

## **ENLISTED TO OFFICER SAMPLE APPLICATION INSTRUCTIONS**

**Application is fillable except for letter and endorsement templates. Do not send instruction pages.**

This document provides instructions and forms to complete an Enlisted to Officer Application.

Submit your completed application to [e\\_oard@marines.usmc.mil](mailto:e_oard@marines.usmc.mil) via DoD SAFE at [www.safe.apps.mil](http://www.safe.apps.mil).

In DoD SAFE, select Drop-Off. Input the recipient email address (found above). Check the "Encrypt every file" box. Create an Encryption Passphrase and confirm. Attach the application and medical submission as two (2) separate pdf documents. Do not password protect the documents.

Save the files as such:

EDIPI\_LASTNAME PROGRAM App (1234567890\_SMITH MECEP App)

EDIPI\_LASTNAME PROGRAM Med (0987654321\_JONES ECP Med)

In the "Short note to Recipients" area of DoD SAFE, annotate the following:

CY\_\_ (Choose board - MECEP, ECP, RECP, MCP-R, E\_JA) Application and Medical ICO Rank  
LNAME, FNAME MI EDIPI/PMOS.

After submission via DoD SAFE, send a follow-up email directly to the recipient with the passphrase you created. Passphrase should be the same for both files. We cannot download the attachments without the passphrase. The subject of the follow-up email should be the same as the "Short note" in DoD SAFE.

Your application must contain all required documents IN THE SAME ORDER as the checklist.

In the event that DoD SAFE will not accommodate your submission, the application and medical documents can be sent in one unencrypted email to [e\\_oard@marines.usmc.mil](mailto:e_oard@marines.usmc.mil). The attachments must not exceed a combined file size of 8 MB. In this case, please password protect the documents with the same password and send the password in a separate email.

To assemble an application, use the steps and procedures below:

1. Read the current announcement MARADMIN for the program you are applying and MCO 1040.43B. These references outline program eligibility and requirements.
2. Complete and sign the application letter. Use the template letter provided. Ensure the subject/body of the letter is **only the program** to which you are applying. DO NOT alter the letter, only paragraphs five or six should be removed if not applicable.
3. All endorsements should follow the provided template. Only select the program to which applying. The template has all the options listed, but only select one program.
4. Ensure you read the instructions for each form in its entirety. Every form requires at least the applicant's signature. Many need to be signed by a witnessing officer as well. Ensure the forms are dated appropriately and any instance for EDIPI or SSN are properly annotated as instructed.
5. Provide certified copies of the following Marine Corps Total Force System (MCTFS) or Marine Online (MOL) screens: Basic Individual Record (BIR) and Basic Training Record (BTR) pages. Certified stamp and signature must be on the lower left or right corner of documents. **Certification should not cover any information on the page.**
6. If qualifying using the ACT or SAT, please provide official test scores report. For E-JA official LSAT scores must be included. ECP SNA must include official ASTB scores.

## **ENLISTED TO OFFICER SAMPLE APPLICATION INSTRUCTIONS**

7. Use the template in the application to provide a signed security clearance verification letter. Security clearances must not expire prior to reporting to college (MECEP) or appointment (ECP/RECP/MCP-R/E-JA). JPAS printouts ARE NOT authorized. If the status of an applicant's clearance changes (e.g. clearance suspended due to investigation), the security manager MUST contact MCRC POC immediately.
8. Complete the tattoo screening form even if you do not have any tattoos. Provide COLOR photos or drawings (for tattoos that cannot be seen in PT shirt and shorts) of all tattoos, brands, body markings or body ornamentation. Please ensure that all photos are of high quality. Tattoo photos ARE required for all tattoos visible in warm weather PT gear to include feet. If covered in PT gear, a detailed drawing must be submitted. Also, provide any page 11 entries that document your tattoos. For tattoo removal please provide the following: photos of the tattoo(s) before the removal procedure was started; photos of the tattoo(s) after each removal session; and a statement from the provider who is removing the tattoo(s) indicating when treatment started, number of treatments required, and anticipated completion date.
9. If applicable, provide all non-judicial punishment(s) (NJPs) or 6105 Page 11 entries and a statement addressing the 5 W's of the incident(s)
10. Letters of recommendation, letters to the president of the board. Professional certificates/certifications outside of the military may be included with your application.
11. If your BIR reflects your citizenship as "Alien", provide proof of citizenship. Per SECNAVINST 1412.11, you must be a citizen of the United States to be eligible for consideration on Officer Selection Boards. All foreign born applicants must provide page 11 Dual Citizen statement.
12. Please DO NOT provide any additional documents (e.g. unit checklists, MBSs, etc.) not requested on the checklist or required in the MARADMIN, MCO 1040.43B.
13. Route only the application for endorsement. Do not route the medical forms as this could become a HIPAA violation.
14. Parent commands must ensure applicants meet basic program eligibility to include End of Active Service (EAS) and Time in Service (TIS) as these requirements are not able to be waived. Ensure a command representative has signed and dated the checklist.
15. Digital signatures are authorized. Fancy typed font is not a digital signature. Using CAC certificates to sign documents is the only authorized digital signature.

**\*\*\*Remember\*\*\***

**Your application is your resume. It is a representation of you to the briefing board member. Ensure it is complete and legible before submitting to the Marine Corps Recruiting Command, Commanding General**

It is highly recommended to take the endorsements and add them to your original application for final submission. If the package you receive back with your GO level endorsement has been printed and scanned numerous times, it is not as legible as the initial pack you ran up the chain.

**E-O APPLICATION CHECKLIST**

**\*\*ALL DOCUMENTS ON THIS CHECKLIST ARE REQUIRED EXCEPT THOSE ANNOTATING "IF APPLICABLE" OR WITH SPECIFIC REQUIREMENTS. APPLICATIONS MUST BE IN ORDER OF THIS CHECKLIST PRIOR TO FORWARDING.\*\***

**PROGRAM:**      MECEP      ECP      RECP      MCP-R      E-JA    **CONTRACT:**      GND      SNA      JA ONLY      JA AND GND

**NAME:** \_\_\_\_\_ **Sex:**      M      F    **Rank:** \_\_\_\_\_    **Marital Status:** \_\_\_\_\_

**SSN:** \_\_\_\_\_    **EDIPI/PMOS:** \_\_\_\_\_    **MCC:** \_\_\_\_\_

- \_\_\_\_\_ GENERAL OFFICER ENDORSEMENT
- \_\_\_\_\_ COMMANDING OFFICER ENDORSEMENT(S)
- \_\_\_\_\_ APPLICANT LETTER
- \_\_\_\_\_ INTERVIEW BOARD REPORT
- \_\_\_\_\_ PERSONAL ESSAY (ALL APPLICANTS)
- \_\_\_\_\_ MOL/MCTFS SCREENS:
  - \_\_\_\_\_ TBIR    \_\_\_\_\_ TBTR
- \_\_\_\_\_ NAVMC 118 (11) ENTRIES:
  - \_\_\_\_\_ SRB STATEMENT    \_\_\_\_\_ DUAL CITIZEN STATEMENT (IF FOREIGN BORN)    \_\_\_\_\_ DEROGATORY INCLUDES 6105 (IF APPLICABLE)
- \_\_\_\_\_ UNIT PUNISHMENT BOOK WITH ADDENDUM PAGE OF 5Ws(IF APPLICABLE)
- \_\_\_\_\_ LETTERS OF RECOMMENDATION (OPTIONAL)
- \_\_\_\_\_ E-O DENTAL REQUIREMENT PRIOR TO OCS SOU
- \_\_\_\_\_ NAVMC SERVICE AGREEMENTS
  - \_\_\_\_\_ 114 MECEP GND
  - \_\_\_\_\_ 113 ECP GND    \_\_\_\_\_ 129 ECP SNA
  - \_\_\_\_\_ 116 RECP GND
  - \_\_\_\_\_ 117 MCP-R GND
  - \_\_\_\_\_ 000 ENLISTED TO JUDGE ADVOCATE (NOT AVAILABLE YET)
- \_\_\_\_\_ APPROVED DD FORM 368 (AR MARINES FOR ECP AND MECEP ONLY)
- \_\_\_\_\_ SOCIAL SECURITY CARD
- \_\_\_\_\_ PROOF OF US CITIZENSHIP
- \_\_\_\_\_ SECURITY CLEARANCE VERIFICATION LETTER
- \_\_\_\_\_ MARRIAGE CERTIFICATE    \_\_\_\_\_ DIVORCE DECREE (ONE OR BOTH ARE REQUIRED IF APPLICABLE)
- \_\_\_\_\_ OFFICIAL TEST SCORES (ALL APPLICANTS MUST HAVE 1 OF THE FIRST 3)
  - \_\_\_\_\_ 74 AFQT COMBINED SCORE MINIMUM
  - \_\_\_\_\_ 1000 SAT SCORE MINIMUM
  - \_\_\_\_\_ 22 ACT COMPOSITE SCORE MINIMUM
  - \_\_\_\_\_ 4 AQR AND 6 PFAR ASTB SCORE MINIMUM (ECP SNA ONLY)
  - \_\_\_\_\_ 150 LSAT (E-JA ONLY)
- \_\_\_\_\_ CURRENT COLLEGE TRANSCRIPTS:    \_\_\_\_\_ ASSOCIATES    \_\_\_\_\_ BACHELORS    \_\_\_\_\_ MASTERS
- \_\_\_\_\_ INFORMATION SHEET WITH PRIVACY ACT
- \_\_\_\_\_ ADDENDUM TO APPLICATION FOR HANDWRITTEN STATEMENT
- \_\_\_\_\_ TATTOO SCREENING FORM
  - \_\_\_\_\_ COLOR PHOTO(S) OF ALL BODY MARKINGS EXCEPT UNDER PT SHIRT OR SHORTS ONLY (TATTOO, PIERCINGS, BRANDS, ETC)
  - \_\_\_\_\_ COLOR 4-ANGLE PHOTOS (ONLY REQUIRED WITH BODY MARKINGS)
- \_\_\_\_\_ DRUG STATEMENT FORM
- \_\_\_\_\_ NON-TRAFFIC ARREST FORM (REFER TO MARADMIN FOR SUPPORTING DOCUMENTATION REQUIREMENTS AND EXCEPTIONS)
- \_\_\_\_\_ MINOR TRAFFIC FORM (REFER TO MARADMIN FOR SUPPORTING DOCUMENTATION REQUIREMENTS AND EXCEPTIONS)

