



UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO VA 22134-5033

1000
OCS
13 Mar 25

From: Commanding Officer, Officer Candidates School
To: Summer 2025 Officer Candidates

Subj: OFFICER CANDIDATES SCHOOL SUMMER 2025 PRE-SHIP PREPARATION
LETTER

Ref (a) MCO 1020.34H
(b) MARADMIN 117/16
(c) MARADMIN 204/15
(d) DoD 7000.14R
(e) MCBUL 10120 FY-24
(f) MCB Quantico Order 8000.1A
(g) OPNAVIST 5370.2E
(h) Marine Corps Manual paragraph 1100.4
(i) MARADMIN 590/24
(j) MCO 1730.9
(k) DoDI 1300.17

Encl: (1) Officer Candidates Pre-Ship Checklist
(2) IPAC OCS Candidate Screening
(3) SF 1199A (Direct Deposit Sign-up Form)
(4) Map to Officer Candidates School
(5) Gear List (All Components)
(6) Special Gear List: Enlisted to Officer
(7) Special Gear List: Naval Reserve Officer Training Corps
(8) Suggested Gear List: Additional Products Recommended for Female Candidates

1. Background. The mission of Officer Candidates School (OCS) is to educate and train officer candidates in Marine Corps knowledge and skills within a controlled and challenging environment in order to evaluate and screen individuals for the leadership, moral, mental, and physical qualities required for commissioning as a Marine Corps officer.

2. Purpose. This letter, in accordance with references (a) through (k), and the OCS Website, are an aid to all those involved in the preparation of officer candidates for Officer Candidates Class 249 (OCC-249), Platoon Leaders Class (PLC) Juniors, and PLC Seniors.

3. Preparation. It is expected that officer candidates thoroughly read and understand this document. In order to best prepare officer candidates for induction into training, Officer Selection Officers (OSOs), Marine Officer Instructors (MOIs), and Officer Mentors should review this document with each officer candidate. It is imperative that each officer candidate

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utilize all resources available to prepare for the rigors of OCS and ensure they are physically, mentally, and spiritually prepared. As an officer candidate you are expected to arrive in peak physical condition with your personal affairs in order. This letter, along with the OCS website contain important information and responses to questions frequently asked by officer candidates. **The website also includes a physical training preparation guide, Candidate Regulations, academic resources, and other preparation tips to aid before your arrival.** The OCS website can be viewed at the address below:
<https://www.ocs.marines.mil/>

4. Class Dates

| Class | Report Date | Graduation Date |
|---------------------------|--------------|-----------------|
| PLC-Juniors 1st Increment | 18 May 2025 | 27 June 2025 |
| PLC-Seniors 1st Increment | 18 May 2025 | 28 June 2025 |
| OCC-249 | 25 May 2025 | 2 August 2025 |
| PLC-Juniors 2nd Increment | 29 June 2025 | 8 August 2025 |
| PLC-Seniors 2nd Increment | 29 June 2025 | 9 August 2025 |

5. Common Preparation Issues. Officer candidates who are disenrolled early in the training cycle disclose similar issues regarding their physical, mental, and spiritual preparation. Common physical preparation issues include not physically preparing for OCS, not meeting OCS physical fitness induction standards, and not disclosing preexisting injuries to your OSO, MOI, or parent command prior to shipping. It is highly recommended that you use the resources available on the OCS website to physically prepare. Ensure that your personal affairs are in order prior to shipping so you can focus on training and your ability to succeed.

6. Transportation. Officer candidates are authorized to travel via Privately Owned Vehicle (POV), airline flight into **Ronald Reagan Washington National Airport (DCA)**, or drop off (rideshare, OSO etc.). Officer candidates must collect and retain all travel receipts to and from OCS, as they will file a travel claim for reimbursement at either The Basic School (TBS), their Officer Selection Station, Naval Reserve Officer Training Corps (NROTC) unit, or parent command upon their return. Afternoon and evening meals will be provided to officer candidates on the day of their arrival.

a. Privately Owned Vehicles. Any officer candidate that elects to travel via POV only rates one day of travel per diem. Any additional cost will not be reimbursed. Officer candidates driving POVs will arrive at OCS on Marine Corps Base Quantico (MCBQ), between the hours of **1000 and 1400** on the report date in appropriate civilian attire. Officer candidates who arrive before 1000 will be instructed to report back during the designated arrival window. Officer candidates that arrive after 1400 may be considered for induction at the discretion of the Commanding Officer (CO), OCS. All drivers must arrive with a valid driver's license, current vehicle registration, and proof of insurance to gain access to MCBQ. Vehicle inspections shall be completed by the officer candidate's OSO/MOI or parent command prior to departure to OCS. At no time will recreational vehicles be allowed on Brown Field. All officer candidates arriving via POV are encouraged to arrive the day prior and stay at a hotel in the local area. Traffic on

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Interstate 95 is unpredictable and can cause significant delays.

b. Arrival Flight Information. Officer candidates must schedule the earliest flight available from the nearest major airport in order to mitigate any delays. Officer candidates' flights must arrive and be checked-in with the Marine Liaison Team at **Ronald Reagan Washington National Airport (DCA)** prior to 1900 on the report date listed above. **The Marine Liaison Team at DCA will be in the Blue Dress "D" uniform and will greet officer candidates at DCA's Historic Lobby** adjacent to the United Service Organizations (USO) in Terminal A beginning at 1100. Officer candidates will be directed to the OCS busses outside the DCA airport for transportation to the reception site aboard Brown Field. **Any officer candidate that arrives at DCA after 1900 may be directed to utilize rideshare or taxi at their own expense, but this expense will be reimbursed upon travel claim settlement.**

c. Travel Delays. If a weather emergency causes a significant amount of inbound travel to be delayed or cancelled, OCS will disseminate alternate reporting requirements via the Marine Corps Recruiting Command (MCRC) Liaison (LNO) as far out from the arrival window as possible. **If an officer candidate's travel is delayed (past 1400 for drivers or past 1900 for flyers) or cancelled for any reason, they must contact the OCS Officer of the Day (OOD).** Officer candidates will resume their travel upon the next available opportunity and maintain communication with the OCS OOD until their arrival. The OCS OOD contact numbers are, 540-419-5210 or 571-481-8952. Officer candidates that arrive after the prescribed window will be considered for induction at the discretion of the Commanding Officer (CO), OCS on a case-by-case basis. Keeping the OOD informed on your travel delays allows the CO, OCS to make an informed decision on your induction into training.

d. Departing Flight Information. Any officer candidates who are designated to report to TBS after graduation do not need roundtrip tickets. Enlisted to Officer (E to O), candidates on temporary additional duty (TAD) orders, and all other officer candidates must have roundtrip tickets prior to their arrival at OCS with their return flights scheduled for departure after 1800 on graduation day.

