



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

IN REPLY REFER TO
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 CSA

SEP 30 2019

From: Commanding Officer, Officer Candidates School
 To: Selectees of Officer Candidates Class-233

Subj: WINTER 2020 OFFICER CANDIDATES SCHOOL CLASS DATE; CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

Encl: (1) Officer Candidate Pre-ship Checklist
 (2) SF 1199a (Electronic Funds Transfer form)

1. Purpose. This letter is an aid to all those involved in the preparation of officer candidates for Officer Candidates Class-233 (OCC-233) during the winter 2020 training cycle. This letter, along with the Officer Candidates School (OCS) website, <http://www.trngcmd.marines.mil/Northeast/Officer-Candidates-School/>, contains important information and responses to frequently asked questions by officer candidates. The website also includes physical training guidance, academic resources, and other preparation tips.

2. Class Date.

Class	Report Date	Graduation / Completion Date
OCC-233	4 January 2020	14 March 2020

3. Transportation. Officer candidates must collect and retain all travel receipts to and from OCS, as they will file a travel claim for reimbursement at either The Basic School (TBS), their Officer Selection Station (OSS), or parent command upon their return. All candidates must arrive in appropriate civilian attire (i.e. slacks with a belt (no blue jeans), a collared shirt, and dress shoes - no heels). Candidates that have transportation issues or are unable to meet the check-in deadline must call the OCS Officer of the Day (OOD) at 703-432-6050 or 540-419-5210, as well as their respective Officer Selection Officer (OSO). Those travelling by privately owned vehicle (POV) are encouraged to travel to the Quantico area one day prior and procure a local hotel room.

a. Arrival Flight Information. Officer candidates' flights must arrive at Ronald Reagan Washington National Airport (DCA), prior to 1900 on the report date listed above. The Marine Liaison Team at DCA will be in the Service "B" uniform and will greet officer candidates at DCA's United Services Organization (USO) beginning at 1200. Transportation from DCA to OCS will be provided to officer candidates from 1200 to 1930. Evening chow will be the only meal provided to officer candidates by OCS on the day of their arrival. Officer candidates who fly into any other airport or arrive at DCA after 2000 may secure transportation via airport shuttle at their own expense (average cost is \$75.00). The airport shuttle is located in the rental car section within DCA's or the other airports' baggage claim area. If candidates use the shuttle service, they must contact the OCS OOD and their OSO prior to departing the airport.

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(1) Inclement Weather. If a weather emergency causes the majority of inbound flights to be delayed or cancelled, OCS will disseminate an alternate reporting requirement via the Marine Corps Recruiting Command (MCRC) Liaison as far out from the arrival window as possible.

(2) Delayed Flights. In the event of inclement weather or if officer candidates' flights are delayed or cancelled, they must contact the OCS OOD and their OSO. These officer candidates will resume their travel upon the next available flight from the airline and maintain communication with the OCS OOD until their arrival. Upon final arrival, if after 2000, they must contact the OCS OOD and their OSO, and coordinate transportation via the airport shuttle at their own expense.

b. Departing Flight Information. Candidates who are designated to commission after graduating from OCS, with the exception of both Enlisted Commissioning Program (ECP) and candidates on temporary additional duty (TAD) orders, will report to The Basic School immediately and therefore do not need roundtrip tickets. All other officer candidates must have roundtrip tickets prior to their arrival to OCS, with their return flights scheduled for departure after 1800 on graduation day.

c. Marine Corps Enlisted Commissioning Education Program (MECEP) and ECP Flights. MECEP and ECP candidates do not rate per diem or lodging while at OCS. Because of this, they are unable to file 30-day travel vouchers and settle their outstanding Government Travel Charge Card (GTCC) charges until they return to their parent command. Ensure that Variation of Itinerary is authorized in the event the candidate is disenrolled prior to graduation. Candidates reporting via Defense Travel System (DTS) will be placed on partial payments in a mission-critical status.