**BELOW MUST BE INITIALED AND DATED TO VERIFY EACH PARENT COMMAND LEVEL ENSURED APPLICATION MET PROGRAM REQUIREMENTS**

COMMANDING OFFICER _____	APPLICATION PROGRAM REQUIREMENTS VERIFIED _____	DATE _____
COMMAND ADMIN SECTION _____	APPLICATION PROGRAM REQUIREMENTS VERIFIED _____	DATE _____
OFFICER IN CHARGE _____	APPLICATION PROGRAM REQUIREMENTS VERIFIED _____	DATE _____

**\*\*MEDICAL (REFER TO CURRENT BOARD ANNOUNCEMENT MARADMIN AND MEDICAL INSTRUCTIONS ON WEBSITE FOR REQUIREMENTS)\*\***

\_\_\_\_\_ 2808    \_\_\_\_\_ 2807    \_\_\_\_\_ IMR    \_\_\_\_\_ DENTAL    \_\_\_\_\_ HIV    \_\_\_\_\_ PHA    \_\_\_\_\_ PAP

**Enclosure (1)**



UNITED STATES MARINE CORPS

UNIT LETTERHEAD  
STREET  
CITY ST 12345-1234

1040  
Code  
Date

THIRD ENDORSEMENT on (Rank Full Name)'s (MECEP/ECP/RECP/MCP-R/E-JA) application of (Date)

From: Commanding General

To: Commanding General, Marine Corps Recruiting Command (ON/E)

Subj: APPLICATION FOR CONSIDERATION FOR THE CALENDAR YEAR 20XX (MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM/ENLISTED COMMISSIONING PROGRAM/RESERVE ENLISTED COMMISSIONING PROGRAM/MERITORIOUS COMMISSIONING PROGRAM – RESERVE/ENLISTED TO JUDGE ADVOCATE)

1. Forwarded, recommended with (appropriate recommendation).
2. State reasons for recommendation. I rank this Marine \_\_\_ of \_\_\_ applying for (MECEP/ECP/RECP/MCR-P/E-JA).
3. Point of contact for this matter is (Rank Full Name), commercial telephone numbers and electronic mail address. (Note: Ensure POC is able to respond in a timely nature for board related issues)

C. G. UNIT OR EQUIVALENT

\*As a reminder: The program to which applying should be the only one listed in the endorsement line, the subject line, and any follow-on lines\*



**UNITED STATES MARINE CORPS**

UNIT LETTERHEAD  
STREET  
CITY ST 12345-1234

1040  
Code  
Date

SECOND ENDORSEMENT on (Rank Full Name)'s (MECEP/ECP/RECP/MCP-R/E-JA) application of (Date)

From: Commanding Officer

To: Commanding General, Marine Corps Recruiting Command (ON/E)

Via: Commanding General, (Unit Name)

Subj: APPLICATION FOR CONSIDERATION FOR THE CALENDAR YEAR 20XX (MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM/ENLISTED COMMISSIONING PROGRAM/RESERVE ENLISTED COMMISSIONING PROGRAM/MERITORIOUS COMMISSIONING PROGRAM – RESERVE/ENLISTED TO JUDGE ADVOCATE)

1. Forwarded, recommended with (appropriate recommendation).
2. State reasons for recommendation. I rank this Marine \_\_\_ of \_\_\_ applying for (MECEP/ECP/RECP/MCR-P/E-JA).
3. Point of contact for this matter is (Rank Full Name), commercial telephone numbers and electronic mail address. (Note: Ensure POC is able to respond in a timely nature for board related issues)

C. G. UNIT OR EQUIVALENT

\*As a reminder: The program to which applying should be the only one listed in the endorsement line, the subject line, and any follow-on lines\*



UNITED STATES MARINE CORPS

UNIT LETTERHEAD  
STREET  
CITY ST 12345-1234

1040  
Code  
Date

FIRST ENDORSEMENT on (Rank Full Name)'s (MECEP/ECP/RECP/MCP-R/E-JA) application of (Date)

From: Commanding Officer

To: Commanding General, Marine Corps Recruiting Command (ON/E)

Via: (1) Commanding Officer, (Unit)  
(2) Commanding General, (Unit Name)

Subj: APPLICATION FOR CONSIDERATION FOR THE CALENDAR YEAR 20XX (MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM/ENLISTED COMMISSIONING PROGRAM/RESERVE ENLISTED COMMISSIONING PROGRAM/MERITORIOUS COMMISSIONING PROGRAM – RESERVE/ENLISTED TO JUDGE ADVOCATE)

1. The information contained in the basic application and checklist have been verified with records on file in this command and have been found to be correct and true. The applicant meets the basic eligibility requirements for the (Marine Corps Enlisted Commissioning Program/Enlisted Commissioning Program/Reserve Enlisted Commissioning Program/Meritorious Commissioning Program – Reserve/Enlisted to Judge Advocate) as laid out in the current MCO 1040.43 or waivers for disqualifying factors are being requested in paragraph 8.
2. Applicant's current medical status is \_\_\_ full duty, \_\_\_ light duty, or \_\_\_ limited duty. (select appropriate)
3. I understand that if selected this Marine will be slated to attend the first available OCS class. If this Marine does not attend the scheduled class, I understand the Marine may be disenrolled from the selected program. Deferment requests for the scheduled OCS class will be only entertained for medical or personal hardships and approved on a case-by-case basis. Disapproved deferments will result in disenrollment from the program. Disenrollees are encouraged to apply to a future board.
4. Provide a statement of recommendation with justification using recommend with (enthusiasm, confidence, or reservation).
5. The applicant has served in this command for \_\_\_ months and has \_\_\_ remaining on their current enlistment or extension which expires \_\_\_\_\_ (date). (If within one year of the board convening the Marine is not eligible and should receive a local command extension of service or submit a RELM to become eligible to board)
6. (Rank Last Name) has met all requirements for security clearance eligibility per SECNAVINST 5510.30C and the current MCO 1040.43.
7. I have screened the applicant for body markings and they do/do not (select appropriate) have body markings per the current Marine Corps Tattoo Policy. (If any body markings are present add the following) The Marine Corps Recruiting Command Tattoo Screening Form with color photographs

wearing the green physical training uniform (and color drawings, if applicable) and description of all markings have been included with this application.

8. The applicant is not eligible for the program and requires a waiver for (age, traffic offences, other non-traffic offense, misconduct offence, major misconduct offence, drug usage, or dependents). [Refer to the current MCRCO 1100.2 for waiver types]

9. If selected, the medical clinic retaining the applicant's record will ensure MHS GENESIS is up-to-date with all medical information no later than 30 days prior to the assigned class convene date.

10. Point of contact for this matter is (Rank Full Name), commercial telephone numbers and electronic mail address. (Note: Ensure POC is able to respond in a timely nature for board related issues)

#### C. O. UNIT OR EQUIVALENT

\*As a reminder: The program to which applying should be the only one listed in the endorsement line, the subject line, and any follow-on lines\*

Date

From: Rank Full Name, EPIPI/PMOS, USMC(R)

To: Commanding General, Marine Corps Recruiting Command (ON/E)

Via: (1) Commanding Officer, (Unit)  
(2) Commanding Officer, (Unit)  
(3) Commanding General, (Unit Name)

Subj: APPLICATION FOR CONSIDERATION FOR THE CALENDAR YEAR 20XX (MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM/ENLISTED COMMISSIONING PROGRAM/RESERVE ENLISTED COMMISSIONING PROGRAM/MERITORIOUS COMMISSIONING PROGRAM – RESERVE/ENLISTED TO JUDGE ADVOCATE)

Ref: (a) (Current MCO 1040.43)  
(b) (Current MARADMIN announcing the board)

Encl: (1) E-O Application Checklist

1. Per the references, I meet all the basic eligibility requirements set forth in the current MCO 1040.43 and the MARADMIN and request consideration on the (Marine Corps Enlisted Commissioning Program/ Enlisted Commissioning Program/Reserve Enlisted Commissioning Program/Meritorious Commissioning Program – Reserve/ Enlisted to Judge Advocate). [If applicable, I do not meet the requirements and require a waiver for such factors set forth in the MCRCO 1100.2 which deem me ineligible for Officer Candidate consideration.] Enclosure (1) is provided.

