

# **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 on the MCRC website at <https://www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/> then click Enlisted to Officer Commissioning tab and scroll down to the Submit Your Application Here form and follow the instructions. Common Access Card (CAC) is required to access the form. In the event the above process will not accommodate your submission, packages can be sent via DODSafe to [e\\_ onboard@marines.usmc.mil](mailto:e_ onboard@marines.usmc.mil).

Save the files as such:

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

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

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

## **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; paragraphs five or six should be removed if not applicable.
3. All endorsements should follow the provided template. The template has all the options listed, but only select the program to which you are applying.
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.
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.

## ENLISTED TO OFFICER SAMPLE APPLICATION INSTRUCTIONS

8. Complete the tattoo screening form even if you do not have any tattoos. Provide COLOR photos or hand drawings 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. Do not route the medical forms through your chain of command 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. CAC certificates are the only authorized digital signature. Fancy typed font is not a 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. Request to use the Adobe Pro in your S-1 or G-1 to combine files digitally, as opposed to scanning/rescanning.

### E-O APPLICATION CHECKLIST

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

<b>PROGRAM:</b>	<b>CONTRACT:</b>	<b>SEX:</b>	<b>Rank:</b>	<b>Marital Status:</b>
<b>NAME (L Name, F Name, M Name):</b>				
<b>SSN:</b>	<b>EDIPI/PMOS:</b>	<b>MCC: _____</b>		

<input type="checkbox"/> GENERAL OFFICER ENDORSEMENT
<input type="checkbox"/> COMMANDING OFFICER ENDORSEMENT(S)
<input type="checkbox"/> APPLICANT LETTER
<input type="checkbox"/> INTERVIEW BOARD REPORT
<input type="checkbox"/> PERSONAL ESSAY (ALL APPLICANTS)
<input type="checkbox"/> MOL/MCTFS SCREENS (MUST BE CERTIFIED) : _____ CHRO _____ TBIR _____ TBTR
<input type="checkbox"/> NAVMC 118 (11) ENTRIES:
<input type="checkbox"/> SRB STATEMENT <input type="checkbox"/> DUAL CITIZEN STATEMENT (IF FOREIGN BORN) <input type="checkbox"/> DEROGATORY INCLUDES 6105 (IF APPLICABLE)
<input type="checkbox"/> UNIT PUNISHMENT BOOK WITH ADDENDUM PAGE OF 5Ws(IF APPLICABLE)
<input type="checkbox"/> LETTERS OF RECOMMENDATION (OPTIONAL)
<input type="checkbox"/> NAVMC SERVICE AGREEMENTS
<input type="checkbox"/> 114 MECEP GND
<input type="checkbox"/> 113 ECP GND <input type="checkbox"/> 129 ECP SNA
<input type="checkbox"/> 116 RECP GND
<input type="checkbox"/> 117 MCP-R GND
<input type="checkbox"/> 140 ENLISTED TO JUDGE ADVOCATE
<input type="checkbox"/> APPROVED DD FORM 368 (MECEP AND ECP AR MARINES ONLY)
<input type="checkbox"/> SOCIAL SECURITY CARD (CERTIFIED TRUE COPY)
<input type="checkbox"/> PROOF OF US CITIZENSHIP (CERTIFIED TRUE COPY)
<input type="checkbox"/> SECURITY CLEARANCE VERIFICATION LETTER
<input type="checkbox"/> MARRIAGE CERTIFICATE <input type="checkbox"/> DIVORCE DECREE (ONE OR BOTH ARE REQUIRED IF APPLICABLE)
<input type="checkbox"/> E-O DENTAL REQUIREMENT PRIOR TO OCS SOU
<input type="checkbox"/> SEXUAL ASSAULT AND HARASSMENT STATEMENT OF UNDERSTANDING
<input type="checkbox"/> RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES AND SEPARATION POLICY SOU
<input type="checkbox"/> MARINE CORPS POLICY CONCERNING USE OF DRUGS SOU
<input type="checkbox"/> MARINE CORPS POLICY CONCERNING FRATERNIZATION SOU
<input type="checkbox"/> SERVICE MEMBER CIVIL RELIEF ACT SOU
<input type="checkbox"/> NAVMC 11000 DATA REQUIRED BY THE PRIVACY ACT OF 1974
<input type="checkbox"/> TATTOO SOU
<input type="checkbox"/> CORPS VALUES SOU <input type="checkbox"/> MOS SOU <input type="checkbox"/> NAC SOU <input type="checkbox"/> GANG SOU <input type="checkbox"/> ACCESSIONS SOU
<input type="checkbox"/> PROHIBITED ACTIVITIES SOU <input type="checkbox"/> SOCIAL MEDIA SOU
<input type="checkbox"/> OFFICIAL TEST SCORES (MUST HAVE 1 OF THE TOP 3)
<input type="checkbox"/> 74 AFQT COMBINED SCORE MINIMUM
<input type="checkbox"/> 1000 SAT SCORE MINIMUM
<input type="checkbox"/> 22 ACT COMPOSITE SCORE MINIMUM
<input type="checkbox"/> 4 AQR AND 6 PFAR ASTB SCORE MINIMUM (ECP SNA ONLY)
<input type="checkbox"/> 150 LSAT (E-JA ONLY)
<input type="checkbox"/> CURRENT COLLEGE TRANSCRIPTS: <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> BACHELORS <input type="checkbox"/> MASTERS
<input type="checkbox"/> INFORMATION SHEET WITH PRIVACY ACT
<input type="checkbox"/> ADDENDUM TO APPLICATION FOR HANDWRITTEN STATEMENT
<input type="checkbox"/> TATTOO SCREENING FORM
<input type="checkbox"/> COLOR 4-ANGLE PHOTOS (ONLY REQUIRED WITH BODY MARKINGS)
<input type="checkbox"/> COLOR PHOTO(S) OF ALL BODY MARKINGS EXCEPT UNDER PT SHIRT OR SHORTS ONLY (TATTOO, PIERCINGS, BRANDS, ETC)
<input type="checkbox"/> DRUG STATEMENT FORM
<input type="checkbox"/> NON-TRAFFIC ARREST FORM (REFER TO APPLICATION INSTRUCTIONS FOR SUPPORTING DOCUMENTATION REQUIREMENTS)
<input type="checkbox"/> MINOR TRAFFIC FORM (REFER TO APPLICATION INSTURCTIONS FOR SUPPORTING DOCUMENTATION REQUIREMENTS)

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

COMMANDING OFFICER _____	<b>APPLICATION PROGRAM REQUIREMENTS VERIFIED</b>	_____ <b>DATE</b>
ADMIN SECTION _____	<b>APPLICATION PROGRAM REQUIREMENTS VERIFIED</b>	_____ <b>DATE</b>
OFFICER IN CHARGE _____	<b>APPLICATION PROGRAM REQUIREMENTS VERIFIED</b>	_____ <b>DATE</b>

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



**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)

Gender: (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. Deferral requests for the scheduled OCS class will be only entertained for medical or personal hardships and approved on a case-by-case basis. Disapproved deferrals 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.”

Applicant Signature

## MCTFS/MOL SCREENS

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

- Chronological Page (CHRO)
- Basic Individual Record (BIR)
- Basic Training Record (BTR)
  - NAVMC 11622 to show updated PFT/CFT score not reflected in MCTFS  
(ensure total score is reflected)

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

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)

DATE	DATE	DATE
Articles UCMJ explained to me this date as required by Article 137, UCMJ.	Articles UCMJ explained to me this date as required by Article 137, UCMJ.	I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions on the Plan.
<i>(Signature)</i>	<i>(Signature)</i>	<i>(Signature)</i>

\_\_\_\_\_ 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 (offenses on record):

- Provide an explanation for all offenses on the Application and Program Information Addendum Page

## **LETTERS OF RECOMMENDATION**

Optional:

- Letters 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

## **SERVICE AGREEMENT**

All applications require a program specific ground agreement:

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

If applying for aviation (ECP Only):

- MCRC Form 129 ECP Aviation Service Agreement
- Must also submit MCRC Form 113

If applying to Enlisted to Judge Advocate:

- MCRC Form 140 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 a service agreement for the program to which you are applying to.