d. Privately Owned Vehicles. Officer candidates attending OCC-233 are authorized to drive POVs to OCS. Officer candidates driving POVs will arrive at OCS between the hours of 1400 and 1900 on the report date in appropriate civilian attire. Upon arrival, they will be instructed where to park. All drivers must arrive with a valid driver's license, current vehicle registration, and proof of insurance in order to gain access to Marine Corps Base (MCB) Quantico. Candidates that arrive at OCS without adequate documentation (insurance, registration, etc.) will be unable to use their vehicle during liberty periods while at OCS. To prevent this, vehicle inspections should be completed by the candidate's OSO or parent command prior to departure for OCS. At no time will recreational vehicles be allowed on Brown Field. All candidates arriving via POV are encouraged to arrive the day prior and stay at a hotel in the local area. Traffic on Interstate 95 is unpredictable and causes long delays. Candidates who arrive before 1400 will be instructed to report back during the designated arrival window. **Officer candidates that arrive after 1900 are subject to being turned away at the Commanding Officer's discretion.**

4. Required Items

a. Running Shoes: Officer candidates must bring serviceable running shoes that are easily accessible upon arrival at OCS. It is recommended that running shoes are fewer than three months old or have fewer than 100 miles of wear on them. One pair of running shoes is mandatory, but two pairs are

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strongly recommended. Minimalist running shoes that accommodate all toes in one compartment are authorized; however, finger-toe shoes that separate toes into compartments are not authorized.

b. Physical Training (PT) Gear. Officer candidates must bring one set of PT gear consisting of a plain tee shirt, shorts, and athletic socks to sleep in the first night. This set of PT gear will also be worn during medical screening prior to the first bag issue. The shirt and shorts will be free of writing or images. A small name brand is authorized.

c. Uniform Items. During training, candidates will wear the Desert Marine Pattern (MARPAT) uniform for all training events, except for graduation which will be in the Woodland MARPAT uniform.

(1) **All candidates**, regardless of program, are required to arrive at OCS with the items listed in the table below:

Item	Qty
Jacket/Coat (conservative in color and style)	1
Collared Shirt	2 (1 worn)
Undershirt (white)	2 (1 worn)
Business Casual Trousers (no blue jeans)	2 (1 worn)
Belt	1 (worn)
Dress Shoes (no heels)	1 pair (worn)
Underwear (compression shorts are authorized)	5
Sports Bra (female candidates only)	5
Running shoes (3 months or newer or have fewer than 100 miles of wear)	1 pair (2 pairs are recommended)
Eye Glasses (contact lenses are not authorized at any time at OCS)	1 pair (2 pairs are recommended)
Basic Toiletries (shower/shave gear)	1 week's worth
Watch (water resistant/rugged)	1

(2) In addition to the table above, **all current active and reserve Marines, to include Individual Ready Reserve (IRR) Marines within 90 days of their End of Active Service (EAS)**, are required to bring the items in the table below:

Item	Qty
Blouse, MARPAT, Woodland	2
Trousers, MARPAT, Woodland	2
Blouse, MARPAT, Desert	2
Trousers, MARPAT, Desert	2
Service "A" (full uniform to include ribbons and badges)	1
Service "C" blouse	1
8-Point Cover, MARPAT, Woodland	2
8-Point Cover, MARPAT, Desert	2
Boonie Cover, MARPAT, Desert	1
Hot Weather Combat Boots (Jungle) (see para 4.c.2.a)	1
Infantry Combat Boots (ICB) (see para 4.c.2.a)	1
Sea Bag	1
Web Belt	2

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Web Belt Buckle	2
Green PT Sweat Top	1
Green PT Sweat Bottom	1
PT Shorts (not silkies)	2
Green Skivvy Shirts	6
Underwear (silkies and/or compression shorts are authorized)	6
Boot Socks (brown)	6

(a) Upon arrival at OCS, one additional set of Woodland MARPAT uniforms and one additional set of Desert MARPAT uniforms will be issued, at no cost, to those Marines who are still considered on active or Selected Marine Corps Reserve (SMCR) status. All uniform items must be serviceable in accordance with MCO P1020.34H. Uniforms deemed unserviceable will be replaced at the Marine's expense. Prior enlisted Marines must remove name tapes upon induction into training. Prior enlisted Marines will not receive a new issue of boots. IRR Marines, who are fewer than 90 days past their EAS have the same uniform requirements as active duty and SMCR Marines. IRR Marines who do not possess these uniform items will purchase them at Cash Sales.