2. I acknowledge that if NACLIC develops information that disqualifies me as an officer candidate I will be determined ineligible and disenrolled from the (MECEP/ECP/RECP/MCP-R/E-JA).

3. If I am selected and complete Officer Candidates School, I desire my commission to reflect the following:

Marital Status: (Single, Married, Legally Separated, Divorced, or Widowed)

Sex: (Male or Female)

Service Agreement: (MECEP or ECP Ground, ECP Student Naval Aviator, E-JA Law)

Religious Preference: [See List on ON/E Website, provide code and description]

Race: [See List on ON/E Website, provide code and description]

Ethnicity: [See List on ON/E Website, provide code and description]

4. If selected I understand that I will be scheduled for the first available OCS Class. If I do not attend the scheduled class, I understand I may be disenrolled from the selected program. Deferment requests for the scheduled OCS class will be only entertained for medical or personal hardships and approved on a case-by-case basis. Disapproved deferments will result in disenrollment from the program. Disenrollees are encouraged to apply to a future board.

5. [ECP Student Naval Aviation Only] I am requesting an assignment as a student naval aviator upon commissioning. I am willing to accept a ground contract in the event there are no aviation vacancies, I do not meet aviation requirements, or I am found not medically qualified for aviation.

6. [ECP JA Only] I am requesting an assignment as a judge advocate (JA) student upon graduation from OCS. I am/am not (select appropriate) willing to accept a ground contract in the event there are no JA vacancies, I do not meet JA requirements, or I am found not medically qualified for JA.



7. Point of contact information is work commercial telephone number, personal cellular phone number, work electronic mail address, and personal electronic mail address. (Note: Ensure you are able to respond in a timely nature for board related issues)

APPLICANT SIGNATURE

\*As a reminder: The program to which applying should be the only one listed in the endorsement line, the subject line, and any follow-on lines\*

## INTERVIEW BOARD REPORT

(Refer to current MCO 1040.43 for board membership)

1. Command convening board (full address):
2. Applicant Rank Last, First M.I. 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 subject program and commission.
  - e. **OTHER QUALIFICATIONS.** Identify qualifications not previously reported that would be of particular value as a commissioned officer.
5. RECOMMENDATION: (Rank Full Name) is/is not (select appropriate) recommended with (enthusiasm, confidence, or reservation) for selection for the (MECEP, ECP, RECP, MCP-R, E-JA) for assignment to attend the 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 requirements and anticipated commissioned service.)
6. INTERVIEW BOARD MEMBERS (must be at least three commissioned officers, including the senior member):  
  
Member: (List Rank Full Name and Signature for each board member)

SENIOR MEMBER SIGNATURE

## PERSONAL ESSAY

Applicant must provide a narrative style essay for the following question:

**Why do I want to be a Marine Corps Officer?**

Essay should be between 150-200 words, but cannot exceed 200 words. If handwritten, essay must fit in the text box provided. Applicants are not restricted from writing about embodiment of the Marine Corps leadership traits and principles; however, statements that contain personal reflections, life experiences, motivation, and/or individual reasons for commissioning are highly encouraged.

“I certify that I have personally prepared this statement without any outside assistance.”

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## **MCTFS/MOL SCREENS**

Print the following screens from Marine Corps Total Force System (MCTFS) or Marine Online (MOL) and include with your package:

- Basic Individual Record (TBIR)
- Basic Training Record (TBTR)
  - NAVMC 11622 to show updated PFT/CFT score not reflected in MCTFS

Ensure EDIPI is annotated on each page and all pages have been certified true.

Certified True stamp and signature should be placed in the bottom left or right corner and should not cover any information.

## NAVMC 118 (11) ENTRIES

Required for all applicants:

- Selective Retention Bonus (SRB) Statement
- Derogatory Statements to include 6105 (If applicable)

Required if foreign born:

- Dual Citizen Statement (If applicable)  
"I hereby express my willingness to renounce my (list foreign country) citizenship with all rights and privileges, if selected for the (applicable program). (If applicable) I further agree to turn in my (foreign county) passport to (foreign county) embassy and provide a receipt to my commanding officer, if selected for the (applicable program)."
- Provide proof of foreign passport destruction by embassy or authorized security manager, if available.

Ensure applicable statement(s) are signed and dated.

Dual citizenship statement can be added to the same NAVMC 118 (11) as the SRB Statement.

DO NOT submit any other NAVMC 118 (11) entries except for as specified above.



ADMINISTRATIVE REMARKS (1070)

<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ (Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____ (Signature)</p>	<p>DATE</p> <p>I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.</p> <p>_____ (Signature)</p>
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\_\_\_\_\_ I hereby acknowledge that I am not eligible for a SRB while pending selection to the (check program applying) \_\_\_\_\_ Marine Corps Enlisted Commissioning Education Program (MECEP), \_\_\_\_\_ Enlisted Commissioning Program (ECP) \_\_\_\_\_ Reserve Enlisted Commissioning Program (RECP) \_\_\_\_\_ Meritorious Commissioning Program - Reserve (MCP-R). \_\_\_\_\_ Enlisted to Judge Advocate (E-JA)

I understand that any extensions or reenlistments for the specific purpose of meeting service requirements for any enlisted to officer program do not entitle me to an SRB award incident to such reenlistment. If selected to the MECEP, ECP, RECP, MCP-R, or E-JA and do not complete the program, I understand that I am not entitled to an SRB award incident to the reenlistment.

\_\_\_\_\_  
SNM Signature

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Officer Printed Name

NAME (last, first, middle)	EDIPI
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ADMINISTRATIVE REMARKS (1070)

<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____</p> <p>(Signature)</p>	<p>DATE</p> <p>Articles UCMJ explained to me this date as required by Article 137, UCMJ.</p> <p>_____</p> <p>(Signature)</p>	<p>DATE</p> <p>I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.</p> <p>_____</p> <p>(Signature)</p>
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\_\_\_\_\_ I hereby express my willingness to renounce my (list foreign country on all three long blanks)

\_\_\_\_\_ citizenship with all rights and privileges, if selected for the (select program)

\_\_\_\_\_ Marine Corps Enlisted Commissioning Education Program (MECEP),

\_\_\_\_\_ Enlisted Commissioning Program (ECP)

\_\_\_\_\_ Reserve Enlisted Commissioning Program (RECP)

\_\_\_\_\_ Meritorious Commissioning Program - Reserve (MCP-R).

\_\_\_\_\_ Enlisted to Judge Advocate (E-JA)

I further agree to turn in my \_\_\_\_\_ passport to

\_\_\_\_\_ embassy and provide a receipt to my Commanding Officer, if selected for the above indicated program.

\_\_\_\_\_  
SNM Signature

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Officer Printed Name

NAME (last, first, middle)	EDIPI

## **UNIT PUNISHMENT BOOK**

Required only if applicable:

- Do not provide if no offenses
- Provide explanation for all offence on the Application and Program Information Addendum Page



## **LETTERS OF RECOMMENDATION**

Optional:

- Letter should be addressed to the President of the Board
- Format is at the author's discretion (Naval Correspondence, formal, MLA, Chicago)
- Must explain why they feel the Marine should be given the opportunity to become a Marine Corps officer

**ENLISTED TO OFFICER APPLICANT STATEMENT OF UNDERSTANDING  
REGARDING DENTAL REQUIREMENTS PRIOR TO ATTENDING OFFICER  
CANDIDATES SCHOOL**

"I have been advised by my Commanding Officer 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.)

## SERVICE AGREEMENT

All applications require program specific ground agreement:

- MCRC Form 113 ECP Ground Service Agreement
- MCRC Form 114 MECEP Ground Service Agreement
- MCRC Form 116 RECP Ground Service Agreement
- MCRC Form 117 MCP-R Ground Service Agreement

Additionally, if applying for aviation (ECP Only):

- MCRC Form 129 ECP Aviation Service Agreement

If applying to Enlisted to Judge Advocate and do not want to be considered for ECP Ground submit:

- MCRC Form XXX Enlisted to Judge Advocate Service Agreement
- If you want to be considered for ECP Ground if not selected for E-JA also submit MCRC Form 113

Ensure all signature blocks are signed.

Only submit the service agreement for the program which applying except for the below:

- ECP SNA applications must include an ECP GND Service Agreement
- E-JA show want to be considered for ECP Ground must include that Service Agreement

The E-JA Service Agreement will be available once approved for release. Until that time, applicants may route the package without the service agreement; however, they will sign either the approved service agreement or a statement of understanding prior to attending OCS.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 5042, Headquarters, U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN) as amended; and SORN M01133-3.