- ECP SNA applications must include an ECP Ground Service Agreement to be considered for a ground contract.
- E-JA who want to be considered for ECP Ground if not selected for law must include an ECP Ground Service Agreement.

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*

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

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

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

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

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

**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)  
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)

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://dpcl.d.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: PRVCY  
LDC: FEDCON  
POC: MCR COP1@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)

SERVICE AGREEMENT (1100)  
MERITORIOUS COMMISSIONING PROGRAM RESERVE GROUND  
MCRC Form 117 (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 **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: MCR COP1@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)

**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.

**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 TO JUDGE ADVOCATE (E to JA)** program of the United States Marine Corps (USMC), I hereby acknowledge that:

a. Final approval of my application for enrollment in the **E to JA** 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 the 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 **E to JA** 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 **E to JA** program. So long as I am still eligible for the **E to JA** program and can meet required timelines to begin legal training in the Fiscal Year in which I was selected, I will have the ability, if I desire, to attend the next available 10-week OCS training session.

(3) If I am disenrolled from OCS but recommended for future attendance by the Commanding Officer of OCS, but no longer eligible for the **E to JA** program, I will have the opportunity, if I desire, to be transferred to the **ECP GROUND** program and attend the next available OCS 10-week training session.

(4) If I voluntarily disenroll from OCS at any time during the course of training, I will also be disenrolled from the **E to JA** program.

c. While attending OCS, I am entitled to pay and allowances not less than those prescribed for the highest pay grade I have achieved if I enter this obligation directly from current service.

d. I understand that prior to receiving Permanent Change of Station (PCS) orders and assignment to law school under the **E to JA** program, I must provide law school acceptance letters to CMC, through Marine Corps Recruiting Command (MCRC), and CMC via MCRC will assign me to a program of study at one of the American Bar Association (ABA) accredited schools I have been accepted to. I must enroll in courses at that school and MCRC will provide PCS orders to the closest Marine Corps Recruiting Station to that school. This will be my parent command for the duration of my studies in the **E to JA** program.

e. Upon satisfactory completion of the 10-week OCS training program, I will return to my parent command awaiting orders to the duty station closest to the ABA accredited law school I am assigned to attend. I understand that in addition to OCS graduation, a condition of my commission is the commencement of my legal training, which begins upon me checking into the parent command I am assigned during the duration of law school. Prior to commencing law school, 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 **E to JA** program. I may later request reenrollment to the CMC, provided I remain otherwise qualified and eligible.

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

g. A resignation of my commission may be accepted or rejected by the President, as the needs of the service may then require. 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).

(2) 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. As a condition of enrollment in the **E to JA** program, subsequent to my acceptance and appointment to commissioned grade, I will be accessed on active duty as a Marine Officer at the rank of second lieutenant with the Military Occupational Specialty (MOS) of 4401, Student Judge

LAST NAME, FIRST AND MIDDLE INITIAL OF APPLICANT

CUI (when filled in)

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

SERVICE AGREEMENT (1100)  
ENLISTED TO JUDGE ADVOCATE  
MCRC Form 140 (Revised 3/25)  
CUI (when filled in)

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Advocate in order to attend an ABA accredited law school and obtain a Juris Doctor (J.D.). At the discretion of CMC, I will remain a 4401 Student Judge Advocate enrolled in the **E to JA** program in good standing so long as I comply with the provisions outlined below. I understand and I agree:

- (1) To maintain the academic standards prescribed by the academic institution I am attending for completion of the requirements for a J.D.
- (2) That my assignment to law school at Government expense may be terminated by CMC if I am unable or fail to maintain satisfactory grades in law school or abandon the study of law for any reason.
- (3) That my assignment to law school at Government expense may be terminated by CMC for failure to comply with this agreement or when the best interests of the Marine Corps would be served by my termination. Such termination will not occur until after I receive written notification, and a 30-day period is provided for me to make a statement concerning such termination.
- (4) That I will submit all semester transcripts and final transcripts to MCRC via the Law Programs Manager at the end of each semester and upon graduation of law school.
- (5) I am authorized to remain in a student status for up to thirty-six (36) months while pursuing a J.D. and admission to the Bar, and this status begins on the date I report to the unit to which I am assigned while attending law school.
- (6) I will make due and timely application to take the first scheduled bar examination and to apply for admission to practice law before a Federal court or the highest court of a State, Territory, or Commonwealth of the United States, or the District of Columbia after graduation from law school.
- (7) I will coordinate with the MCRC Law Programs Manager and provide all required information concerning my application to the bar examination and bar examination results.
- (8) After completion of the first scheduled bar examination, my student status and assignment to legal training will be terminated and I will receive PCS orders to Quantico, VA, where I will be assigned to a legal office while I await bar results and subsequent assignment to TBS.
- (9) In the event I fail the first bar examination, I will be required to take the next scheduled examination at my own expense. In the interim, I will remain assigned to a legal office in Quantico, VA. After completion of the second bar examination, I will receive orders and report to TBS.
- (10) If I fail the bar exam on my second attempt, or if I fail to license with an eligible jurisdiction, then I agree to have my contract transferred to **ECP GROUND** and slated for the next available TBS class as a ground officer. If, on my own time and at my own expense, I subsequently pass a bar exam and obtain a license to practice law, I can request for re-designation as a Student Judge Advocate (4401) to CMC.
- (11) To serve on active duty, if I graduate from law school, for a period of two (2) years for each academic year or portion thereof (not to exceed six (6) years/ seventy-two (72) months) spent in the **E to JA** program, in addition to any preexisting service obligation, computed from the time I graduate from Naval Justice School (NJS) and am certified under Article 27b, Uniform Code of Military Justice.
- (12) To serve on active duty, if my assignment to law school at Government expense is terminated for any reason prior to graduation from law school, for a period of one (1) year, for each academic year or portion thereof (not to exceed three (3) years/ thirty-six (36) months) spent in the **E to JA** program in addition to any preexisting service obligation, computed from the time I graduate from MOS school. In the case of such early termination, my MOS of 4401, Student Judge Advocate, will be voided and my contract will be transferred to **ECP GROUND** and I will be slated for the next available TBS class as a ground officer.
- (13) If after graduation from law school, I am unable to be certified under Article, 27b UCMJ for any reason and cannot attain the 4402 MOS, I understand I will be redesignated as a ground officer into an MOS chosen by HQMC and I will attend MOS school with a seventy-two (72) month active-duty service obligation following completion of all accession training.
- (14) That the crediting of service against any preexisting service obligation I may have will be suspended during the time I am assigned to this program, except that (1) periods of time spent at assigned duty stations during summer vacation (when not attending law school) and (2) the time between my completion of law school and designation as a Marine judge advocate/certification under Article 27b, UCMJ, will count toward satisfaction of any period of obligated service other than that incurred as a result of assignment to law school under this program.

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)  
ENLISTED TO JUDGE ADVOCATE  
MCRC Form 140 (Revised 3/25)  
CUI (when filled in)

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- (15) That I may be assigned to military duties during periods when school is not in session.
- (16) That I will be required to accept assignment to a legal office during summer vacation periods. I will coordinate with the MCRC Law Programs Manager for all summer-internship legal office assignments.
- (17) That I may not accept paid civilian employment while participating in this program, except as may be permitted by law and the regulations of the Department of the Navy.
- (18) To accept designation as a judge advocate of the Marine Corps and assignment of MOS 4402, Judge Advocate upon successful completion of all licensing requirements and graduation from NJS.

- i. Upon successful completion of TBS I will be further assigned to the first available Basic Lawyer Course (BLC) at NJS.
- j. Upon graduation from NJS, I will be assigned a primary MOS of 4402, Judge Advocate.