(1) Disenrollment Travel. In the event an officer candidate is disenrolled, OCS will assist the officer candidate in coordinating return travel to the "Home" address listed on their reporting orders. OSOs/MOIs must ensure that the officer candidate's "Home" address is correctly listed on their reporting orders. OCS will not coordinate travel to any other location.

7. Check-in Procedures. Upon arrival to either of the reception sites, officer candidates will proceed to the accountability area where they will check-in and be directed (or transported) to OCS (Brown Field) for processing. All officer candidates must arrive in appropriate civilian attire [i.e. business casual; slacks with a belt if applicable (no denim jeans or sweats), a collared shirt or blouse, and business casual shoes. Sandals, flats, heels, boots, and running shoes are not authorized]. Male officer candidates will arrive clean shaven with no facial hair. Female officer candidates will arrive with their hair within Marine Corps standard per reference (a). Upon arrival, officer candidates will call home to let a family member or friend know that they have arrived safely at OCS. Officer candidates that have transportation issues or who are unable to

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meet the check-in deadline must call the OCS OOD, as well as their respective OSO, NROTC unit, or parent command.

8. Fraternization. All officer candidates are expected to understand the Marine Corps and OCS policy regarding fraternization per references (g) and (h). Officer candidates intending to marry an enlisted member of the armed forces must inform their OSO, parent command, or NROTC unit prior to shipping. Furthermore, they must inform their OCS staff upon check-in. All officer candidates and OCS staff will maintain a strict formal military relationship.

9. Urinalysis. All candidates are required to submit to a urinalysis test upon their arrival at OCS. Officer candidates who refuse to consent to testing will be disenrolled. Any officer candidate whose urinalysis confirms the presence of illicit drugs will be processed for disenrollment.

10. Height and Weight. All officer candidates are expected to arrive within Marine Corps height and weight standards. An initial height and weight will be conducted during In-Processing for all officer candidates regardless of their component. Any officer candidate who is out of height and weight standards in accordance with MCO 6110.3A change-3 may be disenrolled at the discretion of the CO, OCS.

11. Required Items. Enclosure (5) contains a list of required gear for **ALL** officer candidates regardless of their component. Items listed in Enclosure (5) must fit in a carry-on sized bag, which will be stored in the platoon's gear locker upon arrival. Any bag larger than a carry-on will be inventoried and stored in the OCS supply warehouse until graduation or disenrollment. Enclosure (6) contains a list of additional items for prior enlisted officer candidates. Enclosure (7) contains a list of items for NROTC officer candidates. Items listed in Enclosure (6) and Enclosure (7) must fit in an issued sea bag.

a. Money. Officer candidates will only use cash, debit, or credit cards for the purchase of their bag issue, weekly haircuts (male officer candidates only), and exchange visits. **The minimum amount of gear required to induct into training will cost \$378.00. Officer candidates are encouraged to have no less than \$550.00 of available funds to support the minimum required gear to induct into training and weekly exchange visits.** OCS will not lend money or apply checkage for an officer candidate's bag issue or other required costs. Officer candidates arriving without the required funds may be disenrolled if the CO, OCS deems them financially incapable of meeting the initial procurement requirements to commence training. **OSO, MOIs, and parent commands are responsible for ensuring that officer candidates have available funds prior to shipping to OCS.** Additionally, it is recommended that officer candidates coordinate with their banks that they are traveling to prevent transactions declining at cash sales.

12. Medical. Officer candidates shall not depart for OCS if acutely ill or injured. OCS Medical will conduct a screening of all officer candidates prior to induction into training. All officer candidates Military Health System (MHS) GENESIS profiles must be complete **no later than 30 days prior to shipping**. Officer candidates without access to MHS GENESIS must have their medical record forwarded to MCRC LNO **no later than 30 days prior to shipping**. The address

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for the MCRC LNO is 2189 Elrod Ave, Quantico, VA 22134.

a. Medical Records. All officer candidates, regardless of their program, must ensure that all required documentation, to include commissioning physicals, are accurate and listed in the officer candidates MHS Genesis profile or their medical record.

b. Undisclosed/Undocumented Injuries or Conditions. Significant medical conditions that have developed before or after enrollment must be included in the officer candidate's medical record even if the Bureau of Medicine has granted a waiver. Candidates must ensure that they disclose any instances of pre-existing injuries, pain, or conditions for inclusion into their medical record. OSOs/MOIs are responsible for ensuring that these injuries/conditions are listed correctly for appropriate screening. Officer Candidates who fail to disclose pre-existing conditions, injuries, or pain may be disenrolled at the discretion of the CO, OCS.

(1) Physicals. Required physicals will be included in the officer candidates MHS GENESIS or medical record according to their respective component.

(a) NROTC, OCC, and Platoon Leaders Class (PLC). All Navy Medicine (NAVMED) 6120/3 (annual certificate of physical condition) will be used by OCC and PLC officer candidates, while NROTC officer candidates will use the Naval Service Training Command 1533-107 form. The respective forms must be completed every year after the initial commissioning physical, including a current certificate (within one year). The NAVMED 6120/3 must be signed by the appropriate administrative personnel in the unit. An initial commissioning physical will be considered invalid if there is a lapse in the completion of required annual certificates. If there is a gap in the annual certificates, a new physical will need to be completed prior to arriving at OCS. Any missing documentation or gaps in an officer candidate's medical history may result in the officer candidate being not physically qualified to begin training.

(b) Active Duty and Selected Reserve Officer Candidates. Active duty and Selected Reserve officer candidates must possess completed and current (within one year) Periodic Health Assessments in addition to the forms listed on their application process.

(2) Immunization Records. Current immunization records are required. Medical restrictions prevent officer candidates from receiving more than five immunizations over a short period of time. Officer candidates with outdated/missing immunizations may be medically disqualified during in-processing if they are unable to receive the required immunizations. At a minimum, officer candidates must have had their childhood immunizations (MMR, Varicella, HIB, DTAP, and HEPB). **It is recommended that candidates arrive vaccinated with the seasonal flu vaccine at least two weeks prior to arrival.** Shot records should be signed by a licensed medical professional and be included in the officer candidate's medical record.

(3) Medications. Officer candidates are allowed to bring required medications, to include vitamins, but must have written authorization from their physician stating why they are required during training. During medical in-processing, officer candidates must disclose these

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medications or vitamins. OCS Medical must approve these medications for officer candidate use during the training cycle.

(4) Dental Evaluation. Copies of current (within one year) dental evaluations are to be included in the medical record. Do not send dental records. Officer candidates that require dental services may be medically disqualified during in-processing or during the training cycle as there are limited dental services available. All dental surgeries must occur a minimum of 21 days prior to reporting to OCS.