**PURPOSE(S):** To certify that the applicant acknowledges and understands all expectations of him/her upon enrollment in an Officer Program in the United States Marine Corps. This service agreement binds the individual to the terms set forth in the agreement upon signature.

**ROUTINE USE(S):** This information will be accessed by recruiters and DON officials with a need to know in support of requests for enlistment in the U.S. Marine Corps. Information may also be released to officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Marine personnel. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in an inability to process the individual for enlistment.

1. In connection with my application for enrollment in the **ENLISTED COMMISSIONING PROGRAM (ECP) GROUND** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **ECP GROUND** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks of a 10-week commissioning program, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will disenroll from the **ECP GROUND** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be retained in the **ECP GROUND** program and, when eligible, have the opportunity, if I desire, to attend the next available OCS 10 week training session.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **ECP GROUND** program.

c. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5 or the highest pay grade achieved if I enter this obligation directly from current service at a pay grade above E-5.

d. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized. If I decline commission, I will be disenrolled from the **ECP GROUND** program and may request reenrollment to CMC, provided I remain otherwise qualified.

e. A commission in the USMC is held at the pleasure of the President of the United States.

f. Upon acceptance of a commission, I will incur a Military Service Obligation (MSO) of eight (8) years in the USMC from the date of appointment to commissioned grade;

(1) Any portion of this eight (8) year MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

g. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

h. Upon successful completion of OCS and acceptance of appointment to commissioned grade, I will be assigned the primary Military Occupational Specialty (MOS) 8001 (Ground) and further be assigned to The Basic School (TBS) for commissioned officer training.

i. Upon successful completion of TBS I will be further assigned to a follow-on Military Occupational Specialty (MOS) School.

2. I consent to serve on extended active duty for a minimum of thirty-six (36) months as a commissioned officer from completion of MOS school. I understand that a request for release from active duty prior to completion of this period will normally be rejected.

a. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he

LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

CUI (when filled in)

SERVICE AGREEMENT (1100)  
ENLISTED COMMISSIONING PROGRAM GROUND  
MCRC Form 113 (Revised 11/22)  
CUI (when filled in)

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may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

b. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **ECP GROUND** program except as specified above. I acknowledge receipt of a copy of this document.

\_\_\_\_\_  
*Signature of Witnessing Officer*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Full Name and Grade of Witness*

\_\_\_\_\_  
*Full Name of Applicant*

\_\_\_\_\_  
*Date*

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**SERVICE AGREEMENT – ENLISTED COMMISSIONING PROGRAM GROUND  
FOR OFFICIAL USE ONLY  
ANNEX C**

SERVICE AGREEMENT (1100)  
MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM GROUND  
MCRC Form 114 (Revised 11/22)  
CUI (when filled in)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 5042, Headquarters, U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN) as amended; and SORN M01133-3.

**PURPOSE(S):** To certify that the applicant acknowledges and understands all expectations of him/her upon enrollment in an Officer Program in the United States Marine Corps. This service agreement binds the individual to the terms set forth in the agreement upon signature.

**ROUTINE USE(S):** This information will be accessed by recruiters and DON officials with a need to know in support of requests for enlistment in the U.S. Marine Corps. Information may also be released to officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Marine personnel. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in an inability to process the individual for enlistment.

1. In connection with my application for enrollment in the **MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP) GROUND** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **MECEP GROUND** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks of a 10-week commissioning program, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will disenroll from the **MECEP GROUND** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be retained in the **MECEP GROUND** program and, when eligible, have the opportunity, if I desire, to attend the next available OCS 10 week training session.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **MECEP GROUND** program.

c. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5 or the highest pay grade achieved if I enter this obligation directly from current service at a pay grade above E-5.

d. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized. If I decline commission, I will be disenrolled from the **MECEP GROUND** program and may request reenrollment to CMC, provided I remain otherwise qualified.

e. A commission in the USMC is held at the pleasure of the President of the United States.

f. Upon acceptance of a commission, I will incur a Military Service Obligation (MSO) of eight (8) years in the USMC from the date of appointment to commissioned grade;

(1) Any portion of this eight (8) year MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

g. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

h. Upon successful completion of OCS and acceptance of appointment to commissioned grade, I will be assigned the primary Military Occupational Specialty (MOS) 8001 (Ground) and further be assigned to The Basic School (TBS) for commissioned officer training.

i. Upon successful completion of TBS I will be further assigned to a follow-on Military Occupational Specialty (MOS) School.

2. I consent to serve on extended active duty for a minimum of thirty-six (36) months as a commissioned officer from completion of MOS school. I understand that a request for release from active duty prior to completion of this period will normally be rejected.

a. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session

LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

CUI (when filled in)

Controlled by: USMC MCRC G3  
CUI Category: PRVCY  
LDC: FEDCON  
POC: MRCOP1@marines.usmc.mil

SERVICE AGREEMENT (1100)  
MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM GROUND  
MCRC Form 114 (Revised 11/22)  
CUI (when filled in)

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(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

b. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **MECEP GROUND** program except as specified above. I acknowledge receipt of a copy of this document.

\_\_\_\_\_  
*Signature of Witnessing Officer*

\_\_\_\_\_  
*Full Name and Grade of Witness*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Full Name of Applicant*

\_\_\_\_\_  
*Date*

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**SERVICE AGREEMENT – MARINE ENLISTED COMMISSIONING EDUCATION PROGRAM GROUND  
FOR OFFICIAL USE ONLY  
ANNEX C**

SERVICE AGREEMENT (1100)  
RESERVE ENLISTED COMMISSIONING PROGRAM GROUND  
MCRC Form 116 (Revised 11/22)  
CUI (when filled in)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 5042, Headquarters, U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN) as amended; and SORN M01133-3.

**PURPOSE(S):** To certify that the applicant acknowledges and understands all expectations of him/her upon enrollment in an Officer Program in the United States Marine Corps. This service agreement binds the individual to the terms set forth in the agreement upon signature.

**ROUTINE USE(S):** This information will be accessed by recruiters and DON officials with a need to know in support of requests for enlistment in the U.S. Marine Corps. Information may also be released to officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Marine personnel. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in an inability to process the individual for enlistment.

1. In connection with my application for enrollment in the **RESERVE ENLISTED COMMISSIONING PROGRAM (RECP) GROUND** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **RECP GROUND** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. I understand that possession of the minimum required uniform is expected upon reporting to OCS although subsequent service in the Selected Marine Corps Reserve may qualify me for an initial uniform allowance of \$200.

c. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks of a 10-Week Commissioning Program before any voluntary request for disenrollment will be considered. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract and result in my discharge from the USMCR unless I have a preexisting service obligation, in which case I would be returned to my parent unit to fulfill my obligation. I understand that should I terminate attendance at OCS prior to the completion of the requisite (4) weeks of training without the concurrence of the Commanding Officer of OCS, the Marine Corps is under no obligation to settle resultant travel expenses.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will be disenrolled from the **RECP Ground** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be retained in the **RECP GROUND** program and, when eligible, have the opportunity, if I desire, to attend the next available OCS 10 Week training session.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **RECP GROUND** program.

d. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5. I am entitled to pay and allowances for my current grade if I am an E-6 or above.

e. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized. If I decline commission, I will be disenrolled from the **RECP Ground** program and may request reenrollment to CMC, provided I remain otherwise qualified.

f. A commission in the USMCR is held at the pleasure of the President of the United States.

g. I understand that my Military Service Obligation (MSO) in the USMC will not terminate upon commissioning and does not change from my previous enlisted obligation (DODI 1304.25). Any portion of my MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

h. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

i. Upon successful completion of OCS and acceptance of appointment to commissioned grade, I will be assigned the primary Military Occupational Specialty (MOS) 8001 (Ground) and further be assigned to The Basic School (TBS) for commissioned officer training.

j. Upon successful completion of TBS I will be further assigned to a follow-on Military Occupational Specialty (MOS) School and my assignment will be based upon the SMCR unit(s) and MOS available prior to my assignment to MOS training.

2. Upon completion of MOS school, I consent to satisfactorily participate in 48-scheduled inactive duty training (IDT) periods per fiscal year during the first four (4) years of commissioned service, and to attend the first three (3) Annual Training (AT) periods. I agree not to resign a commission in the Marine Corps Reserve prior to the eighth (8) anniversary of the date of first commission.

a. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

CUI (when filled in)

Controlled by: USMC MCRC G3  
CUI Category: PRVY  
LDC: FEDCON  
POC: MCRCP1@marines.usmc.mil



SERVICE AGREEMENT (1100)  
RESERVE ENLISTED COMMISSIONING PROGRAM GROUND  
MCRC Form 116 (Revised 11/22)  
CUI (when filled in)

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(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

b. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I consent to serve the following minimum periods of duty as a commissioned officer, and understand that a request for release from active duty prior to completion of this period will normally be rejected.

a. I will serve seventy-two (72) consecutive months in a SMCR unit from the completion of MOS school.

b. After successfully completing the seventy-two (72) month obligation in a SMCR unit, I will complete the remainder of my service agreement in a SMCR unit, the IRR, as an IMA; or as the needs of the service may then require.

c. I understand that participation in any Marine Corps incentive program may incur additional obligated SMCR service.

