reserve component should be forwarded to the MCRC, OA in letter format. The applicants must explain why they desire to be reappointed in the Marine Corps Reserve. Mandatory enclosures to the application include:
  - a. A recent report of physical examination, DD Form 2807-1 (in duplicate) and DD Form 2808 (in duplicate). Aviators must include a current flight physical (in duplicate).



b. Completed DD Form 398, Personnel Security Questionnaire (typewritten).

c. Completed SF-86 Personnel Security Questionnaire.

d. Recent photograph, standard full-length, uncovered, front view, left shoulder forward.

9. Exceptions to the above criteria may be requested. However, reappointment in any waiver case will be considered only on a singular, highly selective basis.

10. Under no circumstances will an officer who was discharged as a result of twice failure of selection for promotion be considered for reappointment.

3401. CONTRACTING COMMISSIONED OFFICERS IN OTHER SERVICES

1. An applicant that has been commissioned as an officer in another service and is no longer on active duty is eligible to earn a commission through the OCC program if they apply prior to promotion to O-4. O-4 selects are not eligible for application.

2. Applicants must meet OCC program requirements and will attend the 10-week OCC.

3. Active Reserve Officers and Officers who still have remaining Military Service Obligation (MSO) in the Inactive Ready Reserve (IRR) must have a signed DD Form 368 from their parent service. Instructions on completing the DD Form 368 are located in paragraph 2108.

4. Under no circumstance will a current Active Duty officer be contracted by the OSO. Refer to paragraph 3402 for further guidance.

3402. INTER-SERVICE TRANSFER OF REGULAR AND RESERVE OFFICERS. Policy regarding the inter-service transfer of regular officers can be found in the current version of MCO 1001.65, Officer Retention and Prior Service Accessions. The annual bulletin is disseminated for current policy and is governed by MMOA-3, Plans and Programs.

## CHAPTER 4

## APPLICATION PROCESSING

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## CHAPTER 4

## APPLICATION PROCESSING

SECTION 1: PREPARATION AND SUBMISSION  
OF FORMS, DOCUMENTS, AND INFORMATION

4100. PREPARATION OF FORMS AND DOCUMENTS. A six-part folder will be assembled for each Platoon Leaders Class (PLC) and Officer Candidates Class (OCC) applicant who is conditionally enlisted in the United States Marine Corps Reserve (USMCR) to be forwarded via the Automated Commissioning Program (ACP) to the Marine Corps District (MCD) for acceptance in an officer program. Officer Selection Officers (OSO) will verify each applicant's Social Security Number (SSN) prior to administrative processing. The Officer Candidate Application (OCA) and health record will be when forwarded to the MCD via ACP in order to appear on the appropriate selection board.

4101. OFFICER CANDIDATE APPLICATION1. ACP

a. The ACP provides the OSO with the means to initiate, process, and submit applications in an electronic format. Not all applicants require all forms to be completed. OSOs will complete only the forms necessary for the appropriate contract.

b. OSOs will use the electronic checklist provided in the ACP. The checklist shows all forms that have been created and whether or not they have been completed. It is imperative that OSOs determine the forms required for each applicant and create each form in ACP.

c. When completing forms in ACP, some fields will auto-populate while others require data entry. Fields requiring data will always be distinguished from fields that are auto-populated. Some fields designated for data entry may auto-populate if the information was provided in another "source" form. It is imperative that end users take care in ensuring that all fields are accurate, regardless of whether or not they auto-populate. Some supporting documents will require manual uploading into ACP to complete the application. Questions with regards to this should be directed to the Marine Corps Recruiting Information Support System (MCRISS) Help Desk.

2. Section 1: Medical

a. Procedures for processing medical documents and requirements are found in chapter five of this Order.

b. Forms. The following forms will be used to document the physical qualifications on officer candidates.

(1) DD Form 2808/2351 Report of Medical Examination. The purpose of this form is to obtain medical data for determination of medical fitness for enlistment, induction, appointment and retention for applicants and members of the Armed Forces. The information is also to be used for medical boards and separation of Service members from the Armed Forces. This form will be completed by the medical examiner.

(2) DD Form 2807-1/2492 Report of Medical History. The purpose of this form is to obtain medical data for determination of medical fitness for

enlistment, induction, appointment and retention for applicants and members of the Armed Forces. The information is also to be used for medical boards and separation of Service members from the Armed Forces. This form will be completed by the applicant at Military Entrance Processing Station (MEPS), DD Form 2807-1 or online, DD Form 2492.

(3) DD Form 2807-2 Medical Prescreen of Medical History Report. The form is designed to assist recruiters in the medical pre-screening of applicants. The individual completing the DD Form 2807-2 will submit the form, at a minimum, one processing day in advance to the MEPS projected to process the individual. It will be submitted two processing days in advance if support documentation (e.g. private physician's paperwork, treatment records, etc.) is required to augment the MEPS Chief Medical Officer (CMO) review.

(4) NAVMED 6120-3 Annual Certificate of Physical Condition. This certificate is to be completed annually by members of the naval service (including Reserves) as required by the MANMED and other directives, as appropriate. The intentional failure to disclose an illness or disease could be construed as intent to defraud the Government and could result in the member's loss of disability benefits or be the basis for criminal prosecution or other administrative action under the Uniformed Code of Military Justice (UCMJ).

(5) Other Medical Documents. Applications are required to submit all prior medical documentation to ensure proper annotation of medical history and enable the CMO to determine the applicant's qualifications. This also includes all surgery documents to include; pre-operative, operative and post-operative notes, letters and clearance.

(6) MCRC endorsed BUMED or DoDMERB Physical Qualification or waiver letters. Since the medial authority only provides recommendations, a Commanding General (CG), Marine Corps Recruiting Command (MCRC) administration endorsement is required on all medical qualification letters regardless of source. Although not every applicant will have a Bureau of Medicine and Surgery (BUMED) or Department of Defense Medical Evaluation Review Board (DoDMERB) qualification letter prior to contracting or training, these waivers letters are required as part of the request for appointment package.

(7) USMC Physical Fitness Test Worksheet. Each applicant will be administered a Marine Corps Physical Fitness Test (PFT). The OSO will ensure that the applicant has passed a physical examination from a MEPS or military treatment facility or signed the proper hold harmless agreement prior to administering the PFT. The results will be reported on the form. The OSO is responsible for observing the PFT and signing the form after the test is administered.

(8) Level of Activity Statement. This is a questionnaire, to be completed by applicants, which is used to determine the physical state of the applicant. This form is required for all applicants with any history of musculoskeletal injuries.

(9) DD Form 2205 Privacy Act - Health Care Records.

(10) OPNAV Form 3710/37A Anthropometric Data Measurement Record. The purpose of this form is to collect Anthropometric Data to assess aircraft anthropometric compatibility. Information is not disseminated outside DoD. Information is provided voluntarily, as part of aviation accession and retention assessment. Failure to supply requested data precludes individual from

consideration for duty involving flying. These measurements will be taken during the applicants' flight physical.

(11) MCRC endorsed NOMI physical qualification or waiver letter.

(12) SF-513 Medical Record Consultation Sheet.

(13) Eye Surgery documents. Any applicant that has had a surgical eye procedure must submit all documentation.

(14) Statement of Understanding Dental Requirements. Signed by both OSO and applicant, the Statement of Understanding (SOU) ensures that the applicant is aware of all dental requirements for OCS. PLC applicants can be contracted and attend OCS with a dental SOU, but must have dental examinations as part of their pre-commissioning medical documents sent to BUMED. OCC applicants can be contracted with a dental SOU, but must have dental examinations as part of their commissioning medical documents sent to BUMED. OCC candidates are not allowed to ship to OCS without dental examinations conducted and included in their BUMED medical package.

(15) MEPCOM 680 Request for Physical Examination.

### 3. Section 2: Orders

#### a. Forms

(1) NAVMC Form 10468, Request for Orders. OSOs and MOIs will complete the Request for Orders (RFO) on all applicants for to the appropriate OCS class.

(2) Officer Candidate Pre-ship Checklist. OSOs will use the most current version of the checklist found on the MCRC G-3 OP Portal. The checklist must be completed and submitted to MCRC, OP by uploading to the appropriate section of the MCRC Share Portal NLT 30 days prior to the appropriate OCS class report date. OSOs must ensure that the PFT portion of the checklist is completed in full, to include height/weight and body fat percentage, and the applicant is still qualified to ship. PFTs and height/weight will be conducted between 30-60 days of shipping to OCS. OSOs must sign the checklist for it to be considered complete.

(3) Active Duty Operational Support (ADOS) Order Request. Requests for the assignment to summer ADOS will be generated by OSO and forwarded to MCRC, Officer Appointments (OA) via the chain of command, as applicable.

(4) PLC Combined Students Attending Quarter System Schools. Students that academically qualify for PLC combined but have academic schedules that prevent them from attending combined training will request to attend an alternate training schedule utilizing PLC Juniors and Seniors Second Increment Sessions. Such requests must be submitted to and approved by MCRC, OP prior to contracting.

#### b. Procedures

(1) The increment of training requested on the RFO must match the increment requested in MCRISS and on the NAVMC Form 10418-1, Application for Officer Programs, for PLC applicants.

(2) Candidates scheduled to attend the senior course of training must complete an RFO and the OSO must submit it to the MCD by 31 January of the calendar year of the scheduled training.

4. Section 3: Financial Assistance. The following forms will be completed on candidates requesting financial assistance through the Marine Corps Tuition Assistance Program (MCTAP) and Marine Corps Financial Assistance Program (MCFAP).

- a. MCTAP Expense Certification Sheet.
- b. MCTAP Initial Application Sheet.
- c. Tuition Assistance Agreement Platoon Leaders Class Program.
- d. FAP Agreement.
- e. FAP Initial Application Sheet.
- f. SF-1199A Direct Deposit Signup Form.

5. Section 4: Contracts

- a. DD Form 4

(1) All provisions of the DD Form 4, commonly termed the enlistment contract, will be thoroughly explained to applicants so that they fully understand that the enlistment is conditional and not final until approved by the Region CG.

(2) Normal use of capital letters and spacing will be used. Signatures must be in black ink or signed digitally with signature pad.

(3) The OSO will ensure that applicants are contracted only after they have qualified on one of the mental tests, passed a physical examination, and are otherwise qualified for enrollment into an officer program. Air and Law applicants must also qualify for the mental tests required for those programs. The OSO will also ensure that each applicant is sworn in, by a commissioned officer, at an appropriate ceremony at the time of enlistment per paragraph 4100.4. Applicants currently serving in other branches of the Armed Forces will not be contracted prior to receipt of an approved conditional release from the member's branch endorsed by the proper releasing authority. Applicants currently under contract with any other branch of service do not complete an additional DD-4 at this time. When contracting an active Marine Reservist utilize their current DD-4 for contracting purposes. Refer to OCM paragraph 2108 for proper processing of the conditional release.

(4) The copies of the DD Form 4 will be distributed as follows: a copy in section 4 of the OCA folder and a copy in will be maintained by the OSO in the residual file. Applicants currently serving in the USMCR will not execute new contracts, but copies of their current Reserve contracts will be substituted in the appropriate place in the application.

(5) Applicants will be contracted at such time to allow for selection by the appropriate board.

(6) Contracts will only be executed for the program (e.g. OCC Air, OCC Ground) the applicant is applying for. OSOs will not dual contract, or complete multiple service agreements for applicants.

b. Annexes. Four annexes to the enlistment contract (DD Form 4) are mandatory. Annex A is the SOU for Sexual Assault, Harassment and Discrimination. Annex B is the Statement of Conditional Enlistment. Annex C is the appropriate service agreement. Annex D is the SOU for Accession to Active Duty. These will be placed immediately behind the basic document at the prescribed place in the application. The different service agreements (Annex C) are:

- (1) NAVMC Form 10460 Service Agreement PLC (Ground).
- (2) NAVMC Form 10461 Service Agreement PLC (Student Naval Aviator).
- (3) NAVMC Form 11440 Service Agreement PLC (Student Naval Flight Officer).
- (4) NAVMC Form 10698 Service Agreement PLC (Law).
- (5) NAVMC Form 10462 Service Agreement OCC (Ground).
- (6) NAVMC Form 10463 Service Agreement OCC (Student Naval Aviator).
- (7) NAVMC Form 11433 Service Agreement OCC (Student Naval Flight Officer).
- (8) NAVMC Form 10952 Service Agreement OCC (Law).
- (9) NAVMC Form 11534 Service Agreement OCC (Reserve).

c. Reenlistment/Prior Service. The DD Form 214 Certificate of Release or Discharge from Active Duty will be utilized to verify all prior service to include reenlistment code, separation code and time in service. This form is required for those applicants who have served on active duty in any branch of the Armed Forces. It also includes members of a Reserve component who have attended basic training. It also serves as birth verification for prior service members. The OSO will scan this document into ACP section 3.

d. DD Form 368 Conditional Release. Applicants affiliated with any reserve branch of the Armed Forces of the United States (including those who have a contractual obligation with an ROTC program) other than the MCR, must obtain a conditional release from the unit or appropriate branch of service prior to being enlisted in the USMCR. Active duty personnel may not make application until released from active duty. The Reserve unit will be notified of final action by MCRC, OA.

e. DD Form 1966/4 Section VII Statement of Name for Official Military Records.

f. DD Form 1966/5 Section VIII Parental/Guardian Consent for Enlistment.

g. OCS Drop Report (Reenrollment).

h. Disenrollment Letter.

i. Service Record Book Pages 3, 11 and 12.

- j. MCTFS ROS, BIR, and BTR.
- k. NAVMC Form 763 USMC Appointment Acceptance and Record. See paragraph 4108.6 for more information regarding commissioning documents. Refer to the current version of MCO P1070.12 for instructions on completing the form.
- l. Certificate of Security Clearance.
- m. Security Investigation
  - (1) SF-86 Questionnaire for National Security Positions. This form will be completed by the applicant online.
  - (2) Certification of Security Clearance Investigation. This is a memorandum from the OSO to the AOP to certify that a security clearance investigation has been initiated on an applicant.
- n. FD-258 Fingerprints. One set of fingerprints will be submitted on each applicant, utilizing the OST's fingerprint readers. Fingerprints will be forwarded to the Office of Personnel Management when completing the SF-86, Questionnaire for National Security Positions.
- o. Proof of Birth Verification. The correct age of all applicants will be verified by the OSO. This proof will be included in the application and will consist of one of the following:
  - (1) Certified copy of Birth Certificate.
  - (2) Certified copy of DD Form 214.
  - (3) DD Form 372, Application of Verification of Birth, completed by either the State, County, or City Bureau of Vital Statistics. A copy of an applicant's driver's license and/or transcripts does not constitute proof of birth.
- p. NAVMC Form 11000 Privacy Act.
- q. Certified copy of SSN Card.
- r. NAVMC Form 10418-2, Certificate of Understanding Reasons for Disenrollment. The OSO will explain the contents of the form in detail. The applicant and the OSO will sign the form and a copy will be provided to the applicant for retention.
- r. Restriction on Personal Conduct in the Armed Forces. This form serves as a counseling sheet, for applicants, on the proper conduct of military personnel. Applicants must sign this form.
- t. SOU for Fraternalization. This form ensures that applicants are informed of the Marine Corp's fraternization policy; both OSO and applicant sign this form.
- u. SOU for Marine Corps Drug Policy. This document serves as a screening form and counseling sheet to explain the Marine Corp's drug policy.



v. Sole Single Parent Dependent Statement. This document is to be signed by applicants, who are single parents, to support the request for a dependency waiver.

w. Applicant Statement of FMF Service. Signed by applicant to acknowledge they are aware of the possibility of worldwide deployments without dependents.

x. Officer Financial Statement. Financial statement that is to be completed by the applicant on all dependent waivers.

y. Marriage License or Divorce Decree.

z. Dependent Birth Verification(s).

aa. Dependent SSN Card(s).

ab. NAVMC Form 11494, Civil Relief Act. This form will signed by the applicant to acknowledge they are aware of the Service Members Civil Relief Act.

ac. NAVMC Form 118, Page 11 Administrative Remarks. Applicants will sign a statement to demonstrate they have been counseled on their status within the USMCR and the tattoo policy.

ad. DD Form 2058 State of Legal Residence Certificate. The information in this form is required for determining the correct State of legal residence for purposes of withholding State income tax from military pay. Disclosure is voluntary. If not provided, State income taxes will be withheld based on the tax laws of the State previously certified as applicant's legal residence, or in the absence of a prior certification, the tax laws of the applicable State based on applicant's home of record.

ae. DD Form 93, Record of Emergency Data. A Record of Emergency Data (RED) form will be completed during the application process for all applicants. The completed RED will be filed in the left side of the NAVMC Form 123a, Officer Qualification Record and submitted to OCS as part of the pre-ship package. For more information regarding commissioning documents refer to the current version of MCO P1070.12 for instructions on completing the form.

## 6. Section 5: Academic

a. NAVMC Form 10469, ACF. The OSO will submit the completed original with applications for the PLC and OCC Programs, when the applicant has not yet completed the requirements for a degree. This form is to be completed by a school official of the applicant's college and verified by the OSO.

b. Official Transcripts. A transcript of grades/credits will be obtained for all colleges of attendance on each applicant. A transcript may be used as verification for other requirements (e.g., SAT/ACT/LSAT scores or graduation) if proof is so noted on the forms.

c. Test Score Verification Sheets. Verification of AFQT, SAT, ACT, or LSAT scores, if not included on the ACF or transcript will be included in this section of the OCA. For aviation contracts, official ASTB test results must be included in the record. In order to determine what constitutes verification of test scores see paragraph 2203 of this Manual.

d. Law School Acceptance Letter. A copy of the letter of acceptance to a school accredited by the American Bar Association is required for enrollment

into the law program for those PLC Law Program applicants who have not yet matriculated to law school.

e. Proof of Admittance to Practice Law. Proof of admittance to practice law before the highest court of a state or the District of Columbia is required before applicants can attend OCS that are applying for the OCC (Law) Program. If proof is available, it should be forwarded with the application. If proof is obtained subsequent to approval by the OCC selection board and prior to shipping, it will be expeditiously forwarded to the MCRC, OA.

f. Statement of Intent to Transfer to a Baccalaureate Degree Granting Institution. PLC applicants attending an institution which has accreditation only as a junior college must indicate by statement that they intend to continue full-time matriculation towards a baccalaureate degree at a regionally accredited institution. That statement, to include the name of the institution of projected attendance, will be included upon submission of the application.

## 7. Section 6: Application

a. Waiver Request Form. Include this request form if a waiver is required.

b. NAVMC Form 10418-1, Application for Officer Programs

(1) A completed copy of this form will be submitted with applications for all officer candidate programs.

(2) OSOs are advised to counsel applicants to truthfully respond to items 1 through 16. The applicant will place initials in the block corresponding to response for each question.

(3) A "yes" answer to any question on the Application for Officer Programs will require additional information. The OSO will thoroughly investigate the circumstances surrounding the affirmative answer to verify the applicant provided information. This verification should take the form of completion of the DD Form 369, Police Record Check (PRC), interview with the college dean, or any other methods deemed appropriate by the district director and/or OSO. The information obtained should be included with the application.

(4) The OSO will ensure that the applicant understands that any arrest, regardless of severity, expunged cases, etc., must be explained. Paragraph 2209 of this Manual explains the carious terms used in the legal system.

(5) Since the NAVMC Form 10418-1 is the source document for MCRISS, the OSO will verify the information contained on it to ensure the accuracy of the data base.

c. DD Form 785, Record of Disenrollment from Officer Candidate Type Training

(1) The original, completed DD Form 785 will be submitted for all applicants from a civilian source who have previously disenrolled from any U.S. armed forces officer candidate program other than a USMC officer program. A statement from the applicant stating the reason for disenrollment will be attached to the DD Form 785 and submitted with the application.

(2) DD Form 785 is not required for an applicant who has successfully completed the 2-year level of basic non-scholarship ROTC, provided the applicant

has not executed a contract for advanced ROTC. The word BASIC would be written in block 1 of the NAVMC Form 10418-1 in lieu of the DD Form 785 in this case.

(3) DD Form 785 is required for applicants who participated in any ROTC scholarship program. A statement from the applicant stating the reasons for scholarship termination will be attached to the DD Form 785 and submitted with the application.

(4) OSOs should request completion of the DD Form 785 from the following sources for the specific cases listed below:

(a) For Disenrolled Army ROTC Cadets. Professor of Military Science of college attended.

(b) For Disenrolled Air Force ROTC Cadets. Professor of Aerospace Studies of the college attended.

(c) For Disenrolled Naval ROTC Midshipmen. PNS of the college attended.

(d) For Disenrolled West Point Cadets. Director of Admissions, U.S. Military Academy, West Point, New York 10996.

(e) For Disenrolled Air Force Academy Cadets. Director of Admissions, U.S. Air Force Academy, Colorado Springs, Colorado 80840.

(f) For Disenrolled Naval Academy Midshipman. Director of Admissions, U.S. Naval Academy, Annapolis, MD 21402.

(g) For Disenrolled Coast Guard Academy Midshipmen. Director of Admissions, U.S. Coast Guard Academy, New London, Connecticut 06820.

(h) For Disenrolled Merchant Marine Academy Midshipmen. Director of Admissions, U.S. Merchant Marine Academy, Kings Point, New York 11024.

(i) For All Other Army Personnel. Director, Personnel Action and Records Directorate (Code DAPC-PAP), Military Personnel Center, Department of the Army, 200 Stoval Street, Alexandria, Virginia 22332.

(j) For All Other Air Force Personnel. Deputy Chief of Staff, Personnel Headquarters, U.S. Air Force, Washington, DC 20330.

(k) For All Other Navy Personnel. Commander, Navy Recruiting Command (code 312), 4015 Wilson Boulevard, Arlington, Virginia 20591.

(l) For All Other Coast Guard Personnel. Commandant (GPMR), Headquarters, U.S. Coast Guard, 400 7<sup>th</sup> street, SW, Washington, DC 20591.

d. Drug Statement for OCC/PLC Applicants. If an applicant answers "yes" to questions 12, 13, 14, or 15 on the NAVMC Form 10418-1, the applicant must complete the Drug Statement for OCC/PLC applicants. The front of the form will be completed as explicitly as possible. The applicant will also include a detailed statement explaining why the applicant used drugs. The statement is considered the most important part of the form and is the only criteria by which the Headquarters Marine Corps selection board can base a decision on whether a waiver will be granted. Additional pages may be used by the applicant to complete the statement. The form will be completed on all applicants regardless if they answer "yes" or "no" to these screening questions.

e. Minor Traffic Violations Form. If an applicant answers "yes" to question 7 on the NAVMC Form 10418-1, the OSO will complete the Minor Traffic Violations Form. Arrests more serious than moving traffic violations and any alcohol related traffic offenses are reported on the Non Traffic Arrest Form. The form will be completed on all applicants regardless if they answer "yes" or "no" to these screening questions.

f. Non Traffic Arrest Form. If the applicant answers "yes" to any of question 7, 8, 9, 10, or 12 on the NAVMC Form 10418-1, and the arrest is either an alcohol related traffic offense, or is other than minor moving traffic violation, the Non Traffic Arrest Form is utilized. It will be completed according to the instructions on the form. Similar to the Drug Statement Form, the applicant's statement regarding the arrest is the most important information included on the form. It is the applicant's opportunity to explain how and why the arrest occurred. The form will be completed on all applicants regardless if they answer "yes" or "no" to these screening questions.

g. DD Form 369, PRC. The purpose of the PRC is to determine eligibility of a prospective candidate in the Armed Forces of the United States. Information collected on this form may be released to law enforcement agencies engaged in the investigation or prosecution of a criminal act or the enforcement or implementation of a statute, rule, regulation or order to any component of the Department of Justice for the purpose of representing the DoD.

(1) All applicants must have a completed DD Form 369 from their Home of Record (HOR) as listed on the NAVMC 10418.

(2) Additionally, OSOs will ensure that DD Form 369's are forwarded to any jurisdiction where any incidents (e.g. any Other Non-Traffic, Misconduct or Major Misconduct Offenses) occurred.

h. Court Documentation. The OSO will include any court documentation as necessary.

i. USMC PFT Worksheet. Each applicant will be administered a Marine Corps PFT. The OSO will ensure that the applicant has passed a physical examination from a MEPS or military facility prior to administering the PFT or has a signed hold harmless agreement. The results will be reported on the form. The OSO will sign the form after administering the test.

j. Photograph Page. One photograph of each applicant in coat and tie, or skirt and blouse or other conservative clothing for women will be submitted. If the applicant is a member of a Junior Reserve Officer Training Corps (JROTC) or other Reserve Officers Training Corps (ROTC), the applicant will wear their uniform for their photograph. The finished photograph will be approximately 4 by 5 inches, full-length, uncovered, front view, left shoulder forward. Applicants who wear glasses will remove them before being photographed. The OSO will place name, SSN, and the date of photograph on the bottom of the page.

k. Body Fat Photograph/Measurement Page. If an applicant is over his or her maximum weight, a body fat photograph will be taken per paragraph 2110.2 of this Order and included in the application. Additionally, the height and weight will be listed, as well as the appropriate body measurements, computation, and body fat percentage. Refer to current version of MCO P6100.12 for body fat percentage tables.

l. Tattoo Screening Form, Photographs, SOU. The Tattoo Screening Form (TSF) SOU must be completed in its entirety. In order for the selection board to evaluate the tattoos and brands, the applicant must provide appropriate color photos that clearly identify the tattoo, or brand, along with a description detailing location, size, and number of tattoos. In cases where the tattoo is located in area in which photographing would be inappropriate (e.g. Area covered by p.t. shorts, female lower back or chest area, etc...), a written description and a drawing of the tattoo must be provided in lieu of a picture. Lastly, applicant must complete the associated SOU.

m. 100 Word Essay. Applicants must write a 100 word essay stating why they are interested in a Marine Corps commission. Applicants should pay special attention to spelling, grammar and content. The intent of the essay is to evaluate the applicant's communication ability and potential as well as motivation for commissioning.

n. NAVMC Form 124, Officer Selection Evaluation Form. The evaluation will be completed by the OSO on each applicant.