2. I consent to serve on extended active duty for a minimum of seventy-two (72) months as a commissioned officer from completion of MOS school and designation as a 4402 Judge Advocate. I understand that a request for release from active duty prior to completion of this period will normally be rejected.

a. I understand that participation in any Marine Corps Financial Assistance Programs or incentive programs may incur additional obligated active-duty service.

b. 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.

c. 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 **E to JA** 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*

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

End of Active Service (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 the program to which you are applying to, 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 (Last, First, Middle Initial)		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
---------------------	----------------

### 4. RECRUITER REQUEST FOR CONDITIONAL RELEASE

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

b. NAME OF RECRUITER (Last, First, Middle Initial)	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. (Explain in "Remarks.")

### 6. AUTHORIZING OFFICIAL

a. NAME (Last, First, Middle Initial)		b. TITLE			
c. TELEPHONE NUMBER (Include area code)	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 (Last, First, Middle Initial)		b. TITLE		c. UNIT/COMMAND	
d. TELEPHONE NUMBER (Include area code)	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 **social security card** and **birth certificate**.

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.

**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.)

STATEMENT OF UNDERSTANDING

MARINE CORPS POLICY ON SEXUAL ASSAULT AND SEXUAL HARASSMENT

1. Purpose. The purpose of this document is a notification of the Marine Corps policy concerning sexual assault and sexual harassment.

2. Policy. Sexual assault and sexual harassment are prohibited in the United States Marine Corps. Furthermore, any instances of non-adherence to this policy by a Marine can result in disciplinary or administrative action.

- **Sexual Assault** is a crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent.
- **Sexual Harassment** is a form of sex discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
  - Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment

3. Certification. I certify that I understand the Marine Corps policy regarding sexual assault and sexual harassment; and that sexual assault and sexual harassment in the Marine Corps is prohibited. I understand that I am expected to report any instance of sexual assault or sexual harassment. Furthermore, the Marine Corps will conduct formal training about Sexual Assault Prevention and Response (SAPR) at recruit training and throughout assignments in the Marine Corps.

\_\_\_\_\_  
(Applicant's Signature)

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

\_\_\_\_\_  
(Applicant's Printed Name)

\_\_\_\_\_  
(Last 4 SSN)

4. Recruiter/OIC Verification. I verify that I have explained the Marine Corps policy on sexual assault and sexual harassment to the above named applicant.

\_\_\_\_\_  
(Witness's Signature)

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

5. MEPS LNCO Certification. I certify the above named applicant understands the Marine Corps policy on sexual assault and sexual harassment.

\_\_\_\_\_  
(MEPS LNCO Signature)

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

## RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES

(Revised)

1. Military life is fundamentally different than civilian life. As a member of the Armed Forces, you represent the military establishment and occupy a unique position in society. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the Armed Forces, and as a service member you are subject to military laws and regulations, including the Uniform Code of Military Justice, at all times and in all places, both on and off base, from the time you enter the Armed Forces until discharged or otherwise separated from the Armed Forces.

2. You must also be ready at all times for world-wide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, regulations, customs and traditions impose certain restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons, including, but not limited to, the following:

- a. Commission of a military or civilian criminal offense;
- b. Unlawful drug involvement;
- c. Intentional misrepresentation or omission of material fact in obtaining an appointment in the Armed Forces;
- d. A pattern of discreditable involvement with military or civilian authorities;
- e. Illegal discrimination based on race, creed, color, sex, religion, or national origin;
- f. Advocating the use of force or violence against any Federal, State, or local Government in contravention of the law;
- g. Conduct that can disrupt or degrade the mission or effectiveness of your unit;

h. Conduct that would bring discredit on the Armed Forces in the view of the civilian community;

i. Inability to perform your duties satisfactorily or being unavailable for world-wide assignment or deployment because of parental responsibilities; or

j. Failure to comply with the Marine Corps' weight control and body composition standards.

3. I have read and understand the contents of this document.

---

Applicant

---

Marine Officer Representative

---

Signature      Date

---

Signature      Date

**STATEMENT OF UNDERSTANDING**  
**MARINE CORPS POLICY CONCERNING ILLEGAL USE OF DRUGS**

1. Purpose. The purpose of this document is to make sure that you completely understand the Marine Corps policy on the illegal use of drugs.

2. Policy. The illegal distribution, possession, or use of drugs is not tolerated in the United States Marine Corps. Furthermore, each instance of illegal drug use by a Marine makes that Marine unfit for duty and a risk to the safety of fellow Marines.

3. Although legal in some jurisdictions, Marines are prohibited from using marijuana. Commercially produced Hemp products are available to consumers. These Hemp products may contain up to .3 percent THC. The Food and Drug Administration (FDA) does not certify the THC concentration of commercially available Hemp products. These products may contain appreciable levels of THC, yet omit any reference to THC on the product label and/or list an inaccurate THC concentration. **Marines are prohibited from using any product made or derived from hemp (as defined in 7 U.S.C. 1639o), including CBD, regardless of the product's THC concentration, claimed or actual, and regardless of whether such product may lawfully be bought, sold, and used under the law applicable to civilians. The use of these products could result in a THC-positive urinalysis.**

4. Certification. I certify that I completely understand the Marine Corps policy on the illegal use of drugs. **I understand that I will be given a urinalysis test for drugs during my initial MEPS physical and within 24 hours of my arrival at Officer Candidates' School (OCS). I understand that if I test positive for drugs at the MEPS, I will be disqualified for enlistment. I understand that if I test positive on the urinalysis at OCS, then I will be subject to an administrative discharge from the Marine Corps and possibly to courts-martial.**

\_\_\_\_\_  
(Applicant's Signature)

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

\_\_\_\_\_  
(Applicant's Printed Name)

\_\_\_\_\_  
(Social Security Number)

5. Officer Verification. I certify that I have completely explained the Marine Corps policy on the illegal use of drugs to the above named applicant and advised them to be thoroughly honest in completing the Drug Statement page.

\_\_\_\_\_  
(Officer's Signature)

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

\_\_\_\_\_  
(Officer's Printed Name)

## STATEMENT OF UNDERSTANDING

### MARINE CORPS POLICY CONCERNING FRATERNIZATION

1. **Purpose.** The purpose of this document is to insure that you understand the Marine Corps policy on fraternization.
2. **Policy.** Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of naval service. Fraternization may be charged as an offense under the Uniform Code of Military Justice. The only exceptions are familial relationships, such as marriages that occur prior to the date of commissioning and relationships between parents and children or between siblings.
3. **Certification.** I certify that I have read the Marine Corps policy on fraternization. I understand that violation of this policy can result in adverse action to include, but not limited to, disenrollment from the Officer Candidates School, and, once commissioned, processing for administrative discharge, and courts-martial.

\_\_\_\_\_  
Applicant' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant' Printed Name

4. **Marine Officer Verification.** I certify that I have completely explained the Marine Corps policy on fraternization to the above named applicant.

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

\_\_\_\_\_  
Date

NAME: (LAST, FIRST, MIDDLE)

LAST 4 SSN

PROGRAM

MECEP

## SERVICEMEMBERS CIVIL RELIEF ACT ADVICE AND STATEMENT OF UNDERSTANDING

1. I, \_\_\_\_\_, by my signature at the bottom of (Name-typed or printed) (Last, First, Middle Initial) this page, am hereby informed of the rights I gain as a servicemember under the Servicemembers Civil Relief Act of 2003 (50 U.S.C. App §§ 501-597b) (the "SCRA"). I am also hereby informed, as required by 50 U.S.C. App § 515, regarding how I may learn more about the extent of these rights and how to exercise those rights.

### 2. GENERAL INFORMATION:

The Servicemembers Civil Relief Act of 2003 is a Federal law that replaced the Soldiers and Sailors Civil Relief Act. It provides many new legal rights to you and, in some cases, your dependents. For more information on the SCRA and how to exercise your rights, you should (a) consult with a military Legal Assistance attorney provided to you (and your spouse) free of charge at most military installations, and (b) read the SCRA information found at [http://www.marines.mil/unit/judgeadvocate/Pages/JAL/JAL\\_home.aspx](http://www.marines.mil/unit/judgeadvocate/Pages/JAL/JAL_home.aspx) or <https://www.nko.navy.mil/portal/home> [enter "SCRA" in the search box].

