

MCRC ON/E
Waiver Approval/Documentation Guide

1. This provides a description of the Tier waiver classification for severity of waivers at MCRC for applicants and participants in the Enlisted to Officer/NROTC (ON/E) Programs.

2. Tier I

- a. Traffic Offenses (5-9 minor traffic)
- b. Other non-traffic Offenses (1-2 offense)
- c. Dependent (Married with 1 dependent child or when applicant does not have custody of dependants)
- d. Drug Use, Marijuana 5x or less (Not within 12 months)

3. Tier II

- a. Traffic Offenses (10 or more with total fines less than \$500)
- b. Other non traffic Offenses (3-4 offenses)
- c. Misconduct Offenses(1 Misconduct Offense)
- d. DUI/DWI (DUI/DWI more than 1 year from contract date)
- e. Dependent (Married with more than one dependent child)
- f. Drugs (6-10 times Marijuana use and/or Marijuana within last 12 months.)
- g. Re-enrollment- (Candidate was accepted for any service OCS but did not complete training requirement either from failure to ship, failure to graduate, or failure to complete the terms of their contract)
- h. OCS NPQ - (One time NPQ at OCS)
- i. Re-enrollment - (ROTC/Service Academy Drop, withdrew or dismissed from any service ROTC program/Service Academy to which they had a contractual obligation)

3. Tier III

- a. Other Non-Traffic Offenses (5-6 ONTO)
- b. Misconduct Offenses (2-3 offenses)
- c. ROTC Drop/Service Academy Drop/OCS (Failed 2 commissioning sources any branch)
- d. DUI/DWIs (2 or more/less than 1 year has passed since single DUI/DWI)
- e. Age waiver (Ground and Law)
- f. Dependents (Not married with custody of children)
- g. Drugs (10 or more times Marijuana use)
- h. RE CODE (Any code other than RE-1A)

4. Tier IV

- a. Other non traffic offenses (7 or more)
- b. Tattoo, brandings, body marking etc
- c. Misconduct Offenses (4 or more)
- d. Age waiver (SNA/NFO)
- e. ASTB Test Score (1 point in 1 section)
- f. Reenrollment (Dropped from OCS and non-rec to return, OR failed 3 or more sources)
- h. Reenrollment (Did not accept commission)

5. MCRC Exception to Policy Requests Approval Authority

- a. Any other use of non-prescribed/illegal drugs
- b. Ht/Wt/BF% out of standard (MCO P6100.12)
- c. NPQ waiver not recommended by BUMED
- d. Major Misconduct (Juvenile or adult Felony)

e. ASVAB Test Score (AFQT less than 74)

f. Age greater than MPPM standard

6. Waiver Requests must contain all elements listed for each type of waiver.

7. All DD 214's are required for those applicants that have served on active duty to include members of a Reserve component who have attended basic training.

8. The waiver documentation checklists are listed for each waiver level with the elements required. If elements have already been submitted as part of a normal application package, notate that on Commander's waiver request endorsement

9. Tier I document checklist.

a. Five to nine traffic offenses

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement about the violations
(who, what, where, when, why, and how of each incident)

(4) All supporting documents (police checks, court documents, etc.)

b. One or two other non traffic offenses

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the violations
(who, what, where, when, why and how of each incident)

(4) All supporting documents. DD 369s (2 required).
One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the

record and provide a phone number and point of contact in the waiver package.

c. Dependent (Married with (1) dependent child or when applicant does not have custody of dependants)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Ensure that the statement details how the minor child will be taken care of and signed by caregivers.

(4) Supporting documents:

- (a) Birth Verification of Dependents;
- (b) Social Security Card(s) of Dependents;
- (c) Applicant's statement on FMF service;
- (d) Spouse/Custodial parent statement on FMF

service;

child;

- (e) Custodial parent statement for illegitimate
- (f) Applicant's financial statement.

d. Drug Use - Marijuana 5x or less

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) DD 2808, Page 2 (Drug Page from MEPS physical).

(4) DD 2807-1, Page 3 (Drug usage amount, last time used).

(5) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of drug use.

10. Tier II Waivers document checklist.

a. Ten or more traffic offenses

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the who, what, where, and when of each incident

(4) All supporting documents with proof that all incidents are closed (police checks, court documents, etc.)

b. Three or four other non traffic offenses

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the violations (who, what, where, when, why and how of each incident)

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must have proof that all incidents are closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

c. One Misconduct Offense

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the incident in detail (who, what, where, when, why. and how the event took place)

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must include

proof that the incident is closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

(5) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

d. DUI/DWI (1 DUI/ DWI more than one year ago)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement about the incident. Ensure that the statement provides all the pertinent information, detailing who, what, where, when, why and how the incident took place.

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. Request must include proof that the incident is closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

(5) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

e. Dependent (Married with more than (1) dependent child)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing how the minor child will be taken care of and signed by caregivers.