(1) The information required on the top of the form is self-explanatory.

(2) When rating the individual, the OSO should consider the following definitions and fully consider the applicants' age, personal characteristics and, most importantly, the applicant's potential to serve as a commissioned officer. The applicant should be evaluated truthfully, and the inflation of marks to skew the applicant's real potential is discouraged.

(3) The intent of the narrative portion of the NAVMC Form 124 is for the OSO to explain any apparent weakness in the application or to explain why a waiver(s) should be granted. The evaluation form will also be used to provide other relevant information on the applicant that is not already present in the application. It should not be used to restate qualifications, or information that is located in other sections of the application.

(4) The reverse of the this form provides space for the OSO to list the high school and college extracurricular activities in which the applicant has participated, as well as a brief description of the applicant's work history. The OSO must ensure all activities, sports, clubs, and work history of the applicant is captured here.

o. NAVMC Form 10064, Personal Information Questionnaire. The OSO will forward a PIQ form to individuals to be named by the applicant, for completion and return as character references. The OSO must ensure the integrity of the PIQ process by not allowing applicants to directly handle PIQ forms. All PIQs will be dated and are valid for two years.

(1) An applicant must include the following as character references:

(a) The Dean of the institution, Dean of Student Affairs, or comparable official of the applicant's current college who would be cognizant of the applicant's disciplinary record on campus. This does not include the applicant's academic advisor, although the advisor may be asked to complete a questionnaire in addition to the dean.

(b) At least one college professor.

(c) If applicable, the most recent employer.

(d) If the applicant is a member of the SMCR, the CO, or I&I of the MCR unit.

(2) Applicants should be advised that PIQs from employers, educators, and other professional individuals are preferred over PIQs from peers, close friends, and neighbors and must be used in lieu of PIQs from relatives. The OSO will ensure that PIQs are prepared neatly and professionally. The date of the PIQ must be typed in the upper right hand corner of the cover letter.

(3) All completed PIQs, when returned to the OSO, will be included with the application. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant. Because of the confidentiality of PIQs, copies will not be made or retained by the processing OSO or the district. At a minimum, five PIQs will be forwarded with the application. These are:

- (a) Dean
- (b) One professor
- (c) Employer
- (d) Two others (non-relative)

(4) Those PIQs forwarded to college officials and educators must contain an appropriate release statement from the applicant.

8. In cases where the OSO recommends disapproval of the applicant, only sections 5 and 6 of the OCA need be completed.

#### 4102. VERIFYING SUPPORTING DOCUMENTS

1. Verifying Copies. In the course of business, members of an OST need to collect, verify and maintain certified copies of certain official documents, such as birth certificates, college transcripts, degrees, marriage certificates, naturalization forms, passports, and social security cards.

a. Only certain designated individuals may certify a document as a "certified true copy" in accordance with chapter 9 of JAGINST P5800.7\_ , Manual of the Judge Advocate General (JAGMAN). Additionally, only the entity or business that created a document or maintains control of the original can certify a document as a true copy of the original; therefore, no DoN personnel may certify documents as true copies of original documents unless the original was created within the DoN as part of its official responsibilities or records.

b. In order to verify the officer applicant's qualifications and then allow for the return of their original documentation, the OSO will verify copies of original documents for Government use. The OSO will follow the procedures below to verify all vital documents.

(1) When verifying a copy of a document or other item, an OSO must determine that the proffered copy is a full, true, and accurate transcription or reproduction of the original, by carefully and personally comparing the copy and original or observing the copying process.

(2) A copy of an original document cannot be verifying based solely upon the assertion of the applicant providing the copy.

(3) Upon determining that a copy is an authentic reproduction of an original document, an OSO will notate the following language on the verified copy:

"I have determined that this copy is a full, true, and accurate reproduction of the original after personally comparing the copy and original or observing the copying process. No modifications or alterations have been made to either the original document or this copy."

(4) The OSO will then print their name, grade and title, date and sign the verified copy.

(5) This responsibility shall not be delegated to other OST personnel.

c. Original naturalization certificates, foreign birth records and passports can be copied in black and white for enlistment purposes.

4103. WAIVERS. Applicants requiring waiver processing must be approved prior to contracting and being determined qualified for a selection board. Waivers will be processed on otherwise exceptionally qualified applicants who do not meet the standards.

1. The MCRC Officer Waiver Matrix (Appendix B) will be used to determine what waivers may be granted, who has waiver approval authority and the waiver submission requirements. The List of Typical Offenses (Appendix C) will be used for reference when processing moral waivers. The Waiver Checklist (Appendix D) can be used to assist in the completion of waivers. All waivers will be requested with the documents listed in the Waiver Approval and Documentation Guide (Appendix E) using the standardized Officer Waiver and Exception to Policy Request Form.

## 2. Categories

- a. Mental (Paragraph 4102.5)
- b. Moral (Paragraph 4102.6)
- c. Physical (Paragraph 4102.7)
- d. Reenrollment (Paragraph 4102.8)
- e. Reenlistment (Paragraph 4102.9)
- f. Dependent (Paragraph 4102.10)

## 3. Approval Authority and Endorsements

- a. Waivers will be approved at the following levels:
  - (1) RS CO
  - (2) MCD CO
  - (3) Region CG
  - (4) CG, MCRC

b. Procedures for submitting waivers: The OSO will fill out the Waiver Request Form and provide supporting documentation per Appendix E for all waivers. The OSO will forward the waiver to the appropriate approval authority for signature once the waiver package is complete.

(1) Each official in the waiver approving chain must recommend approval and forward with an endorsement letter to the next level for approval determination.

(2) If an RS CO, MCD CO or Region CG disapproves a waiver, it will not be forwarded with a negative endorsement to the next higher authority.

(a) Commands will ensure that all lower level waivers are granted prior to submitting waivers to the next highest approving authority. All waivers must be updated in MCRISS before they are forwarded to the next highest level for review.

(b) The MCD CO must personally review and endorse ETP requests and, regardless of recommendation, endorse and forward to Region CG.

(c) The Region CG must personally review and endorse ETP requests. If recommending approval, forward the request to CG, MCRC for consideration. Requests that are disapproved at the region level will not be forwarded to CG, MCRC.

#### 4. Processing and Format

a. Waivers should be processed in a timely manner. All levels in the waiver process are responsible for ensuring that waivers are processed accurately and efficiently. Commanders may disapprove waivers that clearly do not merit waiver consideration. Candidates must be qualified for the program they are seeking the waiver for.

b. MCD District Executive Officers, MCD Operations Officers, Region Chiefs of Staff, and Region Assistant Chiefs of Staff (AC/S) Recruiting, have "by direction" endorsement authority for all waivers except ETP waivers. This authority applies to waiver approval only. The MCD CO or Region CG must review and endorse any waiver in which the "by direction" authority recommends disapproval.

c. All RS, MCD, Region, and MCRC level waivers will include the appropriate and completely filled out waiver request form as the cover sheet. The OSO is responsible for the completion of this document.

(1) All incidents must be thoroughly explained in the OSO's narrative to include: who, what, when, where and why.

(2) In cases when police checks cannot be obtained, the narrative must detail what measures were taken in order to secure police checks and the name and phone number of agencies denying the request. The applicant's statement must also include the location and name of the court and arresting agency that had jurisdiction over the matter.

d. All Region and MCRC level waiver requests that require personal review will include the MCD recommendation and full-length digital color photo of applicant in appropriate civilian attire or Service "C" uniform (all Marines).



5. Handwritten statements of applicants will be included in the waiver review. The purpose of the handwritten statement is to allow the applicant to express the circumstances of the case in his or her own words. OSOs will ensure that all applicant statements adequately address the waiver at hand.

6. Waiver Expiration. All issued waivers will be entered into MCRISS. Previously approved waivers will remain in effect for 2 years from approval date. The following are exceptions to this policy:

a. If the specific waiver policy has changed, then the waiver must be resubmitted for consideration.

b. If the situation pertaining to the previously approved waiver has changed (e.g. age waiver becoming an age exception to policy), then resubmit the waiver for consideration.

c. Additional waivers for applicants with approved waivers due to change in circumstances must be re-routed to the highest approval authority on the original waiver.

d. Aviation age waivers must be resubmitted if the applicant will be commissioning beyond the age of the previous waiver approval. For example, an OCC or PLC applicant with a previously approved aviation waiver to commission at age 28 will require a new waiver if commissioning beyond age 28.

#### 7. Mental Waivers

a. ASTB 1 Point Score Waiver. Only after the examinee's third attempt to meet the minimum ASTB score, may he or she request a waiver of one point. OCC applicants who are expected to commission in the current FY may submit a waiver request after two attempts. Exceptions to the "two-attempt" policy for applicants will be reviewed on a case-by-case basis by CG, MCRC and forwarded to Headquarters Marine Corps, Aviation Department (ASM-53).

(1) Consideration will only be given for a one point adjustment in one category on a waiver request. No request for a waiver of two points or two categories will be considered.

(2) MCRC, OP and the ASM-53 will process ASTB score waivers within 30 days of receipt.

(3) OSOs will provide the ASTB test sheets, certified copy of birth certificate, and projected graduation date as evidence on an ACF or proof of degree in the waiver request.

(4) Additionally, OSO will place a copy of the ASM-53 final endorsement behind the ASTB test score sheet and place a copy on the left side of the OQR behind the service agreement when submitting a request for appointment.

b. LSAT Score Wavier. Any waiver requests for prospective PLC Law or OCC Law program applicants with a score below 150 should be forwarded to MCRC, OP for CG, MCRC decision.

c. AFQT/SAT/ACT Score Wavier. Any consideration requires ETP approval by the CG, MCRC. Only the exceptionally qualified applicants that have taken the ASVAB twice will be considered. Exceptions to the "two-attempt" policy for OCC applicants will be reviewed on a case-by-case basis by CG, MCRC.

8. Moral Waivers. An applicant does not need to be medically qualified prior to submission of a moral or drug waiver. Refer to Appendix B, C, and D for criteria requirements for processing moral waivers.

a. Other Non-Traffic Offenses, Misconduct Offenses and Major Misconduct Offenses Within the Past Seven Years. If the applicant's involvement with law enforcement officials consisted of other non-traffic offense(s) (ONTO), misconduct offense(s) (MO), or major misconduct offense (MMO) within the past seven years, DD Form 369 Police Record Checks will be initiated with Municipal, County, and State Law Enforcement Officials for each community where the applicant was alleged, or other sources revealed, the applicant to have committed the offense(s). This includes courts, probation departments, and parole officers. The check will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

(1) Felony offense. Any offense classified as a felony under state or local jurisdiction, will be counted as a MMO for waiver purposes regardless of similar charges listed on other tables. For all offenses, if unable to find a similar charge, the following applies: In doubtful cases, treat the offense as a MMO if the maximum confinement under state or local law exceeds one (1) year.

(2) Sexual Assault Crimes. Sex assault is defined in DoD 6495.01 as "Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts". Definition:

(a) Any applicant with a sexual related crime, sexual assault or sexual offense as defined above may only be considered by the CG, MCRC as an ETP.

(b) No waivers will be considered for any applicant with an adjudication or conviction for any sexual crime, sexual assault or sexual offense which results in mandatory registration as a sexual offender on the National Sexual Offender Registry is ineligible for enlistment or commissioning.

(c) Any sexual related crime, sexual assault or sexual offense listed in MCRISS will be under the "Major Misconduct" heading, offense code 433 regardless of offense or state penal laws.

b. Traffic Offenses within the Past Seven Years. All traffic offenses (TO) within the past seven years will be documented and the appropriate level waiver requested.

c. Drug Use. All applicants will be carefully screened as to the extent of their drug, alcohol, and other substance involvement. The OSO will complete the drug abuse screening form in ACP on each applicant to determine if a waiver is required. Refer to Appendixes (B) through (E) to determine the level of waiver needed. The Marine Corps utilizes the following pre-enlistment and post enlistment drug tests:

(1) MEPS enlistment processing Drug & Alcohol Test (DAT) as part of the medical examination using Instrumented Drug Testing (IDT) procedures.

(2) Urinalysis drug testing screening within 24 hours of arrival at OCS.

(3) Applicants will be rejected for enlistment into the Marine Corps if they acknowledge dependency on drugs or alcohol, or if their pattern of drug and/or alcohol involvement confirms a dependency.

9. Physical Waivers. Physical waivers fall into the following categories:

a. Age. A waiver is required when a candidate exceeds the maximum age requirement for the commissioning source and program. The candidate's age at the commissioning date will be utilized to determine the waiver requirements.

b. Weight and Body Fat Percentage. A waiver required when a candidate exceeds the Marine Corps height, weight, and body composition standards.

c. Not Physically Qualified. A waiver is required when a candidate is not found physically qualified by MEPS, DoDMERB and BUMED does not recommend a waiver for the disqualifying condition.

d. Tattoo, Brands, Ornamentation. CG, MCRC is the final adjudicating authority for any tattoo issue involving officer accessions.

(1) Applicants. Any civilian or active duty member in the accession pipeline participating in an officer commissioning program such as Marine Enlisted Commissioning Education Program (MECEP), Officer Candidate Class (OCC), Platoon Leaders Class (PLC), Naval Reserve Officers Training Corps (NROTC), Enlisted Commissioning Program (ECP), Reserve ECP (R-ECP), Meritorious Commissioning Program Reserve (MCP-R), and the United States Naval Academy (USNA) or other military service academies.

(2) Marine Corps policy for tattoos, brands, mutilations, and ornamentation. The following tattoos, brands, body markings, ornamentation, mutilations, and piercings, are prohibited as individually defined below (this also includes tattoos that are only visible under ultra-violet light or black light). All New Working Applicants (NWAs) will complete the Marine Corps Recruiting Command (MCRC) Tattoo Screening Form (TSF) and the Marine Corps Officer Programs Policy Concerning Tattoos, Branding, and Ornamentation Statement of Understanding (SOU) prior to processing.

(3) Prejudicial to good order and discipline. Any tattoos, markings, or ornamentation that are sexist (express nudity), excessive, racist, eccentric, vulgar, anti-American, anti-social, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps drug policy regardless of location or visibility are prohibited.

(4) Gang or extremist groups. Any tattoos, brands, mutilations, piercings, or ornamentation that feature anti-American content, anti-social, associations with extremist group, hate groups, gang member/activity, or brings discredit to the Marine Corps regardless of location or visibility are prohibited.

(5) Tattoos visible when wearing standard physical training (PT) uniform. Visible tattoos are defined as any tattoo or body marking that is fully or partially exposed when wearing a properly fitting PT uniform (green shorts and shirt).

(a) Number. Applicants and candidates are limited to no more than four visible tattoos while wearing the standard Marine Corps PT uniform (green

shorts and shirt). A single tattoo or multiple tattoos spaced apart that can be fully covered by a five inch diameter circle. Tattoos spaced apart that cannot be fully covered by five inch circle are considered separate tattoos.

(b) Size. Tattoos visible in the standard PT uniform will be no larger than the wearer's hand with the fingers extended and joined and thumb touching the index finger, or 1/4 of that particular body part (e.g. lower arm from elbow to wrist).

Note: Only the visible portion of the tattoo, exposed in the standard PT uniform will be required to be covered by the wearer's hand when determining the appropriate level of approval.

(c) Head and Neck. Head and neck tattoos are prohibited. This area is defined as:

1. Body markings above the collarbone viewed from the front that is visible or partially visible in the standard PT uniform (shirt).

2. Body markings above the seventh (7th) cervical vertebrae (C7 - bulge at base of neck) in the back that are visible or partially visible in the standard PT uniform (shirt).

3. Body markings visible or partially visible in the open collar ("V" portion) of a short sleeve khaki shirt without an undershirt.

4. Body markings in the mouth, or on the face (e.g. inner lip tattoos, cosmetic tattooing, and permanent make-up or silicone horns).

(d) Hands, fingers, and wrist. Hand, finger and wrist tattoos are prohibited. This area includes the entire hand, fingers (includes tattoo wedding bands on finger), and wrist (up to two inches below the natural bend of the wrist).

(e) Sleeve tattoos. Sleeve tattoos are prohibited. A sleeve tattoo is any visible or non-visible single large tattoo or collection of smaller tattoos that covers, or almost covers, a person's entire arm or leg. A half or quarter sleeve tattoo is defined as any visible or non-visible very large tattoo or a collection of smaller tattoos that covers, or almost covers, an entire portion of arm or leg, above or below the elbow or knee.

(f) Band tattoos. Band tattoos are tattoos which partially, or fully encircle, the particular body part. Any band tattoo that is visible while wearing the standard PT uniform is limited to a maximum width of two inches, at its widest point is prohibited.

(g) Excessive tattoos. Excessive tattoos are prohibited. When the combined tattoo(s) coverage of a particular body part(s), (e.g. leg or arm) exceeds 1/4 of that respective body part's exposed surface while wearing the standard PT uniform.

(h) Tattoos on feet or legs. Tattoos on feet or legs will not be visible or apparent when wearing Service "A", Blue Dress "A/B", Blue-White "A/B" or the Evening Dress "A/B" uniforms. For any visible tattoos on the feet or legs, the Region CG will be responsible as the approving authority, unless the tattoo is larger than the wearer's hand in which case it will be forwarded for approval/disapproval by CG, MCRC.

d. Body ornamentation and mutilations. All present body piercings, ornamentations, or mutilations, whether visible or not are prohibited. Some examples include but are not limited to: tongue splitting or studs, lip, nose, eyebrow rings, silicone implants such as horns, ear gauges. Ornamentation or piercing holes can range in size from 20 gauge (size of hypodermic needle) to 00 gauge (size of drinking straw) or even larger. Some ornamental holes may require surgery or sutures in order to fully close the opening. The use of any substance, such as 'super glue' to close the hole(s) is prohibited.

(1) Females with single ear lobe piercing (one hole in ear lobe) are excluded from review and documentation provided they meet the intent of the current Marine Corps Uniform regulations for the wearing of female earrings.

(2) Ear lobe holes or other ornamental body piercing holes that are not fully healed, not closed, or allow light to pass through are prohibited.

(3) Any body piercing or ornamentation hole visible while wearing the standard PT uniform or inside of the mouth, will be recorded on the MCRC TSF Page 3, Part IV Documentation and reviewed by a Recruiting Station (RS) commissioned officer to ensure the holes are fully closed and healed. The quantity of the closed piercing holes is not the prohibition. The purpose of review is to certify holes are permanently healed and closed (no glue).

(4) If ornamentation or piercing hole(s) have been surgically repaired or closed using sutures, the hole(s) must also be completely healed. The applicant will annotate this procedure accordingly on the:

(a) DD Form 2807-2 Medical Prescreen (items 2.a.(75) and 2.b.) at the Officer Selection Station (OSS).

(b) DD Form 2807-1 Medical History (item 24) at the Military Entrance Processing Station (MEPS).

(c) DD Form 2492 Department of Defense Medical Evaluation Review Board (DoDMERB): Report of Medical History does not require the applicant to report ornamentation.

(5) During the MEPS medical examination, the MEPS Provider will review and annotate the location of any ornamentation or piercing hole(s), and annotate any medical status comments on the DD 2808 Medical Examination, Item 37: Identifying body marks, scars, and tattoos. Verifying that the holes are closed and are in accordance with this Order rests solely on Marine Corps recruiting representatives and not with the MEPS Chief Medical Officer (CMO), MEPS Provider, United States Military Entrance Processing Command (USMEPCOM) or DoDMERB personnel.

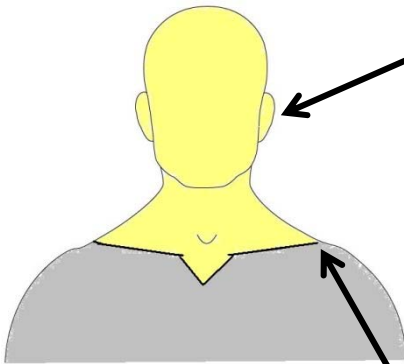
(6) During the DoDMERB medical examination, the medical provider will review and annotate the location of body ornamentation/piercing hole(s), and any medical status comments on the DD 2351 DoDMERB Medical Examination, Item 49. Identifying body marks, scars tattoos. Verifying that the holes are closed and are in accordance with this Order rests solely on Marine Corps recruiting representatives and not with the DoDMERB medical provider.

### 3. Additional guidance for Enlisted to Officer Programs or Warrant Officer Applicants

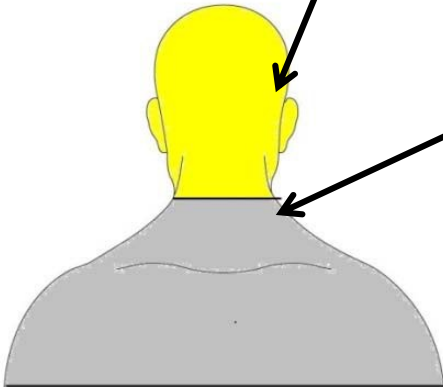
a. Enlisted Marines with previously grandfathered sleeve tattoos are not eligible for a Marine Corps Commissioning or Warrant Officer Program. In other

words, an enlisted Marine 'grandfathered' for a sleeve tattoo in accordance with MARADMIN 198/07 has no restrictions for reenlistment or promotion as an enlisted Marine, but is not eligible to apply for MECEP, Warrant Officer or any other Officer Commissioning program.

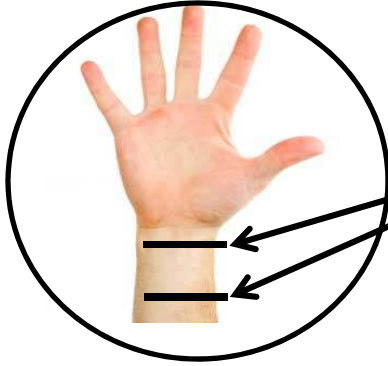
b. All candidates currently in an Enlisted to Officer program or Warrant Officer pipeline should be screened and all tattoos, body ornamentation, and brandings documented using the TSF.

4. Additional Clarification**Front View Head and Neck****Head & Neck:** Yellow portion of Figures to the left

Defined as that portion of the body above the collarbone as viewed from the front, and above the 7<sup>th</sup> Cervical Vertebrae (C7 - bulge at base of neck) in the back, or visible in the open collar ("V" portion) of the short sleeve khaki shirt, without an undershirt. Head and neck also includes all body markings in the mouth or on the face (e.g. inner lip tattoos, cosmetic tattoos, permanent make-up or silicone implants).

**Rear View Head and Neck**

Tattoos or markings above collarbone in the front, and below the C7 cervical vertebrae in the back, (Gray area depicted in left figures, i.e. on top of the shoulder, if not otherwise prohibited, and do not show in the standard PT shirt, will no longer be considered head and neck, and will not require approval at MCRC and will require Regional CG approval. These tattoos must be recorded on the TSF.



**Hands, Fingers and Wrist:** The wrist is further defined as 2" below the natural bend of the wrist (arrow) measured with the forearm and hand knuckles flat on desk as depicted in the photo to the left.



**Properly Fitting PT Shirts:** In order to evaluate upper Bicep Tattoos that are visible in the standard PT shirt, for properly fitting consistency, use the measurement that a properly sized PT Shirt should be 2" from the break in wearers elbow. Use this rule for tattoos that can be covered by the wearers hand with fingers extended and joined.

## 5. Administrative and Coordinating Instructions

a. TSF. The TSF is mandatory for all NWAs. All applicants will annotate their tattoos, brands, body mutilations, body ornamentations, or any tattoo or markings that were removed and/or questionable on the MCRC TSF. The screening form contains instructions on completing the form. TSF Page 3 will have the description, location, size & measurement for each tattoo or marking listed. Page 3 of the TSF will be cross-checked against the DD Form 2808 Medical Examination or DD Form 2351 DoDMERB Medical Examination Identifying Body Markings, Scars or Tattoos for accuracy. All TSFs will be included in the Officer application. The TSF will be used to verify Page 11 statements that will be signed by the individual candidate.

b. SOU. The Marine Corps Officer Policy Concerning Tattoos, Branding and Ornamentation SOU is mandatory for all NWAs. PLC and OCC candidates will read, understand, and sign the SOU resident in the Automated Commissioning Package (ACP). Candidates in all other commissioning programs will manually complete the SOU.

c. Digital photos of tattoos. Screening for tattoos is essential to meet current policy contained in reference (a). Previous tattoo operational guidance, and current guidance requires digital color photos to be forwarded with tattoo review packages.

d. Non-English wording and character tattoos. Any tattoo with non-English wording must be translated to English by a disinterested party of competent authority as part of the review process. Additionally, any tattoos that contain any non-English characters or symbols will also require verification of content



from a credible source. Tattoo photos will be used for translation and will appear on the same sheet as the photo or an addendum sheet.

e. Female applicants. Under NO circumstances will females be photographed in less clothing than the standard PT uniform with sleeves rolled to shoulder seam or spaghetti strap tank top and green PT shorts. Females will hand draw pictures of any tattoos that are covered by torso or lower torso tattoos indicating size and exact location. Cross-check drawings with DD Form 2808 Medical Examination, Identifying Body Markings, Scars or Tattoos, Block 37 or DD 2351 DoDMERB Medical Examination Identifying Body Markings, Scars or Tattoos for accuracy. Photos must be treated as Personally Identifiable Information (PII).

f. Male applicants. Photos are not required for any male applicant with tattoos that are covered by PT shorts. Male applicants may hand draw pictures of lower torso tattoos indicating the size and exact location. Cross-check drawings with the DD Form 2808 Medical Examination, Block 37 or DD Form 2351 DoDMERB Medical Examination Identifying Body Markings, Scars or Tattoos for accuracy. Under no circumstance will a male be photographed in less clothing than green PT shorts. Photos must be treated as PII.

g. Removed tattoos. Any tattoo that has been removed will be documented and forwarded to the approving authority as if that tattoo was visible and required a waiver.