### 3. WHO IS COVERED:

Members of the Air Force, Army, Coast Guard, Marine Corps, and Navy on active duty (including Reserves ordered to active duty), Public Health Service and National Oceanic and Atmospheric Administration Officers, and National Guard members called to Federal active service in excess of thirty (30) days. U.S. citizens serving with a U.S. allied force in the prosecution of a war or military action are likewise covered. Dependents (which generally includes spouse, children, and those you provide more than one-half of their support) of these people are covered under some sections of the SCRA.

4. RIGHTS. A useful, but not all inclusive summary of the SCRA's many rights follows:

a. **Exercising Your Rights:** you may exercise your SCRA rights yourself, or you may have (i) an attorney, or (ii) another person to whom you have delegated (by Power of Attorney) the ability to exercise your SCRA rights for you;

b. **Retaliation Protection:** creditors, landlords, insurers, and others may not take adverse action (for example, denying credit, issuing adverse credit reports) against you *solely* because you exercise your SCRA rights;

c. **Terminating Leases and Cell Phone Contracts:** you may be able to terminate a lease for your home, apartment, business, or motor vehicle. You may also be able to terminate a cell phone contract that you signed prior to active duty, or during active duty when you receive deployment or PCS orders;

d. **6% Interest Rate Cap on Debts:** some pre-service debts (but no debts incurred during active duty) may be limited to a six percent (6%) interest rate, if you follow the SCRA's procedures. Examples include mortgages, consumer debts, and federally insured student loans;

e. **Eviction Protection:** you or your dependents may not be evicted from a dwelling with rent not greater than \$2,975.54 (as of Jan 2011) without a court order; if the landlord obtains a court order, a court may delay the eviction for 90 days;

f. **Installment Contracts for Property:** pre-service installment contracts for real or personal property (including a motor vehicle) where you have made deposits or payments may not be terminated or the property repossessed for breach or non-payment *unless* a court issues a court order;

g. **Stays/Delays in Proceedings:** if you cannot appear at court or an administrative proceeding concerning a civil matter because of your military service, you may request an automatic 90-day delay in any judicial (court) or administrative hearing, by following the SCRA's procedures; you may also request additional stays if you cannot appear due to your military service; this does not apply to criminal proceedings.

h. **Default Judgments:** if you do not respond to a lawsuit against you, you may be ruled against in a "default judgment"; before a judgment is entered, the opposing party must inform the court whether you are in the military, and if so, the court must appoint an attorney to represent your interests; if default judgment is entered against you, you may attempt to *reopen* that judgment no later than 90 days after you leave the military service;

i. **Statutes of Limitations:** except with regard to IRS (federal tax) laws, your period of military service is *excluded* from calculating statutes of limitations (times during which court actions or administrative proceedings may be brought *by* or *against* you or your heirs, executors, administrators, or assigns);

j. **Mortgages and Storage Liens:** actions to enforce pre-service mortgages or storage liens generally must be stayed or adjusted during your military service, if you appropriately so request from the court, sales, foreclosures, or seizures without court order will be invalid unless you have executed a valid SCRA waiver;

k. **Taxes:** generally (1) your and your spouse's state of legal residence and domicile is unaffected by your military service within other states; (2) your military compensation is not "income" for tax purposes of states where you are not a legal resident or domiciliary; (3) states where you are not a legal resident or domiciliary cannot use your military income to increase your spouse's tax liability; (4) upon your request, the federal and state government tax authorities *may* grant deferrals of income taxes due before or during military service, but cannot add interest or penalties if they grant your deferral request; (5) your property cannot be sold or foreclosed to satisfy your unpaid taxes except by court order; (6) the amount of taxes (other than income tax) or assessments due and unpaid will bear an interest rate of 6% per year and courts *can* stay proceedings to enforce tax collection, assessment, or tax-related property sales.

l. **Professional, Health, Life Insurance:** (a) certain types of professional liability insurance may be suspended during active duty upon written request, and reinstated upon release from active duty, with restrictions on how premiums may be increased during your active duty service; (b) health insurance active the day before your service commences, terminated during active duty, generally may be reinstated within 120 days from your release from active duty; (c) for life insurance policies in force 180 days or more before your service, coverage may not be decreased, nor premiums increased, and you may request the Secretary of Veteran Affairs to protect policies up to the greater of \$250,000 or an amount equal to the SGLI maximum limit from termination due to nonpayments of premiums, interest, or indebtedness on a premium, during your military service and 2 years thereafter.

m. **Small Owner business Protection:** if you are personally liable for obligations of your business or trade, your non-business assets and military pay are, in general, sheltered from creditors with respect to those obligations during your military service;



Future Marine,

Congratulations on your decision to claim the title "United States Marine." Your decision to join the world's most elite fighting force is a testament to your desire to become part of something greater than yourself. By stepping forward and accepting the challenge to serve your country as a United States Marine, you have taken the first step in becoming a member of our team. Our core values are Honor, Courage and Commitment. As you prepare to attend training here's what we expect of you:

**HONOR** is our most important characteristic. As Marines, we dedicate ourselves to an uncompromising code of integrity, loyalty, and respect for others. Every Marine is a vital member of our team and family. As members of one family, we must always remember that we are the guardians of our brothers and sisters in arms. We never leave a Marine behind. Our expectation of each Marine is dedication and commitment to each another. This implicit trust and respect enables unit cohesion and mission accomplishment on the battlefield.

**COURAGE** is the demonstration of strength and character. You must have both physical and moral courage to be a Marine. Physical courage is having the strength to overcome pain, fear, and hardship in support of mission accomplishment and your fellow Marines. Moral courage is demonstrating higher standards of conduct and the inner strength to do what is right at all times regardless of the consequence. We will expect you to exercise both forms of courage every day.

**COMMITMENT** is the determination to live your life with discipline and a standard of excellence worthy of being called a professional warrior. Professional warriors must also be good citizens. Commitment is a two-way street: we will match your commitment to serve as a Marine with our own pledge to prepare and develop you as a professional member of our team. We are dedicated to your physical preparation and the lifelong growth and development of your character.

Marines uphold our character and core values in "every clime and place," whether on duty, off duty, online or back home with friends and family. Our Corps can only be successful with men and women of character to defend these values. Your character and personal commitment will be your foundation for success when facing the difficulties of tomorrow. By signing this contract, you commit to live by our core values of Honor, Courage, and Commitment. When you earn the title "Marine" you will join a great legacy. As a Marine, you must protect that legacy every day. We look forward to serving with you as a valued member of our Corps!

Semper Fidelis,

Walker M. Field  
Major General, U.S. Marine Corps  
Marine Corps Recruiting Command

\_\_\_\_\_  
Future Marine

\_\_\_\_\_  
U.S. Marine OSO/Recruiter

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

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

\_\_\_\_\_  
Date

n. **Voting Rights:** your and your spouse's residency for Federal, State, or local voting purposes is unaffected by your absence from your voting state due to your military service;

o. **Other Relief:** you may apply to courts for "general relief" on other matters no later than 180 days from your release from military service.

**5. WAIVER OF SCRA RIGHTS.** You may waive any of the rights and protections provided by the SCRA. Waivers of many rights and protections must be in writing in an instrument separate from the obligation or liability to which it applies. You should consult with a Legal Assistance attorney before waiving your rights.

**6. EXERCISING YOUR RIGHTS:** There are many time limitations and procedural requirements for you to exercise your SCRA rights. If you have any questions about your rights or anticipate needing to exercise your SCRA rights, immediately seek the advice of free military Legal Assistance attorneys.

**7. SIGNATURE BELOW:** Signing this document indicates that you have reviewed this document completely and understand its contents.