(b) IRR Marines who are 90 or more days past their EAS will receive a full issue of uniforms. The officer candidates must inform their receiving staff if they possess these items prior to uniforms issue in order to prevent double issue or the purchasing of surplus uniform items.

(3) Naval Reserve Officer Training Corps (NROTC) students are required to bring the items in the table below in addition to the items in paragraph 4.c.1. If they have not received the below items prior to arriving, NROTC students will receive them in their initial issue at OCS:

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

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(4) Service "A". All OCC-233 direct-commission candidates, to include MECEP and ECP, will stand a Company Commander's Inspection in the Service "A" uniform with garrison cover. All prior enlisted officer candidates of OCC-233 are required to hand carry their current Service "A" uniform to OCS. Those prior enlisted officer candidates earning their commission upon graduation will have the option to convert their Service "A" uniform from enlisted to officer, or to purchase a new uniform. **MECEP candidates who are not commissioning will NOT alter their uniform, but will stand the inspection with their enlisted rank.** Platoon gear lockers will be available during in-processing and the training cycle in order to store these items.

(5) Boots. Prior service members are not required to purchase ICB or Jungle boots even if they do not currently own them; however, they are required to bring two sets of issued boots (not steel toe). All candidates may bring one pair of additional USMC regulation boots to OCS (for a total of three when included with the required/issued pairs). Candidates who wish to bring a third pair of boots are encouraged to purchase USMC regulation boots prior to arrival at OCS. This will allow the candidate to begin a break-in period and to become accustomed to wearing and running in boots. Multiple pairs of boots also allow candidates to have an inspection pair and a heavy-use pair simultaneously. OCS will issue Marine Corps Combat Boots (Cold Weather and Jungle) to all candidates who are not prior service. Bates Lites and Danner Reckonings are authorized. Candidates are encouraged to reference paragraph 3012 of MCO P1020.34H and MARADMIN 117/16 for boot regulations. Further guidance on boot fitting can be found on the OCS website.

d. Money. All candidates will use a debit or credit card for the purchase of their bag issue. Bag issue will cost between \$380.00 and \$405.00. \$380.00 worth of gear is the minimum amount of gear required to induct into training. Items are not to be purchased prior to arrival. OCS will not lend money or apply checkage for a candidate's bag issue or other required costs. Additionally, candidates must ensure they bring enough cash for weekly haircuts and exchange visits through the first liberty weekend. These events can total \$20.00 per week. Candidates are recommended to bring no less than \$60.00 and no more than \$100.00 for these expenses. Candidates arriving without the required funds may be disenrolled if the Commanding Officer deems them financially incapable of meeting the initial procurement requirements to commence training.

e. Toiletries. Officer candidates will bring enough basic overnight toiletry items (razors, shaving cream, soap, shampoo, deodorant, toothbrush, toothpaste, and solid color towel) to last the first week of training. Additionally, each candidate must bring at least three sets of clean undergarments. These items must last each officer candidate the first week of training until they make their initial exchange visit, as the small/large bag issue does not include hygiene gear.

5. Fitness Reports. MECEP candidates who are active or reserve Sergeants and above will receive non-observed From Temporary Duty (FD) fitness reports. ECP candidates who are active or reserve will receive Grade Change (GC) reports in conjunction with their FD when departing OCS as Second Lieutenants back to their parent command. Candidates' parent commands are responsible for giving them To Temporary Duty (TD) reports before reporting to OCS.

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6. Medical. OCS Medical will conduct a screening of all candidates prior to entering the training cycle. **It is imperative that all current candidate commissioning physicals are included in the medical record prior to check-in at OCS.** In addition, candidates that fall under the outlined commissioning programs must have the following documentation in their medical record:

a. NROTC, OCC, and PLC. All NAVMED 6120/3 (annual certificate of physical condition) will be used by OCC and PLC candidates, while NROTC candidates will use the NSTC 15330107 form. The respective forms must be completed every year after the initial commissioning physical, including a current certificate (within one year). The NAVMED 6120/3 must be signed by the appropriate administrative personnel in the unit. An initial commissioning physical will be considered invalid if there is a lapse in the completion of required annual certificates. If there is a gap in the annual certificates, a new physical will need to be completed prior to arriving at OCS. **Any missing documentation or gaps in a candidate's medical history may result in the candidate being not physically qualified to begin training.**

b. Active Duty and SMCR Candidates. Active duty and SMCR candidates must possess completed and current (within one year) Periodic Health Assessments (PHA).

