

REQUEST FOR APPOINTMENT LETTER

EDIPI: _____

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

SSN: _____

Current Address

Phone Number Email (No .edu email address) Marital Status Gender

Place of Birth Religious Preference

Race and Race Code Ethnicity and Ethnicity Code Citizenship

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

Via: _____

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

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

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

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

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

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

(City) (County) (State)

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

5. Prior Military Service? _____ 5a.
(Branch of Service & Component)

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

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

(Signature of Witness Officer)

(Date)

(Signature of Candidate)

Revised: February 2022

Enclosure (1)

REQUEST FOR APPOINTMENT CHECKLIST

SENIORS, COMBINED, OCC, and NROTC/E-O PROGRAMS)

CONTRACTS

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

PRIOR SERVICE AND PRIOR COMMISSIONING PROGRAM

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

SERVICE ACADEMY

- SERVICE ACADEMY AGREEMENT TO SERVE (CERTIFIED COPY)

NROTC

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

NAME, AGE, CITIZENSHIP

- SOCIAL SECURITY CARD (CERTIFIED COPY)

REQUEST FOR APPOINTMENT CHECKLIST

- COURT DOCUMENTED NAME CHANGES FROM ORIGINAL BIRTH CERTIFICATE
- BIRTH VERIFICATION (CERTIFIED COPY)
- FOREIGN BIRTH CERTIFICATE; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/PROOF OF CITIZENSHIP (CERTIFIED COPY)
- DUAL-CITIZEN WILLINGNESS TO RENOUNCE LETTER (APPENDIX F IN THE MCRC OCM)
- CERTIFIED SECURITY CLEARANCE VERIFICATION LETTER (NO JPAS/SII SUMMARY SCREENSHOTS) (MUST BE SIGNED BY SECURITY OFFICER/MANAGER)
- WAIVER OF DESIGNATION AS A SOLE SURVIVOR STATEMENT (IF APPLICABLE)

DEPENDENTS

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

STATEMENTS OF UNDERSTANDINGS

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

ACADEMIC

- MENTAL QUALIFIER (ACT, SAT, ASVAB)
- NAVMC 10469 - ACADEMIC CERTIFICATION FORM WITH SCHOOL SEAL (CERTIFIED COPY)

(OR)
- DEGREE OR DIPLOMA (CERTIFIED COPY)

(OR)
- OFFICIAL TRANSCRIPTS (UNOFFICIAL TRANSCRIPTS FOR ON-E)

SNA

- ASTB-E QUALIFYING SCORE (AQR - PFAR)

UNCLASS // FOR OFFICIAL USE ONLY (Revised: February 2022)
REQUEST FOR APPOINTMENT CHECKLIST

LAW

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

APPLICANT INFORMATION

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

OSO/MOI/Service Academy Representative Signature

Date

MCRC USE ONLY:

Scroll: ADL - RASL **APPROVED DATE:** _____

TBS Class: _____