(4) All supporting documents:

- (a) Birth Verification of Dependents;
- (b) Social Security Card(s) of Dependents;
- (c) Applicant's statement on FMF service;
- (d) Spouse/Custodial parent statement on FMF service;
- (e) Custodial parent statement for illegitimate child;
- (f) Applicant's financial statement.

f. Drug Use - Marijuana 6-10 times use or Marijuana use in the last 12 months from contract

- (1) Officer Waiver/ETP Request Form (completed by MCRC ON/E)
- (2) Applicant Photo Page
- (3) DD 2808, Page 2 (Drug Page from MEPS physical).
- (4) DD 2807-1, Page 3 (Drug usage amount, last time used).
- (5) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of drug use.

g. Re-enrollment OCS Drop, failure to ship, failure to graduate, failure to complete the terms of their contract.

- (1) Officer Waiver/ETP Request Form (completed by MCRC ON/E)
- (2) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. Command endorsement should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(3) All supporting documents as applicable:

(a) All DD-214's

(b) Complete disenrollment package

(c) Complete OCS Board package if dropped from OCS

h. OCS NPQ - One time NPQ at OCS

(1) Officer Waiver/ECP Request Form
(completed by MCRC ON/E)

(2) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. Command endorsement should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

i. Re-enrollment - ROTC/Service Academy Drop

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of the applicant being dropped and what the applicant has done to correct these deficiencies. Command endorsement should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(4) All supporting documents as applicable:

(a) DD-214

(b) DD-368 if applicant is a Non-USMC Reservist & current ROTC student

(c) DD-785 if applicant was dis-enrolled from ROTC or was a Service Academy drop

11. Tier III Waivers document checklist.

a. Other Non-Traffic Offenses (5-6 ONTO)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the violations
(who, what, where, when, why and how of each incident)

(4) All supporting documents. DD 369s (2 required).
One DD 369 from arresting agency, the other from the appropriate
court where the incident was adjudicated. If no record exists,
or if the command is unable to get documentation, provide a
detailed explanation of what attempts were made to get the
record and provide a phone number and point of contact in the
waiver write-up.

b. 2-3 Misconduct Offenses

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the incident in
detail (who, what, where, when, why and how the event took
place)

(4) All supporting documents. DD 369s (2 required).
One DD 369 from arresting agency, the other from the appropriate
court where the incident was adjudicated. Request must include
proof that that the incident is closed. If no record exists, or
if the command is unable to get documentation, provide a
detailed explanation of what attempts were made to get the
record and provide a phone number and point of contact in the
waiver write-up.

(5) If an applicant has been on probation, a reference
from the probation officer is required (or a statement as to why
one cannot be obtained).

c. Re-enrollment - ROTC/Service Academy Drop (failed 2 or
more commissioning sources, OCS, Service Academy, ROTC)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. Commanding Officers should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(4) All supporting documents as applicable:

(a) DD-214

(b) DD-368 if applicant is a Non-USMC Reservist & current ROTC student

(c) DD-785 if applicant was dis-enrolled from ROTC or was a Service Academy drop

d. DUI/DWI (2 or more DUI/ DWI or 1 within 12 months)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement about the incident. Commanding Officers will ensure that the statement provides all the pertinent information, detailing who, what, where, when, why and how the incident took place.

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that all incidents are closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

(5) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

e. Age waiver: Ground and Law Age waivers are to be carefully screened by all approval authorities before

submission. Only those applicants who possess clearly superior attributes should be forwarded for review.

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. The Commanding Officers will ensure that the statement provides all the pertinent information, detailing how the applicant has prepared for the demanding physical challenges of Officer Candidate School.

(4) All supporting documents. A current PFT, conducted in the last 30 days must be entered into MCRISS and documented command endorsement and the waiver request form with height, weight, and body fat measurements, if applicable. Again, focus on the applicant's level of activity and their physical preparation for OCS.

f. Not married w/1 or more Dependents

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing how the minor child will be taken care of and signed by caregivers.

(4) All supporting documents as applicable:

(a) Sole Single Parent Statement.

(b) Court Order on child support.

(c) Birth Verification of Dependents.

(d) Social Security Card(s) of Dependents.

(e) Applicant's statement on FMF service.

service. (f) Spouse/Custodial parent statement on FMF

child. (g) Custodial parent statement for illegitimate

(h) Applicant's financial statement.

g. Drug Use, (More than 10 times Marijuana use)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Copy of Drug Abuse Statement.

(4) DD 2808, Page 2 (Drug Page from MEPS physical).

(5) DD 2807-1, Page 3 (Drug usage amount, last use).

(6) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of drug use.

12. Tier IV Waivers Document Checklist

a. Other Non-Traffic Offenses (more than 7)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the violations (who, what, where, when, why and how of each incident)

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that the incident is closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up.

b. Tattoo waiver (Any Number of tattoos, brandings, or other markings): *Any tattoos, body piercing, body sculpturing, marking or branding or altering of the flesh for artistic, ritualistic or religious means. Current MCRC policy should be used when determining if any tattoo, or other marking makes an applicant ineligible for application.*

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant full length color photo (conservative civilian attire, Service Members will be in Service C uniform or equivalent)

(4) Tattoo Screening Form

(5) Applicant's personal statement. Explanations on each tattoo, e.g., meaning of tattoo and date when applied.