c. Copies of Physician Treatment Records. Significant medical conditions that have developed before or after enrollment must be included in the candidate's medical record even if the Bureau of Medicine (BUMED) has granted a waiver. Candidates who have undergone any eye surgery must be at least 180 days post-operation prior to reporting to OCS. Their medical records must also include all post-surgical follow-ups regardless of when the surgery took place. Documentation must state that the candidate is free of any post-surgical complications, demonstrates vision stability, and does not require use of ophthalmic medications or treatments. All dental surgeries must occur a minimum of 21 days prior to reporting to OCS.

d. Immunization Records. Current immunization records are required. Medical restrictions prevent candidates from receiving more than five immunizations over a short period of time. **Candidates with outdated/missing immunizations may be medically disqualified during in-processing if they are unable to receive the required immunizations.** At a minimum, candidates must have had their childhood immunizations (MMR, Varicella, HIB, DTAP, and HEP B). Shot records should be signed by a licensed medical professional and included in the candidate's medical records prior to them being shipped to OCS for prescreening.

e. Medical Records. All other officer candidates who are working with an Officer Selection Officer will have their medical records forwarded to their appropriate district, which will then forward the records to OCS Medical. For NROTC candidates, their Marine Officer Instructor (MOI) should forward the medical records to OCS Medical. For all active duty and SMCR officer candidates, their unit should forward the medical records to OCS medical. The address for OCS medical is 2189 Elrod Ave, Quantico, VA 22134. It is highly recommended that copies of mailed records be maintained at the forwarding unit. Dates for submission are:

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(1) Medical Records. No later than 2 December 2019 **for all officer candidates.**

(2) Dental Evaluation. Copies of current (within one year) dental evaluations are to be included in the medical record. Do not send dental records.

f. Medications. Candidates are allowed to bring required medications, to include vitamins, but **must have written authorization from their physician stating why they are required during training.** During medical in-processing candidates will be required to disclose these medications or vitamins and OCS Medical must approve them in order for a candidate to use them while in the training environment at OCS. Due to the nature of the training environment at OCS, the use of patch- or cream-style medications are discouraged.

g. Birth Control. Candidates who are currently taking oral contraceptives must bring their medication with them during in-processing for documentation into their record. After medications have been reconciled, candidates will continue prescribed contraceptives as directed by providers. If the contraceptive that a candidate is prescribed is not part of the formulary, a suitable substitute will be provided. If a candidate is using an intra-uterine device (IUD) or implantable long-acting removable contraceptive (LARC), the IUD/LARC will have to remain in place for the duration of the training cycle. The IUD/LARC is required to be in place for at least two weeks prior to arrival at OCS.

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

i. Eyeglasses. Officer candidates who wear glasses will bring a **minimum of one pair** of non-eccentric glasses with them for training. If possible, prior service and prior OCS attendees should bring their military-issue glasses in order to streamline the issue process, two pairs are recommended. **Officer candidates will not arrive at OCS wearing contact lenses, nor will they wear contact lenses at any time while at OCS.** OCS Medical will issue military eyeglasses within 7 to 10 days of arrival, depending on the complexity of the prescription. In order to receive military-issue eyeglasses, candidates must hand-carry their current prescription (within one year), or they can wear/take their current eyeglasses to allow for optometry to scan the prescription. OCS Medical will not process faxed-in prescriptions.

j. Changes to Health. Candidates should not arrive to OCS acutely ill or injured. Candidates must notify OSOs or MOIs of any changes to health. OSOs must notify the assigned district corpsmen of any new medical issues reported. MOIs must notify the assigned WETC nurse of any changes to NROTC candidates' health.