(5) Eyeglasses. **Officer candidates who wear glasses will bring a minimum of one pair of brown or black framed glasses with them for training.** Officer candidates are not authorized to wear transition lenses. It is recommended to bring at least one non-eccentric head strap to keep glasses tight on the head during physical training at in-processing. If possible, prior service and prior OCS attendees should bring their military-issued glasses to streamline the issue process, two pairs are recommended. Officer candidates will not arrive at OCS wearing contact lenses, nor will they wear contact lenses at any time while at OCS. OCS Medical will issue military eyeglasses within three weeks of arrival, depending on the complexity of the prescription. To receive military-issued eyeglasses, officer candidates must hand-carry their current prescription (within one year), or they can wear/take their current eyeglasses to allow for optometry to scan the prescription. OCS Medical will not process faxed-in prescriptions.

(a). Eye Surgery. Officer candidates who have undergone any eye surgery must be at least 180 days post-operation prior to reporting to OCS. Their medical records must also include all post-surgical follow-ups regardless of when the surgery took place. Documentation must state that the officer candidate is free of any post-surgical complications, demonstrates vision stability, and does not require use of ophthalmic medications or treatments.

(6) Birth Control. Officer candidates who are currently taking oral contraceptives must bring their medication with them during in-processing for documentation into their record. After medications have been reconciled, officer candidates will continue prescribed contraceptives as directed by providers. If an officer candidate is using an intra-uterine device (IUD) or implantable long-acting removable contraceptive (LARC), the IUD/LARC will have to remain in place for the duration of the training cycle. The IUD/LARC is required to be in place for at least two weeks prior to arrival at OCS.

(7) Aviation Contracts. Officer candidates who anticipate commissioning upon completion of OCS must have their aviation-related physicals and medical follow-ups completed prior to arriving at OCS. The Bradley Branch Health Clinic is not staffed with a flight surgeon or specialty providers to assist with the completion of flight physicals. All flight physical issues must be resolved prior to arriving at OCS and concerns must be addressed to the Head of Officer Programs, MCRC.

13. Administration. MCBQ Installation Personnel Administrative Center (IPAC), Student Personnel Section is responsible for all administrative matters pertaining to the pay and entitlements of officer candidates; **except NROTC**.

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a. **Administrative Package.** Each officer candidate will hand-carry a manila envelope labeled in the top right corner with their last name, first name, and middle initial. No medical information will be contained in this envelope. The following items will be placed in the manila envelope:

(1) Three copies of the officer candidate's orders. Parent commands of E to O candidates are responsible for producing TAD to OCS for their respective officer candidate.

(2) Completed enclosure (1) Pre-ship Checklist (dated 1 March 2024).

(a) **In addition to providing a hardcopy of enclosure (1) to OCS**, each officer candidate will submit the enclosure **no later than 30 days prior** to the officer candidate's arrival via their chain of command to the points of contact listed below. OSOs, MOIs, and parent commands (for E to O) must review enclosure (1) with each officer candidate. Enclosure (1) allows MCRC and OCS to properly flag any issues and allow time for corrections/follow-up.

(b) OCC/PLC/NROTC/MECEP/ECP/RECP/MCP-R pre-ship checklists will be scanned and sent via email **no later than 30 days** prior to shipping to their respective program coordinators listed below.

(c) NROTC: keauana.strowder@marines.usmc.mil or patrick.shirley@marines.usmc.mil.

(d) MECEP/ECP/RECP/MCP-R: troi.spencer@marines.usmc.mil.

(3) **IPAC Checklist.** A full list of required documentation and additional information can be found in enclosure (2) and will also be included in this envelope. MCBQ IPAC Student Branch will only accept documentation listed in enclosure (2).

b. **E to O Entitlements.** E to O candidates do not rate per diem or lodging while at OCS. Therefore, they are unable to file 30-day travel vouchers and settle their outstanding Government Travel Charge Card charges until they return to their parent command. Ensure that variation of itinerary is authorized in the event the candidate is disenrolled prior to graduation. Officer candidates reporting via Defense Travel System (DTS) will be placed on partial payments in a mission-critical status. E to O candidates will provide a full copy of their DTS travel claim, including DD Form 1610 and the itemized printout of the daily cost. While enrolled at OCS, E to O officer candidates will receive the discounted meal rate (DMR). Parent commands should also be aware that a DMR deduction will be started and run via unit diary entry while assigned to OCS. Meals and lodging are directed and provided for the officer candidate. E to O candidates are encouraged to read references (d) and (e) for additional information on entitlements.

c. **NROTC Entitlements.** **All NROTC candidate pay will be exclusively handled by their respective NROTC units.** NROTC officer candidates must ensure they have

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coordinated with, and have reliable points of contact for, the appropriate NROTC support personnel prior to their departure to OCS. NROTC officer candidates need to understand how they will be paid, whether they attend a six or 10-week training cycle. This is done through the Navy until they graduate OCS, access into the Marine Corps, and are joined at TBS.

d. Basic Allowance for Housing. Officer candidates may rate BAH according to their respective program. If an officer candidate rates BAH they are required to provide the documentation listed in enclosure (2). If an officer candidate's family member(s) is staying at an address other than the officer candidate's home of record, e.g. parents/in-laws, the officer candidate will provide that address to OCS during in-processing. All officer candidates with dependents will be required to provide a valid rental/lease or mortgage agreement to receive BAH during OCS, in accordance with reference (d).

e. Orders and Follow-On Reporting.

(1) E to O. Parent commands are responsible for producing TAD orders for all E to O candidates. All selectees are instructed not to break their domicile leases, move their dependents or household goods to Quantico, or initiate departures from base housing. Officer candidates who are authorized Basic Allowance for Housing (BAH) at their present command will continue to receive BAH at their current duty station rates.

(a) Upon completion of OCS, MECEP and MCP-R officer candidates will return to their parent command to execute Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) orders to their assigned NROTC units as outlined in reference (j).

(b) Upon completion of OCS, ECP and Reserve ECP (RECP) officer candidates will commission and return to their units. PCS orders will be hand delivered by MCRC to the officer candidate prior to departing OCS. They will coordinate their PCS moves with their local Distribution Management Office and execute orders to TBS.

(c) MECEP, ECP, RECP, and MCP-R selectees who have questions should contact Officer Naval/Enlisted Programs (ON/E) at 703-784-9443 or DSN 278-9443.

(d) Single Marines without dependents will be required to occupy available government lodging while at **TBS**, and therefore will not receive BAH while in a student status.

(e) Married Marines with traveling dependents, coming from a former Primary Duty Station, may check into **TBS** up to 10 days prior to the class report date in order to execute "house hunting PTAD." This needs to be coordinated through MCRC and communicated to TBS if being exercised.

(2) OCC. All OCC candidates should plan to report to TBS directly following graduation. OCS and MCRC LNO will not assist with requests for Permissive Temporary Additional Duty unless directed by MCRC Officer Programs.