10. Reenrollment Waivers. Reenrollment waivers fall into the following categories:

a. OCS Drop. This applies to any candidate that attended any service's OCS; and was not found medically qualified, failed the induct PFT, Dropped on Request (DOR), was dropped by OCS or completed OCS and did not accept a commission.

b. ROTC Drop. This applies to any candidate that withdrew or was dismissed from a services ROTC program to which they had a contractual obligation.

c. Service Academy Drop. This applies to any candidate that withdrew or dismissed from any Service Academy regardless of the time spent at the institution.

11. Reenlistment Waivers. A waiver is required for any individual with a reenlistment code other than RE-1A from any component of the armed services.

12. Dependent Waivers. A waiver is required on all candidates that have or claim a dependent other than a spouse. The definition of a "dependent" below is provided for enlistment purposes only. The definition does not apply to entitlement of pay and allowances, medical care, exchange and commissary privileges, or other benefits. A dependent for enlistment purposes is defined as:

a. A spouse, is defined as any person lawfully wedded to the applicant; or

b. Any natural child (legitimate or illegitimate) or child adopted by the applicant, if the child is under 18 years of age and unmarried, regardless of whether or not the applicant has custody of the child. The term natural child includes any illegitimate child when: the applicant claims the child as theirs (voluntary acknowledgment of paternity), or the applicant's name is listed on the birth certificate as the parent, or a court

order establishes paternity; or if any person makes an allegation of paternity that has not been finally adjudicated by a court; or

c. A stepchild of the applicant who resides with the applicant if the stepchild is under 18 years of age; or

d. Any parent or other person(s) who is/are, in fact, dependent on the applicant for more than one-half of their support.

e. If an applicant's dependent child has been formally adopted by another person (final court adoption decree issued and effective), then the child is no longer the applicant's dependent.

#### 4104. SUBMISSION OF THE RFA

1. OCC Program Timeline. MCDs must submit OCC selected candidates RFAs to MCRC, OA as prescribed in the respective OCC class LOI, normally NLT two weeks prior to shipping to OCS. Regions will use MCRISS to track RFA submission status.

2. PLC Program Timeline. MCDs must submit RFAs for PLC members that are fully trained to MCRC, OP no less than 120 days before projected commissioning date regardless of their respective college or university graduation date. MCDs must submit RFAs for PLC Law members to MCRC, OA NLT two weeks prior to shipping to OCS.

3. NROTC/MECEP/ECP/Service Academy Timeline. All units will submit all RFAs to MCRC ON/E no less than 120 days prior to the projected commissioning date. RFAs can be submitted up to one year prior to commissioning date.

4. RFA Submission Format. MCDs, MOIs, and the Marine Corps Liaison at the service academies shall submit all RFAs to MCRC, OA and MCRC ON/E (MOIs only) in accordance with the RFA checklist and include the checklist as a cover sheet. This checklist incorporates the required documents to meet the established commission regulations, policies, and requirements. RFAs will include a complete qualifying medical physical. Incomplete RFAs will be returned without action and may delay the commissioning of the applicant.

5. Each MCD shall provide their respective Region and MCRC, OP a monthly report to identify all candidates scheduled to commission within the next six months. Failure to identify an applicant on this report may result in the delay of the candidate's commissioning.

#### 4105. PRE-SHIP INTERVIEW

1. The OSO, MOI and Battalion Commanding Officers (BNCOs) are required to perform a personal interview with each officer candidate 30-60 days prior to shipping to OCS to evaluate any medical, academic, moral or civil issues that should be addressed and finalized prior to reporting on active duty training. An exception to the personal interview will be allowed on officer candidates in remote locations (e.g. Alaska, Hawaii, OCONUS, etc...) in these cases, the OSO, MOI and BNCO is allowed to conduct telephonic or fax interviews. Each officer candidate will complete and endorse the pre-ship checklist. OSOs, MOIs and BNCOs will review the checklist for changes in the candidate's qualifications status (e.g. height and weight, new tickets, open legal issues, change in dependents) during the shipping evolution.

2. If the candidate's pre-ship checklist is answered satisfactory and their status did not change; both parties, the candidate and OSO, MOI or BNCO will endorse and forward.

3. Any issue on the pre-ship checklist must be addressed and finalized prior to reporting to active duty training. These candidate pre-ship checklists will be endorsed by both parties and forwarded.

4. Upon completion of the pre-ship checklist, and NLT 30 days before scheduled report date, the following are required:

a. Each MCD will screen and upload the checklists into the MCRC Portal and report discrepancies to their respective Region and MCRC OCS Liaison.

b. Each MOI and BNCO will consolidate and submit all copies of their officer candidate pre-ship checklists and a report on discrepancies to MCRC, ON/E. The checklists will be emailed to mcrnrotc@marines.usmc.mil.

c. No later than 15 days before scheduled report date, the MCD and MCRC, G3, ON/E will submit all of their candidate pre-ship checklists and a report of discrepancies to the MCRC OCS Liaison.

d. The MCRC OCS Liaison will review all officer candidate pre-ship checklists and report a consolidated list of pre-ship discrepancies to MCRC, OP.

4106. PRE-SHIP SCREENING. All second lieutenants must be screened, utilizing Appendix H, prior to reporting at TBS. See below for specific requirements.

1. MOIs. MOIs will screen all NROTC and MECEP second lieutenants to ensure they meet standards. The completed checklist, Appendix H, will be forwarded to MCRC, ON/E NLT 30 days prior to checking in to TBS. MCRC, ON/E will review all TBS checklists upon receipt for compliance.

2. OSOs. OSOs will screen all PLC second lieutenants to ensure they meet the standards. The completed checklist, Appendix H, will be forwarded to the respective MCD NLT 30 days prior to checking in to TBS. MCD AOP staffs will review all checklists upon receipt for compliance.

3. USNA Marine Staff Secretary. The Marine Staff Secretary at the USNA will screen all USNA second lieutenants. The completed checklist will be forwarded to MCRC, ON/E NLT 30 days prior to reporting to TBS. USNA second lieutenants participating in the Immediate Graduate Education Program (IGEP) or the Voluntary Graduate Education Program (VGEP) will complete the checklist and forward it to the Marine Staff Secretary for review.

4. The following requirements must be met in order for second lieutenants to report to TBS. Second lieutenants reporting to TBS will:

a. Not have any physical limitations or injuries that will prevent them from beginning training,

b. Be within height and weight standards as per Marine Corps Order (MCO) 6100.3 Marine Corps Body Composition and Military Appearance Program, and

c. Not have any pending legal issues (e.g. court dates, open litigation etc.).

5. All second lieutenants must also score a minimum of 225 on the PFT, within height and weight standards, be financially stable, and must not have any personal issues that will prevent them from beginning training.

6. Unsatisfactory Screening Requirements. Any issues noted during the pre-ship screening must be addressed and reported via the chain of command to MCRC, OP no less than 30 days prior to reporting to TBS. If second lieutenants awaiting TBS disclose current legal action or convictions for major traffic or misconduct (e.g. alcohol or drug offenses, sexual or simple assault, etc...) at any time prior to executing orders to TBS, the OSOs or MOIs will immediately notify MCRC through the change of command.

a. OSOs will notify MCRC, OP of the circumstances via the chain of command. MCD personnel will also notify the MCRC Staff Judge Advocate through the chain of command.

b. MOIs will notify MCRC, ON/E of the circumstances via NSTC. MCRC, ON/E will notify MCRC, SJA.

4107. ACCOUNTABILITY AND PREPARATION OF THE LIEUTENANTS PRIOR TO REPORTING TO TBS

1. MOIs are expected to contact OSOs prior to commissioning to facilitate an unofficial pool hand-off by informing the appropriate OSO of the future lieutenant's transfer to their area and to provide the lieutenant's contact information. Upon notification, OSOs will account for these lieutenants as if a member of their pool. While there are no MCRISS entry or reporting requirements, OSOs will manually maintain the lieutenant's contact information and track his or her participation. Additionally, OSOs are still expected to absorb any NROTC lieutenants that contact them and want to participate in their pool even if the MOI has not provided the proper hand-off. It is important to note that MOIs will still retain administrative responsibility for their NROTC lieutenants until they execute orders to TBS. This hand-off allows the lieutenants to take part in local OSO pool activities while being physically separated from their units and waiting for TBS for an extended period of time.

2. OSOs will promptly notify the respective MOI if a NROTC lieutenant has a legal issue (e.g. arrest or alcohol related incident) to ensure proper reporting. The MOI will then notify MCRC, Regular Officer Programs (ON/E) of the incident through their chain of command.

3. OSOs will complete TBS pre-screening checklists for NROTC lieutenants and provide them to the respective MOI. The MOI is responsible for reviewing the checklist and providing it to MCRC, ON/E.

4. OSOs will also properly transfer any of their lieutenants moving out of their area to a local OSO, as appropriate. However, if the poolee moves to a location not supported by an OSO in the local vicinity, the OSO will retain ownership of the lieutenant. A proper pool transfer must be executed for all moves between OSOs as outlined above, via the involved Marine Corps Districts (MCDs), in order to track and maintain accountability for every PLC lieutenant. OSOs will continue to report PLC legal incidents through the MCRC chain of command. OSOs will also submit TBS pre-shipping checklist for PLC lieutenants to MCD Assistants for Officer Procurement (AOPs).

5. MOIs can contact MCRC ON/E for OSO contact information. MOIs will continue to mentor and provide oversight for any lieutenant that cannot be transferred to a local OSO's pool until they ship for TBS. This oversight will

include the completion of the pre-TBS checklist. However, MOIs will not provide the lieutenant's height and weight on the checklist if they do not physically observe the weigh-in. MOIs are also encouraged to have lieutenants tie into other NROTC units if there is a local unit near their post-commissioning residence.

6. Recruiting Station Commanding Officers (RS COs) will ensure that OSOs execute the following actions:

(a) Receive all applicable NROTC lieutenants into their pools and properly execute their pool programs, to include monthly pool activities;

(b) Properly submit requests to move poolees to another OSO to their respective MCD AOP for approval and action in MCRISS;

(c) Physically meet with lieutenants in their pool monthly, at a minimum; and

(d) Complete the pre-TBS checklist on all lieutenants in their pool and ensure that all the pre-TBS requirements are met prior to execution of orders.

7. MCD AOPs will approve all pool move requests, take appropriate action in MCRISS, and provide oversight in order to ensure pool transfers are properly executed and that subordinate OSOs are properly executing their pool programs

8. Eastern and Western Recruiting Regions AOPs will provide all necessary oversight in order to ensure pool transfers are properly approved and executed by MCD AOPs and that subordinate OSOs are properly executing their pool programs.

4108. OTHER REQUIREMENTS. During the processing and administration of officer candidates, other documents may be completed for a variety of different situations. All officer selection personnel must know these forms and must understand the specific situations in which they are needed.

1. DD Form 369, PRC. In cases where the OSO determines that a background check of an officer applicant is necessary e.g., applicant admitted arrests), as many record check forms as necessary will be prepared and forwarded to local police authorities for completion and return. Enter the applicant's full name, SSN, sex, race, and date of birth, residence address and dates of residence. Local police checks will be requested from all places in which the applicant has lived since the age of 15 years to verify prior civil court actions, juvenile court actions, or that no records exist. Completed forms will be retained at the place of conditional enlistment until the time for disposal, and will not be forwarded with the application. Information received from the Police Record Check may be used as a basis for requesting waivers, or can form the basis for a recommendation of disapproval for an application.

2. National Agency Check SOU. All applicants will be informed that a completed National Agency Check (NAC) is a requirement for commissioning. In many instances when this requirement is waived because of time constraints and the applicant is commissioned prior to a completed NAC, those applicants will sign a statement of understanding that should the completed NAC disclose the existence of any civil conviction or military disciplinary record not previously disclosed, the applicant is presumed to have executed a fraudulent enlistment. The applicants are subject to disenrollment, if on inactive duty, and/or to disciplinary action, if on active duty. If in the OCC Program, this statement

will be signed at OCS; if in the PLC Program this statement will be included in the appointment documents if this requirement is necessary.

### 3. Proof of Receipt of Degree

#### a. Acceptable proofs of degree are:

(1) An official transcript (bearing the raised college seal) with a notation of graduation,

(2) A certified, legible copy of the degree awarded,

(3) Or a letter or an ACF, bearing the college seal from an appropriate college official verifying that the applicant/candidate has satisfied all degree requirements and will be awarded that degree on a specific date.

#### b. An acceptable proof of degree must be submitted to MCRC, OA:

(1) Prior to the issue of a government transportation request for any candidate scheduled to report to an OCC Class (college graduates only);

(2) With the NAVMC Form 763 Appointment Record forwarded to MCRC, OA once a PLC candidate is commissioned.

c. Under no circumstances will a candidate or midshipmen be commissioned without proper proof of degree.

4. Name Change Information. This information will be submitted for each applicant who desires to conditionally enlist under a name other than that shown on the individual's birth, baptismal, or naturalization certificate.

a. Female applicants may be conditionally enlisted under a married name or divorced name, provided a certified copy of the marriage certificate or divorce decree is included in the application.

b. A non-prior service applicant may be conditionally enlisted under a different name provided the applicant can:

(1) Produce a court order for the change of name, or

(2) Secure affidavits from at least three responsible, but disinterested, persons of the community in which the applicant resides, indicating that they have known the applicant by the name under which the person desires to enlist. Submit the original affidavits with the application.

c. An applicant with prior service in any branch of the armed forces of the United States (active or inactive) shall be conditionally enlisted under the same name as that which appears on the individual's discharge certificate, certificate in lieu thereof, or other separation papers, unless such individual possesses a court order or other legal document which show the name to have legally changed. In such cases, the applicant will be enlisted under the name shown on the legal document. A certified copy of the court order or other document will be submitted with the application.

### 4109. COMMISSIONING DOCUMENTS

a. OSOs and MOIs are required to submit an RFA on each officer candidate not less than 120 days prior to the scheduled commissioning date. RFAs for OCC

and PLC Law members will be submitted to MCRC, OA NLT 14 days prior to shipping to OCS. A commissioning physical examination will also be completed prior to the submission of the RFA. Refer to the appropriate commissioning program, in chapter 2, for more information on physical examinations. The original commissioning physical will accompany the RFA. OSOs and MOIs will include the results of the most recent (within 24 months) Human Immunodeficiency Virus (HIV) test, and the pathology report from the most recent (within 24 months) Papanicolaou (PAP) test, as well as a copy of the most recent dental examination (within 12 months) as part of the RFA. Results of the HIV, PAP, and dental must not expire prior to the applicant's commissioning date. For PLC Aviation members, the original physical will be forwarded to the Commander, NAMI, Physical Qualification Section (Code 342), Pensacola, Florida 32508-5600 as early as possible prior to the scheduled commissioning date. A complete copy of the aviation physical will accompany the RFA.

b. Upon being found physically qualified, the applicant's RFA will be sent to MCRC, OA where the commission and NAVMC Form 763 Appointment Acceptance Record will be prepared and forwarded to the cognizant OSO. A cover letter will be provided which includes specific instructions on the completion of the NAVMC Form 763.

c. Once the candidate has been commissioned, the OST or NROTC unit will forward the complete NAVMC Form 763 and Proof of Graduation to MCRC, OA within 24 hours. If for any reason the appointment is not administered, the commissioning documents will be returned along with an explanation regarding the reason the appointment was not administered.

4110. OFFICER PROCUREMENT QUALITY CONTROL PROCEDURES. The quality control procedures provide guidance and instruction to all levels of the Marine Corps Recruiting Command (MCRC) to ensure all officer applications are complete and administratively correct.

#### 1. Required Action

##### a. G-3, Officer Programs (OP)

(1) Conduct a 10% random verification on applications when attending Officer Candidate Course (OCC) selection boards. Include all results in the board trip report.

(2) Conduct a 10% random verification on all OCS Pre-ships Checklists prior to shipping to OCS. Provide feedback to the Region Assistant Chiefs of Staff (AC/Ss), Recruiting and Marine Corps District (MCD) Operations Officers (OpsO) prior to OCS shipping.

(3) Maintain oversight of all projected fiscal year (FY) commissionings to ensure all candidates are commissioned in a timely nature.

(4) Publish the monthly Officer Programs Quality Control Report (OPQCR) to notify the Recruiting Region and MCD Assistants for Officer Procurement (AOPs) of identified reoccurring trends and conduct quality control training as required to reduce trends.

(5) Provide oversight of Region and MCD quality control programs. Conduct a review during the annual Commanding General Inspection Program (CGIP) and include results in the trip report.

##### b. CG, Eastern and Western Recruiting Regions (ERR/WRR)

(1) Region AOPs will attend at least one Platoon Leaders Class (PLC) board at each MCD every six months and conduct a 20% random verification on applications sent to the selection board.

(2) Region AOPs will conduct a 20% random verification on all OCS Pre-Ship Checklists prior to shipping to OCS.

(3) Region AOPs will provide oversight to MCDs in tracking projected commissioning dates.

(4) Region AOPs will review and analyze the OPQCR.

(5) Region AOPs will provide oversight of the MCDs' quality control program and inspect the MCDs' program during formal inspections or training and assist visits. They will identify reoccurring trends and conduct quality control training as required.

c. Commanding Officer, MCD

(1) MCD AOPs will screen each officer application submitted by Officer Selection Teams (OST) to ensure the application is complete, accurate and updated in the MCRISS-OS (Officer Processing) and verify that all officer applications are assembled utilizing ACP. They will screen each officer application to ensure the potential officer is qualified and board eligible and ensure each application has a completed ACP Checklist, signed by the Officer Selection Officer (OSO).

(2) MCD AOPs will utilize the Officer Application Discrepancy Report (OADR) to document discrepancies in applications, medical examinations, waivers, and RFA packages and annotate all discrepancies, missing information and/or documentation in MCRISS-OSS under the comments section. They will publish the OADR to all Recruiting Station COs and OSTs monthly.

(3) MCD AOPs will process medical physicals in accordance with reference (b) and ensure each physical has a completed MCRC Standardized Medical Checklist. MCD AOPs will forward only complete physicals to the appropriate medical agency.

(4) MCD AOPs will conduct 100% screening on all submitted OCS Pre-Ship Checklists, prior to shipping to OCS to ensure each officer candidate shipping to OCS is prepared and has remained qualified for the commissioning program.

(5) MCD AOPs will ensure all RFAs are submitted in accordance with reference (a). The MCD AOP will screen each commissioning package and only submit completed requests with a completed RFA Checklist, and track projected commissioning dates to ensure candidates commission on time.

(6) MCD AOPs will ensure all financial or tuition assistance requests are completed in accordance with this reference and forward only completed requests with the appropriate FAP Checklist, or MCTAP Checklist, as appropriate.

(7) MCD AOPs will identify reoccurring trends on the OADR and OPQCR trackers and conduct training to OSTs as required to reduce trends.

d. RS CO



(1) OSOs will utilize MCRISS-OS (Officer Processing) and ACP throughout the entire officer selection application process to include prospecting, processing, selection, shipping and commissioning. OSOs will only use forms resident in ACP, unless authorized by MCRC, OP. All forms or supporting documentation will be completed in ACP and manually uploaded with all the required signatures.

(2) OSOs will ensure that each officer application is complete and administratively correct. Special emphasis must be given when verifying an applicant's aptitude, age, citizenship, dependency, prior service, and medical and moral qualifications. All verifying documentation must be originals or on the appropriate ACP Form. OSOs will only certify copies of documents after personally viewing the original document.

(3) OSOs will complete, sign and forward the ACP checklist, with each officer application. OSOs will enter and verify all MCRISS entries prior to submitting applications to the appropriate MCD.

(4) OSOs will ensure each forwarded MEPS physical has a completed and signed MCRC Standardized Medical Checklist.

(5) OSOs will complete the OCS Pre-Ship Checklist, to ensure each officer candidate shipping to OCS is prepared and has remained qualified for the commissioning program.

(6) The OSO will ensure each forwarded commissioning package will have a completed and signed RFA Checklist.

(7) OSOs will complete all financial assistance requests in accordance with this reference and the appropriate Financial Assistance Checklist, will be completed, signed and forwarded with each request.

(8) OSOs will ensure all waivers are approved prior to contracting any officer applicant. Instructions on the waiver criteria and level of authority are listed in Appendix E.

(9) OSOs will review published OADRs and OPQCRs to identify office errors and take the appropriate corrective actions.

(10) The pre-application, is an effective tool to gather vital documents and form screen a potential new working applicant. OSOs will use the approved version of the pre-application. OSOs will introduce interested candidates to the pre-application as soon as practical in the process.

## CHAPTER 4

## APPLICATION PROCESSING

## SECTION 2: OFFICER CANDIDATE SELECTION BOARDS

4200. PURPOSE. The purpose of this section is to provide policy and guidance concerning the conduct of officer candidate selection boards. The guidance published pertains to all section boards for commissioned officer programs that are under the cognizance of MCRC.

4201. COMPOSITION OF BOARDS

1. OCC and PLC. CG, ERR/WRR, as delegated by CG, MCRC, will convene and approve PLC and OCC boards. OCC selection boards may only be convened at the Region level. PLC selection boards may be convened at the MCD level, but final approval of applicants remains with Region CGs. Selection boards, though non-statutory, shall have a precept provided to the president of the board as a means of providing officer selection guidance. PLC and OCC Board membership will consist of a minimum of five (5) voting commissioned officers and a non-voting recorder. The president must be a lieutenant colonel or higher. Should more than five officers be assigned to the board, then an odd number of officers should be used for voting purposes. Regions and MCDs will conduct selection boards to ensure only the "best qualified" applicants are selected to attend training at OCS. MCRC will provide specific instructions for each OCC Selection board via letter of instruction. Recruiting Regions are authorized to select officer candidates for the next OCC and up to 50% of the ship cap for the following OCC. Females will not be preselected on the fall OCC board. Exempt to the above policy requires MCRC, CG approval.

2. USNA. A board of Marine Corps Officers assigned to the USNA determines which graduating midshipmen will be commissioned officers in the Marine Corps. MCRC, ON/E will process all RFAs in accordance with current policy.

3. Enlisted to Officer Programs. MECEP, ECP, R-ECP, and MCP-R selection boards will be conducted per current policy in MCO 1040.43, Enlisted to Officer Commissioning Programs. Applicants for these programs are selected by a board convened at MCRC headquarters.

4. NROTC Marine-Option Selection Process. The NROTC Marine-Option Scholarship Selection Boards are conducted at MCDs and are tasked with selecting those qualified applicants with the greatest potential for success, both academically and as Marine Corps Officers. MCRC, ON/E will distribute the four-year scholarships in accordance with the current accession plan. NROTC Board membership will consist of a minimum of five (5) commissioned officers serving as voting members, and a recorder. The board president must be a lieutenant colonel or higher. Should more than five officers be assigned to the board, then an odd number of officers should be used for voting purposes. Board members must be physically present at all times

5. Frederick C. Branch and Pedro De Valle Scholarship Boards. These scholarships are an NROTC Marine Option scholarship for those that attend one of the HBCUs or HSIs associated with an NROTC unit. Applicants for two or three-year side load Frederick C. Branch (FCB) and Pedro De Valle Scholarships are submitted by MOIs at HBCUs and HSIs with NROTC unit or cross town affiliation with an NROTC unit.

4202. ELIGIBILITY

1. Selection Criteria. All applicants submitted to a selection board must be board eligible. Board eligible applicants are morally, mentally and physically qualified. Any applicant requiring a waiver is considered not qualified, and will not be contracted or boarded until all waivers are approved. Members of the selection board will vote on each qualified applicant.

2. Selection boards are advised to consider the use of the "whole person concept." Precepts for selection boards will include the definition of the whole person concept: "The whole person concept consists of an evaluation of many factors. Tangible qualifiers can include: GPA, PFT, mental test scores, moral qualifications, college major, courses and course load, athletics, team sports, work experience; civic, community, and church involvement, demonstrated leadership ability and membership in such organizations as scouting. Intangible qualifiers include: Integrity; physical, mental and moral courage; commitment, honor, and genuine desire to devote oneself to the good of the Nation or the Marine Corps. Ability to speak and/or read and write a foreign language should be seen as a favorable factor considering the requirement to participate in worldwide deployments. This list of attributes is not all inclusive, but is provided as a list for board members to consider during their judgment of an applicant's record".