<b>16a. SIGNATURE</b>		<b>DATE</b>
<b>17. WITNESS AND ACCEPTANCE.</b> The execution of this document was witnessed by me who accepted it on behalf of the United States Department of Defense as fulfilling the notice requirement of the SCRA of 2003.	<b>a. SIGNATURE</b>	<b>DATE</b>

FOR OFFICIAL USE ONLY

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**  
(5 U. S. C. 552A)

**PART A GENERAL**

The Marine Corps uses a variety of forms in administering matters related to the individual Marine. Forms are necessary for enlistment and reenlistment, evaluating performance, applying for training and assignments, granting leave, disciplinary action, administering pay, and other purposes. In some instances, these forms involve the collection of personal information from the individual Marine. Information such as home address and telephone number, names and other information on dependents, preference for duty, address on leave, and the individual's Social Security Number are illustrative of the information asked for on forms.

The Privacy Act of 1974 requires that you be informed of the authority, purposes, uses, and effects of not providing information when it is requested from you. In order to eliminate the need for issuing an individual statement each time information is requested from you about matters such as those described, this statement serves as a one-time Privacy Act Statement which is intended to satisfy the requirements of the Privacy Act when forms related to your personnel and pay records are used. If you desire more information about a specific form when it is used, your commanding officer will provide such information upon request.

Pursuant to the Computer Matching and Privacy Protection Act of 1988 (P.L. 100-503), information furnished may or will be subject to verification by computer matching (internally or with another specific agency). The match may be necessary to verify accuracy of data, and to uncover waste, fraud, or abuse in Federal Programs.

**PART B - INFORMATION TO BE FURNISHED TO INDIVIDUAL**

**1. AUTHORITY**

Title 5, U.S. Code, Section 301, is the basic authority for maintaining personnel and pay records. Use of Social Security Number as a means of personal identification is authorized by Executive Order 9397 of 23 November 1943.

**2. PRINCIPAL PURPOSES**

The basic purposes of personnel and pay records are to enable officials and employees of the Marine Corps to efficiently manage personnel resources; to administer pay and allowances; to screen and select individuals for promotion; to provide educational and training programs; to administer appeals, grievances, discipline, litigation, investigations, and adjudication of claims; to administer benefits and entitlements; and to manage retirement and veterans affairs programs. Further information about the purposes and uses of information being requested from can be obtained by consulting the applicable description for system such as the following:

<u>SYSTEM DESCRIPTION</u>	<u>SYSTEM NUMBER</u>
Marine Corps Military Personnel Records System	MMN 00006
Bond and Allotment System	MFD 00004
Joint Uniform Military Pay System/Manpower Management System	MFD 00003

**3. ROUTINE USES**

Information included in personnel and pay records is used by officials and employees of the Marine Corps in the execution of their official duties. The information is also used under certain conditions by officials and employees elsewhere in the Department of Defense; by other Federal agencies such as the General Accounting Office; Office of Personnel Management; Veterans Administration; the Federal Bureau of Investigation and other Federal, state, and local law enforcement authorities; and the General Services Administration. Information is also furnished to Congressional sources. Your Social Security Number is used as a means of personal identification.

**4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION**

Disclosure of information required on forms related to personnel and pay records is mandatory. An individual may, at his or her option, elect not to apply for benefits and services to which entitled (leave, registration of allotments, etc.) but once the individual has made the decision to apply for such benefits the disclosure of information on related forms becomes a mandatory action. Failure to provide requested information could have the effect of denying certain benefits and would hamper the efficient management of an individual's career while in the Marine Corps. Disclosure of your Social Security Number if mandatory.

**PART C - STATEMENT OF UNDERSTANDING BY THE INDIVIDUAL**

I have read and understand this statement, I understand that I may have the opportunity to review published systems notices and current Marine Corps directives which pertain to forms which I am asked to complete.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of the Individual

\_\_\_\_\_ Social Security No.

**PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS**

NAVMC 11000 (REV. 5-90) (EF) SN: 0109-LF-064-8800

(5211)

*(File Original in OQR or SRB; Provide Copy to Individual)*

**MARINE CORPS RECRUITING COMMAND  
STATEMENT OF UNDERSTANDING  
MARINE CORPS UNIFORM REGULATIONS FOR STANDARDS OF PERSONAL APPEARANCE**

**POLICY**

In accordance with insert MARADMIN, Marines will present the best possible image at all times and continue to set the example in military presence. Marine Corps Uniform Regulations strictly **prohibit** mutilation of the body or any parts in any manner, and attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under the skin, tongue or any other body part. Tattoos on the head (including in or around the mouth), neck area, hands, fingers, and any tattoos on other parts of the body, that are prejudicial to good order and discipline, gang or extremist group related, or bring discredit to the Marine Corps are also **prohibited**.

**UNDERSTANDING**

I understand that mutilation of the body or any body parts in any manner is **prohibited** and that attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under the skin, tongue or any other body part is **prohibited** with the exception of females wearing earrings consistent with the Marine Corps regulations.

I understand that tattoos located anywhere on the body that are prejudicial to good order and discipline, or are of a nature to bring discredit upon the Marine Corps, are **prohibited** (Examples include, but are not limited to, tattoos that are drug-related, gang-related, extremist, obscene or indecent, sexist, or racist).

I understand that tattoos on the head or neck, including in or around the mouth area, are **prohibited** and that tattoos on the chest or back must be covered by wearing a properly fitting crew-neck undershirt with no portion of the tattoo showing.

I understand that tattoos on the hands, and fingers are **prohibited**, with the exception of a single band tattoo of no more than 3/8 of an inch in width on one finger of each hand.

I understand that any tattoo only visible with the use of ultra-violet light must still adhere to the same requirements, limitations, and prohibitions applicable to visible tattoos.

I understand that I will be screened for tattoos, brands and body ornamentations, and must complete the Marine Corps Tattoo Screening Form. I further understand I will be re-screened prior to shipping to recruit training or my request for appointment for any additional tattoos, brands and body ornamentations received while in the Delayed Enlistment Program or Officer commissioning process.

**Certification**

I certify that I completely understand the Marine Corps policy on the tattoos, brands, and ornamentations and I have reviewed the tattoo policy graphics on page three of this statement of understanding.

Applicant's Printed Name	Applicant's Signature	Date
Certifying Officer / Recruiter's Printed Name	Certifying Officer / Recruiter's Signature	Date
MEPS LNCO Printed Name (Non-prior service enlisted only)	MEPS LNCO Signature (Non-prior service enlisted only)	Date

**Subject: MARINE CORPS POLICY CONCERNING MILITARY OCCUPATIONAL  
SPECIALTIES (MOS) TO ALL OFFICER APPLICANTS**

1. Purpose. The purpose of this document is to provide notification of the Marine Corps policy on the integration of women into all military occupational specialties (MOS).

2. Policy. In January 2013 the Department of Defense eliminated the "1994" Direct Ground Combat Definition and Assignment Rule, which effectively removed the remaining barrier to the integration of women into all military occupational specialties and career fields within the U.S. military. On 3 December 2015, the Secretary of Defense announced that no exceptions to full integration of women into all MOSs were warranted. On 2 January 2016, in a deliberate, measured and responsible process, the Marine Corps will commence an implementation plan to expand active and reserve ground combat arms opportunities for women in the service.

3. Certification. I certify that I have read the Marine Corps' policy on integrating women into all MOSs. I fully understand that I have the opportunity to qualify for service in any MOS.

\_\_\_\_\_  
**Applicants Signature**

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

\_\_\_\_\_  
**Applicants Printed Name**

**X X X - X X - \_ \_ \_ \_**  
**Applicants Last 4 of SSN**

## NATIONAL AGENCY CHECK

### NATIONAL STATEMENT OF UNDERSTANDING

1. I \_\_\_\_\_ understand that my National Agency Check (NAC) investigation was not completed in time for my initial Appointment to Second Lieutenant in the United States Marine Corps/Reserve in accordance with the Department of Defense Security Regulations 5200.2R.
2. If my NAC is completed and returned with derogatory information of a nature that would normally preclude appointment, I understand that I will be processed for administrative separation in accordance with current directive.
3. This document will remain in my service records until the result of my NAC is returned with favorable results and at that time it will be removed from my service records and destroyed.