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f. Fitness Reports. An officer candidate's parent command is responsible for providing them a Temporary Duty (TD) report before reporting to OCS. MECEP officer candidates who are Sergeants and above will receive non-observed From Temporary Duty (FD) fitness reports upon completion or disenrollment. ECP officer candidates who are active or reserve will receive Grade Change (GC) reports when departing OCS as Second Lieutenants back to their parent command. Any prior service officer candidate who is no longer interested in the program must formally disenroll before checking into OCS. Prior service officer candidates who are disenrolled by the CO, OCS for unsatisfactory conduct or as a result of a Drop on Request will receive a "not observed" adverse report in accordance with Marine Corps Order 1610.7B Chapter 5, paragraph 6.f.(6), "Comments pertaining to the MRO's drop from, or failure at, a school because of the MRO's unwillingness to try, cavalier attitude, or unprofessional conduct."

14. Candidate Mail. Officer candidates will be allowed to write home to provide their company and platoon information. Additionally, families are encouraged to visit the official OCS website <https://www.ocs.marines.mil/> or the official OCS Facebook page at www.facebook.com/usmcocs/ for more information. Officer candidates will only use the United States Postal Service (USPS) for packages. The mailing address for officer candidates is:

Candidate Last Name, First Name MI. ____ Company, ____ Platoon
Officer Candidates School
2189 Elrod Avenue Quantico, Virginia 22134-5033

a. Non-USPS Packages. All non-USPS packages that are sent to OCS will not be signed for and will be returned to the carrier facility. OCS is not responsible for packages delivered via non-USPS methods. There is no guarantee what level of liberty officer candidates may receive. Liberty is granted at the discretion of the CO, OCS.

15. Religious Services. Officer candidates maintain their right to the free exercise of religion so long as those requirements do not adversely impact military readiness, unit cohesion, and good order and discipline. Officer candidates will have weekly opportunities to attend to their spiritual needs during their time at OCS. Once on Brown Field, officer candidates will have the right to attend divine services of one's faith, and to reasonably partake in one's religious practices within the scope authorized by military directives per scheduled training dates and times.

a. Religious Accommodations. Officer candidates requesting religious accommodations must do so in accordance with paragraph 4a of reference (j) and must have the request processed by Manpower and Reserve Affairs prior to inducting into training at OCS. All requests must be submitted in writing to the CO, OCS **no later 30 days prior to shipping**.

b. Faith Based Meal Accommodations. OCS dining facilities are unable to provide meals that meet all religious dietary restrictions (e.g., kosher, halal, vegetarian, etc.). When Meals Ready-to-Eat (MRE) are issued to officer candidates for field evolutions, kosher and halal

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MREs are available in lieu of the standard MRE. Officer candidates should request these via the OCS Chaplain's Religious Needs Assessment disseminated during in-processing.

(1) All requests for faith-based meal accommodations must be annotated on the officer candidate's pre-ship checklist.

(2) Region recruiting commands are required to forward a roster of candidates requesting faith-based meals to OCS via Officer Procurement Operations **no later than 30 days prior to the candidate's reporting day.**

c. Religious Items. Officer candidates may bring personal religious items in accordance with reference (k). Such items will be stowed in footlockers with other personal effects. Subject to temporary revocation due to training requirements, officer candidates may wear religious apparel items as follows:

(1) Articles of religious apparel which are not visible or apparent when worn with the uniform.

(2) Visible articles of religious apparel with the uniform while attending religious services.

16. Contraband. The following items are not authorized aboard Brown Field. Officer candidates found in possession of the following will face possible disenrollment:

a. Study Guides. To eliminate any possible situations which could place an officer candidate's integrity into question, any study material, aside from what OCS provides officer candidates, is contraband. Upon arrival, OCS provides each officer candidate with a knowledge binder containing the study material necessary for success at OCS.

b. Weapons. Officer candidates will not transport personal weapons (knives, firearms, ammunition, etc.) to OCS. Per reference (f), weapons will not be stored in an officer candidate's vehicle.

c. Dietary Supplements. Dietary supplements, such as pre-workout, protein powder, anything containing caffeine or stimulants are contraband and are not allowed on Brown Field. Officer candidates are authorized to possess (10) "on-the-go" packets of Liquid IV or Drip Drop in powdered form.

d. Tobacco Products/Electronic Cigarettes. The possession or use of any tobacco products is prohibited for officer candidates on Brown Field. This includes the use of electronic cigarettes/vaping, regardless of their tobacco or nicotine content (or lack thereof). Officer candidates who report to OCS with tobacco or nicotine products will be required to dispose of them upon check-in.

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e. Alcohol. Alcohol is prohibited on Brown Field. Officer candidates shall not consume any alcohol within 12 hours prior to reporting to OCS.

f. Athletic Equipment. Personally procured pull-up bars and electronic recovery tools, such as massage devices, are not authorized for use on Brown Field. Non-electric recovery tools, such as lacrosse balls, Thera-canes, roller sticks, and recovery bands, are authorized for use while on Brown Field. However, these items will be turned into the contraband locker until induction into training. Foam rollers and recovery gear will be issued to each officer candidate during their first week of in-processing and will be available for their use during the training cycle. Braces, straps, and compression sleeves for athletic injuries/prevention are authorized, however these items must be inspected and cleared by medical staff during in-processing.

g. Personal Electronic Devices. Officer candidates are not permitted to bring the following items: videogames, headphones, laptops, or items of similar nature to Brown Field. The only item authorized while at OCS is a personal cellphone, which will be secured in the contraband locker during training. OCS is not responsible for any unauthorized personal electronic devices.

17. For all questions concerning officer candidate information, please contact the OCS, Student Activities Section at 703-784-2531 or at ocs_csa@usmc.mil.


D. G. MYERS

| | |
|-----------------------------------|--------------|
| Candidate Name: (Last, First, MI) | OSO/MOI/OIC: |
|-----------------------------------|--------------|

Pre-ship Checklist (1 March 2025)

| | |
|---|----------------------|
| Program (circle): OCC PLC-Comb PLC Jr PLC Sr PLC Law PLC-R | District/RS/OSS: |
| EJA ECP RECP MCP-R MECEP NROTC NROTC-R | Parent Command: |
| | NROTC Unit: |
| Note: PFT must be within 45 days of shipping, scored per the <u>appropriate age category</u>, and administered by the OSO/MOI/OIC of this candidate. | |
| PFT Date: _____ | PFT Score: _____ |
| Pull-ups: _____ | (or) Push-ups: _____ |
| Plank: _____ | 3 Mile Run: _____ |
| Age: _____ | |
| Candidate Ht/Wt/BF% Date: _____ | |
| Ht: _____ Wt: _____ Max Wt: _____ BF%: _____ | |

Instructions: This checklist must be filled out in person with the OSO/MOI/OIC. Use page three to provide explanations for any answers as required.