3. A combination of at least the aforementioned factors, coupled with the recommendations of commissioned officers who interviewed the applicant, will be considered by the selection board when selecting applicants for an officer program. Selection boards will be provided the averages for those quantifiable statistics from previous selection boards in order to ensure that selection qualifications are consistent from board to board. NROTC boards will be provided quantifiable statistics for PLC selection boards to ensure that NROTC selection and PLC and OCC selection standards are uniform and consistent.

4. Timing. Commanders will hold selection boards as required to meet published phase lines and other mission requirements. All boards will be physical boards in which board members will be physically present at the board location for the actual board. Rolling boards for PLC within the same FY are authorized and will be conducted in accordance with this order and other MCRC policies. All candidates will receive notification of selection as soon as practical and will receive orders no less than 30 days prior to shipping.

4203. CANDIDATE PHYSICAL APPEARANCE AND PHOTOGRAPHS. Physical appearance of any applicant for an officer commissioning program is an important factor in selection and non-selection. Screening boards do not have the advantage of a personal view and must rely on a photograph for this important impression. Applicant photographs will be considered a fair representation of the appearance, bearing, and dress of the applicant.

1. One photograph of each applicant, in coat and tie, or similar business attire for females, is required to be submitted with each application. The finished product will be approximately 4 by 5 inches, full-length, uncovered, front view, with left shoulder forward. Digital photographs are preferred with applications. The picture page will include the candidate's name, the last four digits of their SSN and the date of photograph.

2. Active Duty service members and drilling reservists will wear the service "C" Marine Corps uniform. Pictures will have the same criteria attached as a typical promotion picture. USNA graduates have no requirement to submit a photograph for Marine Corps officer selection.

3. If an applicant is over his or her maximum weight, a body fat photograph will be taken per paragraph 2110.2 of this Order and included in the application.

CHAPTER 5  
MEDICAL PROCESSING

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## CHAPTER 5

## MEDICAL PROCESSING

## SECTION 1: MEDICAL REQUIREMENTS

5100. GENERAL. Applicants for any officer program must be Physically Qualified (PQ) for entry into the armed forces per the criteria in the Department of Defense Instruction (DoDI) 6130.03, Medical Standards for Appointment, Enlistment or Induction in the Military Services. Further criteria for appointment to commissioned grade in the Marine Corps must be met per the standards set forth in chapter 15 of the Manual of the Medical Department (MANMED). These standards are designed to procure and retain personnel who are physically fit and temperamentally adaptable to the conditions of military life. In many cases, however, a recommendation for a waiver of a minor physical defect may be appropriate when it appears evident that the defect would not be an obstacle to useful service and the applicant is qualified in all other respects. Further guidance on the application of physical standards and recommendations for waivers can be obtained from the MANMED, Chapter 15, Section III. In addition to the above, applicants for any aviation training program must be found PQ per the requirements set forth in the MANMED, Section V, Chapter 15 and be found qualified or waived by the Naval Aerospace Medical Institute (NAMI).

5101. TYPES OF FACILITIES AND PHYSICAL EXAMINATIONS. There are several different occasions when the submission of a physical examination is required. Table 5-1 describes the type of physical required for each program, the facility where the physical examination is conducted and disposition instructions. The following are definitions for types of facilities conducting the examination and the occasion when physical examinations are required.

1. Facilities

a. Military Entrance Processing Stations. Military Entrance Processing Station (MEPS) conduct and records physicals per the guidance established in the DoDI 6130.03 and USMEPCOM Regulation 40-1. MEPS are currently the primary source of physical examinations.

b. Military Treatment Facilities. Military Treatment Facilities (MTFs) are used primarily by active duty and reserve members and for civilian applicants, on an "as available basis". MTF physicals are conducted by a military examiner, however the qualification results are usually determined by the examiner rather than guidance published by the MANMED and must be reviewed by the Bureau of Medicine and Surgery (BUMED) for entrance and commissioning standards and by NAMI for aviation standards. MTF physicals for ground programs are normally retrieved and delivered to the OSO by the applicant while aviation physicals are submitted electronically to NAMI by the MTF.

c. Department of Defense Medical Evaluation and Review Board. The Department of Defense Medical Evaluation and Review Board (DoDMERB) historically conducts physical examinations for Naval Reserve Officers Training Corps (NROTC) scholarship applicants. The command accommodates Marine Corps officer applicants, providing flexibility to the Officer Selection Officers (OSO) by increasing the amount of providers as compared to using MEPS alone. An agreement exists between the Commanding General (CG),

Marine Corps Recruiting Command (MCRC), the Director of DoDMERB and the Director, Qualifications and Standards for BUMED establishing any physical reviewed and found qualified by DoDMERB for the Marine Corps officer programs constitutes a fully qualified candidate and allows the applicant to be commissioned barring any change in physical condition for a period of two years. If the applicant does not commission within two years of the DoDMERB physical, it must be reviewed by BUMED for a new commissioning determination.

d. BUMED. The authority to grant a waiver lies with the commander charged with enlisting or commissioning the applicant and the specific program desired. The medical authority to recommend a waiver of the standards to these various commands resides with the Chief of BUMED. By direction authority to carry out this function has been granted to the Director, BUMED Qualifications and Standards who provides waiver recommendations to CG, MCRC. Furthermore, the Director provides guidance to Navy and Marine Corps Reserve commands regarding physical qualification for retention of service members in the reserves and to the recruit training commands regarding retention of recruits found to have disqualifying conditions.

## 2. Types of Physicals

a. Initial Program Qualification. A physical examination is required before an applicant may be administered the Physical Fitness Test (PFT) and conditionally enlisted in the USMCR for enrollment in an officer program. The initial entry physical examination will be included inside the application.

b. Transfer to Aviation. In order to initially qualify for aviation or transfer from any program to an aviation program, an aviation physical is required to determine the applicant's suitability for aviation. Since physical standards for aviation are more rigid, a physical to transfer from an aviation program to a non-aviation program is not required.

c. Retention. Retention determinations are required on any applicant whose physical status changes while enrolled in any commissioning program. Usually this is a result of major illness, injury or surgery. In these cases the OSO will forward a copy of all documents pertaining to the condition to the Marine Corps District (MCD) Corpsman. The MCD Corpsman will review the documentation to determine if the candidate's fitness for retention requires a new BUMED waiver. If a new qualification determination is needed, the applicant is to be considered Not Physically Qualified (NPQ) and will not be qualified to ship to Officer Candidates School (OCS) or commission until BUMED completes its review and issues a favorable waiver recommendation.

### d. Commissioning

(1) A current physical examination with all annual certifications is required prior to an applicant being appointed to commissioned grade. In all cases, the date of examination must not precede the date of commissioning of the applicant by more than 60 months for ground or 24 months for aviation.

(2) All aviation applicants shall be counseled that their physical fitness for aviation training will be re-established at NAMI in Pensacola, Florida upon reporting for flight school. Applicants must be advised that even though they may have passed all previous flight physicals, the physical conducted at NAMI upon check-in will be the final determinant for fitness for

aviation training. Should a student naval aviator fail to pass the physical at NAMI, the officer is still obligated to serve on active duty in a commissioned status for a period of 48 months from the date initially assigned to EAD as a commissioned officer.

e. Promotion. A current physical examination is required on all members of the Platoon Leaders Class (PLC) Law Program who are eligible for promotion to first lieutenant. The physical should be administered at such time to allow it to reach MCRC, Officer Appointments (OA) No Later Than (NLT) 60 days prior to expected date of promotion. The physical should be accompanied by a request for promotion from the OSO.

Occasion	Program	Type of Physical	Facility
Initial Program Qualification, program retention, Promotion (Law only)	Ground component	Standard entrance physical	MEPS, MTF, or DoDMERB
	Air Component (including component transfers)	Flight physical (OCC Air) Standard entrance physical (PLC Air) *PLC applicants will be scheduled for an Air physical once fully trained	MTF, MEPS, DoDMERB, NAMI
Commissioning	Ground component (non DoDMERB physical)	Most recent physical and all applicable updates	BUMED
	Ground component (DoDMERB)	DoDMERB with MCRC endorsement	None if within two years of commissioning
	Air Component	Flight physical	BUMED and NAMI

Table 5-1. - Physical Examination Requirements.

5102. PROGRAM REQUIREMENTS. The following guidance will be used for the completion and timely submission of medical requirements:

1. PLC Applicants. Examination Requirements:



a. MEPS Physicals. PLC applicants with a physical examination conducted at a MEPS must meet the requirements as outlined below prior to contracting. Once the requirements are met, the applicants must meet the board selection and OCS shipping requirements.

(1) If Block 74A is checked PQ by MEPS, the physical exam does not need to be submitted to BUMED for waiver determination until the applicant is either ready to commission or has a significant change in physical condition.

(2) Since MEPS qualifies applicants based on DoD standards, all MEPS PQ physicals will be forwarded to the respective MCD Corpsman who will review it to ensure the applicant meets the standards for commissioning in the Marine Corps based the requirements in chapter 15 of the MANMED prior to contracting. If the MCD Corpsman determines the applicant does not meet standards for the Marine Corps, the applicant will be considered NPQ and the guidance in paragraph (2) below will be followed.

(3) If block 74A is checked "NPQ" the physical will be submitted to BUMED for waiver recommendation and cannot be used to board select or ship to OCS until BUMED returns a favorable recommendation.

b. MTF Physicals. All physical exams completed by a MTF other than MEPS will be submitted to BUMED for review and cannot be used to board select or ship to OCS without a favorable qualification determination from BUMED.

c. DoDMERB Completed Physicals. All physical exams completed and reviewed by DoDMERB for Marine officer programs will be returned to the MCD with either a BUMED waiver recommendation or qualification letter from MCRC and can be used to contract, board select, and ship applicants to OCS.

d. Aviation Applicants. The PLC aviation program applicants can be contracted on a standard entrance physical and then scheduled for an air physical once fully trained.

e. PLC Law. PLC Lawyers will commission upon completion of OCS and must meet additional medical requirements. Complete physicals for PLC Law applicants will include the results of the most recent Human Immunodeficiency Virus (HIV) test, dental examination, and the pathology report from the most recent Papanicolaou (PAP) test for female applicants age 21 and older. HIV and PAP tests for all physicals must have been performed within the last 24 months and dental exams within the last 12 months.

f. PLC Ground, PLC-Student Naval Aviator or PLC Student Naval Flight Officer. The OSO will include the dental Statement of Understanding (SOU) for all applicants, and the pathology report from the most recent PAP smear for female applicants age 21 or older.

g. Applicants for the PLC-Law Program and PLC members obtaining a direct commission must meet PLC Ground contracting medical requirements, but must obtain their BUMED recommendation for commissioning prior to attending OCS.

h. All waiver recommendations will be endorsed by MCRC prior to conditionally enlisting the applicant into a PLC program. No PLC applicant will be contracted or attend training until they have received either a MEPS PQ physical examination, reviewed by the MCD Corpsman or a waiver recommended BUMED letter endorsed by MCRC as appropriate.

i. A PQ physical exam or favorable waiver determination is preferred prior to performing initial PFT; however, refer to paragraph 1112 for additional guidance when this is not practical.

2. Officer Candidates Class Applicants. Examination Requirements:

a. MEPS Physicals. Officer Candidates Class (OCC) Ground, Law and Reserve applicants with a PQ physical examination conducted by a MEPS can be contracted and board selected after the respective MCD corpsman reviews the exam. Upon selection by a board, the applicant's physical will be forwarded to BUMED for commissioning determination. In order to ship to OCS, OCC candidates must have a favorable BUMED recommendation prior to the deadline for each OCC class established by MCRC.

b. DoDMERB Completed Physicals. All physical exams completed and reviewed by DoDMERB for Marine officer programs will be returned to the MCD with either a BUMED waiver recommendation or qualification letter from MCRC and can be used to contract, board select, and ship OCC applicants to OCS.

c. Aviation Applicants. All aviation applicants must complete a flight physical and be found PQ by NAMI prior to selection at a board. For contracting purposes, it is permissible to contract an aviation application with a physically qualified MEPS or DoDMERB physical exam that has been screened by the MCD Corpsman for disqualifying conditions, however aviation applicants are not eligible to be seen at a selection board without a qualifying flight physical. Under no circumstances is an air applicant authorized to ship to OCS without a current NAMI qualified flight physical.

d. The physical will include the results of the most recent HIV test and dental examination for all applicants, and the pathology report from the most recent PAP test for female applicants age 21 and older. HIV and PAP tests for all physicals must have been performed within the last 24 months and dental exams within the last 12 months.

e. All medical waiver recommendations must be endorsed by MCRC prior to conditionally enlisting the applicant into an OCC program. No OCC ground or law applicant will attend training until they have received either a DoDMERB PQ physical exam with a MCRC endorsement letter, or a PQ or waiver recommended BUMED letter endorsed by MCRC.

f. A PQ physical examination or favorable waiver determination is preferred prior to performing the initial PFT; however, refer to paragraph 1112 for additional guidance when this is not practical.

5103. RECORDING AND SUBMITTING PHYSICAL EXAMINATIONS

1. MEPS and MTFs. Physical examinations conducted by MEPS or MTFs will be reported on the DD Form 2808, Report of Medical History, and the DD Form 2807-1, Report of Medical Examination.

2. DoDMERB. Physicals conducted by DoDMERB contracted physicians are recorded on the DD Form 2351, DoDMERB Report of Medical Examination, and the DD Form 2492, DoDMERB Report of Medical History. OSOs will request DoDMERB physicals using the guidance below:

a. Applicants with a current and valid physical are not authorized to use the DoDMERB process to obtain a new physical.

b. OSOs requesting a physical through DoDMERB must first ensure the applicant meets the criteria of a New Working Applicant (NWA) and are entered into the Marine Corps Recruiting Information Support System (MCRISS) as an officer NWA.

c. OSOs will complete and submit the DoDMERB appointment request form, provided by the MCD Corpsman, selecting either "new physical" if this is the applicant's first DoDMERB physical, or "Prior" if the applicant had a physical for an NROTC or Service Academy program that is less than two years old, and forward electronically to the MCD Corpsman along with the following additional documentation:

(1) OCC and PLC Law. The physical request will include the results of the most recent HIV test and dental examination for all applicants and the pathology report from the most recent PAP test for female applicants age 21 and older. HIV and PAP tests for all physicals must have been performed within the last 24 months and dental exams within the last 12 months.

(2) PLC Ground, PLC-SNA or PLC SNFO. The physical request will include the dental SOU for all applicants and the pathology report from the most recent PAP smear for female applicants age 21 or older.

(3) Applicants with valid DoDMERB physical: the OSO will have the applicant complete DoDMERB Present Health Questionnaire, along with the physical request and forward to the MCD Corpsman. To be valid, the DoDMERB physical must have been completed within the last two years.

d. The MCD Corpsman will receive the request, verify the applicant is in MCRISS as an NWA and forward the request to the MCRC Corpsman who will enter the applicant for approval of a physical.

e. Upon notice that the applicant is approved for a physical, the MCRC Corpsman will notify the MCD Corpsman, who will notify the OSO via email and attach the DoDMERB Applicant Instructions.

f. When the OSO receives the approval notice, they will notify the applicant and provide the DoDMERB Applicant Instructions to them. OSOs must advise the applicant that appointments must be scheduled within 30 days of notice. Even though the applicant receives this information in the mail from DoDMERB, the OSO must still make this notification.

g. MCRC will publish a weekly report to all Regions and MCDs on the status of pending DoDMERB physicals. The MCD will forward this information to the OSOs for their awareness and action as applicable. OSOs will take action depending on the status indicated as noted below:

(1) Applicants noted as "Approved for Physical" in the "Status" column will be informed by the OSO they must schedule appointments within 30 days of approval notice. Applicants who do not schedule an appointment after 60 days will be dropped from the DoDMERB process.

(2) Applicants noted as "Pending Remedial Information" in the "Status" column will adhere to the following:

(a) Remedial requests for initial physicals are either administrative or medical in nature. Administrative remedial requests do not

require appointments and generally require submission of medical documents from a past condition. Medical remedial requests do require appointments and can be accomplished through a DoDMERB contracted doctor at no cost to the applicant, a MTF, or the applicant's private physician. When remedial information is needed, DoDMERB will generate a letter that will be mailed directly to the patient which will notify the applicant of what information is needed and directions to accomplish it. If an applicant does not receive or loses their letter, the needed remedial information can be found on the DoDMERB website.

(b) Applicants will be informed by the OSO they have 60 days to complete the required remedial request or be dropped from the DoDMERB process.

(c) If the remedial is performed by a DoDMERB contracted physician, the physician will forward a copy of the remedial results directly to DoDMERB.

(d) If the remedial is performed at an MTF or by the applicant's private physician, the applicant will forward a copy of the remedial results via mail or fax to DoDMERB and provide a copy to the OSO, who will then forward a copy to the MCD Corpsman. The MCD Corpsman will forward the copy to the DoDMERB point of contact and MCRC Corpsman. The MCRC Corpsman will update the DoDMERB tracker.

h. Once DoDMERB completes the review of the physical, one of the following determinations will be mailed to the applicant:

(1) PQ. Once found qualified, MCRC will forward the physical and MCRC endorsement letters to the MCD Corpsman, who will in turn forward the documents to the OSO.

(2) NPQ. If found disqualified, the OSO will notify the applicant that their physical will be automatically forwarded to BUMED for waiver determination. BUMED will determine if the applicant meets the physical standards and if the condition warrants a waiver. If BUMED determines the applicant is NPQ but recommends a waiver, MCRC will forward the endorsed BUMED letter and the DoDMERB physical to the MCD Corpsman. If BUMED determines the applicant is NPQ and does not recommend a waiver, MCRC will forward only the endorsed NPQ letter to the MCD Corpsman.

(3) Prior to returning any qualification determination to the MCD, the MCRC Corpsman will update the MCRISS Medical Status.

i. OSOs will notify their MCD Corpsman in the event an applicant drops from the program within 72 hours of the drop. This will alleviate unnecessary workload and ensure DoDMERB processes only working applicants.

#### 5104. ANNUAL PHYSICAL REQUIREMENTS

1. All candidates must complete a NAVMED Form 6120/3, Annual Certificate of Physical Condition or Preventative Health Assessment (PHA) each year they are in their respective program. Failure to obtain an Annual Certificate for inclusion in the health record and Request For Appointment (RFA) package may result in expiration of the current physical and a candidate's failure to qualify for their commission.

a. All annual certifications will be completely filled out and signed by the applicant, OSO, and MCD Corpsman in order to be valid.

b. For any injury incurred after a PQ determination or waived physical examination, the OSO or MOI will forward all copies of treatment records concerning the medical condition(s) along with the original physical examination and all annual certificates to BUMED, via the chain of command, for determination of continuance in the program.

2. All annual certifications will be included with the physical for all submissions to BUMED and in the RFA.

#### 5105. DENTAL REQUIREMENTS

1. MCDs, NSTS and service academies will use the MCRC dental SOU, and DD Form 2813, Department of Defense Active Duty/Reserve Forces Dental Examination for all dental requirements.

2. PLC applicants can be contracted, selected on boards, and attend OCS with a dental SOU, but must have the results of an actual dental examination as part of their medical documents sent to BUMED and in their RFA prior to commissioning.

3. OCC applicants can be contracted and board selected with a dental SOU, but must have dental examination and the results of the examination as part of their medical documents sent to BUMED and in their RFA. OCC applicants will not ship to OCS without a valid dental examination as part of a qualifying medical examination.

4. Applicants found PQ by DoDMERB within the previous two years do not require submission to BUMED, however a copy of the most recent dental examination and a copy of the Dental SOU will be included in the RFA.

5. All dental examinations are required to be no older than 12 months from the submission date to BUMED, and those submitted with the RFA must not expire prior to the date the applicant commissions.

6. MCDs are responsible for ensuring all dental correspondence received utilizes the proper forms. Dental correspondence will only be forwarded for action after the MCD Corpsmen have thoroughly reviewed documents for accuracy, completion, and correction of any discrepancies.

7. Due to possible injury to candidates, which would require replacement and/or repair of existing orthodontic appliances, all officer candidates with orthodontic appliances in place, must have them removed at their own expense, prior to reporting to OCS for training. Candidates are authorized permanent retainers however all orthodontic treatment must be completed.

5106. IMMUNIZATION REQUIREMENTS. All candidates attending OCS must have included in their physical examination package a copy of their current immunizations. The candidates are not required to have any immunizations administered prior to reporting, only provide documentation of those already received. Data from electronic immunization registries from State Health Departments; doctors' offices; Defense Enrollment Eligibility Reporting System (DEERS); Military Readiness Reporting System (MRRS); DD Form 2766 Adult Preventative and Chronic Care Flow Sheet; SF-601, Immunization Record; NAVMED Form 6230/4, Adult Immunization Record; or a Certified Form PHS-731,

International Certificate of Vaccination, constitute approved immunization records.

1. The following minimum requirements will be noted on the candidate's immunization record and included in the physical examination package:

- a. Measles, Mumps, Rubella (MMR) - 2 doses;
- b. Hepatitis A, 2 shot series;
- c. Hepatitis B, 3 shot series;
- d. Tetanus-Diphtheria - received within 10 years;
- e. Poliomyelitis - single dose Oral (OPV) or Injectable (IPV);
- f. Influenza - one dose, seasonal;
- g. Meningococcal - one dose; and

h. TWINRIX - 3 shot vaccine - may be substituted for the Hepatitis A and B requirements.

2. The MCD is responsible for ensuring a legible copy of the candidate's immunization record is included in the medical record prior to shipping to OCS. The Bradley Branch Clinic at OCS will review the immunization records and administer only those immunizations not documented or incomplete, as well as any required boosters, during processing.

5107. REMEDIAL REQUESTS. If additional medical information is required by BUMED or NAMI to determine the applicant's physical qualification, a letter stating the additional information required will normally be forwarded to the OSO of the applicant concerned, along with an entry in MCRISS to reflect the requirements for additional medical information to be forwarded. Due to the financial constraints applicants may encounter in obtaining additional medical testing needed by BUMED, DoDMERB can schedule and pay for remedial requirements in most cases. Direction on remedial requests is provided below:

1. OSOs will complete and submit the DoDMERB physical examination request form electronically, selecting the "Remedial" option on the form and forward to the MCD Corpsman.
2. The MCD Corpsman will attach the resubmit request from BUMED or NAMI, and forward it, along with the applicant's physical to the DoDMERB Point of Contact (POC) via email.
3. The DoDMERB POC will notify the MCD Corpsman via email once the applicant is authorized to schedule the appointment. The MCD Corpsman will forward the email to the OSO who will advise the applicant to contact DoDMERB via the phone number on the email after two working days.
4. The following actions take place after the applicant attends the remedial appointment:
  - a. If the remedial is completed by a DoDMERB contracted physician, the physician will forward a copy of the remedial results directly to DoDMERB.

b. If the remedial is completed at a MTF or the applicant's private physician, the applicant will forward a copy of the remedial results via mail or fax to DoDMERB and provide a copy to the OSO who will then forward a copy to the MCD Corpsman. The MCD Corpsman will forward the copy to the DoDMERB POC and the MCRC Corpsman who will update the DoDMERB tracker.

c. Once DoDMERB confirms the appropriate remedial was completed and pays the provider, the DoDMERB POC will forward the remedial documents to the MCD Corpsman who will then forward to NAMI or upload to BUMED as necessary.

## CHAPTER 5

## MEDICAL PROCESSING

## SECTION 2: LINE OF DUTY PROCEDURES

5200. LINE OF DUTY PROCEDURES

1. This section provides Line of Duty (LOD) submission procedures for officer candidates who sustain an injury during training at OCS. This policy applies to all officer candidates.

2. Headquarters Marine Corps Wounded Warrior Regiment, Reserve Medical Entitlement Determination (HQMC WWR RMED) provides MCRC, Recruiting Regions, MCDs, and Officer Selection Stations (OSS) an automated process to submit, update, and track medical entitlements and incapacitation pay requests on-line via the Marine Corps Medical Entitlement Data System (MCMEDS). The process for submitting an LOD request was previously defined, however a new electronic MCMEDS system has been implemented rendering previous guidance obsolete.

a. Each OSS is required to have at least two representatives, a requestor and an approver, registered with a MCMEDS account. MCMEDS is the only system authorized by HQMC WWR RMED for submission of entitlements and incapacitation pay requests and updates. Registration is accomplished via submission of a DD Form 2875, System Authorization Access Request (SAAR), to HQMC WWR RMED. SAAR forms must include the member's Electronic Data Interchange Personal Identifier (EDIPI) located on the back of the Common Access Card (CAC). Additionally, each SAAR application must include a copy of the completion certificate of the Health Information Portability and Privacy Act (HIPPA) training course located on the Military Health System Learning Portal (MHS Learn). Instructions for accessing the training are located on the MCRC Command Portal in Officer Programs, Shared Documents, in the folder labeled "HIPPA".

b. Upon determination an LOD injury exists, the OCS medical section will draft an eligibility letter recommending LOD. The letter then will be provided to the candidate and the Coordinator of Student Activities (CSA) along with a copy of pertinent medical documents.

c. The MCRC OCS Liaison will obtain the candidate's medical record from the OCS Medical Clinic and forward it to the responsible MCD, NROTC, Service Academy, or Fleet Marine Force (FMF) unit.

d. The CSA will print out a Privileges and Responsibilities (P&R) Statement from MCMEDS and have the applicant sign it. CSA will ensure the candidate departs OCS with the LOD request, pertinent medical documents, a copy of the candidate's original and drop orders, and the P&R statement.