\_\_\_\_\_  
SIGNATURE OF WITNESS  
(MUST BE COMMISSIONED OFFICER)

\_\_\_\_\_  
SIGNATURE OF APPOINTEE AND DATE

## **PARTICIPATION IN CRIMINAL GANGS AND EXTREMIST ORGANIZATIONS AND ACTIVITIES**

I, \_\_\_\_\_ by my signature below, acknowledge that I have been informed and understand the Marine Corps policy regarding participation in any criminal gang, extremist group, organization or activity.

**Purpose:** The purpose of this document is to ensure that every Marine completely understands the Marine Corps policy regarding participation in criminal gangs and extremist groups, organizations, and activities.

**General Information:** Any participation either in person or via electronic communications with criminal gangs or extremist groups, activities, or organizations is inconsistent with Marine Corps core values and equal opportunity regarding race, color, religion, sexual orientation, gender, gender identity, disability, or national origin.

**Policy:** It is U.S. Marine Corps policy to provide equal opportunity to all members of the Marine Corps regardless of race, color, religion, sexual orientation, gender, gender identity, disability, or national origin. This is vital in order for unit commanders to maintain the high moral standards of the Marine Corps, maintain good order and discipline, instill unit cohesion and high morale, and is essential in order to accomplish its mission. Marines are prohibited from actively participating in extremist activities. Further Marines are prohibited from actively participating in or advocating criminal gang doctrine, ideology, or causes.

(1) **Extremist Activities.** The term "extremist activities/ criminal gangs" means:

(a) Advocating or engaging in unlawful force, unlawful violence, or other illegal means to deprive individuals of their rights under the United States Constitution or the laws of the United States, including those of any State, Commonwealth, Territory, or the District of Columbia, or any political subdivision thereof.

(b) Advocating or engaging in unlawful force or violence to achieve goals that are political, religious, discriminatory, or ideological in nature.

(c) Advocating, engaging in, or supporting terrorism, within the United States or abroad.

(d) Advocating, engaging in, or supporting the overthrow of the government of the United States, or any political subdivision thereof, including that of any State, Commonwealth, Territory, or the District of Columbia, by force or violence; or seeking to alter the form of these governments by unconstitutional or other unlawful means (e.g., sedition).

(e) Advocating or encouraging military, civilian, or contractor personnel within the DoD or United States Coast Guard to violate the laws of the United States, or any political subdivision thereof, including that of any State, Commonwealth, Territory, or the District of Columbia, or to disobey lawful orders or regulations, for the purpose of disrupting military activities (e.g., subversion), or personally undertaking the same.

(f) Advocating widespread unlawful discrimination based on race, color, national origin, religion, sex (including pregnancy), gender identity, or sexual orientation.

(2) **Active Participation.** For purposes of this section, the term "active

participation" means the following, except where such activity is within the scope of an official duty (e.g., intelligence or law enforcement operations):

(a) Advocating or engaging in the use or threat of unlawful force or violence in support of extremist activities.

(b) Advocating for, or providing material support or resources to, individuals or organizations that promote or threaten the unlawful use of force or violence in support of extremist activities, with the intent to support such promotion or threats.

(c) Knowingly communicating information that compromises the operational security of any military organization or mission, in support of extremist activities.

(d) Recruiting or training others to engage in extremist activities.

(e) Fundraising for, or making personal contributions through donations of any kind (including but not limited to the solicitation, collection, or payment of fees or dues) to, a group or organization that engages in extremist activities, with the intent to support those activities.

(f) Creating, organizing, or taking a leadership role in a group or organization that engages in or advocates for extremist activities, with knowledge of those activities.

(g) Actively demonstrating or rallying in support of extremist activities (but not merely observing such demonstrations or rallies as a spectator).

(h) Attending a meeting or activity with the knowledge that the meeting or activity involves extremist activities, with the intent to support those activities:

1. When the nature of the meeting or activity constitutes a breach of law and order;

2. When a reasonable person would determine the meeting or activity is likely to result in violence; or

3. In violation of off-limits sanctions or other lawful orders.

(i) Distributing literature or other promotional materials, on or off a military installation, the primary purpose and content of which is to advocate for extremist activities, with the intent to promote that advocacy.

(j) Knowingly receiving material support or resources from a person or organization that advocates or actively participates in extremist activities with the intent to use the material support or resources in support of extremist activities.

(k) When using a government communications system and with the intent to support extremist activities, knowingly accessing internet web sites or other materials that promote or advocate extremist activities.

(l) Knowingly displaying paraphernalia, words, or symbols in support of extremist activities or in support of groups or organizations that support extremist activities, such as flags, clothing, tattoos, and bumper stickers, whether on or off a military installation.

(m) Engaging in electronic and cyber activities regarding extremist activities, or groups that support extremist activities - including posting, liking, sharing, re-tweeting, or otherwise distributing content - when such action is taken with the intent to promote or otherwise endorse extremist activities. Military personnel are responsible for the content they publish on all personal and public Internet domains, including social media sites, blogs, websites, and applications.

(n) Knowingly taking any other action in support of, or engaging in, extremist activities, when such conduct is prejudicial to good order and discipline or is service-discrediting.

**(3) Criminal Gangs**

(a) Service members must not actively advocate criminal gang doctrine, ideology, or causes. Active participation in such gangs or organizations is prohibited. Active participation, as applied to criminal gangs, includes, but is not limited to, fundraising; demonstrating or rallying; recruiting, training, organizing, or leading members; distributing material (including posting on-line); knowingly wearing gang colors or clothing; having tattoos or body markings associated with such gangs or organizations; or otherwise engaging in activities in furtherance of the objective of such gangs or organizations that are detrimental to good order, discipline, or mission accomplishment or are otherwise incompatible with military service.

**Acknowledgement:** I have read and fully understand the Marine Corps policy regarding participation in criminal gangs, extremist groups, organizations or activities.

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

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
DD MMM YYYY

**Addendum to NAVMC 10418-1/ONE Information Sheet**  
Accession Screening Questionnaire

**Purpose:** In order to proactively address and eliminate extremism actively within the ranks recruiting personnel will screen officer applicants by completing the following questionnaire.

**Instructions:** Answer the following questions by selecting Yes or No. Additionally, provide an explanation for all yes answered questions.

*Where the term “electronic communications” is referenced in the questions below, it refers to content the individual has published on all personal and public Internet domains, including but not limited to emails, text messages, social media sites, blogs, websites, and applications.*

1. Has the applicant ever participated, either in person or via electronic communications, in an act of treason, terrorism or sedition against the United States, regardless of whether the action resulted in a citation, arrest, or conviction?

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2. Has the applicant ever associated with, either in person or via electronic communications, persons who are attempting to commit or who are committing an act of treason, terrorism, or sedition against the United States?

---

3. Has the applicant ever associated with, either in person or via electronic communications, persons or organizations that advocate, threaten, or use force or violence, or use any other illegal or unconstitutional means in an effort to:

a. Overthrow or influence the U.S. Government or any state or local government?

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**Addendum to NAVMC 10418-1**  
Accession Screening Questionnaire

b. Prevent Federal, state, or local government personnel from performing their official duties?

---

c. Gain retribution for perceived wrongs caused by Federal, state, or local government?

---

d. Prevent others from exercising their rights under the Constitution of laws of the United States or of any state?

---

4. Has the applicant, either in person or via electronic communications, ever advocated for the denial of civil rights based on the supremacy of one race, color, religion, national origin, sexual orientation, gender, gender identity, or disability over another race, color, religion, national origin, sexual orientation, gender, gender identity, or disability?

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5. Has the applicant, either in person or via electronic communications, ever committed or conspired to commit a crime motivated by bias against race, color, religion, national origin, sexual orientation, gender, gender identity, or disability?