- Candidate Section: Answer questions by placing your initials in the appropriate box.
- OSO/MOI/OIC Section: Answer questions with the candidate by placing your initials in the appropriate box.

| CANDIDATE SECTION | | | |
|-------------------|----|-----|--|
| Yes | No | N/A | Questions |
| | | | Have you received and read the OCS 60-Day Letter? |
| | | | Have you received and read the OCS Candidate Regulations? |
| | | | Have you accessed the OCS website for additional information including the OCS Physical Training Preparation Guide? |
| | | | Do you have any injuries or pain, which may impact your ability to train at OCS, or any previous medical history, injuries, or pain that you have not disclosed? If yes, please explain. Failure to disclose any of these issues will result in disenrollment and will not rate Line of Duty benefits. |
| | | | Do you have any religious dietary restrictions (e.g. kosher, halal, vegetarian, or vegan)? Have you been briefed on the Marine Corps Accommodation of Religious Practices policy in accordance with MCO 1730.9. |
| | | | Do you possess a valid photo ID in order to travel to OCS and have you ensured that the license will not expire during training? Beginning May 7, 2025, Real ID-compliant documentation will be required for boarding commercial flights, including domestic flights, entering federal buildings, and military bases. |
| | | | Do you understand you must possess a debit or credit card with a minimum of \$378.00 for your initial small/large bag issue? If no, please explain. (Note: Additional items are available for purchase if desired; optional items may increase price up to \$550.00) |
| | | | Do you have any pending legal action against you (civil or criminal and including minor infractions)? This includes court appearances before, during, or after reporting to OCS? If yes, please explain. |
| | | | Have you used any drugs the Marine Corps deems illegal prior to, or during the application/selection process, <i>which has not been properly documented</i> in your paperwork? If you are not sure, ask your OSO/MOI/OIC. All drug use must be properly identified, explained, and documented. <u>Warning: You will be taking a urinalysis upon your arrival at OCS; a positive urinalysis will disqualify you from the Marine Corps Officer Programs.</u> |
| | | | Have you informed your OSO/MOI/OIC of all minor and major law infractions? (regardless if the offense occurred when you were a minor and you were told the case has been sealed) |
| | | | Have you informed your OSO/MOI/OIC about all paid/unpaid speeding tickets, moving violations, parking tickets, and any other infractions or fines you have ever incurred (including those on a college campus)? |
| | | | Do you understand that, if you are in a relationship with an enlisted member of the Armed Forces of the United States of America and you are considering marriage, per paragraph 1100.6 of the Marine Corps Manual, the marriage must occur prior to accepting your commission? |

| | |
|-----------------------------------|--------------|
| Candidate Name: (Last, First, MI) | OSO/MOI/OIC: |
|-----------------------------------|--------------|

| | | | |
|------------|-----------|------------|---|
| | | | If flying, do you have information regarding location and timeline to be at the Historic Lobby (not the USO) in Ronald Reagan Washington National Airport (DCA) to be transported by OCS personnel? |
| | | | If driving, do you have information regarding the driving directions to OCS? (See OCS 60-Day Letter) Do you possess a valid driver's license, registration, auto insurance, and POV inspection checklist completed by your OSO or OIC? |
| | | | If you are a college graduate, do you understand that you must bring a certified copy of your transcripts which state that degree requirements have been met? |
| Yes | No | N/A | E-O Candidates & Drilling Reservists Only |
| | | | Have you recently deployed? |
| | | | If you have recently deployed, have you completed your 30, 60, and 90 day Post-Deployment Health Assessment per MARADMIN 112/07? |
| | | | Do you possess the required serviceable uniforms per the OCS 60-day Preparation Letter? (Note: Nametapes must be removed) |
| Yes | No | N/A | Returning PLC Seniors Only |
| | | | Do you have all issued uniform items to bring with you to OCS? |

This section must be completed, with each question initialed, by the OSO, MOI, or OIC.

| Yes | No | N/A | Questions |
|------------|-----------|------------|---|
| | | | Has the candidate utilized the OCS website for information regarding the OCS 60-Day Letter, Candidate Regulations, and Physical Fitness Preparation Guide? https://www.ocs.marines.mil/ |
| | | | Have you made the candidate aware that, if they have not been 100% truthful in their application, during their subsequent selection, and induction at OCS, they will be sent home from OCS, and may be found unfit to return? |
| | | | Has the candidate been briefed that, if there are any changes in their status (medical or legal), they must notify their OSO/MOI/OIC immediately? And, that they are not authorized to report to OCS with any unresolved medical or legal issues? |
| | | | Has the candidate experienced any changes in health, to include doctor visits, hospital stays, and/or surgery since their initial physical? |
| | | | Has the candidate taken over the counter medication and/or prescribed narcotics for any chronic medical issue since his/her initial physical? (All changes are required to be submitted to the district corpsman) |
| | | | Are all annual certificates, NSTC 1533/107 (NROTC units), and PHAs (Selected Reserve & E-O applicants) available, and show continuity since the original physical exam not exceeding a total of five years? |
| | | | Does the candidate meet height/weight/body fat standards in accordance with MCO 6110.3A? |
| | | | Does the candidate have any religious dietary restrictions (e.g. kosher, halal, vegetarian, or vegan)? The candidate is required to be briefed on the on the Marine Corps Accommodation of Religious Practices policy in accordance with MCO 1730.9. All requests must be submitted in writing to the Commanding Officer of Officer Candidates School no later 30 days prior to shipping. |
| | | | Have you instructed the candidate on proper civilian attire and grooming standards for checking in to OCS. Females must arrive with their hair within Marine Corps standards in accordance with MCO 1020.34H. Candidates are not authorized to arrive with any body ornamentation. |
| | | | Does the candidate have all required documentation in accordance with the OCS 60-Day Letter? |
| | | | a. Complete medical record listed in MHS GENESIS or hard copy medical record mailed to OCS LNO NLT 30-days prior to shipping. |
| | | | b. Three copies of reporting orders. The "Home" address listed on orders must list where the candidate intends to return to in the event that they are disenrolled. |

IPAC Checklist and Additional Information

1. All officer candidates, regardless of program, are required to hand-carry a manila envelope labeled in the top right corner with their last name, first name, and middle initial. No medical information will be contained in this envelope. The following items will be placed in the manila envelope:

a. Three copies of the officer candidate's orders. Parent commands are responsible for producing TAD orders for all E to O candidates.

b. Completed Pre-ship Checklist (dated 1 March 2024).

c. IPAC Checklist. MCBQ IPAC Student Branch will only accept documentation listed in this enclosure. Below is additional information to assist in filling out forms:

(1) Two copies of completed IPAC OCS Candidate Screening.

(2) Direct deposit sign-up form, for a current savings and/or checking account with a voided check or deposit slip for verification of electronic funds transfer information. OCS recommends this form be filled out electronically by the officer candidate's financial institution to prevent pay issues (not required for active duty or reservists unless updates are needed). All officer candidates, regardless of their component, are required to bring the direct deposit form.

(3) Two certified true copies of the officer candidate's birth certificate and two photocopies of their social security card.