(1) Officer candidates who were members of the Selected Marine Corps Reserve (SMCR) will be released from training and transferred to their parent unit. The candidate will report to the SMCR unit and remain under their cognizance until found fit for duty. The parent unit will be responsible for submitting the MCMEDS request to HQMC WWR RMED.

(2) Reservists receiving LOD benefits that have completed their SMCR contract or obligated service will be extended by their SMCR unit, via unit



diary entry, at the convenience of the Government until they are found fit for duty, or found NPQ for retention. Those found NPQ for retention will be discharged.

(3) OCC and PLC members will be released from training and will report to their OSO within five working days with a copy of the LOD request and pertinent medical documents. The OSS will submit the candidate's LOD request, pertinent medical documents, a copy of the candidate's original orders to OCS, termination orders from OCS, and the P&R statement into MCMEDS.

e. While in an LOD status, candidates will be transferred and retained in Reporting Unit Code (RUC) 88812 in MCTFS. The Marine Corps Base (MCB) Quantico Installation Personnel Administration Center (IPAC) will drop the candidate from RUC 30382 in MCTFS. After the drop cycles, MCRC, OA will join the candidate to RUC 88812.

f. If HQMC WWR RMED rejects a MCMEDS request, they will forward a request for administrative corrective action, via email, to all personnel associated with the applicant's request. The OSO will take immediate action to correct the administrative discrepancy. The applicant is not authorized medical care until the request is corrected.

g. Once HQMC WWR RMED approves the MCMEDS request, the member's status is updated in MCMEDS by HQMC WWR RMED. The OSS representative is responsible for tracking the LOD request in MCMEDS. Upon notification of LOD approval, the OSS representative will prepare a program retention letter that is valid until the end of the entitlement period. The OSS will add the comment "Candidate on LOD" under the "Comments" tab in MCRISS. The OSS will then forward the retention letter to the Recruiting Region via the MCD.

h. The OSS will submit a medical update request along with current medical documentation into the applicant's MCMEDS account for review by HQMC WWR RMED every 30 days after the initial entitlement approval and until the individual is returned to full duty via MCMEDS. Failure to submit this information monthly will result in termination of benefits.

i. When the provider returns the candidate to full duty, the OSS will input the final medical evaluation into MCMEDS. HQMC WWR RMED will then review and approve the release from LOD. The OSS will notify the candidate of release from LOD benefits once approved.

j. The OSO will complete a disenrollment letter or retention letter with a request for orders, as appropriate, upon release from LOD. Retained PLC candidates will attend the next summer's 6-week commissioning training increment. OCC candidates or E-O Marines injured after the 6th week of training can be afforded the opportunity to contract to attend the 6-week PLC Seniors program to meet OCS training requirements. These cases must be coordinated through the respective MCD and Recruiting Region.

k. The OSS will enter the comment "Removed from LOD - Retained" or "Removed from LOD - Disenrolled", under the "Comments" tab in MCRISS as applicable. The OSS will forward a copy of the program disenrollment or retention letters to the Region via the MCD. The Recruiting Region will forward the letter to MCRC, OA, who will take appropriate action to retain or drop the candidate from the Marine Corps Total Force System (MCTFS).

Appendix A  
TABLE OF STANDARD ABBREVIATIONS

Academic Certification Form (ACF) (chapter 2, pg 7.)

Academic Qualifications Rating (AQR) (chapter 2, pg 9.)

Accredited Institutions of Post-Secondary Education (AIPE) (chapter 2, pg 7.)

Active Duty List (ADL) (chapter 3, pg 4.)

Active Duty Operational Support (ADOS) (chapter 4, pg 3.)

Active Reserve (AR) (chapter 3, pg 22.)

American Association of Collegiate Registrar and Admissions Officers (AACRAO) (chapter 2, pg 7.)

American Bar Association (ABA) (chapter 3, pg 1.)

American College Test (ACT) (chapter 2, pg 8.)

Area of Responsibility (AOR) (chapter 3, pg 12.)

Armed Forces Qualifying Test (AFQT) (chapter 2, pg 9.)

Armed Services Vocational Aptitude Battery (ASVAB) (chapter 2, pg 8.)

Assistant Chiefs of Staff (AC/S) (chapter 4, pg 14.)

Assistant for Officer Procurement (AOP) (chapter 1, pg 1.)

Automated Commissioning Program (ACP) (chapter 4, pg 1.)

Aviation Enhanced Area Canvassing (AEAC) (chapter 1, pg 11.)

Aviation Selection Test Battery (ASTB) (chapter 2, pg 8.)

Background Investigation Questionnaire (BIQ) (chapter 2, pg 19.)

Battalion Commanding Officer (BNCO) (chapter 4, pg 18.)

Bureau of Medicine and Surgery (BUMED) (chapter 3, pg 5.)

Commandant of the Marine Corps (CMC) (chapter 1, pg 8.)

Commanding General, Eastern Recruiting Regions (CG, ERR) (chapter 1, pg 1.)

Commanding General, Western Recruiting Regions (CG, WRR) (chapter 1, pg 1.)

Commanding General, Marine Corps Recruiting Command (CG, MCRC) (chapter 1, pg 1.)

Contact Team Officer (CTO) (chapter 3, pg 14.)

Coordinator of Student Activities (CSA) (chapter 5, pg 10.)

Appendix A  
TABLE OF STANDARD ABBREVIATIONS

Defense Enrollment Eligibility Reporting System (DEERS) (chapter 5, pg 8.)

Delayed Entry Program (DEP) (chapter 2, pg 4.)

Department of Defense (DoD) (chapter 1, pg 5.)

Department of Defense Instruction (DoDI) (chapter 5, pg 1.)

Department of Defense Medical Examination Review Board (DoDMERB) (chapter 1, pg 7.)

Department of the Navy (DoN) (chapter 2, pg 23.)

Department of the Navy Central Adjudication Facility (DoNCAF) (chapter 2, pg 14.)

District Attorney (DA) (chapter 1, pg 4.)

Dropped on Request (DOR) (chapter 4, pg 17.)

Drug & Alcohol Test (DAT) (chapter 4, 16.)

Duty Under Instruction (DUINS) (chapter 3, pg 8.)

Enhanced Area Canvassing (EAC) (chapter 1, pg 6.)

Enlisted Commissioning Program (ECP) (chapter 3, pg 22.)

Exception to Policy (ETP) (chapter 2, pg 26.)

Extended Active Duty (EAD) (chapter 2, pg 28.)

Fiscal Year (FY) (chapter 2, pg 27.)

Fleet Marine Force (FMF) (chapter 5, pg 10.)

Flight Officer Aptitude Rating (FOFAR) (chapter 2, pg 9.)

Grade Point Average (GPA) (chapter 2, pg 7.)

Headquarters Marine Corps Wounded Warrior Regiment, Reserve Medical Entitlement Determination (HQMC WWR RMED) (chapter 5, pg 10.)

Historically Black Colleges and Universities (HBCU) (chapter 3, pg 17.)

Human Immunodeficiency Virus (HIV) (chapter 5, pg 4.)

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Category	Type	Description	Conditions	Approving Authority
TRAFFIC OFFENSES (TO)	Five to Nine (DAE)	FIVE TO NINE VIOLATIONS.	OFFENSES CANNOT BE ALCOHOL RELATED.	RS CO
	Ten or more (DAD)	10 OR MORE VIOLATIONS.	OFFENSES CANNOT BE ALCOHOL RELATED.	MCD
OTHER NON TRAFFIC OFFENSES (ONTO)	One or two (DCE)	CONVICTED OF, PLEAD GUILTY TO, PLEAD NO-CONTEST TO OR PLEAD NOLO CONTENDERE TO ONE OR TWO CIVILIAN OFFENSES THAT ARE NOT TRAFFIC RELATED AND ARE CLASSIFIED AS LESS THAN A MISCONDUCT OFFENSE. (FOREIGN OR DOMESTIC).	NO FELONY CONVICTIONS OR FINDINGS OF GUILTY OF AN OFFENSE FOR WHICH THE MAXIMUM PENALTY UNDER THE FEDERAL, STATE, OR LOCAL LAW IS DEATH OR CONFINEMENT EXCEEDING ONE (1) YEAR. ALL AVAILABLE DOCUMENTATION (COURT DOCS, POLICE RECORDS, ETC...) MUST BE SUBMITTED.	RS CO
	Three or four (DCD)			MCD
	Five or six (DCC)			REGION
	Seven or more (DCB)			MCRC
TATTOOS, BODY MARKING, BRANDING ETC.	NON-VISIBLE (In standard PT shorts and shirt)(DX)	ONE TATTOO IS DETERMINED BY BEING COVERED BY FIVE (5) INCH DIAM. DISC. NO LIMITATION TO NUMBER OF BODY MARKINGS. MUST NOT BE SEXIST (NUDITY), RACIST, ECCENTRIC, VULGAR, ANTI-AMERICAN, OFFENSIVE IN NATURE, OR EXPRESS ASSOCIATION WITH CONDUCT OR SUBSTANCES THAT VIOLATE THE MARINE CORPS DRUG POLICY.		MCD
	VISIBLE (In standard PT Shorts and Shirt) ENTIRE TATTOO IS VISIBLE BUT CANNOT BE COVERED BY THE HAND. (DX)	LIMITED TO FOUR (4) VISIBLE BODY MARKINGS. MARKINGS ON HEAD, NECK, HANDS, WRISTS (WITHIN TWO (2) INCHES OF PALM, OR ARE INSIDE THE MOUTH ARE PROHIBITED. 1/2 OR 1/4 SLEEVE TATTOOS ARE PROHIBITED. TATTOOS ON FEET OR LEGS CANNOT BE VISIBLE OR APPARENT WHEN WEARING SERVICE "A", DRESS BLUE "A/B", BLUE-WHITE "A/B" OR EVENING DRESS UNIFORM.		REGION
	VISIBLE (In standard PT Shorts and Shirt) ENTIRE TATTOO IS VISIBLE BUT CANNOT BE COVERED BY THE HAND. (DX)	LIMITED TO FOUR (4) VISIBLE BODY MARKINGS. MARKINGS ON HEAD, NECK, HANDS, WRISTS (WITHIN TWO (2) INCHES OF PALM, OR ARE INSIDE THE MOUTH ARE PROHIBITED. 1/2 OR 1/4 SLEEVE TATTOOS ARE PROHIBITED. TATTOOS ON FEET OR LEGS CANNOT BE VISIBLE OR APPARENT WHEN WEARING SERVICE "A", DRESS BLUE "A/B", BLUE-WHITE "A/B" OR EVENING DRESS UNIFORM.		MCRC
	ORNAMENTATION. (DX)	ANY BODY PIERCING, BODY SCULPTURING, OR ALTERING OF THE FLESH FOR ARTISTIC, RITUALISTIC OR RELIGIOUS MEANS. REGARDLESS OF LOCATION. DEFINED AS PIERCING, MUTILATION (TONGUE SPLITTING), EAR LOBE HOLES (GUAGES MUST BE HEALED AND CLOSED PRIOR TO QUALIFICATION (LARGE ENOUGH FOR LIGHT TO PASS THROUGH), ORNAMENTAL IMPLANTATIONS (FACE SILICONE IMPLANTS, HORNS, ETC.).	OFFICER TATTOO, BODY PIERCING, SCULPTURING, MARKING OR BRANDING WILL BE WITHIN CURRENT MC REGULATIONS. EVALUATION AND WAIVER POLICY IS THE SAME FOR ENLISTED AND OFFICER. SEE CURRENT MCRC TATTOO POLICY FOR INSTRUCTIONS IN PROCESSING APPLICANTS WITH BODY MARKINGS.	MCRC
DRUGS	ONE TO FIVE TIMES MARIJUANA USE (FBE)	SELF ADMITTED USE. ANY CONVICTION FOR POSSESSION OF ANY AMOUNT SHOULD BE TREATED AS A MISCONDUCT OFFENSE IN ADDITION TO THE DRUG USE WAIVER.	MUST HAVE BEEN MORE THAN 12 MONTHS SINCE LAST USE AND CONTRACT DATE.	RS CO
	SIX OR MORE TIMES MARIJUANA USE (FBD)		SIX TO MORE TIMES OR USE WITHIN LAST 12 MONTHS.	MCD
	ANY DRUG USE OTHER THAN DESCRIBED ABOVE (FCB)			MCRC (ETP)
MISCONDUCT OFFENSES (MO)	One (DDD)	CONVICTED OF, PLEAD GUILTY TO, PLEAD NO-CONTEST TO, PLEAD NOLO CONTENDERE TO ANY CIVILIAN MISDEMEANOR OFFENSE THAT IS NOT TRAFFIC RELATED (FOREIGN OR DOMESTIC). OFFENSE LISTED UNDER COMMON MISCONDUCT OFFENSES.	MAY NOT BE A FELONY. ALL LEGAL PROCEEDINGS MUST BE COMPLETE. ALL FINES MUST BE PAID AND APPLICANT MUST NOT BE ON PAROLE OR PROBATION.	MCD
	Two or three (DDC)			REGION
	Four or more (ddb)			MCRC
DUI or DWI	One (DB)	CONVICTED OF OR PLEAD NO-CONTEST TO ONE DUI IN WHICH MORE THAN ONE YEAR HAS PASSED BETWEEN THE OFFENSE AND THE CONTRACT DATE.	ONE YEAR FROM OFFENSE TO CONTRACT DATE. ALL LEGAL PROCEEDINGS MUST BE COMPLETE. ALL FINES MUST BE PAID AND APPLICANT MUST NOT BE ON PAROLE OR PROBATION.	MCD

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	Two or more DUI/DWI OR any DWI/DUI Less in than 12 months ago <b>(DB)</b>	CONVICTED OF, PLEAD GUILTY TO, PLEAD NO-CONTEST TO OR PLEAD NOLO CONTENDERE TO TWO OR MORE DUIS OR LESS THAN ONE YEAR HAS PASSED SINCE THE OFFENSE.	MAY NOT BE A FELONY. ALL LEGAL PROCEEDINGS MUST BE COMPLETE. ALL FINES MUST BE PAID AND APPLICANT MUST NOT BE ON PAROLE OR PROBATION.	REGION
<b>MAJOR MISCONDUCT OFFENSES (MMO)</b>	Any Felony Convictions, juvenile or adult <b>(DEB)</b>	CONVICTED OF, PLEAD GUILTY TO, PLEAD NO-CONTEST TO OR PLEAD NOLO CONTENDERE TO ANY JUVENILE OR ADULT FELONY OFFENSE.	ALL LEGAL PROCEEDINGS MUST BE COMPLETE. ALL FINES MUST BE PAID AND APPLICANT MUST NOT BE ON PAROLE OR PROBATION.	MCRC (ETP)
<b>AGE</b>	GROUND <b>(AY)</b>	GROUND: AGE > 28 BUT < 30 AT DATE OF COMMISSIONING (ENLISTED TO OFFICER CAN COMMISSION AT 30 WITHOUT WAIVER).	MUST BE IN OUTSTANDING PHYSICAL CONDITION. PRIOR ACTIVE DUTY SERVICE (ANY SERVICE) IS A PLUS FACTOR. SUBMIT A REPORT OF APPLICANT'S RECENT PHYSICAL FITNESS HISTORY.	REGION
	AIR <b>(AY)</b>	AIR: 27 1/2 YEARS OR GREATER, BUT LESS THAN 29 YEARS AT DATE OF COMMISSIONING.	SNA/SNFO WAIVER MUST BE APPROVED BY DEPUTY COMMANDANT FOR AVIATION.	MCRC
	LAW <b>(AY)</b>	LAW: AGE > 28 BUT < 33 AT DATE OF COMMISSIONING.	OCC LAW MAY BE WAIVED TO 33; PLC (LAW) MAY BE WAIVED TO LESS THAN 30 YEARS AGE.	REGION
	AGE <b>(AY)</b>	AGE GREATER THAN THOSE LISTED ABOVE.	34 IS THE MAXIMUM COMMISSIONING AGE BY LAW. SNA/SNFO EXCEPTION TO POLICY MUST BE APPROVED BY DEPUTY COMMANDANT FOR AVIATION.	MCRC (ETP)
<b>DEPENDENTS</b>	MARRIED w/ ONE DEPENDANT CHILD <b>(BBE)</b>	MARRIED WITH ONE DEPENDANT CHILD UNDER THE AGE OF 18, OR WHEN APPLICANT DOESN'T HAVE CUSTODY OF DEPENDANTS.		RS CO
	MARRIED w/ MORE THAN ONE DEPENDANT CHILD <b>(BBD)</b>	MARRIED WITH MORE THAN ONE DEPENDANT CHILD UNDER THE AGE OF 18.		MCD
	SINGLE PARENT w/ ANY DEPENDANT CHILDREN <b>(BBC)</b>	SINGLE PARENT WITH CUSTODY OF ANY DEPENDANT CHILDREN.	SINGLE PARENTS MUST HAVE CHILDCARE PLAN ESTABLISHED IN WRITING, AND SIGNED BY CARE GIVERS. LEGAL DOCUMENTS REQUIRED IF THEY DO NOT HAVE CUSTODY	REGION
<b>TEST SCORE</b>	ASVAB /SAT/ACT <b>(CY)</b>	AFQT LESS THAN 74, SAT LESS THAN 1000, ACT LESS THAN 22 COMPOSITE.	MUST HAVE TAKEN ASVAB AT LEAST TWICE.	MCRC (ETP)
	ASTB <b>(CY)</b>	ASTB, ONE POINT IN ONLY ONE OF THE TWO SECTIONS. Ref to section 2104.7.d.2.	MUST BE APPROVED BY DEPUTY COMMANDANT FOR AVIATION.	MCRC
	LSAT <b>(CY)</b>	LSAT LESS THAN 150.	MUST HAVE BEEN ADMITTED TO LAW SCHOOL AND BE QUALIFIED BY ANOTHER TEST SCORE (SAT, ACT, ASVAB)	MCRC

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OFFICER WAIVER MATRIX

<b>OCS DROP (REENROLLMENT)</b>	<b>OCS NPQ (DX)</b>	NPQ AT USMC OCS.	CLEARED TO RETURN TO TRAINING	<b>MCD</b>
	<b>OCS DROP (OAD)</b>	WAS ACCEPTED FOR ANY SERVICE OCS BUT DID NOT COMPLETE. EITHER FROM FAILURE TO SHIP, FAILURE TO GRADUATE, OR FAILURE TO COMPLETE THE TERMS OF THEIR CONTRACT.	REGARDLESS OF SERVICE OF PROGRAM. THIS DOES NOT INCLUDE THOSE WHO WERE NOT SELECTED ON A SELECTION BOARD, WHICH ARE REAPPLICATIONS AND DO NOT REQUIRE A WAIVER.	<b>MCD</b>
	<b>OCS DROP (NON-REC TO RETURN BY CO OCS) (OBB)</b>	DROPPED FROM OCS AND NOT RECOMMENDED TO RETURN BY THE CO OCS, OR FAILED 3 OR MORE COMMISSIONING SOURCES.	DOES NOT INCLUDE NPQ.	<b>MCRC</b>
	<b>DID NOT ACCEPT COMMISSION (OCB)</b>	FULLY TRAINED CANDIDATE WHO DID NOT ACCEPT THEIR COMMISSION WHEN IT WAS OFFERED.		<b>MCRC</b>
<b>ROTC DROP (REENROLLMENT)</b>	<b>ONE ROTC DROP (RAD)</b>	WITHDRAWAL OR DISMISSAL FROM ANY SERVICE ROTC PROGRAM TO WHICH THEY HAD A CONTRACTUAL OBLIGATION.	DOES NOT INCLUDE COLLEGE PROGRAM STUDENTS.	<b>MCD</b>
	<b>DROPPED FROM MORE THAN ONCE FROM ROTC PROGRAM (RAC)</b>	WITHDRAWAL OR DISMISSAL FROM ANY SERVICE ROTC PROGRAM TO WHICH THEY HAD A CONTRACTUAL OBLIGATION ON MORE THAN ONE OCCASION.	DOES NOT INCLUDE COLLEGE PROGRAM STUDENTS.	<b>REGION</b>
<b>SERVICE ACADEMY (REENROLLMENT)</b>	<b>SERVICE ACADEMY DROP (DX)</b>	WITHDRAWAL OR DISMISSAL FROM ANY SERVICE ACADEMY REGARDLESS OF THE AMOUNT OF TIME SPENT AT ACADEMY.		<b>REGION</b>
<b>RE CODE</b>	<b>REENLISTMENT CODE OTHER THAN RE-1A (DX)</b>	ANY CODE OTHER THAN A RE-1A OR ANOTHER SERVICE'S EQUIVALENT.		<b>REGION</b>
<b>HT/WT/BODYFAT STANDARDS</b>	<b>HT/WT/BODYFAT (HY)</b>	HT/WT/BODYFAT NOT WITHIN CURRENT USMC STANDARDS. THIS MEANS OVERWEIGHT AND UNDERWEIGHT.	AVIATORS MUST BE APPROVED BY DEPUTY COMMANDANT FOR AVIATION.	<b>MCRC (ETP)</b>
<b>NPQ</b>	<b>NOT PHYSICALLY QUALIFIED (HX)</b>	BUMED FINDS NPQ AND DOES NOT RECOMMEND A WAIVER FOR THE DISQUALIFYING CONDITION.		<b>MCRC (ETP)</b>

Appendix C  
LIST OF TYPICAL OFFENSES

Offense Code	Traffic Offenses (TO)
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line, driving left of center.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision/tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directive
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report after accident.
119	Failure to yield right-of-way.
120	Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, or windshield wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing, such as passing on right, passing in no-passing zone, passing stopped school bus, or passing a pedestrian in crosswalk.
126	Improper turn.
127	Invalid or unofficial inspection sticker, failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving the scene of accident (when not considered hit and run)
131	License plates improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine.
135	Reckless, careless or imprudent driving (when the fine is more than \$300 or there is confinement). Court costs are not part of a fine.
136	Seat belt/child restraint violation.
137	Skateboard/roller skate violations.
138	Speeding.
139	Spilling load on highway.
140	Spinning wheels, improper start, zigzagging, or weaving in traffic.
141	Violation of noise control ordinance.
142	Other Traffic Offenses not specifically listed.
143	Reserved for future use
144	Reserved for future use

Appendix C  
LIST OF TYPICAL OFFENSES

Offense Code	Other Non-Traffic Offenses (ONTO)
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons, failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court. (all offenses except felony proceedings)
216	Failure to appear, contempt of court. (felony proceedings)
217	Failure to stop and render aid after accident.
218	Fare / Toll evasion.
219	Harassment, menacing or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
224	Juvenile adjudications, such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (Fine or restitution of \$500 or less and no confinement).
229	Pandering
230	Poaching.
231	Purchase, possession, or consumption of alcohol beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal/simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem/identification.
242	Vagrancy.
243	Vandalism (Fine or restitution of \$500 or less and no confinement).
244	Violation of fireworks law.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other Non-Traffic Offenses specifically not listed.