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Applicant Print / Sign / Date

---

Commissioned Officer Print / Sign / Date

## RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.

**PRINCIPAL PURPOSE(S):** To document your understanding of the prohibitions identified in section 7 of this form.

**ROUTINE USE(S):** The DoD Blanket Routine Uses found at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> apply to this collection.

**DISCLOSURE:** Voluntary. However, if you fail to provide the requested information or complete this form, you might not be able to complete your enlistment or receive training.

### INSTRUCTIONS

In accordance with DoDI 1304.33, this form will be read and signed no later than the first visit with a recruiter following a recruit's entry into the Delayed Entry Program or read and signed no later than the first day of entry-level training for a trainee. As a minimum, the signed original will be retained in the recruit's file until they enter active duty or in the trainee's file until they detach from the training command or school they are attending. Please initial beside each entry acknowledging that you have read and understand the statement.

1. RECRUIT/TRAINEE NAME <i>(Last, First, Middle)</i>	2. PAY GRADE	3. RECRUITING OFFICE/TRAINING COMMAND
4. RECRUITING OFFICE/TRAINING COMMAND ADDRESS <i>(City, State, ZIP Code)</i>	5. DATE SIGNED <i>(YYYYMMDD)</i>	6. SIGNATURE

### 7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUIT OR TRAINEE, I WILL NOT:

<i>(Initial)</i> _____	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruiter or trainer. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.
_____	b. Establish a common household with a recruiter/trainer, that is, share the same living area in an apartment, house, or other dwelling.
_____	c. Consume alcohol with a recruiter/trainer on a personal social basis.
_____	d. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruiter/trainer.
_____	e. Allow entry of any recruiter/trainer in my dwelling or privately-owned vehicle except to conduct official business. Exceptions are permitted for official business when the safety or welfare of the recruiter/trainer is at risk.
_____	f. Gamble with a recruiter/trainer.
_____	g. Make sexual advances toward, or seek or accept sexual advances or favors from, a recruiter/trainer.
_____	h. Lend money to, borrow money from, or otherwise become indebted to a recruiter/trainer.

**8. EXCEPTIONS.** Exceptions may be granted to accommodate relationships that existed prior to the start of the recruiting process or prior to the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruit's or Trainee's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruit's or Trainee's Commander, O-4 or higher, or a higher-level authority.

**DESCRIPTION OF EXCEPTION(S):**

<i>(Initial)</i> _____	9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.h., not granted an exception in paragraph 8, may result in disciplinary action.
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### 10. APPROVED BY

a. NAME <i>(Last, First, Middle Initial)</i>	b. TITLE	c. DATE SIGNED <i>(YYYYMMDD)</i>	d. SIGNATURE/RANK
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## SOCIAL MEDIA STATEMENT OF UNDERSTANDING

**PURPOSE:** The purpose of this document is to ensure that you understand the Officer Candidates School and Marine Corps policy regarding social media conduct.

**POLICY:** Photography and recorded video is not authorized aboard Officer Candidates School. A candidate's online conduct, to include social media use, is a digital extension of their individual persona. The Marine Corps does not tolerate harassment (to include sexual harassment), unlawful discrimination, abuse (specifically: hazing, bullying, ostracism, or retaliation), wrongful distribution or broadcasting of intimate images, or dissident and protest activity (to include supremacist activity). Your conduct as an officer candidate must be above reproach. Violation of the policy set forth may result in disenrollment from Officer Candidates School.

**CERTIFICATION:** I certify that I have read the Officer Candidates School and Marine Corps policy regarding social media conduct. I understand that any violation of this policy may result in adverse action, to include, but not limited to, disenrollment from Officer Candidates School, and once commissioned, processing for administrative separation or court-martial.

\_\_\_\_\_  
CANDIDATE'S SIGNATURE

CANDIDATE'S NAME (LAST, FIRST MI.)	DATE

## **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

## 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 total credit hours and do not have a Credit Transfer Evaluation completed by an NROTC affiliated college/university or have completed 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/E-JA/MCP-R:

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

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

Refer to the board announcement MARADMIN for foreign academic insitutions details.

## 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 Month/Day/Year)
  - Current PFT/CFT and Date (must match MCTFS TBTR) - unless NAVMC 11622 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 N/A, 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.

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 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.</b>
UNIT ADDRESS	Parent command mailing address for official correspondence
PROGRAM	Program applying for
ACAD MAJOR/EDU LEVEL	Major in current studies or degree
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	Pull ups total
PLANKS	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
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/LSAT	Aviation Selection Test Battery or Law School Admission Test 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**

<b>LAST NAME, FIRST, MI</b>		<b>FULL SSN</b>		<b>RANK/PMOS</b>		<b>EAS (YYMMDD)</b>		<b>MARITAL STATUS</b>		<b>RACE</b>	
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DOB (YYMMDD)		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%	PFT DATE	CFT SCORE	CFT DATE			
SAT MATH		CR	TOTAL	COMPOSITE ACT		AFQT	ASTB/LSAT	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 <u>ever</u> applied or been a member of any other officer program (PLC, OCC, NROTC, ECP, MECEP, MCP-R, RECP, E-JA or Service Academy)?											
2. Have you <u>ever</u> 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 <u>ever</u> 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 <u>ever</u> received a suspended sentence by a court?											
8. Have you <u>ever</u> been in jail, reform school, or penitentiary?											
9. Are you now, or have you <u>ever</u> been on parole, probation, suspension, or other forms of restraint (from law enforcement)?											
10. Are you a conscientious objector?											
11. Have you <u>ever</u> been psychologically or physically dependent upon any drugs or alcohol?											
12. Have you <u>ever</u> 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 <u>ever</u> had any tattoos, body piercings, ornamentation, or brandings and body mutilations? (Provide description, date received, location, and color photos of all tattoo(s) and/or brandings along with tattoo screening form and tattoo statement of understanding.)											
15. If prior enlisted, do you have any previous approved enlisted waivers?											
I certify that the information contained in the application is true, complete and correct to the best of my knowledge and belief. I understand that knowing and willful false statements on this form can be punished by a fine or imprisonment or both. (See U.S. Code Title 18, Section 1001).						Commissioned Officer's Signature:					
Member's Signature											
Date						Date					

(REV 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
- Ensure all pages of tattoo screening form are submitted

**MARINE CORPS RECRUITING COMMAND TATTOO SCREENING FORM**

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

**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*
	<input type="checkbox"/>	<input type="checkbox"/>

*\*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*
	<input type="checkbox"/>	<input type="checkbox"/>

*\*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: 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?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
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)?	<input type="checkbox"/>	<input type="checkbox"/>

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
	<input type="checkbox"/>	<input type="checkbox"/>

<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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
<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
	<input type="checkbox"/>	<input type="checkbox"/>
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