(4) Special Circumstances. The following are documents required for officer candidates in special cases:

(a) Officer candidates with dependents must bring documentation for all dependents including certified true copies of birth certificates for spouses and all children. Birth verification letters (with footprints) will be accepted for newborns (not required for active duty unless information needs to be updated).

(b) All married officer candidates must provide a certified true copy of a marriage license, or marriage certificate, as well as the receipt that shows they paid for the license. If the officer candidate's spouse changed their name following the marriage, a copy of their social security card should be included to accurately show the current full name (not required for active duty unless information needs to be updated). A photocopy of a valid state-issued driver's license or social security card with spouse's name change is required to change an officer candidate's spouse's name in Marine Corps Total Force System (MCTFS).

(c) All single reserve component officer candidates will ensure that their primary residence is established and current in MCTFS in accordance with reference (c).

(d) Officer candidates who are prior military service members and officer candidates who are married to current or prior military service members must bring four copies of the service member's DD Form 214. Officer candidates must provide their active-duty spouse's social security number and current unit information (unit address, Monitor Command Code, Unit Identification Code).

IPAC OCS CANDIDATE SCREENING

(L NAME, F NAME, MI): _____

HAVE YOU PREVIOUSLY ATTENDED OCS?

SSN: _____

YES / NO

COMPANY: _____ PLT#: _____

COMMISSIONING SOURCE (circle one)

OSO INFORMATION

OSS LOCATION: _____

OCC

OCC-R

OSO NAME: _____

PLC

PLC-R

OSO TELEPHONE NUMBER: _____

MECEP

ECP

MCP

OTHER: _____

CIRCLE IF APPLICABLE:

CURRENT USMC-R (SMCR or IRR)

PRIOR USMC/USMCR

PRIOR U.S. MILITARY (OTHER THAN USMC)

DOCUMENTATION TURNED INTO OCS IPAC STAFF:

FOR ALL (NON-ACTIVE DUTY) OFFICER CANDIDATES

PRIOR SERVICE ONLY

| INITIAL IF SUBMITTED | YES | NO |
|-------------------------------|-------|-------|
| 1) ORDERS TO OCS (OSO/TAD) | _____ | _____ |
| 2) ANNEX C (SVC AGREEMENT) | _____ | _____ |
| 3) DD FORM 4 (CONTRACT) | _____ | _____ |
| 4) DIRECT DEPOSIT FORM | _____ | _____ |
| 5) BLANK CHECK | _____ | _____ |
| 6) BIRTH CERTIFICATE | _____ | _____ |
| 7) SSN CARD | _____ | _____ |
| 8) COLLEGE TRANSCRIPTS | _____ | _____ |
| 9) PROOF OF RESIDENCE / LEASE | _____ | _____ |

| INITIAL IF SUBMITTED: | YES | NO |
|------------------------|-------|-------|
| 1) CONDITIONAL RELEASE | _____ | _____ |
| 2) DD 214 (ALL) | _____ | _____ |
| 3) DD FORM 4 (ALL) | _____ | _____ |
| 4) OTHER: _____ | | |
| 5) OTHER: _____ | | |

FOR ALL OFFICER CANDIDATES **WITH DEPENDENTS** (SUBMIT ONLY LEGIBLE CERTIFIED TRUE COPIES TO IPAC)

| INITIAL IF SUBMITTED: | SPOUSE | CHILD 1 | CHILD 2 | CHILD 3 | CHILD 4 |
|---------------------------|--------|---------|---------|---------|---------|
| 1) MARRIAGE CERTIFICATE* | _____ | _____ | _____ | _____ | _____ |
| 2) BIRTH CERTIFICATE* | _____ | _____ | _____ | _____ | _____ |
| 3) SSN CARD* | _____ | _____ | _____ | _____ | _____ |
| 4) OTHER COURT DOCUMENTS* | _____ | _____ | _____ | _____ | _____ |

* ORIGINAL DOCUMENTATION SHOULD NOT BE TURNED IN TO OCS IPAC STAFF! IF YOU ONLY HAVE ORIGINAL VERSIONS OF THESE VITAL DOCUMENTS, YOU MUST NOTIFY IPAC SO WE CAN MAKE COPIES AND RETURN YOUR ORIGINALS TO YOU!

CANDIDATE SIGNATURE: _____

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

| | | | |
|--|-------|---|--------|
| A NAME OF PAYEE (<i>last, first, middle initial</i>) | | D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS | |
| ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) | | E DEPOSITOR ACCOUNT NUMBER | |
| CITY | STATE | ZIP CODE | |
| TELEPHONE NUMBER AREA CODE | | F TYPE OF PAYMENT (<i>Check only one</i>) | |
| B NAME OF PERSON(S) ENTITLED TO PAYMENT | | <input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (<i>specify</i>) | |
| C CLAIM OR PAYROLL ID NUMBER | | G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>) | |
| Prefix Suffix | | TYPE | AMOUNT |
| PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account. | | JOINT ACCOUNT HOLDERS' CERTIFICATION I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS. | |
| SIGNATURE | DATE | SIGNATURE | DATE |
| SIGNATURE | DATE | SIGNATURE | DATE |

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

| | |
|------------------------|---------------------------|
| GOVERNMENT AGENCY NAME | GOVERNMENT AGENCY ADDRESS |
|------------------------|---------------------------|

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

| | | | |
|---|-----------------------------|-------------------------|----------------|
| NAME AND ADDRESS OF FINANCIAL INSTITUTION | | ROUTING NUMBER | CHECK DIGIT |
| | | DEPOSITOR ACCOUNT TITLE | |
| FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210. | | | |
| PRINT OR TYPE REPRESENTATIVE'S NAME | SIGNATURE OF REPRESENTATIVE | TELEPHONE NUMBER | DATE |

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

GOVERNMENT AGENCY COPY

1199-207

ENCLOSURE (3)

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

| | | | |
|--|--------|--|--|
| A NAME OF PAYEE (<i>last, first, middle initial</i>) | | D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS | |
| ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) | | E DEPOSITOR ACCOUNT NUMBER | |
| CITY | STATE | F TYPE OF PAYMENT (<i>Check only one</i>) | |
| TELEPHONE NUMBER AREA CODE | | <input type="checkbox"/> Social Security | <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay |
| B NAME OF PERSON(S) ENTITLED TO PAYMENT | | <input type="checkbox"/> Supplemental Security Income | <input type="checkbox"/> Mil. Active |
| | | <input type="checkbox"/> Railroad Retirement | <input type="checkbox"/> Mil. Retire. |
| | | <input type="checkbox"/> Civil Service Retirement (OPM) | <input type="checkbox"/> Mil. Survivor |
| | | <input type="checkbox"/> VA Compensation or Pension | <input type="checkbox"/> Other (specify) |
| C CLAIM OR PAYROLL ID NUMBER | | G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>) | |
| Prefix | Suffix | TYPE | AMOUNT |
| PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account. | | JOINT ACCOUNT HOLDERS' CERTIFICATION I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS. | |
| SIGNATURE | DATE | SIGNATURE | DATE |
| SIGNATURE | DATE | SIGNATURE | DATE |

