

**REQUEST FOR APPOINTMENT LETTER**

Date: \_\_\_\_\_

From: Candidate \_\_\_\_\_  
Last Name, First Name, Middle Name SSN

Current Address \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-@\_\_\_\_\_  
Phone Number Email (No .edu email addresses) Marital Status Gender

\_\_\_\_\_  
Place of Birth Religious Preference

\_\_\_\_\_  
Race Ethnicity Citizenship

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

Via: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
(City) (County) (State)

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

5. Prior Military Service? \_\_\_\_\_. Active or Reserve  
(Branch of Service & Component)

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

\_\_\_\_\_

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

\_\_\_\_\_  
(Signature of Witness Officer) (Date) (Signature of Candidate)

**REQUEST FOR APPOINTMENT CHECKLIST**

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

- CO ENDORSEMENT
- REQUEST FOR APPOINTMENT LETTER

**Medical**

- MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER (S)
- DD FORM 2807-1, REPORT OF MEDICAL HISTORY AND DD FORM 2808, REPORT OF MEDICAL EXAMINATION (DO NOT SEND "WORKING COPIES") (CERTIFIED COPY)
- (OR)**
- DD FORM 2492 (DODMERB), REPORT OF MEDICAL HISTORY AND DD FORM 2351 (DODMERB), REPORT OF MEDICAL EXAMINATION (CERTIFIED COPY)
- ANNUAL CERTIFICATES OF PHYSICAL CONDITION (NAVMED 6120/3, NAVMED 6210/4 PERIODIC HEALTH ASSESSMENT, OR NSTC 1533/107)
- \*\*\*\*ENSURE THE MOST CURRENT CERTIFICATE date of \_\_\_\_\_ EXTENDS BEYOND THE COMMISSION DATE
- PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND RETURN TO FULL DUTY LETTERS
- DENTAL EXAM DATED \_\_\_\_\_ (WITHIN 12 MONTHS OF COMMISSIONING DATE)
- HIV RESULTS DATED \_\_\_\_\_ (WITHIN 24 MONTHS OF COMMISSIONING DATE)
- PAP PATHOLOGY RESULTS DATED \_\_\_\_\_ (WITHIN 36 MONTHS OF COMMISSIONING) (FEMALE ONLY)

**SNA**

- NAMI PHYSICAL EXAM QUALIFICATION
- (OR)**
- NAMI WAIVER LETTER / MCRC ENDORSED NAMI LETTER

**REQUEST FOR APPOINTMENT CHECKLIST**

Orders:

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

Contracts

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

Prior Service and Prior Commissioning Program

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

**REQUEST FOR APPOINTMENT CHECKLIST**

**Service Academy**

- SERVICE ACADEMY AGREEMENT TO SERVE (CERTIFIED COPY)

**NROTC**

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

**NAME, AGE, CITIZENSHIP**

- SOCIAL SECURITY CARD (CERTIFIED COPY)
- BIRTH VERIFICATION (CERTIFIED COPY)
- FOREIGN BIRTH CERTIFICATE; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/PROOF OF CITIZENSHIP (CERTIFIED COPY)
- DUAL-CITIZEN WILLINGNESS TO RENOUNCE LETTER (APPENDIX F IN THE MCRC OCM)
- CERTIFICATION LETTER FOR SECURITY CLEARANCE
- WAIVER OF DESIGNATION AS A SOLE SURVIVOR STATEMENT (IF APPLICABLE)

**DEPENDENTS**

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

**STATEMENTS OF UNDERSTANDINGS**

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

**REQUEST FOR APPOINTMENT CHECKLIST**

**Academic**

- MENTAL QUALIFIER ( ACT,  SAT,  ASVAB)
- NAVMC 10469 - ACADEMIC CERTIFICATION FORM COMP  
(OR)
- DEGREE OR DIPLOMA (CERTIFIED COPY)  
(OR)
- OFFICIAL TRANSCRIPTS (UNOFFICIAL TRANSCRIPTS FOR ON-E)

**SNA**

- ASTB-E QUALIFYING SCORE ( AQR -  PFAR)

**Law**

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

**APPLICANT INFORMATION**

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

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OSO/MOI/Service Academy Representative Signature

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Date

**MCRC USE ONLY:**

**Scroll:** ADL - RASL      **APPROVED DATE:** \_\_\_\_\_

**TBS Class:** \_\_\_\_\_