4. I understand that the intent of the program is to fill specific billets in an SMCR unit (not on active duty) and that any request for active duty must be approved by CMC (Reserve Affairs). Requests for augmentation to the Active Component will only be considered after the officer completes thirty-six (36) months of service in an SMCR unit. Requests for assignment to the Active Reserve (AR) program will only be considered after the officer has completed at least 36 months of commissioned service in a SMCR unit

5. I understand that if I am on an AR contract I am not eligible to attend OCS until I am within (6) months of EAS and I will be released from my AR contract upon appointment to the **RECP GROUND** program and assignment to OCS

6. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **RECP GROUND** program except as specified above. I acknowledge receipt of a copy of this document. I further understand that failure to complete or abide by any of the provisions of this Service Agreement may result in being discharged or reverted back to the enlisted rank that I held upon completion of OCS.

\_\_\_\_\_  
*Signature of Witnessing Officer*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Full Name and Grade of Witness*

\_\_\_\_\_  
*Full Name of Applicant*

\_\_\_\_\_  
*Date*

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**SERVICE AGREEMENT – RESERVE ENLISTED COMMISSIONING PROGRAM GROUND  
FOR OFFICIAL USE ONLY  
ANNEX C**

CUI (when filled in)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 5042, Headquarters, U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN) as amended; and SORN M01133-3.

**PURPOSE(S):** To certify that the applicant acknowledges and understands all expectations of him/her upon enrollment in an Officer Program in the United States Marine Corps. This service agreement binds the individual to the terms set forth in the agreement upon signature.

**ROUTINE USE(S):** This information will be accessed by recruiters and DON officials with a need to know in support of requests for enlistment in the U.S. Marine Corps. Information may also be released to officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Marine personnel. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in an inability to process the individual for enlistment.

1. In connection with my application for enrollment in the **MERITORIOUS COMMISSIONING PROGRAM RESERVE (MCP-R) GROUND** program of the United States Marine Corps (USMC) (other than Active Reserve), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **MCP-R GROUND** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. I understand that possession of the minimum required uniform is expected upon reporting to OCS although subsequent service in the Selected Marine Corps Reserve may qualify me for an initial uniform allowance of \$200.

c. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks of a 10-Week Commissioning Program before any voluntary request for disenrollment will be considered. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract and result in my discharge from the USMCR unless I have a preexisting service obligation, in which case I would be returned to my parent unit to fulfill my obligation. I understand that should I terminate attendance at OCS prior to the completion of the requisite (4) weeks of training without the concurrence of the Commanding Officer of OCS, the Marine Corps is under no obligation to settle resultant travel expenses.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will be disenrolled from the **MCP-R Ground** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be retained in the **MCP-R GROUND** program and, when eligible, have the opportunity, if I desire, to attend the next available OCS 10 Week training session.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **MCP-R GROUND** program.

d. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5. I am entitled to pay and allowances for my current grade if I am an E-6 or above.

e. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized. If I decline commission, I will be disenrolled from the **MCP-R Ground** program and may request reenrollment to CMC, provided I remain otherwise qualified.

f. A commission in the USMCR is held at the pleasure of the President of the United States.

g. I understand that my Military Service Obligation (MSO) in the USMCR will not terminate upon commissioning and does not change from my previous enlisted obligation (DODI 1304.25). Any portion of my MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

h. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

i. Upon successful completion of OCS and acceptance of appointment to commissioned grade, I will be assigned the primary Military Occupational Specialty (MOS) 8001 (Ground) and further be assigned to The Basic School (TBS) for commissioned officer training.

j. Upon successful completion of TBS I will be further assigned to a follow-on Military Occupational Specialty (MOS) School and my assignment will be based upon the SMCR unit(s) and MOS available prior to my assignment to MOS training.

2. Upon completion of MOS school, I consent to satisfactorily participate in 48-scheduled inactive duty training (IDT) periods per fiscal year during the first four (4) years of commissioned service, and to attend the first three (3) Annual Training (AT) periods. I agree not to resign a commission in the Marine Corps Reserve prior to the eighth (8) anniversary of the date of first commission.

a. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

CUI (when filled in)

Controlled by: USMC MCRC G3  
CUI Category: PRVCY  
LDC: FEDCON  
POC: MRCOP1@marines.usmc.mil

SERVICE AGREEMENT (1100)  
MERITORIOUS COMMISSIONING PROGRAM RESERVE GROUND  
MCRC Form 117 (Revised 11/22)  
CUI (when filled in)

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(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

b. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I consent to serve the following minimum periods of duty as a commissioned officer, and understand that a request for release from active duty prior to completion of this period will normally be rejected.

a. I will serve seventy-two (72) consecutive months in a SMCR unit from the completion of MOS school.

b. After successfully completing the seventy-two (72) month obligation in a SMCR unit, I will complete the remainder of my service agreement in a SMCR unit, the IRR, as an IMA; or as the needs of the service may then require.

c. I understand that participation in any Marine Corps incentive program may incur additional obligated SMCR service.

4. I understand that the intent of the program is to fill specific billets in an SMCR unit (not on active duty) and that any request for active duty must be approved by CMC (Reserve Affairs). Requests for augmentation to the Active Component will only be considered after the officer completes thirty-six (36) months of service in an SMCR unit. Requests for assignment to the Active Reserve (AR) program will only be considered after the officer has completed at least 36 months of commissioned service in a SMCR unit

5. I understand that if I am on an AR contract I am not eligible to attend OCS until I am within (6) months of EAS and I will be released from my AR contract upon appointment to the **MCP-R GROUND** program and assignment to OCS

6. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **MCP-R GROUND** program except as specified above. I acknowledge receipt of a copy of this document. I further understand that failure to complete or abide by any of the provisions of this Service Agreement may result in being discharged or reverted back to the enlisted rank that I held upon completion of OCS.

\_\_\_\_\_  
*Signature of Witnessing Officer*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Full Name and Grade of Witness*

\_\_\_\_\_  
*Full Name of Applicant*

\_\_\_\_\_  
*Date*

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**SERVICE AGREEMENT – MERITORIOUS COMMISSIONING PROGRAM RESERVE GROUND  
FOR OFFICIAL USE ONLY  
ANNEX C**

CUI (when filled in)

SERVICE AGREEMENT (1100)  
ENLISTED COMMISSIONING PROGRAM STUDENT NAVAL AVIATOR  
MCRC Form 129 (Revised 11/22)  
CUI (when filled in)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 5042, Headquarters, U.S. Marine Corps; 5 U.S.C. 301, Departmental Regulations; and E.O. 9397 (SSN) as amended; and SORN M01133-3.

**PURPOSE(S):** To certify that the applicant acknowledges and understands all expectations of him/her upon enrollment in an Officer Program in the United States Marine Corps. This service agreement binds the individual to the terms set forth in the agreement upon signature.

**ROUTINE USE(S):** This information will be accessed by recruiters and DON officials with a need to know in support of requests for enlistment in the U.S. Marine Corps. Information may also be released to officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Marine personnel. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/>.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in an inability to process the individual for enlistment.

1. In connection with my application for enrollment in the **ENLISTED COMMISSIONING PROGRAM (ECP) STUDENT NAVAL AVIATOR (SNA)** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **ECP SNA** program as an officer candidate will be determined by the Commandant of the Marine Corps (CMC).

b. Upon reporting for training to Officer Candidates School (OCS), I will be required to participate in training for a minimum of four (4) weeks of a 10-Week Commissioning Program, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

(1) If I am disenrolled from OCS and not recommended for future attendance by the Commanding Officer of OCS, I will be disenrolled from the **ECP SNA** program.

(2) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, I will be retained in the **ECP SNA** program and, when eligible, have the opportunity, if I desire, to attend the next available OCS 10 week training session.

(3) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **ECP SNA** program.

c. I am entitled to pay and allowances while attending OCS not less than those prescribed for pay grade E-5 or the highest pay grade achieved if I enter this obligation directly from current service at a pay grade above E-5.

d. Upon satisfactory completion of all commissioning requirements, I understand that I must choose to either accept or decline a commission if one is tendered to me, and that deferred acceptance is not authorized. If I decline commission, I will be disenrolled from the **ECP SNA** program and may request reenrollment to CMC, provided I remain otherwise qualified.

e. A commission in the USMC is held at the pleasure of the President of the United States.

f. Once accepted into the **ECP SNA** program, I understand that I incur a Military Service Obligation (MSO) of eight (8) years in the USMC from the effective date of my designation as a Naval Aviator;

(1) Any portion of this eight (8) year MSO not served on active duty will be served on inactive duty as a member of the Individual Ready Reserve (IRR) or as a member of the Selected Marine Corps Reserve (SMCR).

g. A resignation of my commission submitted prior to completion of this eight (8) year period will normally be rejected and, after this period, may be accepted or rejected by the President, as the needs of the service may then require.

h. Upon successful completion of OCS and acceptance of appointment to commissioned grade, I will be assigned the primary Military Occupational Specialty (MOS) 7599 (Student Naval Aviator) and further be assigned to The Basic School (TBS) for commissioned officer training.

i. Upon successful completion of TBS, I will be assigned to the first available flight training class if I am physically qualified for such assignment when said class becomes available. Any projected delay in assignment to flight training may result in a temporary assignment to duties as dictated by the needs of the USMC until assignment to flight training can be effected.

j. After completion of TBS, any period of delay in assignment to flight training in excess of nine (9) months will be counted towards the ninety-six (96) month obligation, set forth in paragraph 2.a.