<b>NAME (Last, First, MI)</b>	<b>LAST 4 SSN</b>	<b>DATE</b>
<b>PART IV. REVIEW</b>		
<b>a. To be filled out for all enlisted applicants</b>		
<p>If applicant responded "yes" to questions 1 and/or 2, their tattoo/markings or history thereof must be reviewed by a commissioned officer to determine eligibility. If the applicant responded "yes" to questions 3 through 7, the applicant is ineligible (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand) for enlistment without a Region CG level adjudication. Digital photos are required for all reviews. Under no circumstances will any applicant be photographed in less clothing than the standard warm weather physical training uniform. Only the visible portion of tattoos outside of PT Gear are to be photographed for consideration. Applicants will hand draw pictures of tattoos not visible indicating content and location.</p>		
Commissioned Officer's Reviewing Comments:		
<p><b>Do Not Complete Part IV a.</b></p>		
<input type="checkbox"/> RS Review <input type="checkbox"/> Region Adjudication required <input type="checkbox"/> RA Review required (PSR)		
NAME/SIGNATURE OF COMMISSIONED OFFICER	RANK	BILLET
ALL QUESTIONABLE BODY MARKINGS ON REGARDING CONTENT OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE DECISIONING AUTHORITY FOR APPROVAL/REVIEW.		
<b>b. To be filled out for all Officer candidates (including enlisted to officer)</b>		
<p>(1) If candidate responded "yes" to questions 1 and/or 2, their tattoo/markings or history thereof must be reviewed by a commissioned officer to determine eligibility. If the applicant responded "yes" to questions 3 through 7, the applicant is ineligible (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand) for enlistment without a MCRC level adjudication review.</p>		
<p>(2) Digital photos are required for all reviews. Under no circumstances will any applicant be photographed in less clothing than the standard warm weather physical training uniform. Only the visible portion of tattoos outside of regulation are to be photographed for consideration. Candidates may hand draw pictures of tattoos not visible indicating content and location. Cross-check drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency.</p>		
<p>(3) All questionable body markings in regards to content, or location will be forwarded to the appropriate authority for approval/review. Check appropriate review authority:</p>		
<input type="checkbox"/> <u>Recruiting Station</u> : Review tattoos for applicants applying for PLC, OCC, and Four Year NROTC Scholarship programs.		
<input type="checkbox"/> <u>Marine Corps Recruiting Command</u> : Review tattoos for applicants applying for all other commissioning and Warrant Officer programs.		
NAME/SIGNATURE OF REVIEWING OFFICER	RANK	BILLET

## **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.

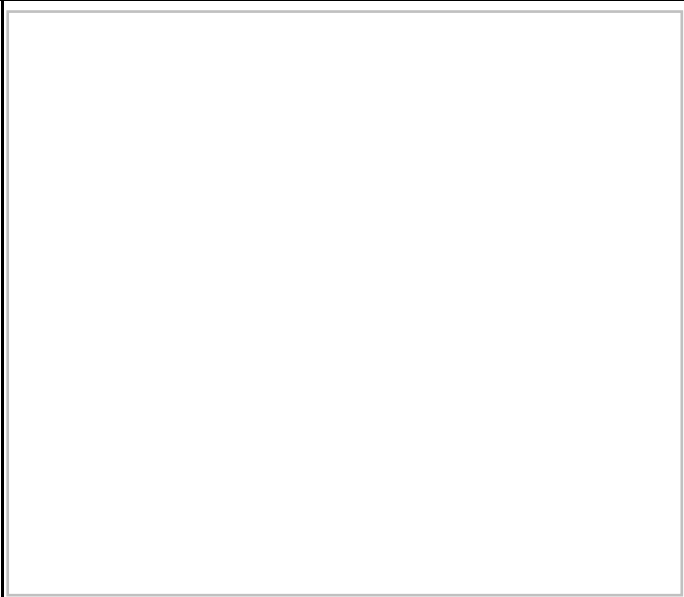
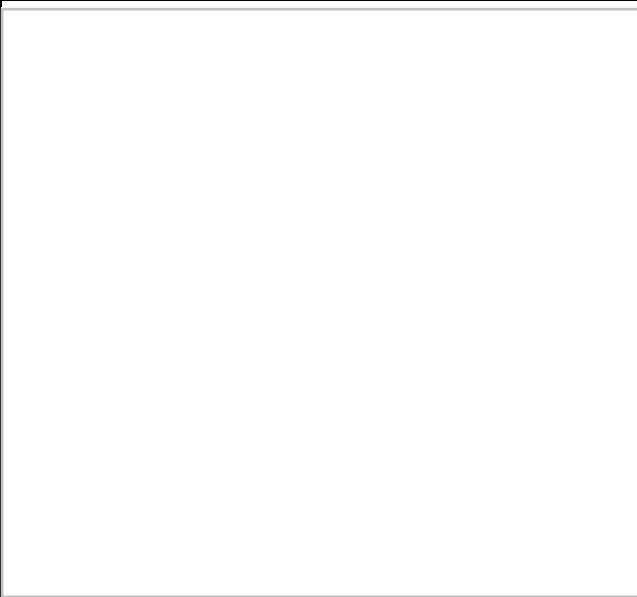
- Marines should seek administrative photography support from their local Communication Strategy and Operations (COMMSTRAT) Section when documenting their body markings to ensure acceptable quality imagery and compliance with applicable directives, including board announcement MARADMIN.
- Marines with 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 MCBUL 1020
- 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.

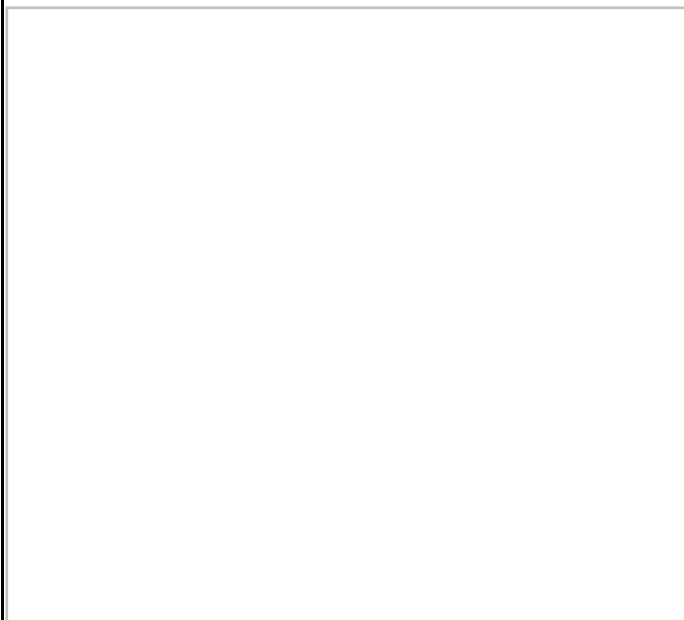
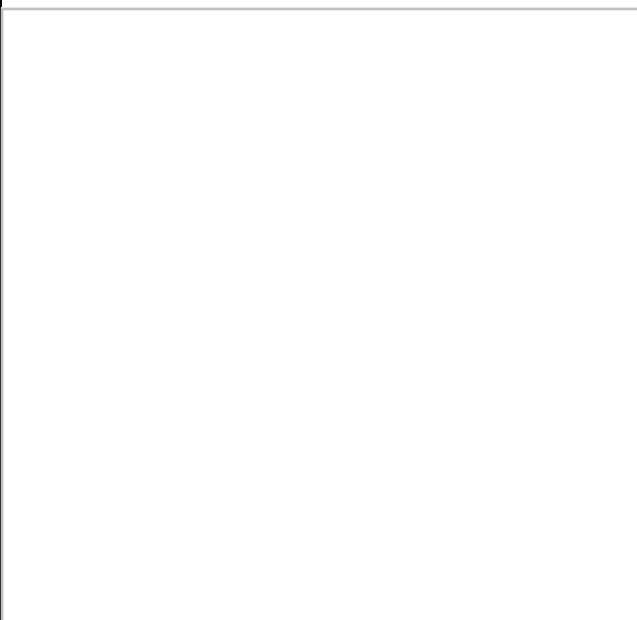


TATTOO NUMBER ONE

TATTOO NUMBER TWO

Size (in inches)	
Description	
Location	
Reason for review	

Size (in inches)	
Description	
Location	
Reason for review	



TATTOO NUMBER THREE

TATTOO NUMBER FOUR

Size (in inches)	
Description	
Location	
Reason for review	

Size (in inches)	
Description	
Location	
Reason for review	

Clear Form

ADDENDUM TO  
MARINE CORPS RECRUITING COMMAND TATTOO SCREENING FORM

NAME (Last, First, MI)		LAST 4 SSN		DATE			
						TATTOO NUMBER [ ] [ ]	
						Size (in inches) [ ] [ ]	
						Description [ ] [ ]	
						Location [ ] [ ]	
Reason for review [ ] [ ]							
						TATTOO NUMBER [ ] [ ]	
						Size (in inches) [ ] [ ]	
						Description [ ] [ ]	
						Location [ ] [ ]	
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
	<input type="checkbox"/>	<input type="checkbox"/>
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