

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 _____ Sex _____

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

Applicant Info:	Program:	Category:	Component:
_____ Last Name, First Name, Middle Name	☐ OCC	☐ Ground	☐ Active
_____ MOI/OSO	☐ PLC	☐ Student Naval Aviator	☐ Reserve
_____ Unit/MCD/Academy	☐ NROTC	☐ Law	
	☐ Service Academy	☐ Law (3L)	
	☐ ECP	☐ Cyber	
	☐ RECP		
	☐ MECEP		
	☐ MCP-R		

*******ENSURE THAT RFA IS IN THE ORDER OF THE RFA CHECKLIST*******

- ☐ CO ENDORSEMENT
- ☐ REQUEST FOR APPOINTMENT LETTER

MEDICAL

- ☐ MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER (S)
- ****BOTH BUMED LETTERS ARE REQUIRED (MCRC ENDORSED & ORIGINAL W/ FINDINGS)
- ☐ DD FORM 2807-2, ACCESSIONS MEDICAL HISTORY REPORT & DD FORM 2808, REPORT OF MEDICAL EXAMINATION (DO NOT SEND "WORKING COPIES") (CERTIFIED COPY)
- (OR)
- ☐ DD FORM 2492 (DODMERB), REPORT OF MEDICAL HISTORY AND DD FORM 2351 (DODMERB), REPORT OF MEDICAL EXAMINATION (CERTIFIED COPY)
- ☐ ANNUAL CERTIFICATES OF PHYSICAL CONDITION (NAVMED 6120/3, NAVMED 6210/4 PERIODIC HEALTH ASSESSMENT, MCRC FORM 40, OR NSTC 1533/107)
- ****ENSURE THE MOST CURRENT CERTIFICATE DATE _____ EXTENDS BEYOND THE COMMISSIONING DATE
- ☐ PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND RETURN TO FULL DUTY LETTERS
- ☐ DENTAL EXAM DATED _____ (WITHIN 12 MONTHS OF COMMISSIONING DATE)
- ☐ HIV RESULTS DATED _____ (WITHIN 24 MONTHS OF COMMISSIONING DATE)
- ☐ PAP PATHOLOGY RESULTS DATED _____ (WITHIN 36 MONTHS OF COMMISSIONING DATE) (FEMALES ONLY)

SNA MEDICAL

- ☐ NAMI WAIVER LETTER / MCRC ENDORSED NAMI LETTER
- ☐ NAMI PHYSICAL EXAM QUALIFICATION

ORDERS

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

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)

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: _____