(6) All supporting documents and CLEAR, digitally submitted color picture of each tattoo. Those tattoos that cannot be photographed due to sensitive location will be drawn by the applicant on white paper.

(7) Full body picture in Marine Corps Physical Training attire (green t-shirt, green shorts, white socks, running shoes) for excessive tattoo determination. Picture will be front and back view of applicant if tattoo is not visible in PT uniform. If tattoo is visible in PT uniform, photos will be front, back, and both sides of the applicant.

c. Misconduct Offenses (4 or more)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's statement explaining the incident in detail (who, what, where, when, why and how the event took place)

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must

include proof that the incident is closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver request package.

(5) If an applicant has been on probation, a reference from the probation officer is required (or a statement as to why one cannot be obtained).

d. Age Waiver (AIR/NFO)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing how SNC has prepared himself/herself for the demanding physical challenges of Officer Candidate School. Focus on SNC's physical fitness activities.

(4) Current and complete PFT page with HT/WT and body fat measurements.

(5) Copy of Birth Certificate

e. ASTB Test Scores Waiver:

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing why he/she should be approved.

(4) All supporting documents as applicable:

(a) Most current NOMI score sheet

(b) Most current college transcripts

(c) ASTB Score pages from all tests taken

f. Re-Enrollment (Dropped from three or more sources or dropped from OCS and not recommended to return by OCS)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when and why of the applicant being dropped and what the applicant has done to correct these deficiencies. Command endorsements should also reinforce how the applicant worked to eliminate his/her weaknesses and their preparation to return to OCS.

(4) All supporting documents as applicable:

(a) DD-214

(b) DD-368 if applicant is a Non-USMC Reservist & current ROTC student

(c) DD-785 if applicant was dis-enrolled from ROTC or was a Service Academy drop

(d) OCS Drop letter and package

g. Re-Enrollment (Did not accept commission)

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing the who, what, where, when, and why of the applicant not accepting their commission. Waiver package must have a statement detailing why they should be granted their commission at this time.

13. MCRC Exception to Policy Waivers document checklist.

a. Hard Drugs (non-prescribed, or illegal drugs)

- (1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)
- (2) Applicant Photo Page
- (3) Copy of Drug Abuse Statement
- (4) DD 2808/Page 2 (Drug Page from MEPS physical).

(5) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing the how, who, what, where, when, and why of drug use.

b. Ht/Wt/BF% out of USMC standards: For current standards, refer to MCO P6100.12 (Marine Corps Physical Fitness Test And Body Composition Program Manual) dated 10 May 2002

- (1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)
- (2) Applicant Photo Page
- (3) Applicant's body fat photographs

(4) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing how SNC has prepared himself/herself for the demanding physical challenges of Officer Candidate School.

(5) Supporting Documents: Body fat % (weight only): Measurements must be taken by Commissioned Officers, or verified when the applicant is of the opposite gender. Height waivers: Measurement of trouser inseam, waist, arm length, and shoe size (on waiver worksheet). Current PFT score and have clear photographs in USMC PT gear.

c. NPQ waiver if BUMED does not recommend waiver: For specific processing procedures guidance, refer to MCRC Frost Call 014-03 dated 3 March 2003 (reference (d))

- (1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)
- (2) Applicant Photo Page

(3) Applicant's personal statement. Ensure that the statement provides all the pertinent information, detailing how SNC has overcome his/her medical disqualifications, and focus on

his/her physical condition that would not hinder the outcome of Officer Candidate School.

(4) Supporting Documents: Any and all that you can find, a second opinion from a local doctor.

d. Juvenile or adult felony offenses waiver:

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing who, what, where, when, why and how of each incident.

(4) All supporting documents. DD 369s (2 required). One DD 369 from arresting agency, the other from the appropriate court where the incident was adjudicated. A request must include proof that the incident has been closed. If no record exists, or if the command is unable to get documentation, provide a detailed explanation of what attempts were made to get the record and provide a phone number and point of contact in the waiver write-up. "Mail to" Address Block must be completed to include phone number.

(5) If an applicant has been on probation, a reference from the probation officer (PO) is required (or a statement as to why one cannot be obtained). "Remarks" section must include PO's name and phone number.

e. ASVAB Test Scores Waiver (when applicable):

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant Photo Page

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing why he/she should be approved.

(4) All supporting documents. Review the conditions on the MCRC Officer Waiver Matrix.

f. Age greater than the ON/E standard:

(1) Officer Waiver/ETP Request Form
(completed by MCRC ON/E)

(2) Applicant's photographs

(3) Applicant's personal statement. Commanding Officers will ensure that the statement provides all the pertinent information, detailing how SNC has prepared himself/herself for the demanding physical challenges of Officer Candidate School. Focus on SNC's physical fitness activities.

(4) Current and complete PFT page with HT/WT and body fat measurements.

(5) Copy of Birth Certificate