2. I consent to serve on extended active duty for the following minimum periods and understand that a request for release from active duty prior to completion of this period will normally be rejected:

a. Ninety-six (96) months from the date of my successful completion of flight training and designation as a Naval Aviator; or

b. Forty-eight (48) months from the date of appointment to commissioned grade if;

(1) I fail to meet the requirements for assignment to flight training; or

LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

CUI (when filled in)

Controlled by: USMC MCRC G3  
CUI Category: PRVY  
LDC: FEDCON  
POC: MRCOP1@marines.usmc.mil

SERVICE AGREEMENT (1100)  
ENLISTED COMMISSIONING PROGRAM STUDENT NAVAL AVIATOR  
MCRC Form 129 (Revised 11/22)  
CUI (when filled in)

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(2) I am separated from the flight training by reason of failure or physical disqualification (contingent upon approval from CMC).

(3) In addition to the forty-eight (48) month MSO, if I fail to meet the requirements for assignment to flight training as a result of my own request or by reason of academic failure, I agree to serve an additional extension of active service equal to the time spent in flight training (contingent upon approval from CMC).

c. United States Code, Title 10, Chapter 39, Sections 671a and 671b currently provide as follows:

(1) 671a. Members: service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

(2) 671b. Members: service extension when Congress is not in session

(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the armed forces, that expire before the thirtieth day after Congress next convenes or reconvenes.

(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order.

d. Federal statutes and pertinent regulations applicable to personnel in the USMC may change without notice. Such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

3. I certify that I have not previously failed any military aviation training program nor have I been designated as an aviator in any of the Armed Forces of the United States.

4. I certify that I have read and completely understand the meaning and content of the above. No promises, either written or oral, have been made to me in connection with my application for enrollment in the **ECP SNA** program except as specified above. I acknowledge receipt of a copy of this document.

\_\_\_\_\_  
*Signature of Witnessing Officer*

\_\_\_\_\_  
*Full Name and Grade of Witness*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Full Name of Applicant*

\_\_\_\_\_  
*Date*

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**SERVICE AGREEMENT – ENLISTED COMMISSIONING PROGRAM STUDENT NAVAL AVIATOR  
FOR OFFICIAL USE ONLY  
ANNEX C**

CUI (when filled in)

## **ACTIVE RESERVE (AR) MARINES ONLY**

End of Active (EAS) must be within six months from date of scheduled board applying unless approved by Manpower and Reserves Affairs (RAM-2).

Must provide an approved DD Form 368, Conditional Release. Line 5 must have a valid “until date”.

If selected, AR Marines must be non-competitively augmented to the active component once identified as "Selected" on the results MARADMIN. To accomplish this, the AR Select must initiate a Prior Service Enlisted Package via a canvassing recruiter to Marine Corps Recruiting Command to coordinate the augmentation. Upon selection, Marines will be contacted via email by the Prior Service Enlistment Program Chief for further amplifying guidance on the PSEP package submission. Marines must be available for world-wide assignment and qualified to reenlist or augment.

Must obtain obligated service as outlined by current MCO 1040.43 for program applying upon augmentation to active duty.

**REQUEST FOR CONDITIONAL RELEASE***(Read Privacy Act Statement and Instructions on back before completing this form.)***SECTION I - REQUEST FOR RELEASE****1. SERVICE MEMBER DATA**

a. NAME <i>(Last, First, Middle Initial)</i>		b. PAY GRADE	c. SSN or EDIPI	d. SERVICE COMPONENT	
e. CURRENT UNIT/ COMMAND	f. ADDRESS				
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE	

**2. RECRUITING OFFICE ADDRESS**

a. STREET	b. CITY	c. STATE	d. ZIP CODE
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**3. ACKNOWLEDGEMENT OF SERVICE MEMBER**

a. I request a conditional release to process for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.

b. OFFICER MEMBER ONLY. I hereby tender my resignation from the \_\_\_\_\_ *(current component)*; request that it be accepted contingent upon actual appointment or enlistment in the \_\_\_\_\_ *(requesting component)*, and be effective the day preceding the date of my acceptance of appointment or enlistment.

c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.

d. MEMBER SIGNATURE	e. DATE SIGNED
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**4. RECRUITER REQUEST FOR CONDITIONAL RELEASE**

a. Request conditional release to enlist/appoint member into the \_\_\_\_\_ *(Service/Component)*.

b. NAME OF RECRUITER <i>(Last, First, Middle Initial)</i>	c. SIGNATURE	d. DATE SIGNED
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**SECTION II - APPROVAL/DISAPPROVAL****5. (X as applicable)**

<input type="checkbox"/>	a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until _____.
<input type="checkbox"/>	b. DISAPPROVED. Release is not granted. <i>(Explain in "Remarks.")</i>

**6. AUTHORIZING OFFICIAL**

a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE			
c. TELEPHONE NUMBER <i>(Include area code)</i>	d. ADDRESS				
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE	
e. SIGNATURE					f. DATE SIGNED

**SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION**

7. The member was administered the oath of enlistment or appointment into \_\_\_\_\_.  
THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.

**8. CERTIFYING OFFICIAL**

a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE		c. UNIT/COMMAND	
d. TELEPHONE NUMBER <i>(Include area code)</i>	e. ADDRESS				
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE	
f. SIGNATURE					g. DATE SIGNED

**SECTION IV - REMARKS**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. Sections 261, 516, 651, 716, 3013, 5013, 8013, 12104, 12105, 12106, 12107, 12208, 12213, 12214, and 12645; 32 U.S.C. Section 323; and DoD Instruction 1205.05, Transfer of Service Members Between Reserve and Regular Components of the Military Services

**PRINCIPAL PURPOSE(S):** To document coordination and concurrence of one Military Service for discharge and accession to another Military Service.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to furnish all requested information may result in delay or denial of release from current Military Service.

**INSTRUCTIONS**

**GENERAL INSTRUCTIONS.**

When this form is not computer generated, use typewriter or dark ink for all entries. Enter all dates in YYMMDD format. Use full street address, city, state and ZIP code for addresses. Use last name, first name, and middle initial format. Use short title Service/Component names: USA, ARNGUS, USAR, USN, USNR, USMC, USMCR, USAF, ANGUS, USAFR, USCG, USCGR.

**SECTION I.** Completed by recruiter and applicant.

Item 1. Enter applicant's name, pay grade, Social Security Number or Electronic Data Interchange Personal Identifier, current Service/Component, and current unit/command address.

Item 2. Enter recruiter's office address, if applicable.

Item 3. For item 3.b., complete the name of the gaining and losing components. Member signs and dates appropriate blocks.

Item 4. Recruiter, if applicable, completes 4.a. through 4.e. and sends this document to the address in Item 1.e.

**SECTION II.** Completed by applicant's unit commander or designated representative within 30 days of receipt.

Item 5. If block 5.a. is marked, enter the ending date of this conditional release. If block 5.b. is marked, indicate in Section IV, "Remarks," the reason for disapproval and return to the originator not later than the expiration date in Item 5.a.

Item 6. Enter name, title, signature and date for authorizing official. Indicate in Items 6.c. and d. the address and telephone number for returning completed Section III. Send completed Section II to the address in Item 2.

**SECTION III.** Completed by enlisting/appointing official within 10 days of enlistment or appointment.

Item 7. Indicate service to which applicant was enlisted/appointed.

Item 8. Completed by individual certifying enlistment/appointment action. Certifying official ensures a copy of the completed DD Form 368 and a copy of the oath are mailed to the address in Item 6.d.

**SECTION IV - REMARKS.**

Use as necessary. Reference each item on the form to which the remark pertains. (For example: "Item 5.b. Disapproved for the following reason: .....")



## **PROOF OF US CITIZENSHIP**

Submit certified true copies of **birth certificate** and **social security card**.

Required of dual or naturalized citizen. Submit a certified true copy of one of the following:

- Foreign birth certificate translated to English (Language department at a college or university is authorized to verify)
- Form N-560/N-561 Certificate of Citizenship
- Form N-550/N-551 Certificate of Naturalization
- DS Form 1350 Certification of Birth
- FS Form 545 Certification of Birth Abroad
- FS Form 240 Consular Report of Birth Abroad
- US Passport

If applicant is foreign born of US citizen parents, applicant must provide one parent's birth certificate with FS Forms 240 or FS Form 545

Refer to the current MCRCO 1100.2 for acceptable submissions and provide the below certified statement on each 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."