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

| | |
|------------------------|---------------------------|
| GOVERNMENT AGENCY NAME | GOVERNMENT AGENCY ADDRESS |
|------------------------|---------------------------|

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

| | | | |
|---|-----------------------------|-------------------------|----------------|
| NAME AND ADDRESS OF FINANCIAL INSTITUTION | | ROUTING NUMBER | CHECK DIGIT |
| | | DEPOSITOR ACCOUNT TITLE | |
| FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210. | | | |
| PRINT OR TYPE REPRESENTATIVE'S NAME | SIGNATURE OF REPRESENTATIVE | TELEPHONE NUMBER | DATE |

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

FINANCIAL INSTITUTION COPY

1199-207

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

| | | | |
|--|-------|---|--------|
| A NAME OF PAYEE (<i>last, first, middle initial</i>) | | D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS | |
| ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) | | E DEPOSITOR ACCOUNT NUMBER | |
| CITY | STATE | ZIP CODE | |
| TELEPHONE NUMBER AREA CODE | | F TYPE OF PAYMENT (<i>Check only one</i>) | |
| B NAME OF PERSON(S) ENTITLED TO PAYMENT | | <input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify) | |
| C CLAIM OR PAYROLL ID NUMBER | | G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>) | |
| Prefix Suffix | | TYPE | AMOUNT |
| PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account. | | JOINT ACCOUNT HOLDERS' CERTIFICATION I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS. | |
| SIGNATURE | DATE | SIGNATURE | DATE |
| SIGNATURE | DATE | SIGNATURE | DATE |

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

| | |
|------------------------|---------------------------|
| GOVERNMENT AGENCY NAME | GOVERNMENT AGENCY ADDRESS |
|------------------------|---------------------------|

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

| | | | |
|---|-----------------------------|-------------------------|----------------|
| NAME AND ADDRESS OF FINANCIAL INSTITUTION | | ROUTING NUMBER | CHECK DIGIT |
| | | DEPOSITOR ACCOUNT TITLE | |
| FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210. | | | |
| PRINT OR TYPE REPRESENTATIVE'S NAME | SIGNATURE OF REPRESENTATIVE | TELEPHONE NUMBER | DATE |

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

PAYEE COPY

1199-207

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimates and suggestions for reducing this burden should be directed to the Bureau of the Fiscal Service, Forms Management Officer, Parkersburg, WV 26106-1328.

PRIVACY ACT NOTICE

Collection of the information in this Direct Deposit Sign-Up Form is authorized by 5 U.S.C. § 552a, 31 U.S.C. § 3332(g), and Executive Order 9397 (November 22, 1943). Your social security number and the other information requested will allow the Federal Government to process your direct deposit. Your social security number is requested to ensure the accurate identification and retention of records pertaining to you and to distinguish you from other recipients of federal payments. This information will be disclosed to the Department of the Treasury and its fiscal and financial agents, and other federal agencies, as necessary to process your direct deposit. This information may also be disclosed to a court, congressional committee or another government agency as authorized or required to verify your receipt of federal payments. Although providing the requested information is voluntary, your direct deposit cannot be processed without it.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A) Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F) Type of payment is printed to the left of the amount.

The diagram shows a sample government check with the following details:

- Top Left:** A circular logo with a building.
- Date:** Month (08), Day (31), Year (84).
- Top Right:** 15-51 000, PHILADELPHIA, PA.
- Check No.:** 0000 415785.
- Pay to the order of:** A large oval labeled (A) for the payee's name.
- Amount:** 28 28, with a label (F) pointing to the type of payment.
- Bottom Right:** DOLLARS and CTS boxes.
- Bottom Center:** NOT NEGOTIABLE.
- Bottom Left:** :00000518: 0415771926*

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will contact the paying agency with updated financial information. It is recommended that the payee maintain accounts at both financial institutions until the transaction is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.

Map to Officer Candidates School



OCS Address

2189 North Elrod Avenue
Quantico, Va 22134

OCS OOD: 540-419-5210

OCS CSA: 571-481-8952

(Yellow Route)

1. Enter MCB Quantico via Russell Road Gate
2. Follow Russell Road and take the first exit at the roundabout (Dunlap Road)
3. Turn right at the stop sign onto Range Road
4. Follow Range Road into Bauer Road
5. Turn right into OCS

(Red Route)

1. Enter MCB Quantico via Fuller Road Gate
2. Follow Fuller Road into Barnett Avenue
3. Turn left on Range Road
4. Follow Range Road into Bauer Road
5. Turn right into OCS

Legend

- Primary Route
- Alternate Route
- Officer Candidates School

ENCLOSURE (4)

Required Gear List (All Components)

1. All officer candidates, regardless of program, are required to arrive at OCS with the items listed in the table below. All items in the table below, regardless of component, **must fit in a carry-on sized bag**:

| Item | Qty |
|---|------------------------------|
| Business casual collared shirt/ equivalent blouse | 2 (1 worn) |
| Undershirt (white) | 2 (1 worn) |
| Undershirt (gray) | 1 |
| Black PT shorts (5" minimum inseam) | 1 |
| White Ankle Socks (no visible marking) | 5 |
| Business Casual Trousers (no denim jeans) | 1 worn |
| Belt (if trousers have belt loops) | 1 (worn) |
| Business casual shoes (no ballet slippers, tennis shoes, boots or heels) | 1 pair (worn) |
| Underwear (compression shorts are authorized but must not extend below the length of issued PT shorts) | 6 |
| Running Shoes (no older than three months and have less than 100 miles of wear) | 2 pairs |
| Eyeglasses (contact lenses are not authorized at any time at OCS) | 1 pair (2 pairs recommended) |
| Eyeglass strap (black color only) | 2 |
| Basic Toiletries (must be placed in zip lock bag's) | 2 weeks worth |
| Towel (plain white) | 1 |
| Shower shoes (flip flop style, black) / (slides, crocs etc. are not authorized) | 1 pair |
| Watch (water resistant/rugged/black, coyote tan, or olive drab green. Smart watches are not authorized) | 1 |
| Marine Corps Issue Combat Boot **Optional** | 1 pair |
| "M-Pact Covert" Mechanix gloves (all black) | 1 pair |

a. **Running Shoes.** Officer candidates must bring serviceable running shoes that are easily accessible upon arrival at OCS. It is recommended that running shoes are no older than three months and have less than 100 miles of wear. Officer candidates are encouraged to bring two pairs of running shoes. Minimalist running shoes that accommodate all toes in one compartment are authorized; however, finger-toe shoes that separate toes into compartments are not authorized.