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7. Administrative. MCB Quantico Installation Personnel Administrative Center (IPAC), Student Personnel Section is responsible for all administrative matters pertaining to the pay and entitlements of officer candidates. All officer candidates are encouraged to read the Fiscal Year 2019 ECP, MECEP, Meritorious Commissioning Program Reserve (MCP-R), and RECP Selection Board Results MARADMIN, which selected them to their program for additional information on entitlements. These MARADMINS can be located at web address: <http://www.marines.mil/News/Messages/MARADMINS>.

a. Per the Fiscal Year 2020 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN, all selected Marines will receive TAD orders to report to the Commanding Officer, OCS, Quantico, Virginia. This represents a change from previous training cycles. **All selectees are now instructed not to break their domicile leases, move their dependents or household goods to Quantico, or initiate departures from base housing.** Candidates who are authorized Basic Allowance for Housing (BAH) at their present command will continue to receive BAH at their current duty station rates.

(1) Upon completion of OCS, MECEP candidates will return to their parent commands to execute Permanent Change of Station (PCS) orders to their assigned NROTC units as outlined in the Fiscal Year 2020 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN.

(2) Upon completion of OCS, ECP, Reserve ECP and MCP-R, candidates will commission and return to their units. They will then coordinate their moves with their local Distribution Management Officers and execute PCA orders to TBS.

(3) MECEP, ECP, RECP, and MCP-R selectees with questions should contact Officer Naval/Enlisted Programs (ON/E) at 703-784-9443; DSN 278-9446.

b. If an officer candidate's family members are staying at an address other than the candidate's home of record, e.g. parents/in-laws, the candidate should provide that address to OCS during in-processing. **All candidates with dependents will be required to provide valid a rental/lease or mortgage agreement in order to receive BAH during OCS, in accordance with MARADMIN 305/08.**

c. Each officer candidate will hand carry a manila envelope labeled in the top right corner with the last name, first name, and middle initial. No medical information should be contained in this envelope. A full list of required documentation can be found in enclosure 1 and should be included in this envelope. **Failure to include any of the below documentation may result in delayed payment:**

(1) Two copies of the candidate's orders.

(2) Completed SF 1199a, Electronic Funds Transfer (EFT) form for a current savings and/or checking account with a **voided check or deposit slip for verification of EFT information.** OCS recommends this form be filled out electronically by the candidate's financial institution to prevent pay issues (not required for active duty unless updates are needed).

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(3) A copy of the candidate's birth certificate and social security card.

d. The following are documents required for officer candidates in special cases:

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

(2) All married officer candidates must include a valid marriage license, or marriage certificate as well as the receipt that shows they paid for the license. If the candidate's spouse changed his/her name following the marriage, a copy of his/her social security card should be included to accurately show the current full name. (Not required for active duty unless information needs to be updated). A valid state-issued driver's license or social security card with spouse's name change is required to change a candidate's spouse's name.

(3) All single reserve component candidates will ensure that their primary residence is established and current in MCTFS in accordance with MARADMIN 204/15.

(4) Officer candidates who are prior military service members and officer candidates who are married to current or prior military service members must bring (4) copies of the service member's DD Form 214(s). Officer candidates must provide their active duty service spouse's social security number and current unit information.

e. MECEP and ECP candidates will provide a full copy of their DTS travel claim, including DD Form 1610 and the itemized printout of the daily cost. While enrolled at OCS, MECEP officer candidates will receive the Discounted Meal Rate (DMR). Parent commands should also be aware that a DMR deduction will be started and run via unit daily entry while assigned to OCS. Meals and lodging are directed and provided for the officer candidate. MECEP officer candidates are encouraged to read the Fiscal Year 2020 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN for additional information on entitlements.

f. All NROTC candidates' pay will be exclusively handled by their respective NROTC units they are commissioned from. NROTC candidates must ensure they have coordinated with, and have reliable points of contact for, the appropriate NROTC support personnel prior to their departure to OCS. NROTC candidates need to understand how they will be paid, regardless if they attend a six or 10-week training cycle; this is done through the Navy until they graduate OCS, access into the Marine Corps, and are joined at TBS.

g. Candidates will write home within the first four days of training to let a family member or friend know that they have arrived safely at OCS. This will have their company and platoon information. Additionally, families are encouraged to visit the official OCS website at <http://www.trngcmd.marines.mil/Units/Northeast/Officer-Candidates-School/> or

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the official OCS Facebook page at www.facebook.com/usmcocs for more information.