UNITED STATES MARINE CORPS  
UNIT LETTERHEAD  
STREET  
CITY ST 12345-1234

5500  
Code  
Date

From: Security Officer, (Unit)  
To: Commanding General, Marine Corps Recruiting Command (ON/E)  
Subj: SECURITY CLEARANCE VERIFICATION LETTER  
Ref: (a) SECNAVINST 5510.30C

1. The following has been extracted from official records:

a. Name: Marine Full Name/EDIPI/PMOS

b. Records of command reflect the following pertinent details regarding SNM security clearance eligibility:

Investigation Summary: T3/T3R/T5/T5R from OPM, Closed yyyy mm dd

Adjudication Summary: Secret/Top Secret adjudication completed with a determination of favorable/denied/no determination made by DoD CAF on yyyy mm dd

Security Eligibility: Secret/Top Secret/Top Secret SCI/Denied/No Determination Made

Enrollment in Continuous Evaluation on yyyy mm dd

2. Add sentence here if eligibility has expired, new investigation has been opened, and provide a date investigation was opened. (Note: SECRET level lasts for 10 years and TOP SECRET lasts for 5 years in accordance with the reference).

3. Point of contact for this matter is (Security Manager Rank Full Name), defense system network or commercial telephone numbers and electronic mail address.

SECURITY OFFICER SIGNATURE

## **NAME CHANGE INFORMATION**

Required to show marital status and/or name change if different from birth certificate or proof of citizenship:

- Marriage Certificate/Divorce Decree (as applicable)
- Other official court documents (as applicable)
- DD Form 1966 Section VII – Statement of Name for Official Military Records signed and dated by applicant and witnessed at MEPS upon initial entry into the military. Check OMPF in the contracts section for this page if your name on your birth certificate does not match what you use in the Marine Corps now.

## COLLEGE TRANSCRIPTS/PROOF OF DEGREE

### MECEP:

- Official or Unofficial transcripts must show:
  - School name
  - School address with state
  - Cumulative grade point average
  - Number of credits earned
  - Scan entire front and back
- Requirements for credits:
  - 3 credits of entry level math or science (must be a natural or physical science, not a social or behavioral science)
  - 3 credits of entry level English
  - 6 credits of any other college course
  - Must have earned a minimum of 12 credits from college courses taken either at a community college, traditional college or university, or on-line college. College Level Examination Program (CLEP), Sailor/Marine American Council on Education Registry Transcript (SMART) credits, and credits earned in a high school will not count towards this requirement
  - Marines who have earned 90 or more credit hours and do not have a Credit Transfer Evaluation completed by an NROTC affiliated college/university or have complete their junior year will not be considered by the board and are recommended to apply for ECP once they have completed their baccalaureate level degree from an accredited college or university

### ECP/RECP/MCP-R:

- Official or Unofficial transcripts must show same as above, plus:
  - Full confer date (month/day/year) for baccalaureate level degree
  - Full confer date (month/day/year) for associates or minimum 75 credits (MCP-R only)
  - May submit a copy of diploma in addition to the above

\*Transcript requests should be submitted directly to all colleges or university attended. Any cost associated with gathering transcripts is the responsibility of the applicant.\*

## **APTITUDE TEST SCORES**

Qualifying Test Scores:

- 74 minimum AFQT on the Armed Services Vocational Aptitude Battery (ASVAB)
- 1000 minimum (Math and Critical Reading Only) on the Scholastic Aptitude Test (SAT)  
– Must submit official SAT Score Report
- 22 (Composite) or 45 (Combines Math and English) on the American College Test (ACT) – Must submit official ACT Score Report

ALL applicants must have one of the three qualifying scores. All scores must come from the single, most recent test. Scores from two different test dates cannot be combined to achieve a qualifying score. Refer to the current MCO 1040.43

ECP applicants applying for aviation must have the following minimum scores from the Aviation Selection Test Battery Series E (ASTB-E):

- 4 Academic Qualification Rating (AQR) minimum
- 6 Pilot Flight Aptitude Rating (PFAR) minimum

Enlisted to Judge Advocate applicants must submit official Law School Admission Test (LSAT) scores:

- 150 LSAT minimum

## REQUIRED FORMS AND DOCUMENTS

ON/E Application and Program Information Sheet with Privacy Act Statement:

- Only submit page 1 and 2 of this form. Do not submit instructions
- Must provide full SSN on this form
- Ensure all fields are completely filled out, especially the following:
  - Home of Record (must match DD Form 4) and include county
  - Unit address
  - Cumulative GPA (must match transcripts)
  - Grad Date (ECP/RECP only – Full confer date)
  - Current PFT/CFT and Date (must match MCTFS TBTR) - unless NAVMC submitted
  - HT/WT
  - Test Scores
- The following should remain blank:
  - DTE OF PROGRAM ENTRY
  - PROJ/COMP OCS
  - PROJ COMM
- Ensure you mark "YES" for **all** prior and current violations and drug use even if waived prior to joining the Marine Corps and provide detailed explanation on one of the below forms: (Previously waived is not an acceptable explanation)
  - Addendum to Application for Statement – Ensure dated and signed
  - Drug Statement Form – Ensure dated, signed, and correct program annotated
  - Non-Traffic Arrest Form – Ensure dated, signed, and correct program annotated
  - Minor Traffic Form – Ensure dated, signed, and correct program annotated
  - **All forms are required**, if it is not applicable, annotate as such, sign, date, and submit with package. Ensure full SSN unless otherwise noted on the form

The below pertains to the Minor Traffic Form and Non-Traffic Arrest Form:

- Refer to instructions on form to correctly fill out the Minor Traffic Form
- **All** law and traffic violations to include violations prior to enlistment to the Marine Corps must be annotated on one of the above forms regardless of when they occurred

- Must provide supporting documentation or signed DD Form 369 on all alcohol and assault violations regardless of when they occurred.
- All violations within 5 years of board convening date must provide supporting documents or a signed DD Form 369 (Police Records Check) in the jurisdiction where the offense(s) took place. In the event the jurisdiction does not sign the DD Form 369, they must provide a signed statement on their letterhead. Applicants can contact recruiters in the jurisdiction of violations to ask if they will assist with police record checks.

#### MCRC Tattoo Screening Form:

- Applicants ensure Parts I, II, and VI are completed, signed, and dated where required.
- If body markings ensure all parts are completed (except for part IVa) and follow directions on the form based on answer.
- Certifying Officers must ensure all parts are answered completely and honestly and sign where required.
- MCRC will review all tattoos.
- MECEP applicants DO NOT fill out Part VII.

#### Drug Statement, Traffic Offense, Non Traffic Arrest, and Tattoo Screening Forms:

- All forms are required and must be filled out and turned in with the application.
- If not applicable, annotate N/A, and sign.
- Certifying Officers must confirm the information is correct and sign.

**APPENDIX G**

**INSTRUCTIONS ON FILLING OUT THE MCRC REGULAR OFFICER (ON/E) APPLICATION AND PROGRAM INFORMATION SHEET (MUST BE TYPED) *DO NOT SUBMIT INSTRUCTION PAGES***

NAME	As it appears on birth certificate or other official name change document
SSN	Full SSN as it appears on Social Security Card ( <b>do not use EDIPI/DOD ID #</b> )
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 in YYMMDD format.
MARITAL STATUS	Single, Married, Annulled, Divorced, Legally Separated, Widowed
RACE	See Race Codes on MCRC ON/E Website
SEX	MALE or FEMALE
DOB	Date of Birth as it shows on birth certificate in YYMMDD format.
RELIGION	See Religion Codes on MCRC ON/E Website 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. <b>MUST INCLUDE COUNTY</b>
EMAIL	Personal email address, cannot be a .edu address
PHONE	Personal phone number to include area code
DATE OF PROGRAM ENTRY	<b>Leave Blank. MCRC personnel will fill out for application purposes. MOIs will fill out prior to the Request for Appointment</b>
UNIT ADDRESS	NROTCU/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. Include calculated GPA if more than one college has been attended
SEM GPA	Last completed semester/quarter GPA
GRAD DATE	Date of degree completion in YYMMDD format
PROJ COMM DATE	<b>Leave Blank</b>
COLLEGE	Name of school attended if degree completed ( <b>MECEP board applicants leave blank</b> )



**APPENDIX G**

PFT SCORE	Marine Corps Physical Fitness Test total points
PULL UPS/ PUSH UPS	Pull ups/ Push ups (total)
CRUNCHES/PLANKS	Total number or time
RUN	3 mile run time in minutes and seconds (18:00)
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>Combined Math and Critical Reading totals 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	<b>Leave Blank</b>
EXTRACURRICULAR ACTIVITIES/BILLETS HELD (If applicable)	
RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES (If applicable)	
QUESTIONS 1 to 15 - All "YES" answers must have a detailed statement 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 (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 G**