b. **Physical Training (PT) Gear.** Officer candidates must bring one set of PT gear consisting of one plain gray crew neck tee shirt, appropriate length black shorts (non-spandex; inseam greater than 5"), and white ankle socks for use during in-processing. PT shorts will be worn during medical screening. The shirt and shorts must be free of writing or images. A small name brand is authorized.

c. **Toiletries.** Officer candidates will only bring enough basic overnight toiletry items (razors, shaving cream, soap, shampoo, deodorant, toothbrush, toothpaste, necessary hair products) to last the two weeks of training until they make their initial exchange visit. Officer candidates susceptible to pseudofolliculitis are authorized to bring an electric razor; however, they must receive authorization from OCS medical staff in order to use it. Officer candidates will receive a standard issue hygiene bag upon arrival to OCS.

d. **Boots.** Prior service members are not required to purchase ICB or jungle boots even if they do not currently own them. However, they will be required to bring two sets of issued boots (not steel toe) to train with at OCS. OCS will issue Marine Corps combat boots (cold weather and jungle) to all officer candidates who are not prior service or NROTC. All officer candidates may bring one pair of additional USMC regulation boots to OCS (for a total of three when included with the required/issued pairs). Officer candidates who wish to bring a third pair of boots are encouraged to purchase USMC regulation boots prior to arrival at OCS. Multiple pairs of boots allow candidates to have an inspection pair and a daily-use pair simultaneously. Officer candidates are encouraged to

review paragraph 3012 of reference (a) for boot regulations. Further guidance on boot fitting can be found on the OCS website.

e. Watches. Officer candidates are only authorized to bring a non-smart digital watch. Examples are a Casio G-Shock or Timex Ironman. Smartwatches are not authorized. A smartwatch is defined as any watch that has wireless communication capabilities, such as Bluetooth, Wi-Fi, GPS, or the ability to sync data (e.g., Apple Watch, Fitbits, Garmin etc.).

f. Authorized Gloves. Officer candidates are authorized to wear “M-Pact Covert” Mechanix gloves (all black) during training evolutions at OCS. Any other form of Mechanix gloves are not authorized for wear. (<https://www.mechanix.com/us-en/tactical-and-military-gloves/MPT-55.html>)

Special Gear List: Enlisted to Officer

1. In addition to the gear listed in Enclosure (5), all current active and reserve Marines, to include IRR Marines within 90 days of their end of active service (EAS), are required to bring the items in the table below. **These items must fit in an issued sea bag. Prior enlisted officer candidates who will hand-carry their Service "A" uniform are authorized to bring an additional garment bag.**

| Item | Qty |
|--|-----------|
| Blouse, MARPAT, Woodland | Minimum 2 |
| Trousers, MARPAT, Woodland | Minimum 2 |
| Blouse, MARPAT, Desert | Minimum 2 |
| Trousers, MARPAT, Desert | Minimum 2 |
| Service "A" (full uniform to include ribbons and badges) | 1 |
| 8-Point Cover, MARPAT, Woodland | 2 |
| 8-Point Cover, MARPAT, Desert | 2 |
| Boonie Cover, MARPAT, Desert | 1 |
| Hot Weather Combat Boots (Jungle) | 1 |
| Infantry Combat Boots (ICB) | 1 |
| Sea Bag | 1 |
| Web Belt | 2 |
| Web Belt Buckle | 2 |
| Green PT Sweat Top | 1 |
| Green PT Sweat Bottom | 1 |
| PT Shorts (silkyies are not authorized) | 2 |
| Green Skivvy Shirts | 6 |
| Boot Socks (brown color only) | 6 |

a. **Additional Uniforms.** Upon arrival, two additional sets of Woodland MARPAT uniforms will be issued, at no cost, to those Marines who are still on active or Selected Reserve status. All uniform items must be serviceable in accordance with reference (a). Uniforms deemed unserviceable will be replaced at the Marine's expense. Prior enlisted Marines must remove name tapes upon induction into training. Prior enlisted Marines will not receive a new issue of boots. IRR Marines who do not possess these uniform items will purchase them at Cash Sales.

b. **Full Uniform Issue.** IRR Marines who are 90 or more days past their EAS will receive a full uniform issue. The officer candidate must inform their receiving staff if they possess these items prior to uniform issue to prevent double issue or the purchasing of surplus uniform items.

c. **Service "A" Uniforms.** Prior enlisted officer candidates earning their commission upon graduation will have the option to convert their Service "A" uniform from enlisted to officer, or to purchase a new uniform. Only those officer candidates who wish to convert their Service "A" uniform are required to bring them.

Special Gear List: Naval Reserve Officer Training Corps (NROTC) Candidates

1. NROTC students are required to bring the items in the table below in addition to the items in Enclosure (5). If midshipmen have not received these items, a roster from each unit is required to be provided to the MCRC LNO no later than 18 April 2025. If they have not received the below items prior to arriving, NROTC students will receive them in their initial issue at OCS. **The below listed items must fit in an issued sea bag.**

| Item | Qty |
|--|-----|
| Blouse, MARPAT, Woodland | 2 |
| Trousers, MARPAT, Woodland | 2 |
| Blouse, MARPAT, Desert | 2 |
| Trousers, MARPAT, Desert | 2 |
| 8-Point Cover, MARPAT, Woodland | 2 |
| 8-Point Cover, MARPAT, Desert | 2 |
| Boonie Cover, MARPAT, Desert | 1 |
| Hot Weather Combat Boots (Jungle) | 1 |
| Infantry Combat Boots (ICB) | 1 |
| Sea Bag | 1 |
| Web Belt | 2 |
| Web Belt Buckle | 2 |
| Green PT Sweat Top | 1 |
| Green PT Sweat Bottom | 1 |
| PT Shorts (not silkies) | 2 |
| Green Skivvy Shirts (3 can be synthetic) | 6 |
| Boot Socks (brown color only) | 6 |

Suggested Gear List: Additional Products Recommended for Female Candidates

1. In addition to the gear listed in Enclosure (5), the table below provides additional gear and toiletry products for female officer candidates. While these items are suggested, they are not mandatory for training.

| Item | Qty |
|---|---------------|
| Recommended non-damaging hair products: 1. ECO Style Hair Gel 2. Shea Moisture Defining Styling Gel 3. Wet Line Xtreme Hairstyling Gel | 2 (If needed) |
| Inconspicuous hair pins | As needed |
| Inconspicuous bobby pins | 1 pack |
| Sports Bra (Black, brown, white, or grey in color) | 6 |
| Feminine products | As needed |

a. **Hair Products.** The table above lists three recommended hair products for females. However, officer candidates are encouraged to use products that are suitable for their hairstyle. Furthermore, these products must promote a neat and professional look with a clear and dry finish.

b. **Sports Bras.** Female officer candidates must bring sports bras that will provide adequate support during training at OCS. Sports Bras will be black, brown, white, or grey in color.

a. **Feminine Products.** It is encouraged that female officer candidates bring feminine products (as needed) that will last approximately two weeks until the first PX call.