Appendix C  
LIST OF TYPICAL OFFENSES

Offense Code	Misconduct Offenses (MO)
300	Aggravated assault, fighting or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds. (non-firearm)
302	Concealment or failure to report a felony
303	Contributing to delinquency of minor.
304	Crimes against the family (non-payment of court ordered of child support/alimony).
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery/violence, not considered Lautenburg Amendment.
309	Driving while drugged or intoxicated, or driving while ability impaired, permitting a DUI.
310	Illegal or fraudulent use of a credit card, bank card (value less than \$500).
311	Larceny or conversion (value of less than \$500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing, to include e-mail, of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia (30 grams or less)
317	Prostitution or solicitation for prostitution.
318	Reckless driving, careless, or imprudent (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or evading police.
321	Selling or leasing weapons.
322	Stolen property, knowingly received (value less than \$500).
323	Throwing rocks on a highway, throwing missiles at sporting events, throwing objects at vehicles)
324	Unauthorized use/taking of a vehicle/conveyance from family member, joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
<b>330</b>	<b>Other Misdemeanor Offenses not specifically listed</b>
<b>331</b>	<b>Reserved for future use</b>

Appendix C  
LIST OF TYPICAL OFFENSES

Offense Code	Major Misconduct Offenses (MMO)
400	Aggravated assault, assault with dangerous weapon, maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds. (firearm)
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411	Child Pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery/violence, as defined under the Lautenberg Amendment.
415	Embezzlement.
416	Extortion.
417	Forgery; knowingly uttering or passing forged instrument. (Except for altered identification cards).
418	Grand larceny/Larceny (value of \$500 or more).
419	Grand theft auto
420	Hate Crimes.
421	Illegal/fraudulent use of a credit card, bank card, or automated card (value \$500 or more)
422	Indecent acts or liberties with a child, molestation.
423	Indecent assault.
424	Kidnapping or abduction.
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).
426	Manslaughter.
427	Murder.
428	Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included).
429	Negligent/vehicular homicide.
430	Perjury or subornation of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property.
432	Public record; altering, concealing, destroying, mutilating, obligation, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, to include armed.
436	Sale, distribution, or trafficking (including "intent to") of cannabis (marijuana), or any other controlled substance.
437	Sodomy.
438	Stolen property, knowingly received (value \$500 or more).
439	Terrorist threats including bomb threats.
440	Violation of civil rights
441	Other Felony Offenses not specifically listed.
442	Reserved for future use

Appendix D  
Waiver Checklist

RS LEVEL	DAE	DCE	FBE	BBE
<b>SUPPORTING DOCUMENTS REQUIRED:</b>				
Officer Waiver Request Form	X	X	X	X
Applicant's Photograph Page	X	X	X	X
OSO Evaluation with Activity page	X	X	X	X
Applicant's 100 Word Essay	X	X	X	X
Applicant's Personal Statement	X	X	X	X
Police and Court Documents	X	X		
DD-369 (Police record Check)(1 from arresting agency, 1 from court)		X		
Birth Verification of Dependents				X
Social Security Card of Dependents				X
Applicant's Statement on FMF Service				X
Spouse/Custodial Parent Statement on FMF Service				X
Custodial Parent Statement for Illegitimate Child				X
Applicant's Financial Statement				X
DD 2808, Page 2 (Drug page from MEPS Physical)			X	
DD 2708-1,Page 3 (Drug usage amount, last time used)			X	
DD 2492, Page 1 (Drug page from DoDMERB physical)			X	

**RS LEVEL Waiver CODE/DESCRIPTION**

DAE = Five to Nine Traffic Offenses  
 DCE = One or Two Other Non Traffic  
 FBE = One to Five Times Marijuana Use  
 BBE = Married w/ More than One Dependant Child

MCD LEVEL	DAD	DCD	DX	FBD	FBC	DDD	DB	BBD	DX	OAD	RAD
<b>SUPPORTING DOCUMENTS REQUIRED:</b>											
Officer Waiver Request Form	X	X	X	X	X	X	X	X	X	X	X
Applicant's Photograph Page	X	X	X	X	X	X	X	X	X	X	X
OSO Evaluation with Activity page	X	X	X	X	X	X	X	X	X	X	X
Applicant's 100 Word Essay	X	X	X	X	X	X	X	X	X	X	X
Applicant's Personal Statement	X	X	X	X	X	X	X	X	X	X	X
Police and Court Documents	X	X									
DD-369 (1 from arresting agency, 1 from court)						X	X				
Birth Verification of Dependents								X			
Social Security Card of Dependents								X			
Applicant's Statement on FMF Service								X			
Spouse/Custodial Parent Statement on FMF Service								X			
Custodial Parent Statement for Illegitimate Child								X			
Applicant's Financial Statement								X			
DD 2808, Page 2 (Drug page from MEPS Physical)				X	X						
DD 2708-1,Page 3 (Drug usage amount, last time used)				X	X						
DD 2492, Page 1 (Drug page from DoDMERB physical)				X	X						
RS CO's Endorsement Letter	X	X	X	X	X	X	X	X	X	X	X
Probation Officer Statement						X	X				
DD 214 (Certificate of Release or Discharge from Active Duty)										X	X
District Disenrollment Package										X	
OCS Drop Board Package/Letter										X	
DD 368 (Request for Conditional Release)											X
DD 785 (Disenrollment from Officer Type Training)											X

**MCD LEVEL Waiver CODE/DESCRIPTION**

DAD = Ten or More Traffic Offenses  
 DCD = Three or Four Other Non Traffic Offenses  
 DX = Non-Visible Tattoo in Standard PT Shirt and Shorts  
 FBD = Six or More Times Marijuana Use  
 DDD = One Misconduct Offense  
 DB = One DUI or DUI More than One Year Ago  
 BBD = Married w/ More than One Dependent Child under 18  
 DX = Not Physically Qualified at OCS  
 OAD = OCS Drop  
 RAD = One ROTC Drop



Appendix D  
Waiver Checklist

REGION LEVEL										
SUPPORTING DOCUMENTS REQUIRED:	DCC	DX*	DDC	DB	AY	AY	BBC	RAC	DX	DX
Officer Waiver Request Form	X	X	X	X	X	X	X	X	X	X
Applicant's Photograph	X	X	X	X	X	X	X	X	X	X
OSO Evaluation with Activity page	X	X	X	X	X	X	X	X	X	X
Applicant's 100 Word Essay	X	X	X	X	X	X	X	X	X	X
Applicant's Personal Statement	X	X	X	X	X	X	X	X	X	X
Police and Court Documents			X							
DD-369 (Police Record Check)(1 from arresting agency, 1 from court)	X		X	X						
Brith Verification of Dependents							X			
Social Security Card of Dependents							X			
Applicant's Statement on FMF Service							X			
Spouse/Custodial Parent Statement on FMF Service							X			
Custodial Parent Statement for Illegitimate Child							X			
Applicant's Financial Statement							X			
RS CO's Endorsement Letter	X	X	X	X	X	X	X	X	X	X
Probation Officer Statement			X	X						
DD 214 (Certificate of Release or Discharge from Active Duty)								X	X	X
DD 368 (Request for Conditional Release)								X	X	X
DD 785 (Disenrollment from Officer Type Training)								X	X	X
MCD CO's Endorsement Letter	X	X	X	X	X	X	X	X	X	X
Current PFT Sheet (Ht/Wt/ BF)					X	X				
Sole Single Parent Statement							X			
Court Order on Child Support							X			

**REGION LEVEL Waiver CODE/DESCRIPTION**

DCC = Five or Six Other Non Traffic Offenses  
DX\* = Visible Tattoo in PT Uniform, Can be Covered by Hand  
DDC = Two or Three Misconduct Offenses  
DB = Two or More DUIs or Any DUI Less than 12 Months Ago  
AY = Ground Age Over 28, Less than 30 (E/O Waiver not required)  
AY = Law Age Over 28, Less than 33  
BBC = Single Parent w/ Custody of Any Child  
RAC = More than One Drop from ROTC  
DX = Service Academy Drop  
DX = Reenlistment Code Other than RE-1A

MCRC LEVEL									
SUPPORTING DOCUMENTS REQUIRED:	DCB	DX	DX	DDB	AY	CY	CY	OBB	OCB
Officer Waiver Request Form	X	X	X	X	X	X	X	X	X
Applicant's Photograph	X	X	X	X	X	X	X	X	X
OSO Evaluation with Activity page	X	X	X	X	X	X	X	X	X
Applicant's 100 Word Essay	X	X	X	X	X	X	X	X	X
Applicant's Personal Statement	X	X	X	X	X	X	X	X	X
Police and Court Documents	X								
DD-369 (Police Record Check)(1 from arresting agency, 1 from court)	X			X					
RS CO's Endorsement Letter	X	X	X	X	X	X	X	X	X
Probation Officer Statement				X					
DD 214 (Certificate of Release or Discharge from Active Duty)								X	
OCS Drop Board Package/Letter								X	
DD 368 (Request for Conditional Release)								X	
DD 785 (Disenrollment from Officer Type Training)								X	
MCD CO's Endorsement Letter	X	X	X	X	X	X	X	X	X
Current PFT Sheet (Ht/Wt/ BF)					X				
Copy of Birth Certificate					X				
Region CG's Endorsement Letter	X	X	X	X	X	X	X	X	X
Applicant's Full Length Photo (suit and tie or Service C)		X	X						
Tattoo Screening Form		X	X						
Tattoo Photo (Color)		X	X						
Tattoo Drawing (If applicable)		X	X						
Applicant Photo (PT Gear)		X	X						
College Transcripts (Most Current)						X			
ASTB Score Sheet						X			

**MCRC LEVEL Waiver CODE/DESCRIPTION**

DCB = Seven or More Other Non Traffic Offenses  
DX = Visible Tattoo in PT Uniform, Cannot be Covered by Hand/Ornamentation  
DDB = Four or More Misconduct Offenses  
AY = Air Age More than 27 1/2, Less than 29  
CY = ASTB One Point  
CY = LSAT Less than 150  
OBB = OCS Drop Not Recommended to Return  
OCB = Did Not Accept Commission

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Waiver Checklist

MCRC EXCEPTION TO POLICY (ETP)						
SUPPORTING DOCUMENTS REQUIRED:	FCB	DEB	AY	CY	HY	HY
Officer Waiver Request Form	X	X	X	X	X	X
Applicant's Photograph	X	X	X	X	X	X
OSO Evaluation with Activity page	X	X	X	X	X	X
Applicant's 100 Word Essay	X	X	X	X	X	X
Applicant's Personal Statement	X	X	X	X	X	X
Police and Court Documents						
DD-369 (1 from arresting agency, 1 from court)		X				
Birth Verification of Dependents						
Social Security Card of Dependents						
Applicant's Statement on FMF Service						
Spouse/Custodial Parent Statement on FMF Service						
Custodial Parent Statement for Illegitimate Child						
Applicant's Financial Statement						
DD 2808, Page 2 (Drug page from MEPS Physical)	X					
DD 2708-1, Page 3 (Drug usage amount, last time used)	X					
DD 2492, Page 1 (Drug page from DoDMERB physical)	X					
RS CO's Endorsement Letter						
Probation Officer Statement		X				
DD 214 (Certificate of Release or Discharge from Active Duty)						
District Disenrollment Package						
OCS Drop Board Package/Letter						
DD 368 (Request for Conditional Release)						
DD 785 (Disenrollment from Officer Type Training)						
MCD CO's Endorsement Letter						
Current PFT Sheet (Ht/Wt/ BF)			X			
Copy of Birth Certificate			X			
Sole Single Parent Statement						
Court Order on Child Support						
Copy of Drug Abuse Statement	X					
Region CG's Endorsement Letter						
Applicant's Full Length Photo (suit and tie or Service C)						
Tattoo Screening Form						
Tattoo Photo (Color)						
Tattoo Drawing (If applicable)						
Applicant Photo (PT Gear)					X	
College Transcripts (Most Current)						
ASTB Score Sheet						
Body Fat paper work					X	
Misc Supporting Documents				X		X

**MCRC ETP Waiver CODE/DESCRIPTION**

FCB = Any Other Drug Use

DEB = Major Misconduct Offense (Felony, Adult or Juvenile)

AY = Any Age Greater than already listed

CY = AFQT less than 74, SAT less than 1000, ACT Composite less than 22

HY = Height, Weight, and/or Body Fat not within USMC Standards

HY = Not Physically Qualified

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Waiver Checklist

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Appendix E  
WAIVER APPROVAL AND DOCUMENTATION GUIDE

1. This Waiver Approval and Documentation Guide provides directions on the delegation and approval authority for all Recruiting Stations (RS), Marine Corps Districts (MCD), Regions and Marine Corps Recruiting Command (MCRC) level waivers. MCD District Executive Officers, MCD Operations Officers, Region Chiefs of Staff, and Region Assistant Chiefs of Staff (AC/S) Recruiting, have "by direction" endorsement authority for all waivers except ETP waivers. This authority applies to waiver approval only. The MCD CO or Region CG must review and endorse any waiver in which the "by direction" authority recommends disapproval.

2. RS Level Waivers Approval Authority

- a. Traffic Offenses (5-9 minor traffic) -----RS CO
- b. Other non-traffic Offenses (1-2 offense)-----RS CO
- c. Dependent (Married with 1 dependent child or when applicant does not have custody of dependents)--RS CO
- d. Drug Use, Marijuana 5x or less  
(Not within 12 months)-----RS CO

3. MCD Level Waivers Approval Authority

- a. Traffic Offenses (10 or more minor traffic)-----MCD CO
- b. Other non traffic Offenses (3-4 offenses)-----MCD CO
- c. Misconduct Offenses (1 Misconduct Offense)-----MCD CO
- d. DUI/DWI (More than 1 year from  
contract date)-----MCD CO
- e. Dependent (Married with more than one  
dependent child)-----MCD CO
- f. Drugs 6 or more times Marijuana use -----MCD CO
- g. Drugs (Marijuana use within last 12 months) -----MCD CO
- h. Re-enrollment- (Candidate was accepted for any  
service OCS but did not complete training  
requirement either from failure to ship, failure  
to graduate, or failure to complete the terms of  
their contract)-----MCD CO
- i. OCS NPQ - (One time NPQ at OCS)-----MCD CO
- j. Re-enrollment - (ROTC/Service Academy Drop,  
withdraw or dismissed from any service ROTC  
Program/Service Academy to which they had a  
contractual obligation)-----MCD CO
- k. Tattoo, brandings, and body markings

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(Any non-visible tattoo in the standard p.t. uniform)-----MCD CO

4. Region Level Waivers Approval Authority

- a. Other Non-Traffic Offenses (5-6 offenses)-----CG, Region
- b. Misconduct Offenses (2-3 offenses)-----CG, Region
- c. ROTC Drop/Service Academy Drop/OCS (Failed 2 commissioning sources any branch)-----CG, Region
- d. DUI/DWIs (2 or more/less than 1 year has passed since single DUI/DWI)-----CG, Region
- e. Age waiver (Ground and Law)-----CG, Region
- f. Dependents (Not married with custody of children)-----CG, Region
- g. RE CODE (Any code other than RE-1A) -----CG, Region
- h. Tattoo, brandings, body marking etc... (Any tattoo visible in standard p.t. uniform that can be covered entirely by the wearers hand)-----CG, Region

5. MCRC Level Waivers Approval Authority

- a. Other non traffic offenses (7 or more)-----CG, MCRC
- b. Tattoo, brandings, body marking etc... (Any tattoo visible in standard p.t. uniform that cannot be covered entirely by the applicant's hand)-----CG, MCRC
- c. Misconduct Offenses (4 or more)-----CG, MCRC
- d. Age waiver (SNA/NFO)-----CG, MCRC
- e. ASTB Test Score (1 point in 1 section)-----ASM
- f. Reenrollment (Dropped from OCS and non-rec to return, OR failed 3 or more sources)-----CG, MCRC
- g. Reenrollment (Did not accept commission)-----CG, MCRC

6. MCRC Exception to Policy Requests Approval Authority

- a. Any other use of non-prescribed/illegal drugs-----CG, MCRC
- b. Ht/Wt/BF% out of standard (MCO P6100.12)-----CG, MCRC
- c. NPQ waiver not recommended by BUMED -----CG, MCRC
- d. Major Misconduct (Juvenile or adult felony)-----CG, MCRC

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- e. ASVAB Test Score (AFQT less than 74)-----CG, MCRC
  - f. Age greater than the OCM standard-----CG, MCRC
7. AOPs will ensure that any previously approved waivers granted are annotated on the waiver request form before forwarding to the final approving authority.
8. Waiver requests must contain all elements listed for each type of waiver to include documentation of previous approved waivers.
9. All Discharge from Active Duty (DD Form 214) certificates are required for those applicants that have served on active duty to include members of a Reserve component who have attended basic training.
10. The waiver documentation checklists are listed for each waiver level with the elements required.
11. Any active drilling reservists or active duty Marines will ensure all photographs are taken in the Service "C" uniform.
12. All active drilling reservists require an Inspector and Instructor PIQ.
13. RS Level Waivers Document Checklist
- a. Five To Nine Traffic Offenses
    - (1) Officer Waiver/ETP Request Form
    - (2) Applicant's Photograph Page
    - (3) OSO evaluation
    - (4) Applicant's 100 word essay
    - (5) Applicant's personal statement about the violations (who, what, where, when, why, and how of each incident)
    - (6) All supporting documents (police checks, court documents, etc.)
  - b. One Or Two Other Non Traffic Offenses
    - (1) Officer Waiver/ETP Request Form
    - (2) Applicant's Photo Page
    - (3) OSO evaluation
    - (4) Applicant's 100 word essay
    - (5) Applicant's statement explaining the violations (who, what, where, when, why and how of each incident)



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(6) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver package.

c. Dependent (Married with (1) dependent child or when applicant does not have custody of dependants)

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) OSO evaluation
- (4) Applicant's 100 word essay
- (5) Applicant's personal statement. Ensure that the statement details how the minor child will be taken care of and signed by caregivers.
- (6) Supporting Documents:
  - (a) Birth Verification of Dependents;
  - (b) Social Security Card(s) of Dependents;
  - (c) Applicant's statement on FMF service;
  - (d) Spouse/Custodial parent statement on FMF service;
  - (e) Custodial parent statement for illegitimate child;
  - (f) Applicant's financial statement.

d. Drug Use - Marijuana 5x or less

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) OSO evaluation
- (4) Applicant's 100 word essay
- (5) DD Form 2808, Page 2 (Drug page from MEPS physical).
- (6) DD Form 2807-1, Page 3 (Drug usage amount, last time used).
- (7) DD Form 2492, Page 1 (Drug page from DoDMERB physical).
- (8) Applicant's personal statement. OSO will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of drug use.

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14. MCD Level Waivers Document Checklist

a. Ten Or More Traffic Offenses

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) RS CO's endorsement letter
- (4) OSO evaluation
- (5) Applicant's 100 word essay
- (6) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the who, what, where, and when of each incident
- (7) All supporting documents with proof that all incidents are closed (police checks, court documents, etc.)

b. Three Or Four Other Non-Traffic Offenses

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) RS CO's endorsement letter
- (4) OSO evaluation
- (5) Applicant's 100 word essay
- (6) Applicant's statement explaining the violations (who, what, where, when, why and how of each incident)
- (7) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must have proof that all incidents are closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

c. One Misconduct Offense

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) RS CO's endorsement letter
- (4) OSO evaluation

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(5) Applicant's 100 word essay

(6) Applicant's statement explaining the incident in detail (who, what, where, when, why. and how the event took place)

(7) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must include proof that the incident is closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

(8) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

d. DUI/DWI (1 DUI/DWI more than one year ago)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) RS CO's endorsement letter

(4) OSO evaluation

(5) Applicant's 100 word essay

(6) Applicant's personal statement about the incident. Ensure that the statement provides all the pertinent information, detailing who, what, where, when, why and how the incident took place.

(7) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must include proof that the incident is closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

(8) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

e. Dependent (Married with more than (1) dependent child)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) RS CO's endorsement letter

(4) OSO evaluation

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(5) Applicant's 100 word essay

(6) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing how the minor child will be taken care of and signed by caregivers.

(7) All Supporting Documents

- (a) Birth Verification of Dependents;
- (b) Social Security Card(s) of Dependents;
- (c) Applicant's statement on FMF service;
- (d) Spouse/Custodial parent statement on FMF service;
- (e) Custodial parent statement for illegitimate child;
- (f) Applicant's financial statement.

f. Drug Use - Marijuana 6-or more times use or Marijuana use in the last 12 months from contract

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) RS CO's Endorsement letter
- (4) OSO evaluation
- (5) Applicant's 100 word essay
- (6) DD Form 2808, Page 2 (Drug page from MEPS physical).
- (7) DD Form 2807-1, Page 3 (Drug usage amount, last time used).
- (8) DD Form 2492, Page 1 (Drug page from DoDMERB physical).

(9) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of drug use.

g. Re-enrollment OCS Drop, failure to ship, failure to graduate, failure to complete the terms of their contract

- (1) Officer Wavier/ETP Request Form
- (2) Applicant's Photograph Page
- (3) RS CO's endorsement letter
- (4) OSO evaluation

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(5) Applicant's 100 word essay

(6) Applicant's personal statement. OSO's will ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. OSO should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(7) All supporting documents as applicable:

(a) All DD Form 214s

(b) Complete District disenrollment package

(c) Complete OCS Board package if dropped from OCS

h. OCS NPQ - One Time NPQ At OCS

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) RS CO's endorsement letter

(4) OSO evaluation

(5) Applicant's 100 word essay

(6) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. OSO should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

i. Re-enrollment - ROTC/Service Academy Drop

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) RS CO's endorsement letter

(4) OSO evaluation

(5) Applicant's 100 word essay

(6) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of the applicant being dropped and what the applicant has done to correct these deficiencies. OSO should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

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(7) All supporting documents as applicable:

(a) DD Form 214

(b) DD Form 368 if applicant is a Non-USMC Reservist & current ROTC student

(c) DD Form 785 if applicant was dis-enrolled from ROTC or was a Service Academy drop

j. Non-visible Tattoo Waiver. Tattoo waiver (Any number of tattoos, brandings, or other markings): Any tattoos, body piercing, body sculpturing, marking or branding or altering of the flesh for artistic, ritualistic or religious means. Current MCRC policy should be used when determining if any tattoo, or other marking makes an applicant ineligible for application.

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) RS CO's endorsement letter

(4) OSO Evaluation

(5) Applicant's 100 word essay

(6) Applicant full length color photo (conservative civilian attire, Service Members will be in Service C uniform or equivalent)

(7) Tattoo Screening Form

(8) Applicant's personal statement. Explanations on each tattoo, e.g., meaning of tattoo and date when applied. Applicant or OST must provide documentation that verifies the meaning of the tattoo if it is not apparent. Ie. Kanji symbols, quotes, etc.

(9) All supporting documents and clear, digitally submitted color picture of each tattoo. Those tattoos that cannot be photographed due to sensitive location will be drawn by the applicant on white paper.

(10) Full body picture in Marine Corps Physical Training attire (green t-shirt, green shorts, white socks, running shoes) for excessive tattoo determination. Picture will be front and back view of applicant if tattoo is not visible in PT uniform. If tattoo is visible in PT uniform, photos will be front, back, and both sides of the applicant.

15. Region Level Waivers Document Checklist

a. Other Non-Traffic Offenses (5-6 ONTO)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

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- (3) MCD CO's endorsement letter
- (4) RS CO's endorsement letter
- (5) OSO evaluation
- (6) Applicant's 100 word essay
- (7) Applicant's statement explaining the violations (who, what, where, when, why and how of each incident)
- (8) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

b. 2-3 Misconduct Offenses

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) MCD CO's Endorsement letter
- (4) RS CO's endorsement letter
- (5) OSO evaluation
- (6) Applicant's 100 word essay
- (7) Applicant's statement explaining the incident in detail (who, what, where, when, why and how the event took place)
- (8) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must include proof that that the incident is closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

(9) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

c. Re-enrollment - ROTC/Service Academy Drop (failed 2 or more commissioning sources, OCS, Service Academy, ROTC)

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page

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(3) MCD CO's Endorsement Letter

(4) RS CO's endorsement letter

(5) OSO evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. OSO should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(8) All supporting documents as applicable:

(a) DD Form 214

(b) DD Form 368 if applicant is a Non-USMC Reservist & current ROTC student

(c) DD Form 785 if applicant was dis-enrolled from ROTC or was a Service Academy drop

d. 2 or more DUI/DWI or any DUI/ DWI Less Than 12 Months Ago

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's Endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement about the incident. OSOs will ensure that the statement provides all the pertinent information, detailing who, what, where, when, why and how the incident took place.

(8) All supporting documents. DD Form 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that all incidents are closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.



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(9) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

e. Age waiver: Ground and Law Age waivers are to be carefully screened by all approval authorities before submission. Only those applicants who possess clearly superior attributes should be forwarded for review.

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. The OSO's will ensure that the statement provides all the pertinent information, detailing how the applicant has prepared for the demanding physical challenges of Officer Candidate School.

(8) All supporting documents. A current PFT, conducted in the last 30 days must be entered into MCRISS and documented on the OSO Evaluation and the waiver request form with height, weight, and body fat measurements, if applicable. Again, focus on the applicant's level of activity and their physical preparation for OCS.

(9) Copy of Birth Certificate

f. Not married w/1 or more Dependents

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing how the minor child will be taken care of and signed by caregivers.

(8) All supporting documents as applicable

(a) Sole Single Parent Statement

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- (b) Court Order on child support
- (c) Birth Verification of Dependents
- (d) Social Security Card(s) of Dependents
- (e) Applicant's statement on FMF service
- (f) Spouse/Custodial parent statement on FMF service
- (g) Custodial parent statement for illegitimate child
- (h) Applicant's financial statement.

g. Drug Use

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) MCD CO's endorsement letter
- (4) RS CO's endorsement letter
- (5) OSO Evaluation
- (6) Applicant's 100 word essay
- (7) Copy of Drug Abuse Statement
- (8) DD Form 2808, Page 2 (Drug Page from MEPS physical)
- (9) DD Form 2807-1, Page 3 (Drug usage amount, last use)
- (10) DD form 2492, Page 1 (Drug page from DoDMERB physical)
- (11) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of drug use.

h. Tattoo Waiver. Tattoo waiver (Any number of tattoos, brandings, or other markings): Any tattoos, body piercing, body sculpturing, marking or branding or altering of the flesh for artistic, ritualistic or religious means. Current MCRC policy should be used when determining if any tattoo, or other marking makes an applicant ineligible for application.

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) MCD CO's endorsement letter
- (4) RS CO's endorsement letter

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- (5) OSO Evaluation
- (6) Applicant's 100 word essay
- (7) Applicant full length color photo (conservative civilian attire, Service Members will be in Service C uniform or equivalent)
- (8) Tattoo Screening Form
- (9) Applicant's personal statement. Explanations on each tattoo, e.g., meaning of tattoo and date when applied. Applicant or OST must provide documentation that verifies the meaning of the tattoo if it is not apparent. (eg., Kanji symbols, quotes, etc.).
- (10) All supporting documents and clear, digitally submitted color picture of each tattoo. Those tattoos that cannot be photographed due to sensitive location will be drawn by the applicant on white paper.
- (11) Full body picture in Marine Corps Physical Training attire (green t-shirt, green shorts, white socks, running shoes) for excessive tattoo determination. Picture will be front and back view of applicant if tattoo is not visible in PT uniform. If tattoo is visible in PT uniform, photos will be front, back, and both sides of the applicant.

16. MCRC Level Waivers Document Checklist

- a. Other Non-Traffic Offenses (more than 7)
  - (1) Officer Waiver/ETP Request Form
  - (2) Applicant's Photograph Page
  - (3) Region CG's endorsement letter
  - (4) Dist CO's endorsement letter
  - (5) RS CO's endorsement letter
  - (6) OSO evaluation
  - (7) Applicant's 100 word essay
  - (8) Applicant's statement explaining the violations (who, what, where, when, why and how of each incident)
  - (9) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that the incident is closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

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b. Tattoo waiver (Any number of tattoos, brandings, or other markings): Any tattoos, body piercing, body sculpturing, marking or branding or altering of the flesh for artistic, ritualistic or religious means. Current MCRC policy should be used when determining if any tattoo, or other marking makes an applicant ineligible for application.