(1) After the first week, mail will be distributed every day except Sunday. Officer candidates will only use the United States Postal Service for packages. The mailing address for candidates is:

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

(2) Non-United States Postal Service (USPS) Packages. All non-USPS packages that are sent to OCS will not be signed for, and will be returned to the carrier facility to be picked up later by the candidate during the evaluated liberty periods. OCS is not responsible for packages delivered via non-USPS methods. Candidates can pick-up United Postal Service (UPS) mail from Fredericksburg, VA located at 2215 Plank Road, Fredericksburg, VA 22401. The facility is open Saturday from 0900 to 1700 and Sunday from 1200 to 1700. Note: if a package is sent to OCS and not to the Fredericksburg UPS Carrier Facility, then it will be returned to the Springfield Carrier Facility which is closed on Saturdays and Sundays. The package will then be returned to sender after 30 days. Candidates can pick up FEDEX mail from Woodbridge, VA Saturday from 0800-2000 and Sunday 1200-1700. Regardless of shipping method, contraband must be turned in once a candidate has returned to OCS. **Those who do not follow the guidelines, given upon arrival to OCS, may be recommended for disenrollment.** Use of Amazon Prime is highly discouraged, as the carrier used by the company cannot be selected.

8. Religious Effects and Apparel. Candidates may bring personal religious items. Such items will be stored in footlockers with other personal effects. Subject to temporary revocation due to training requirements, candidates may wear religious apparel items as follows:

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

b. Visible articles of religious apparel with the uniform while attending divine services.

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

a. Study Guides. In order to eliminate any possible situations which could place a candidate's integrity in question, any study material, aside from what OCS provides candidates, is contraband. OCS still encourages study guides be made and used in preparation for OCS, but the material should only be studied prior to arrival and should remain off Brown Field. Upon arrival, OCS provides each candidate with a knowledge binder containing the study material necessary for success at OCS.

b. Weapons. Officer candidates will not transport personal weapons (knives, firearms, ammunition, etc.) to OCS. Per MCB Quantico Order 8000.1A, weapons will not be stored in officer candidates' vehicles.

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c. Dietary Supplements. Dietary supplements, such as pre-workout, protein powder, or anything containing caffeine, etc. are contraband and are not allowed on Brown Field.

d. Tobacco Products/Electronic Cigarettes. The possession or use of any tobacco products is prohibited for officer candidates on Brown Field. The use of tobacco products is authorized while on normal or base liberty while off Brown Field. This is to include the use of electronic cigarettes/vaping, regardless of their tobacco or nicotine content (or lack thereof). Candidates who report to Brown Field with tobacco or nicotine products will be asked to dispose of them upon check-in.

e. Alcohol. Alcoholic items are prohibited on Brown Field and candidates should not consume any alcohol prior to reporting to OCS.

10. Fraternization. All candidates shall be expected to understand the Marine Corps and OCS policy regarding fraternization. Candidates intending to marry prior to commissioning should do so prior to reporting to OCS. Candidates will not be granted extra time to plan or execute weddings outside of scheduled liberty periods. The officer candidate/instructor relationship is maintained on a formal military basis.

11. Pre-Ship Checklists. In addition to medical records being shipped ahead of time, each candidate must complete and submit a **Pre-Ship Checklist (enclosure 1) 30 days prior to the candidate's arrival**. OSOs, MOIs, and COs (for Enlisted-to-Officer candidates) must review the Pre-Ship checklist with each candidate. The pre-ship checklist allows MCRC and OCS to properly flag any issues and allow time for corrections/follow-up.

a. OCC officer candidates will complete the Pre-Ship Checklist in its entirety with their respective OSOs, who will forward it via the chain of command to MCRC Officer Programs.

b. NROTC/MECEP/ECP/RECP/MCPR Pre-Ship Checklists will be scanned and sent via email no later than 4 December 2019 to their respective program coordinators listed below.

(1) NROTC: amy.coppage@marines.usmc.mil or jeanette.nortan@marines.usmc.mil.

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

12. For all questions concerning candidate information, please contact the Student Activities Section at OCS_CSA@usmc.mil or commercial 703-784-0370/2077. For questions or issues occurring after hours, please contact the OCS OOD at 703-432-6050.


L. M. RUSH