**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		<input type="checkbox"/> NROTC MARINE		<input type="checkbox"/> ECP/RECP/JA		<input type="checkbox"/> AIR FORCE ACAD			
		ALL THAT		<input type="checkbox"/> COLLEGE PROGRAM		<input type="checkbox"/> MECEP		<input type="checkbox"/> WEST POINT			
		APPLY)		<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		PU		PLANK		RUN		HT(INCH)/WT		BF%	
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 <b>ever</b> applied or been a member of any other officer program (PLC, OCC, NROTC, <b>ECP</b> , <b>MECEP</b> , MCP-R, RECP, or Service Academy)?											
2. Have you <b>ever</b> 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 <b>ever</b> 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 <b>ever</b> received a suspended sentence by a court?											
8. Have you <b>ever</b> been in jail, reform school, or penitentiary?											
9. Are you now, or have you <b>ever</b> been on parole, probation, suspension, or other forms of restraint (from law enforcement)?											
10. Are you a conscientious objector?											
11. Have you <b>ever</b> been psychologically or physically dependent upon any drugs or alcohol?											
12. Have you <b>ever</b> 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 <b>ever</b> 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 <b>any</b> 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).											
Member's Signature						Commissioned Officer's Signature:					
Date						Date					

(REV Feb 2021; All Previous Revisions are Obsolete)

**(Instructions on Page 3)**

**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: \_\_\_\_\_

ADDENDUM PAGE  
MCRC APPLICATION/INFO SHEET FOR REGULAR OFFICER PROGRAMS (ON/E)

Applicant's Statement to explain all "YES" answers:

Applicant Signature

\_\_\_\_\_

DATE: \_\_\_\_\_

Officer Signature

\_\_\_\_\_

DATE: \_\_\_\_\_

## **TATTOO SCREENING FORM INSTRUCTIONS**

- Every applicant is required to fill out the screening form
- Read the entire question and mark the appropriate answer
- Body ornamentation includes any piercings for males and more than one single piercing in each of a female's earlobes
- Both the applicant and reviewing officer will sign Part II Certification
- Part III Recertification shall only be signed if the answer to question 1 is "No", otherwise leave that section blank
- Part IV a. is for civilian applicants who are trying to enlist. Part IV b. shall be read by the reviewing officer at the parent command, typically the same officer who signs Part II, will sign Part IV b., and check the MCRC review box
- Part V is documentation. Follow the photo instructions for this section
- Part VI is the certification of the photo documentation
- Part VII is recertification. This part shall not be filled out for MECEP and JA Only applicants, they will do it just before commissioning. All other applicants who will commission at the end of OCS shall have this part filled and shall not get anymore tattoos until after commissioning

**MARINE CORPS RECRUITING COMMAND TATTOO SCREENING FORM**

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**NAME (Last, First, MI)**

**LAST 4 SSN**

**DATE**

**PART I. PURPOSE.**

*The purpose of this form is to ensure that you tell us the full extent of your tattoos, brands and/or body ornamentation. Refusal to complete the form will result in termination of your enlistment processing.*

1. Does the applicant <u>currently have, or ever had</u> any tattoos, brands, body markings, or body ornamentation, or has the applicant <u>ever had</u> a tattoo, brand or body ornamentation <b><u>removed, concealed, covered or altered?</u></b>	YES	NO*

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

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

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

3. Are any of the tattoos, brands or markings: <ul style="list-style-type: none"> <li>a. on head or neck (above collarbone in front, above seventh [C7] cervical [last] vertebrae in back or otherwise visible in open collar short-sleeve khaki shirt with white undershirt or inside the mouth?</li> <li>b. On hands or fingers (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand)?</li> </ul>	YES	NO

4. Do any of the tattoos, markings etc., depict nudity, are they racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps Drug policy, the UCMJ, to include tattoos associated with illegal drugs, drug usage or paraphernalia?	YES	NO

<b>NAME (Last, First, MI)</b>	<b>LAST 4 SSN</b>	<b>DATE</b>
5. Do any of the tattoos, brands or body ornamentation represent a gang membership or extremist group, advocate racial, ethnic, or religious discrimination, obscene, prejudicial to good order and discipline/morale or of a nature to discredit to the Marine Corps?	YES	NO
6. Are any of the tattoos a result of a specific activity? (i.e. activity for membership initiation, or as the result of any violation of law(s)?	YES	NO
7. Are there any body markings, ornamentation or mutilation (i.e. Tongue Splitting, etc.), Ornamental Body Piercing(s), Holes in Ear Lobes (large enough for light to pass through opening), or Ornamental Implantations, (silicone implants on face, horns on the forehead, etc.).	YES*	NO
<i>*NOTE: Remind applicants or officer candidates that all body piercings must be removed prior to shipment to Recruit Training Depots or Officer Candidate School.</i>		
Location(s) of applicant's current, removed, concealed, covered, or altered tattoos, brands, markings, or ornamentation and applicant's statements will be documented in Part V of this Screening Form. Removed, concealed, covered or altered tattoos need to be annotated as such (i.e. removed) with full description of the original marking.		
<b>PART II. CERTIFICATION</b>		
I have completely disclosed the full extent of my tattoos, brands or body ornamentation to include those removed or altered.		
Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Recruiting Rep or Certifying Officer	Signature of Recruiting Rep or Certifying Officer	Date
<b>PART III. RECERTIFICATION (ONLY IF MARKED "NO" TO QUESTION 1)</b>		
Have there been any changes to Part I of this Tattoo Screening Form after the date of signing Part II?	YES	NO
I certify the information previously given on the Tattoo Screening Form remains the same. If any change is indicated, parts IV through VI will be completed and forwarded to the Commanding Officer or appropriate authority prior to shipment to recruit training or request for appointment.		
Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name/Signature of MEPS LCNO or Reviewing Officer (Rank, Billet)		Date





## **GUIDANCE FOR COLOR PHOTOS**

Required if applicant currently has or has ever had any body marking(s) (tattoos, brands, piercings, etc). This includes any body markings previously waived or documented for "Grandfathering" purposes.

- Marines should seek administrative photography support from their local Communication Strategy and Operations (COMMSTRAT) Section when documenting their body markings to ensure acceptable quality imagery and compliance with applicable directives, including board announcement MARADMIN.
- Marines with tattoos or brands must provide full body all four angle photos in summer green on green PT gear (shirt and shorts)
- Must use tattoo tool or ruler for body marking(s) near restricted areas to verify body markings are in accordance with MCO 1020.34H
- For body marking(s) visible in PT gear, must submit clear color photos in appropriate photo boxes of the tattoo screening form
- For body marking(s) not fully visible in PT gear, must be color hand drawn in the appropriate boxes of the tattoo screening form
- For ear piercings must submit up close color photos in appropriate photo boxes of the tattoo screening form, for all other piercing ensure they are annotated on page 5 of tattoo screening form
- All body marking(s) must have a written description including:
  - Size in inches
  - Description
  - Location
  - Meaning

NAME (Last, First, MI)	LAST 4 SSN or EDIPI	DATE
FRONT PROFILE	REAR PROFILE	
LEFT PROFILE	RIGHT PROFILE	

<b>NAME (Last, First, MI)</b>	<b>LAST 4 SSN</b>	<b>DATE</b>

**PART V. DOCUMENTATION**

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

--	--

TATTOO NUMBER ONE

Size (in inches)	
Description	
Location	
Reason for review	

TATTOO NUMBER TWO

Size (in inches)	
Description	
Location	
Reason for review	

--	--

TATTOO NUMBER THREE

Size (in inches)	
Description	
Location	
Reason for review	

TATTOO NUMBER FOUR

Size (in inches)	
Description	
Location	
Reason for review	

**ADDENDUM TO  
MARINE CORPS RECRUITING COMMAND TATTOO SCREENING FORM**

NAME (Last, First, MI)		LAST 4 SSN		DATE	
TATTOO NUMBER		TATTOO NUMBER			
Size (in inches)		Size (in inches)			
Description		Description			
Location		Location			
Reason for review		Reason for review			
TATTOO NUMBER		TATTOO NUMBER			
Size (in inches)		Size (in inches)			
Description		Description			
Location		Location			
Reason for review		Reason for review			

<b>NAME (Last, First, MI)</b>	<b>LAST 4 SSN</b>	<b>DATE</b>

Applicant Personal Statement for each tattoo identified above:

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

*What does the tattoo look like (detailed description)?*

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

*What does this tattoo personally mean to you?*

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

## DRUG STATEMENT FOR ENLISTED TO OFFICER/NROTC APPLICANTS

If the answer to block 12 of "MCRC Regular Officer Programs (ON/E) Application and Program Information Sheet" is "YES", set forth the full circumstances below, including approximate times, amounts taken, and period over which taken.

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)

NAME: (LAST, FIRST, MIDDLE)

SSN

PROGRAM

\_\_\_\_\_

## NON TRAFFIC ARREST FORM

This form is to be utilized if you were charged with and/ or convicted of any alcohol related traffic offensive, or any other non-traffic arrest, no matter how minor. Answer the following questions and then write a concise statement addressing the incident.

- a. Month and year of violation: \_\_\_\_\_
- b. Place 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)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
NAME: (LAST, FIRST, MIDDLE)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
PROGRAM



**MINOR TRAFFIC PAGE**

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 command Marine officer representative.

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 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)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(OFFICER SIGNATURE)

\_\_\_\_\_  
(APPLICANT LAST, FIRST, MIDDLE)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
PROGRAM