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) MCD CO's endorsement letter
- (4) RS CO's endorsement letter
- (5) OSO Evaluation
- (6) Applicant's 100 word essay
- (7) Applicant full length color photo (conservative civilian attire, Service Members will be in Service C uniform or equivalent)
- (8) Tattoo Screening Form
- (9) Applicant's personal statement. Explanations on each tattoo, e.g., meaning of tattoo and date when applied. Applicant or OST must provide documentation that verifies the meaning of the tattoo if it is not apparent. Ie. Kanji symbols, quotes, etc.
- (10) All supporting documents and clear, digitally submitted color picture of each tattoo. Those tattoos that cannot be photographed due to sensitive location will be drawn by the applicant on white paper.
- (11) Full body picture in Marine Corps Physical Training attire (green t-shirt, green shorts, white socks, running shoes) for excessive tattoo determination. Picture will be front and back view of applicant if tattoo is not visible in PT uniform. If tattoo is visible in PT uniform, photos will be front, back, and both sides of the applicant.

c. Misconduct Offenses (4 or more)

- (1) Officer Waiver/ETP Request Form
- (2) Applicant's Photograph Page
- (3) MCD CO's endorsement letter
- (4) RS CO's endorsement letter
- (5) OSO evaluation
- (6) Applicant's 100 word essay
- (7) Applicant's statement explaining the incident in detail (who, what, where, when, why and how the event took place)

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(8) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that the incident is closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver request package.

(9) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

d. Age Waiver (AIR/NFO)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing how SNC has prepared himself/herself for the demanding physical challenges of Officer Candidate School. Focus on SNC's physical fitness activities.

(8) Current and complete PFT page with HT/WT and body fat measurements.

(9) Copy of Birth Certificate

e. ASTB Test Scores Waiver

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing why he/she should be approved.

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(8) All supporting documents as applicable:

(a) Most current college transcripts

(b) ASTB Score pages from all tests to include the most current test taken

f. Re-Enrollment (Dropped from three or more sources or dropped from OCS and not recommended to return by OCS)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement Letter

(4) RS CO's endorsement letter

(5) OSO evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. OSO should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(8) All supporting documents as applicable:

(a) DD Form 214

(b) DD Form 368 if applicant is a Non-USMC Reservist & current ROTC student

(c) DD Form 785 if applicant was dis-enrolled from ROTC or was a Service Academy drop

(d) OCS Drop letter and package

g. Re-Enrollment (Did not accept commission)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement Letter

(4) RS CO's endorsement letter

(5) OSO evaluation

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(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of the applicant not accepting their commission. Waiver package must have a statement detailing why they should be granted their commission at this time.

17. MCRC Exception to Policy Waivers document checklist

a. Hard Drugs (non-prescribed, or illegal drugs)

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement letter

(5) OSO evaluation

(6) Applicant's 100 word essay

(7) Copy of Drug Abuse Statement

(8) DD Form 2808/Page 2 (Drug page from MEPS physical).

(9) DD Form 2807-1, Page 3 (Drug usage amount, last use).

(10) DD Form 2492, Page 1 (Drug page from DoDMERB physical).

(11) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the how, who, what, where, when, and why of drug use.

b. Ht/Wt/BF% out of USMC standards. For current standards, refer to MCO P6100.12 (Marine Corps Physical Fitness Test and Body Composition Program Manual) dated 10 May 2002.

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) OSO evaluation

(4) RS CO's endorsement letter

(5) MCD CO's endorsement letter

(6) Applicant's 100 word essay

(7) Applicant's body fat photographs

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(8) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing how SNC has prepared himself/herself for the demanding physical challenges of Officer Candidate School.

(9) Supporting Documents: Body fat % (weight only): Measurements must be taken by Commissioned Officers, or verified when the applicant is of the opposite gender. Height waivers: Measurement of trouser inseam, waist, arm length, and shoe size (on waiver worksheet). Current PFT score and have clear photographs in USMC PT gear.

c. NPQ waiver if BUMED does not recommend waiver: For specific processing procedures guidance, refer to MCRC Frost Call 014-03 dated 3 March 2003 (reference (d))

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay.

(7) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing how SNC has overcome his/her medical disqualifications, and focus on his/her physical condition that would not hinder the outcome of Officer Candidate School.

(8) Supporting Documents: Any and all that you can find, a second opinion from a local doctor.

d. Juvenile or Adult Felony Offenses Waiver

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement letter

(4) RS CO's endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing who, what, where, when, why and how of each incident.



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(8) All supporting documents. DD Form 369s (2 required). One DD Form 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that the incident has been closed. If no record exists, or if the OSO is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up. "Mail to" Address Block must be completed to include phone number.

(9) If an applicant has been on probation, a reference from the probation officer (PO) is required (or a statement as to why one cannot be obtained). "Remarks" section must include PO's name and phone number.

e. ASVAB Test Scores Waiver

(1) Officer Waiver/ETP Request Form

(2) Applicant's Photograph Page

(3) MCD CO's endorsement Letter

(4) RS CO's endorsement letter

(5) OSO Evaluation

(6) Applicant's 100 word essay

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing why he/she should be approved.

(8) All supporting documents. Review the conditions on the MCRC Officer Waiver Matrix.

f. Age greater than the OCM standard

(1) Officer Wavier/ETP Request Form

(2) MCD CO's endorsement Letter

(3) RS CO's endorsement letter

(4) OSO Evaluation

(5) Applicant's 100 word essay

(6) Applicant's Photograph Page

(7) Applicant's personal statement. OSOs will ensure that the statement provides all the pertinent information, detailing how SNC has prepared himself/herself for the demanding physical challenges of Officer Candidate School. Focus on SNC's physical fitness activities.

(8) Current and complete PFT page with HT/WT and body fat measurements.

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(9) Copy of Birth Certificate

Appendix F  
DUAL CITIZEN PASSPORT MEMORANDUM TEMPLATE

TO: DONCAF

FROM: LAST NAME, FIRST NAME, DOD EDI PN#

SUBJECT: RESPONSE TO CAF MESSAGE RE: DUAL CITIZENSHIP/FOREIGN PASSPORT

DATE: 3/4/2015

---

The purpose of this memorandum to state that I am a dual citizen with the United States and COUNTRY however my preferred country of citizenship is the United States. I would unconditionally be willing to renounce my citizenship with COUNTRY if asked to so. My loyalty is with the United States.

My passport with COUNTRY has been destroyed in the presence of my security manager.

The passport number is: NUMBER

Issue date: DATE

Expiration: DATE

Please let me know if further information is required.

Thank you,

FIRST NAME LAST NAME  
RANK/USMC

Appendix G  
CONFIRMATION OF DESTRUCTION OF PASSPORT



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19300  
PARRIS ISLAND, SC 29905-9300

IN REPLY REFER TO:  
5220  
G-3/CSM  
15 Oct 13

From: Security Manager, Eastern Recruiting Region (ERR) Marine Corps Recruit Depot (MCRD), ATTN: G3 Security, Box 19300, Marine Corps Recruit Depot, Parris Island, SC 29905-9300

To: Rank Full Name DOD EDI PN#/MOS USMC

Subj: CONFIRMATION OF DESTRUCTION OF PASSPORT

Ref: (a) SECNAV M5510.30

1. The reference states in section 7-8 paragraph 2, "eligibility will not be established for persons who hold a foreign passport."

2. This letter confirms that your passport with Specific Country has been destroyed in compliance with the reference. Specifically, exhibit 8B paragraph 3c:

The passport number was: number  
Issue date: 31 March 2005  
Expiration: 30 March 2010

3. The passport was destroyed on 15 October 2013 and your statement, "I am a dual citizen with the United States and Specific Country however my preferred country of citizenship is the United States. I would unconditionally be willing to renounce my citizenship with Specific Country if asked to do so. My loyalty is with the United States" has been forwarded to the Department of Defense Central Adjudication Facility, Navy Division (DODCAF-Navy) on 15 October 2013 for security clearance determination.

4. You are hereby advised that obtaining a replacement foreign passport "is reportable and will be grounds for removal of eligibility for cause" as per exhibit 8B paragraph 3d(1) of the reference.

5. The point of contact in this matter is XXXXX, Command Security Manager, [xxx.xxx@usmc.mil](mailto:xxx.xxx@usmc.mil), (843)228-4091.

SECURITY MANAGER

Appendix H  
SCREENING CHECKLIST FOR LIEUTENANTS ATTENDING THE BASIC SCHOOL

<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>	<b>Last 4 SSN/EDIPI:</b>
<b>Lieutenant: Complete Sections A, B &amp; C by placing your initials in the appropriate answer box.</b>			
<b>A. <u>Physical Qualification.</u> If member fails to meet the prescribed physical standards, notify MCRCO OA no less than (30) days prior to TBS report date. Submit Preventative Health Assessment with Health Record.</b>			
1. What is the date of your last full physical?	DATE: (DD MM YY)		
2. Have you taken a Preventative Health Assessment (PHA) every year since your last full physical? Date of last PHA or do you have Annual Certification of Health?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	DATE: (DD MM YY)		
3. Since your last physical, have you suffered any injuries or illnesses that required medical treatment or therapy?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. If you received an injury or illness that required medical treatment or therapy, did the treatment or therapy prevent you from physically preparing for TBS in the past six (6) weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5. Are you currently under any doctor's care, or are you currently taking any medication that has been prescribed by a doctor?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Do you have any medical conditions, either currently or in the past, that have not been revealed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Have you added any tattoos or brandings since completing your last physical?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7a. If yes, have the tattoos or brandings been screened by your OSO, MOI, or other designated officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8. <b>Females Only:</b> Do you have a normal, current Pap smear result from your doctor? (If not, update.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9. <b>Females Only:</b> Do you have any reason to believe you are currently pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10. <b>Males Only:</b> Do you have any reason to believe your spouse is currently pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10a. If yes, when is she due?	DATE: (DD MM YY)		
11. Do you have all of your medical records to include a complete physical, shot records and medical documentation for all waivers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>B. <u>Legal.</u> Civil or criminal court proceedings must be in final disposition. Lieutenants cannot be on probation and all fines must be paid. Review the statement of understanding on Restrictions of Personal Conduct in the Armed Forces.</b>			
1. Do you have any pending legal action against you (civil or criminal, to include minor infractions)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Have you notified your OSO, MOI or other designated officer of any arrest or conviction, regardless of severity, that you have acquired since commissioning?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Are you recently divorced, separated or broken-up from a serious relationship, or has there been a recent death of a family member or friend?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Does anyone in your family have any recent or imminent health care, personal care, employment or mental concerns that could disrupt your training at TBS?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5. Do you have a dependent with special needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Are there any significant financial problems in which you are involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Appendix H  
SCREENING CHECKLIST FOR LIEUTENANTS ATTENDING THE BASIC SCHOOL

7. Are there any other legal issues in which you are involved? (Jury Duty, Subpoena to Testify, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If you are in a relationship with an enlisted member of the Armed Forces of the United States of America, has the OSO, MOI or other designated officer reviewed with you the Marine Corps policy on fraternization per paragraph 1100.4 of the Marine Corps Manual and were you married prior to your commissioning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>C. <u>Other Reasons</u></b>	
1. Do you have any circumstances that may prevent you from reporting to TBS on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you received a copy of your orders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have at least 3 copies of your orders and NAVMC763?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you set up an eMarine account yet? If not, additional information can be found at <a href="https://www.trngcmd.usmc.mil/TBS/default.aspx">https://www.trngcmd.usmc.mil/TBS/default.aspx</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered <b>YES</b> to any of the above questions in sections A or B, provide typed explanations on a separate sheet of paper and submit with this screening.	
<b>Section D To be Completed by OSO, MOI, Marine Liaison or Other Designated Officer ONLY</b>	
<b>D. <u>Physical Standards.</u> Lieutenants must score a first class or higher on the PFT regardless of age and they must be within Body Composition standards in accordance with MCO 6110.3.</b>	
1. What is the lieutenant's current height, weight and body fat percentage?	Height:
	Weight:
	Body Fat Percentage%:
	DATE: (DD MM YY)
2. What is the lieutenant's most current PFT score?	Pull-ups/flexed arm hang:
	Crunches:
	Run:
	Score:
DATE: (DD MM YY)	
<b><u>CERTIFICATION.</u> This checklist was answered to the best of the lieutenants's and screening officer's knowledge. This officer IS/ IS NOT qualified to attend TBS.</b>	
SNO's Signature:	Date:
OSO/MOI/Marine Liaison Signature:	Date:
<b>Commissioning Program (circle):</b>	
USNA    PLC    NROTC    MECEP    OTHER SERVICE ACADEMY	

Appendix I  
List of Historic Black Colleges and Universities (HBCUs)  
and Hispanic Serving Institutes (HSIs)

<b>Historic Black Colleges and Universities</b>						
Atlanta Consortium	Clark Atlanta	Naval ROTC Atlanta Region	225 North Ave NW	Atlanta	GA	30332
	Morehouse					
	Spelman					
Auburn University	Tuskegee	William F. Nichols Center	188 S. Donahue	Auburn	AL	36849
Florida A&M University		Naval ROTC	Florida A & M University PO Box 6508	Tallahassee	FL	32314
George Washington University	Howard University	2035 F Street, NW		Washington	DC	20052
Hampton Roads Consortium	Hampton University	Naval ROTC	5215 Hampton Blvd	Norfolk	VA	23529
	Norfolk State University					
Houston Consortium	Prairie View	Prairie View A&M University NROTC	P.O. Box 2968	Prairie View	TX	77446
	Texas Southern					
Savannah State University		Savannah State University NROTC Unit	Box 20299	Savannah	GA	31404
South Carolina	Allen University	5405 Leesburg Rd, Bldg. 3430		Eastover	SC	29044
Southern A&M		NROTC Unit Southern University	PO Box 9214	Baton Rouge	LA	70813
Texas Consortium	Houston-Tilston College	1 University Station C3604		Austin	TX	78712
Tulane	Dillard University	6823 St Charles Ave	The Navy Building (NROTC)	New Orleans	LA	70118
	Xavier University					
Vanderbilt	Tennessee State University	1114 19th Ave South	Suite 200	Nashville	TN	37212

<b>Hispanic Serving Institiues</b>						
New Mexico		720 Yale Blvd NE		Albuquerque	NM	87131
San Diego Consortium (SDSU)	CA State University, San Marcos	University of San Diego	5998 Alcalá Park	San Diego	CA	92210
	San Diego State University					

**APPENDIX J  
MCRC REGULAR OFFICER (ON/E) APPLICATION AND PROGRAM INFORMATION SHEET**

LAST NAME, FIRST, MI		FULL SSN		RANK/PMOS		EAS(YMMDD)		MARITAL STATUS		RACE	
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DOB(YMMDD)		RELIGION				CITIZENSHIP			
HOME OF RECORD ADDRESS (INCLUDE COUNTY):				EMAIL				DTE OF PRGM ENTRY (board/msg date)			
				PHONE							
UNIT ADDRESS:		PROGRAM		<input type="checkbox"/> NROTC NAVY		<input type="checkbox"/> CIVILIAN		<input type="checkbox"/> NAVAL ACADEMY			
		(CHECK ALL THAT APPLY)		<input type="checkbox"/> NROTC MARINE		<input type="checkbox"/> ECP/RECP		<input type="checkbox"/> AIR FORCE ACAD			
				<input type="checkbox"/> COLLEGE PROGRAM		<input type="checkbox"/> MECEP		<input type="checkbox"/> WEST POINT			
				<input type="checkbox"/> SCHOLARSHIP		<input type="checkbox"/> MCP-R		<input type="checkbox"/> USMMA			
ACAD MAJOR/EDUC LEVEL		CUMGPA		SEM GPA		GRAD DATE		PROJ COMM DATE		COLLEGE	
PFT SCORE		FLEX/PU		CRUNCHES		RUN		HT(INCH)/WT		BF%	
										PFT DATE	
										CFT SCORE	
										CFT DATE	
SAT MATH		CR		TOTAL		COMPOSITE ACT		AFQT		ASTB	
										PROJ/COMP OCS	
EXTRACURRICULAR ACTIVITIES/BILLETS HELD											
RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES											
RELATIONSHIP				RANK		BRANCH OF SERVICE				STATUS	
*IF YOU ANSWER "YES" TO ANY OF FOLLOWING QUESTIONS, ATTACH A HAND-WRITTEN STATEMENT ON THE ADDENDUM PAGE OR USE THE MINOR TRAFFIC PAGE, NON-TRAFFIC ARREST FORM OR DRUG FORM (WHERE APPLICABLE) EXPLAINING THE SPECIFIC CIRCUMSTANCES (WHEN, WHERE, WHY, HOW MANY, ETC. AND CURRENT STATUS)										YES	NO
1. Have you ever applied or been a member of any other officer program (PLC, OCC, NROTC, ECP, MECEP, MCP-R, RECP, or Service Academy)?											
2. Have you ever failed any military flight training program?											
3. Have you previously applied for any other branch of the Armed Forces? Were you rejected?											
4. Have you ever claimed or been granted a pension, disability allowance, compensation, or retired pay from the Federal Government?											
5. Are you a "sole survivor"? (All other siblings and or parents have died/captured/MIA in combat)											
6. Have you ever been cited, arrested, convicted or sentenced by a law enforcement activity, regardless of final adjudication? (If yes, provide the minor traffic page and/or non-traffic arrest form with supporting documentation or police record check.)											
7. Have you ever received a suspended sentence by a court?											
8. Have you ever been in jail, reform school, or penitentiary?											
9. Are you now, or have you ever been on parole, probation, suspension, or other forms of restraint (from law enforcement)?											
10. Are you a conscientious objector?											
11. Have you ever been psychologically or physically dependent upon any drugs or alcohol?											
12. Have you ever used or been a trafficker of non-prescribed or illegal drugs? (If yes, provide drug statement form with a detailed statement.)											
13. Do you qualify for permanent restrictions assignments? (Family member, kin, 100% disability while serving in hostile fire area.)											
14. Do you or have you ever had any tattoos, body piercings, ornamentation, or brandings and body mutilations? (Provide description, date received, location, and color photos of all tattoo(s) and/or brandings along with tattoo screening form and tattoo statement of understanding.)											
15. If prior enlisted, do you have any previous approved enlisted waivers?											
I certify that the information contained in the application is true, complete and correct to the best of my knowledge and belief. I understand that knowing and willful false statements on this form can be punished by a fine or imprisonment or both. (See U.S. Code Title 18, Section 1001).						Commissioned Officer's Signature:					
Member's Signature											
Date						Date					

(REV Oct 2014; All Previous Revisions are Obsolete)

**(Instructions on Page 3)**



## APPENDIX J

**Privacy Act Statement**

**AUTHORITY:** Title 10 U.S. Code §§ 531 and 591

**PURPOSE:** To determine the eligibility of applicants to enlisted to officer commissioning programs. Disclosure of Social Security Account Number is mandatory and is used to further identify the individual providing the information.

**ROUTINE USES:** The information is used for the purpose set forth above and may be:

- Forwarded to the respective programs officer selection boards;
- Reviewed by multiple entities in the service member's chain of command.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

**For Military Personnel:** Disclosure of personal information is mandatory and failure to do so disqualifies the applicant's application.

ACKNOWLEDGMENT:

I understand the provisions of the Privacy Act of 1974 as related to me through the foregoing statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX J

INSTRUCTIONS ON FILLING OUT THE MCRC REGULAR OFFICER (ON/E) APPLICATION  
AND PROGRAM INFORMATION SHEET (MUST BE TYPED)

NAME	As it appears on birth certificate
SSN	Full SSN as it appears on Social Security Card (do not use EDIPI/DOD ID #)
RANK/PMOS	For MIDN: 1/C, 2/C, 3/C or 4/C. For Marines: Rank and Primary MOS
EAS	End of Active Service: Marines only. (does not apply to midshipman/cadets)
MARITAL STATUS	Single, Married, Annulled, Divorced, Separated, Widowed
RACE	Plain language race (WHITE/BLACK/HISPANIC/OTHER)
SEX	MALE or FEMALE
DOB	Date of Birth as it shows on birth certificate in YYMMDD format.
RELIGION	Religion or NONE
CITIZENSHIP	US BORN, NATURALIZED, FOREIGN BORN TO US PARENTS, ETC., FOREIGN NATIONAL
HOME OF RECORD	Address as it is shown on enlistment contract. MUST INCLUDE COUNTY
EMAIL	Primary email address
PHONE	Primary phone number to include area code
DATE OF PROGRAM ENTRY	Date of selection board MARADMIN for Marines and Date of original contract for midshipman/cadets is signed (MECEP/ECP/RECP/MCP-R board applicants leave blank)
UNIT ADDRESS	NROTC/school/parent command mailing address for official correspondence
PROGRAM	Current status or program applying for as applicable
ACAD MAJOR/EDU LEVEL	Major in current studies or degree and/or what was the highest level of education completed
CUMGPA	Cumulative grade point average (GPA) for completed college classes (high school GPA for 4 Year NROTC applicants unless some college credits have been taken)
SEM GPA	Last completed semester/quarter GPA
GRAD DATE	Date of completed or expected degree completion in YYMMDD format
PROJ COMM DATE	Projected commissioning date in YYMMDD format
COLLEGE	Name of school attended if degree completed or currently attending (for NROTC, may not be always be the same as unit school; MECEP board applicants leave blank)
PFT SCORE	Marine Corps Physical Fitness Test total points
FLEX/PU	Flexed arm hang for females (seconds) and pull ups for men (total)
CRUNCHES	Total number
RUN	3 mile run time in minutes and seconds (18:00)

## APPENDIX J

HT(INCH)/WT	Height in inches (71)/weight in pounds (180)
BF%	Body fat percentage if over height/weight standards per MCO
PFT DATE	Date of most current PFT in YYMMDD format
CFT SCORE	Marine Corps Combat Fitness Test score if taken
CFT DATE	Most Current date CFT was taken in YYMMDD format
SAT (MATH/CR)TOTAL	Most recent Scholastic Aptitude Test scores ( <b>Math and Critical Reading total only</b> ), scores must be from same test (if taken)
COMPOSITE ACT	Most recent test composite score only (if taken)
AFQT	Armed Forces Qualification Test portion of the Armed Services Vocational Aptitude Battery test Score (if taken)
ASTB	Aviation Selection Test Battery scores (if taken)
PROJ/COMP OCS	Projected or completed date of Officer Candidates School if applicable ( <b>MECEP/ECP/RECP/MCP-R board applicants leave blank</b> )
EXTRACURRICULAR ACTIVITIES/BILLETTS HELD (If applicable)	
RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES (If applicable)	
QUESTIONS 1 to 17	All "YES" answers must have a detailed handwritten statement that answers who, what, when, where, why, and how (Marines: "located in SRB or previously waived upon enlistment" is not an acceptable answer as additional review is required)
MEMBER'S SIGNATURE	Applicant or participant signature certifying the information
COMMISSIONED OFFICER'S SIGNATURE	Authorized officer certifying that form is complete and all requirements were fulfilled.
PRIVACY ACT STATEMENT	Applicant or participant signature and dated

**WHEN COMPLETED (SIGNATURES, AND AMPLIFYING INFORMATION), PRINT PAGES 1-2 AND SUBMIT (AS APPROPRIATE); DO NOT SUBMIT INSTRUCTIONS**

APPENDIX K

MINOR TRAFFIC FORM

List all minor traffic violations and provide the information listed below. If you are unsure of any information or have questions regarding this form, please consult your Officer Selection Officer or other officer in your chain of command.

Any alcohol related traffic offense is NOT considered a minor infraction and should be explained on the NON-TRAFFIC ARREST FORM.

1. Month and year of violation
2. Place where the violation occurred (City and State)
3. Original Charge
4. Charge of which convicted or to which guilty plea was entered.
5. Penalty or other disposition. If fined, indicate the amount.

	FIRST OFFENSE		SECOND OFFENSE
1		1	
2		2	
3		3	
4		4	
5		5	
	THIRD OFFENSE		FOURTH OFFENSE
1		1	
2		2	
3		3	
4		4	
5		5	
	FIFTH OFFENSE		SIXTH OFFENSE
1		1	
2		2	
3		3	
4		4	
5		5	

\_\_\_\_\_  
 (APPLICANT'S SIGNATURE)

\_\_\_\_\_  
 NAME: (LAST, FIRST, MIDDLE)

\_\_\_\_\_  
 SSN

\_\_\_\_\_  
 PROGRAM

APPENDIX L

NON-TRAFFIC ARREST FORM

This form is to be utilized if you were charged with and/or convicted of any alcohol related traffic offenses, or any other non-traffic arrest, no matter how minor. Answer the following questions and then write a concise and detailed statement addressing the incident.

a. Month and year of violation: \_\_\_\_\_

b. Location where violation occurred: \_\_\_\_\_

c. Original charge: \_\_\_\_\_

d. Charge to which convicted or to which a guilty plea was entered:  
\_\_\_\_\_

e. Penalty, fine, or other disposition:  
\_\_\_\_\_

APPLICANTS STATEMENT ADDRESSING THE CIRCUMSTANCES SURROUNDING THIS INCIDENT.  
(USE ADDITIONAL SHEETS IF NECESSARY)

\_\_\_\_\_  
(SIGNATURE OF WITNESSING OFFICER)

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

\_\_\_\_\_  
NAME: (LAST, FIRST, MIDDLE)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
PROGRAM

APPENDIX M

DRUG STATEMENT FORM

This form is required for all enlisted to officer applicants.

- a. Type of drug (or drugs) used: \_\_\_\_\_
- b. Approximate number of times used: \_\_\_\_\_
- c. Amounts taken: \_\_\_\_\_
- d. Methods by which taken: \_\_\_\_\_
- e. Inclusive dates of use (be specific): \_\_\_\_\_
- f. Were you convicted or arrested for the drug use admitted?  
\_\_\_\_\_
- g. Circumstances under which the drug use occurred:  
(Attach additional sheets if necessary)

\_\_\_\_\_  
(SIGNATURE OF WITNESSING OFFICER)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

APPENDIX N

UNIT LETTERHEAD

5500  
CODE  
Date

From: Security Officer, Unit  
To: Commanding General, Marine Corps Recruiting Command  
Subj: SECURITY CLEARANCE VERIFICATION LETTER

1. The following information has been extracted from official record:

- a. Name: Marine Full Name/EDIPI/PMOS
- b. Clearance: Investigation - PRSC (YYYYMMDD) OPM  
NACL (YYYYMMDD) OPM  
ENAC (YYYYMMDD) OPM  
  
Eligibility - SECRET (YYYYMMDD)DoDCAF  
  
U.S. Access - Secret

2. Add sentence here if eligibility has expired and new investigation has been opened and provide date investigation was opened and accepted. **(Note: Secret is good for 10 years and Top Secret is good for 5 years)**

3. Point of contact for this matter is (Rank Full Name), defense system network (DSN), or commercial telephone numbers, and electronic mail address (Email).

SECURITY OFFICER SIGNATURE

## APPENDIX O

## MCRC OFFICER TATTOO SCREENING FORM

NAME \_\_\_\_\_ L4 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 officer commissioning processing.

1. Does the candidate currently have, or ever had any tattoos, brands, body markings, or body ornamentation, or has the candidate ever had a tattoo, brand or body ornamentation removed, concealed, covered or altered? (Initials in appropriate block)

Y \_\_\_\_\_ N \_\_\_\_\_

If answer to Question 1 is NO; the candidate will move to Part II Certification Block of this Screening Form. Questions 2 through 9 are not required.

2. Does candidate have **any tattoos**, brands, markings or ornamentations of any type?

Y \_\_\_\_\_ N \_\_\_\_\_

3. Are any of the tattoos, brands or markings:

- 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 no undershirt) or inside the mouth?

- on hands, fingers, or wrists ?

Y \_\_\_\_\_ N \_\_\_\_\_

4. Are any tattoos, markings or ornamentations exposed while wearing the standard PT uniform:

- Larger than wearers hand with fingers extended and joined?

- Band Tattoos, (max width 2" or less)?

- Excessive Tattoos (combined coverage more than 1/4 of the body part?)

- Sleeve Tattoos (large tattoos or collection of smaller tattoos that covers or almost covers a person's arm[s] or leg[s])?

Y \_\_\_\_\_ N \_\_\_\_\_

5. 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?

Y \_\_\_\_\_ N \_\_\_\_\_

6. Do any of the tattoos, brands or body ornamentation represents 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?

Y \_\_\_\_\_ N \_\_\_\_\_

Explain: \_\_\_\_\_

7. 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))?

Y \_\_\_\_\_ N \_\_\_\_\_

8. 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, (silicon implants on face, horns on the forehead, etc).

Y \_\_\_\_\_ N \_\_\_\_\_

9. Have any tattoos, brands, markings or body ornamentation been removed, concealed, covered or altered?

Y \_\_\_\_\_ N \_\_\_\_\_



APPENDIX O

MCRCO OFFICER TATTOO SCREENING FORM

NAME \_\_\_\_\_ L4 SSN \_\_\_\_\_ DATE \_\_\_\_\_

Location(s) of a candidate's current, removed, concealed, covered, or altered tattoos, brands, markings or ornamentation will be documented in **Part IV** 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.

\_\_\_\_\_  
 (Signature of Candidate) \_\_\_\_\_ (Date)  
 \_\_\_\_\_  
 (Name of Commissioned Officer) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**Note: IF CANDIDATE RESPONDED "YES" TO QUESTIONS 1, or QUESTION 2, MUST BE INTERVIEWED BY COMMISSIONED OFFICER TO DETERMINE ELIGIBILITY AND FOR REVIEW BY REGIONAL COMMANDING GENERAL. IF CANDIDATE RESPONDED "YES" TO QUESTIONS 3 THROUGH 8, THE CANDIDATE IS INELIGIBLE FOR COMMISSIONING. DIGITAL PHOTOS ARE REQUIRED FOR ALL REVIEWS.** Photos not required of female candidates with torso tattoos or male candidates with lower torso (below waist) tattoos. Candidates may hand draw pictures of torso & lower torso tattoos indicating size and location. Cross-check drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency. Under no circumstances will a female candidate be photographed in less clothing than the standard PT uniform of shorts & shirt (with sleeves rolled to shoulder seam)/tank top (with spaghetti straps) and PT shorts or any male candidate be photographed in less clothing than standard PT uniform (shorts).

**Commissioned Officer's** Reviewing Comments: \_\_\_\_\_  
 \_\_\_\_\_

NAME/SIGNATURE OF COMMISSIONED OFFICER \_\_\_\_\_ RANK \_\_\_\_\_ BILLET \_\_\_\_\_

[ ] Recruiting Station Review [ ] Regional CG Review required  
 (if applicable) (if applicable)

**ALL QUESTIONABLE BODY MARKINGS ON REGARDING CONTENT, SIZE, NUMBER OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE DECISIONING AUTHORITY FOR APPROVAL/REVIEW.**

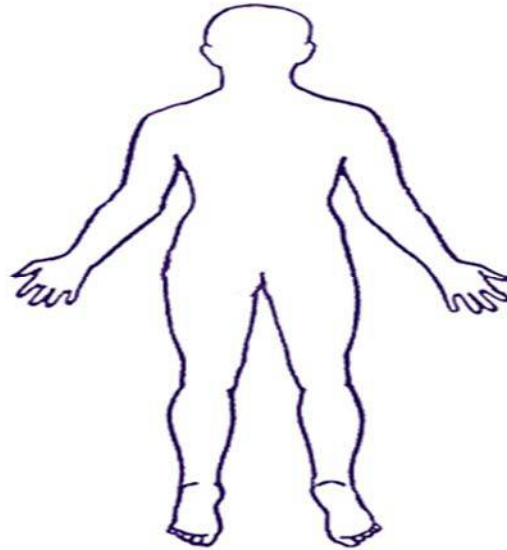
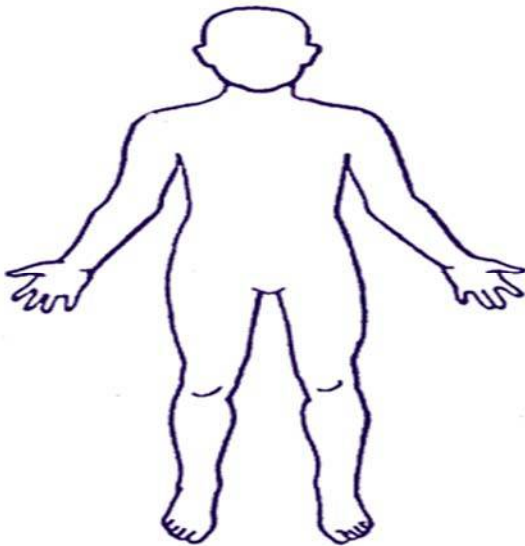
**\*Note: Part III. Recertification.** Officer Program Candidates. I certify the information previously given on Tattoo Screening Form remains the same. If any change is indicated an addendum Tattoo Screening Form will be completed forwarded to the Commanding Officer prior to shipment to officer candidate training .

1. Changes to this Tattoo Screening Form Y \_\_\_\_\_ N \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Candidate) \_\_\_\_\_ (Last 4 SSN) \_\_\_\_\_ (Date)  
 \_\_\_\_\_  
 (Name of Certifying Officer) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

APPENDIX O

Part IV. Documentation. The following depicts the location and description of the candidate's Body Markings. Place number on body location and describe in blocks below indicating content and size in inches:



FRONT VIEW

BACK VIEW

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Part V. Certification. I certify above body marking information is accurate.

\_\_\_\_\_  
(Name of Candidate)

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(Date)

I certify body marking documentation is in accordance with MARADMIN 029/10.

\_\_\_\_\_  
(Name of Commissioned Officer)

\_\_\_\_\_  
(Signature of Commissioned Officer)

\_\_\_\_\_  
(Date)

## APPENDIX P

## STATEMENT OF UNDERSTANDING

## MARINE CORPS OFFICER PROGRAM POLICY CONCERNING TATTOOS, BRANDING, AND ORNAMENTATION

1. Purpose. The purpose of this Statement of Understanding (SOU) is to ensure you understand the Marine Corps policy concerning tattoos, branding, and ornamentation contained in the Military Personnel Procurement Manual, Officer Procurement (MCO P1100.73) and the Marine Corps Uniform Regulations (MCO P1020.34).
2. Policy. All tattoos require administrative review and submission by digital photographs (unless located in a private area, where a drawing will suffice) to Marine Corps Recruiting Command. Commanding General, Marine Corps Recruiting Command (CG, MCRC) has the final approval authority prior to contracting. Marine Corps policies strictly PROHIBIT any tattoos, brandings, mutilations, or ornamentations on the head or neck area. Also, sleeve tattoos on a person's arm or leg are PROHIBITED. Any tattoos, brandings, mutilations, or ornamentation 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. The following descriptions and definitions define some, but not all tattoo that will disqualify an applicant for commissioning:
  - a. Prejudicial to Good Order and Discipline. Tattoos, brands, or ornamentation that are sexist (express nudity), excessive (sleeve tattoos), racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps drug policy.
  - b. Gang or Extremist Group. Any tattoos, brands, or ornamentation that feature vulgar or anti-American content, discredits the Marine Corps, or associates with an extremist group, gang membership or gang activity.
  - c. Prohibited or Questionable Size. Any tattoo, which is larger than the wearer's hand, with fingers extended and joined and thumb along the index finger, or exceeds one-quarter (1/4) of the respective body part(s).
  - d. Prohibited or Questionable Location. Head and neck tattoos are prohibited without exception. Head and neck are defined as: any portion above the collarbone in the front area, including the "V" of the short sleeved khaki shirt and above the seventh cervical vertebrae (last vertebrae) area in the back, or otherwise visible due to the open collar of the short sleeve khaki shirt, without skivvies' shirt. Questionable locations include, but are not limited to mouth, permanent eyeliner or eyebrows, hands, wrists, feet, and the inside of the mouth.
  - e. Ornamentation. Defined as any body piercing and mutilations: tongue splitting, ornamental body piercing(s), holes in ear lobes (large enough for light to pass through), or ornamental implantations (such as silicon implants on face, horns on the forehead, etc). Note: holes in ear lobes must be healed and closed prior to contracting and shipping to training.
  - f. Excessive Number. More than four (4) visible and non-visible body markings (tattoos, brands, piercings, etc.) will be considered excessive. For this purpose, a small cluster of tattoos that collectively can be covered by the hand will be considered one (1) tattoo.
3. Certification. I certify that I completely understand the Marine Corps Policy on the tattoos, brands, and ornamentations. I understand that I will be screened for tattoos, brands, and body ornamentations, and must complete the Marine Corps Tattoo Screening Form and that it is strongly recommended that I get no further

## APPENDIX P

tattoos, brands, or body ornamentations. I further understand I will be screened prior to shipping and at other times during the officer program for any tattoos, brands, and body ornamentations received while in the application, selection, and shipping process for an Officer Program. Tattoos, brands, or ornamentations received while in the application process or after selection could be disqualifying or prohibit assignment to highly visible or high profile assignments as a commissioned officer. Disqualifying or prohibited tattoos may adversely affect my incentive program or promotion opportunities as a Marine.

\_\_\_\_\_  
 (Applicant's Printed Name)

\_\_\_\_\_  
 (Applicant's Signature)

\_\_\_\_\_  
 (Date)

4. Officer Verification. I certify that I have completely explained the Marine Corps policy on tattoos, brands, and body ornamentation.

\_\_\_\_\_  
 (Officer's Printed Name)

\_\_\_\_\_  
 (Officer's Signature)

\_\_\_\_\_  
 (Date)

5. Officer Re-Verification. I certify I have re-verified and recorded any changes to the Tattoo Screening Form at the time of shipping to Officer Candidate School training.

\_\_\_\_\_  
 (Officer's Printed Name)

\_\_\_\_\_  
 (Officer's Signature)

\_\_\_\_\_  
 (Date)

APPENDIX Q

STATEMENT OF UNDERSTANDING

MARINE CORPS POLICY CONCERNING FRATERNIZATION

1. Purpose. The purpose of this document is to ensure that you understand the Marine Corps policy on fraternization.

2. Policy. Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of naval service. Fraternization may be charged as an offense under the Uniform Code of Military Justice. The only exceptions are familial relationships, such as marriages that occur prior to the date of commissioning and relationships between parents and children or between siblings.

3. Certification. I certify that I have read the Marine Corps policy on fraternization. I understand that violation of this policy can result in adverse action to include, but not limited to, disenrollment from Officer Candidates School, and, once commissioned, processing for administrative discharge, and courts-martial.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

4. Marine Officer Verification. I certify that I have completely explained the Marine Corps policy on fraternization to the above named applicant.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

NAME: (LAST, FIRST, MIDDLE) LAST 4 SSN PROGRAM

## APPENDIX R

FIRST ENDORSEMENT on (Rank, Full Name)'s (Program Name) application  
of (date)

From: Commanding Officer, (Unit)

To: Commanding General, Marine Corps Recruiting Command  
(ON/E)

Via: (1) Commanding Officer, Endorsing Chain of Command  
(2) Commanding General, Endorsing Chain of Command

Subj: APPLICATION FOR CONSIDERATION FOR THE FISCAL YEAR 20XX  
(NAME OF ENLISTED TO OFFICER PROGRAM APPLYING)

1. The information contained in the basic application and checklist, has been verified with records on file in this command and is correct. The applicant meets the basic eligibility requirements for the (Program Name).

2. The height and weight of the applicant is (inches) and (pounds) (must list body fat% if over ht/wt standards). Applicant (is/is not) medically and dentally qualified. The applicant last took the physical fitness test (PFT) (date) and the combat fitness test (CFT) (date) and obtained the following scores:

**PFT**

Pull ups/Flex Arm Hang	20 (100)	(females must use flex arm hang)
Crunches	100 (100)	
Run	18:00 (100)	
Total score	300 (1st Class)	

**CFT** Total score 300 (1st Class)

3. Provide a statement of recommendation that includes justification using one of the categories below.

- a. Recommended with enthusiasm.
- b. Recommended with confidence.
- c. Recommended with reservation.
- d. Not recommended.

4. The applicant has served in this command \_\_\_\_\_months and has \_\_\_\_\_months remaining on current enlistment or extension.

5. (Rank Last Name) has met all requirements for security clearance eligibility per SECNAVINST 5510.30A and current MARADMIN.

## APPENDIX R

Subj: APPLICATION FOR CONSIDERATION FOR THE FISCAL YEAR 20XX  
(NAME OF ENLISTED TO OFFICER PROGRAM APPLYING)

6. (Rank Last Name) has completed financial counseling and is financially suitable for assignment to an independent duty area.

7. I have screened the applicant for body markings and he/she does/does not have body markings. (If yes) I have viewed the applicant's body markings. Photographs and a written description of the body markings are provided, and they (are/are not) within the Marine Corps standards per the Marine Corps Uniform Regulations and MARADMIN 029/10.

8. The applicant requires a/an (age, traffic offense, other non-traffic offense, misconduct offense, major misconduct offense, drug, tattoo) waiver. Refer to MCRCO 1100.2 (Short Title MCRC OCM) for waiver types. (Insert an additional statement if a waiver is being recommended with justification)

9. Point of contact for this matter is (Rank Full Name), defense system network (DSN) or commercial telephone numbers, and electronic mail address (EMAIL). **(\*Ensure POC is able to respond in a timely nature for board related issues.)**

SIGNATURE OF COMMANDING OFFICER

## APPENDIX S

## SAMPLE INTERVIEW BOARD REPORT

(Refer to MCO 1040.43B for board membership)

1. Command convening board: \_\_\_\_\_  
 (List full address)  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Name of applicant: \_\_\_\_\_  
 (Last) (First) (M.I.)  
 \_\_\_\_\_  
 (Rank) (EDIPI/MOS)

3. Date of rank: \_\_\_\_\_

4. The applicant named above appeared before the interview board on (date) and the following comments constitute the members opinion of a majority.

a. MANNER, APPEARANCE, BEARING. (Comment appropriately on the applicant's military presence, personal appearance, and bearing. Is it above, below, or at the standard generally expected of a Marine officer?)

b. VOICE, LANGUAGE, EXPRESSION, ALERTNESS, ABILITY TO COMMUNICATE. (Comment appropriately on the applicant's ability to project clear, concise and intelligent expression. Does the applicant readily understand the meaning of questions?)

c. PROFESSIONAL KNOWLEDGE. (Comment on the applicant's military proficiency, general knowledge of the Marine Corps, social, and civic awareness.)

d. SELF-CONFIDENCE, PERSONALITY, MOTIVATION. (Comment on the applicant's degree of self-confidence, exhibited personality, motivation for (Program Name) and commission.)

e. OTHER QUALIFICATIONS. Identify qualifications not previously reported, that would be of particular value as a commissioned officer.



## APPENDIX S

5. RECOMMENDATION: (Rank, Full Name) is recommended with (enthusiasm) (confidence) (reservation) or (not recommended) for selection for the (Program Name) for assignment to attend a 10-week Officer Candidates School course in order to obtain a commission as a second lieutenant in the U.S. Marine Corps. (Make a summary evaluation of the applicant's qualifications and potential for completion of (Program Name) requirements and anticipated commissioned service).

6. MEMBERS OF THE INTERVIEW BOARD (must be commissioned officers):

Member: (Print Full name, rank, component/signature)

Member: (Print Full name, rank, component/signature)

Member: (Print Full name, rank, component/signature)

SENIOR MEMBER SIGNATURE

## APPENDIX T

## COMMON PROBLEMS WITH MEDICAL FORMS

1. Report of Medical Examination (DD Form 2808)

a. Marks and Scars must be listed. Tattoos, brandings, body piercings, etc, must be identified and appropriate color photographs submitted. Do not send photos of private areas.

b. Dental block must be a Type 1 or 2 documented by a dentist or as an separate inclosure. Do not send x-rays.

c. EKG is required. A baseline EKG is acceptable. Provide a copy of the EKG Printout which includes interpretation and signature by the medical officer.

d. Must contain the HIV AIDS Test results and date tested. HIV drawn or pending is not acceptable. If not drawn at time of physical examination, include a copy of the Chronological Record of HIV Testing or LAB printout from VIROMED LABS.

e. Blood Pressure (sitting position) readings must not be higher than 140/90. If either systolic or diastolic reading is outside the limit, submit blood pressure readings (sitting position) in a.m. and p.m. for three consecutive days without prolonged rest or sedation. Annotate any medications used and include an Internal Medicine consult if considered appropriate.

f. Distant vision must be corrected to 20/20 using standard corrective lenses (contacts/pinhole are not acceptable). If uncorrected vision is other than 20/20, include a manifest refraction showing correction to 20/20. Do not correct to better than 20/20 to avoid possible disqualification due to excessive refractive error. If applicant is unable to correct to 20/20 and/or has a high cylindrical value, a determination of keratoconus must be addressed. The statement "by lenses" is not acceptable.

g. Audiogram must be completed. If any readings are outside the normal range, submit a repeat audiogram and an ear, nose, and throat (ENT) consultation.

h. Urinalysis (medical not drug) and serology test must contain complete results. Test drawn or results pending is not acceptable.

i. Females must have results of a current pelvic exam to include a current pregnancy test and a PAP Smear with the pathology report included.

j. Affirmative answers should be marked normal or abnormal. "NE" is not an acceptable answer.

2. Report of Medical History (DD Form 2807-1)

a. Affirmative answers to questions on medical history blocks 10 - 28 must be fully explained by the physician in the block 29 and supporting documents submitted. Only qualified applicants will be considered by the board.

b. All medical forms must be dated and signed by both the applicant and the physician.

**APPENDIX T**

3. Aviation applicants must have, in addition to the above, a contact lens statement, anthropometric measurements, cycloplegic refraction, and other flight tests per the references.

**APPENDIX U**

## INFORMATION FOR COMMANDING OFFICERS

1. Background. The enlisted-to-officer commissioning programs supplement civilian source officer procurement efforts by providing the Marine Corps with an excellent base of unrestricted officers. Candidates report to OCS with varying degrees of mental and physical readiness. This readiness, or lack of it, is a direct reflection of a strong or weak command precommissioning training. Such command interest is an important factor in the attitude with which the candidate enters training. Many voluntary requests for disenrollment can be avoided if the new candidate has been given personal supervision by a knowledgeable officer.

2. The list below provides helpful suggestions by which commanding officers may monitor and motivate approved candidates within the command prior to reporting to OCS.

a. Have candidates briefed on precommissioning training by a locally assigned lieutenant, if available, who is a recent graduate of The Basic School. Women applicants should be briefed by a woman officer, whenever possible.

b. Have candidates participate in a daily monitored program with both variety and concentration on physical fitness. Emphasis should be placed on endurance exercises such as running, upper body development (both of which should be on occasion completed in boots), and circuit training.

c. Encourage candidates to view the OCS website at [www.ocs.usmc.mil](http://www.ocs.usmc.mil).

**APPENDIX W**

STATEMENT OF UNDERSTANDING REGARDING DENTAL REQUIREMENTS PRIOR TO ATTENDING  
OFFICER CANDIDATES SCHOOL

"I have been advised by my Commanding Officer (CO)/Officer Selection Officer (OSO)/Marine Officer Instructor (MOI)/Inspector-Instructor (I-I) that it is my personal responsibility to ensure that all dental defects are corrected and orthodontic appliances are removed prior to reporting to training. Failure to obtain a dental examination from a qualified dentist and correction of any deficiencies to include caries (cavities), partial plates, caps, root canals, and extractions may be grounds for my disenrollment prior to the commencement of training at Officer Candidates School, Quantico, Virginia".

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
WITNESSING OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

(The cursory dental check received at a Military Entrance Processing Station does not constitute a proper dental examination per the medical provisions of an Officer Candidates Program.)

**APPENDIX X**

Form of Agreement

I understand that upon acceptance of an appointment as a midshipman or cadet I am legally obligated to serve on active duty as follows:

a. If I complete the NROTC Scholarship Program and am commissioned, four years as an officer; if I graduate from a Federal service academy and am commissioned, five years as an officer;

b. If I am disenrolled from a Federal service academy for reasons other than physical disability before completing the requirements for graduation but after completion of my second academic year, I will serve as an enlisted member for a period of time to be determined by the Secretary of the Navy. If I am a Reserve component Marine, I will serve the remainder of my obligated service in the SMCR;

c. If I am disenrolled from the NROTC Scholarship Program for reasons other than physical disability before completing the requirements for graduation but after completion of my first academic year, I will serve as an enlisted member for a period of two years or for a period of time remaining on my then current enlistment contract at the option of the Secretary of the Navy;

d. If I complete the requirements for a degree and refuse to accept a commission, I will serve on active duty (prior active duty), or be re-assigned to an SMCR unit (prior SMCR), as an enlisted member for a period of four years; and

e. I also understand that completion of a service obligation acquired by a prior enlistment in no way exempts me from any additional service obligation incurred as a result of attendance of a Federal service academy or participation in the NROTC Scholarship Program.

\_\_\_\_\_  
Signature of Witness  
Typed Name/Date of Signature

\_\_\_\_\_  
Signature of Appointee  
Typed Name and SSN and Date

APPENDIX Y

STATEMENT OF UNDERSTANDING

MARINE CORPS POLICY ON SEXUAL ASSAULT AND SEXUAL HARASSMENT

1. Purpose. The purpose of this document is a notification of the Marine Corps policy concerning sexual assault and sexual harassment.

2. Policy. Sexual assault and sexual harassment are prohibited in the United States Marine Corps. Furthermore, any instances of non-adherence to this policy by a Marine can result in disciplinary or administrative action.

a. Sexual Assault. Sexual assault is a crime and defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent.

b. Sexual Harassment. Sexual harassment is a form of sex discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3. Certification. I certify that I understand the Marine Corps policy regarding sexual assault and sexual harassment; and that sexual assault and sexual harassment in the Marine Corps is prohibited. I understand that I am expected to report any instance of sexual assault or sexual harassment. Furthermore, the Marine Corps will conduct formal training about Sexual Assault Prevention and Response (SAPR) at recruit training and throughout assignments in the Marine Corps.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Last 4 SSN

4. Recruiter Verification. I verify that I have explained the Marine Corps policy on sexual assault and sexual harassment to the above named applicant.

\_\_\_\_\_  
Recruiter's Signature

\_\_\_\_\_  
Date

5. MEPS LNCO Certification. I certify the above named applicant understands the Marine Corps policy on sexual assault and sexual harassment.

\_\_\_\_\_  
MEPS LNCO Signature

\_\_\_\_\_  
Date