MCO P1100.73

MILITARY PERSONNEL PROCUREMENT MANUAL, VOLUME 3

OFFICER PROCUREMENT

(MPPM OFFPROC)

U.S. MARINE CORPS

PCN 102 00590500

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

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MARINE CORPS ORDER P1100.73B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MILITARY PERSONNEL PROCUREMENT MANUAL, VOLUME 3, OFFICER PROCUREMENT (SHORT TITLE: MPPM OFFPROC)

Encl: (1) LOCATOR SHEET

Reports Required: I. Demonstration Against Recruiting Pursonnel (Report Symbol EXEMPT), par. 1016.5a
II. Identification of Institutions of Higher Learning that Bar Recruiting Personnel from Their Premises (Report Symbol DD-1100-08), par. 1017.3
III. Academic Certification Report for Marine Corps Officers Candidate Program (OMB Number 0703-001), par. 2100.7c(2)

1. Purpose. To proniulgate the basic Manual for use in the conduct of the Marine Corps Personnel Procurement Program.

2. Cancellation. MCO P1100.73A.

3. Information

a. The Military Personnel Procurement Manual is organized into three volumes:

(1) Volume 1, Administration; covering basic policy, definition of terms, fiscal and logistics information, and the manpower management system.

(2) Volume 2, Enlisted Procurement.

(3) Volume 3, Officer Procurement.

b. The MPPM, Vol. 3, OFFPROC, is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procuremunt of military off icers to establish the qualifications and standards for enrollment in Marine officer programs and to establish procedures governing the processing of applicants for these programs.

4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.

GARY BROWN
By direction

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ENCLOSURE (1)

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3 MARINE CORPS REGULAR OFFICER PROGRAMS

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DUTIES AND RESPONSIBILITIES OF DISTRICT DIRECTORS, RECRUITING STATION COMMANDING OFFICERS, AND OFFICER SELECTION OFFICERS, (OSO'S)

1000. ORGANIZATION

1. The Personnel Procurement Division, Manpower Department, Headquarters Marine Corps (CMC (MRRO)) is assigned primary staff cognizance for all Marine Corps officer procurement programs and is the table of organization sponsor for officer selection teams.

2. The director of each Marine Corps district is assigned the responsibility for the attainment of officer program applicant requirements as specified annually by a separate Marine Corps directive.

3. The recruiting station c6mmanding officer is responsible to the director of the Marine Corps district for the attainment of officer program quotas, assigned by the director, and retention of officer candidates until assigned to EAD. Normally, each commanding officer has one or more officer selection teams assigned to the recruiting station who are responsible to the commanding officer for officer procurement matters.

1001. MISSION OF THE OSO. The mission of each OSO is to select the best qualified applicants, in the numbers required, for all Reserve officer candidate programs and to ensure that all qualified candidates report to training and are appointed to a commissioned grade.

1002. RESPONSIBILITY

1. Directors, Marine Corps districts are responsible for the active procurement of applicants for Reserve officer candidate programs within their respective areas and to properly manage and supervise the officer procurement mission.

2. All members of the recruiting service and inspector-instructors assigned to Selected Marine Corps Reserve (SMCR) units within each district must be familiar with all officer procurement programs and should actively assist the officer selection teams in obtaining prospects and processing applicants.

3. Marine officer instructors (MOI's) are members of the staff of Naval Reserve Officers Training Corps (NROTC) units which come under the direct control of the Chief of Naval Education and Training. MOI'S have the responsibility for the training of midshipmen in the NROTC program, but are expected to support Marine Corps officer procurement efforts on campus. Any problems regarding the coordination of these efforts should be referred to the CMC (MRRO).

1003. ASSIGNMENT OF OSO'S. All officers are assigned by the CMC to officer selection duty by the appropriate table of organization (T/O) line number. Marine Corps districts do not have the prerogative to subsequently reassign an officer to another T/O line number without prior authorization by Headquarters Marine Corps. Requests of this nature should be addressed to the CMC (MRRO).

1004. GENERAL DUTIES OF OSO'S

1. OSO's are carefully selected for duty as representatives of the Marine Corps on the college and university campuses of the country. By their personal appearance and professionalism, they are expected to impress both faculty and students with the high standards of the Marine Corps and the attractiveness of military service.

2. OSO's are charged with the responsibility for:

a. Selecting the best qualified applicants for appointment to commissioned grade in the Marine Corps Reserve (MCR), in the numbers and categories required.

b. Maintaining the motivation of those enrolled in officer candidate programs so that they remain qualified and persist in their efforts to obtain a commission and be assigned to active duty.

c. Commissioning those candidates who complete all requirements for an officer program.

d. Performing such other duties as may be assigned.

1005. GENERAL INSTRUCTIONS TO BE GIVEN TO APPLICANTS

1. Officer selection team personnel shall carefully explain the regulations regarding enrollment in the various Reserve officer candidate programs to those individuals applying. Applicants shall be informed of the kind of life they are expected to lead and of the fact that the Marine Corps is a military organization serving the United States throughout the world. Applicants will be advised concerning military discipline, tbe physically demanding nature of training, and the fact that the officer candidate course serves to screen, evaluate, and select only those best qualified for a commission. An open and candid discussion at this stage of the enrollment process concerning officer candidate training, and subsequent stateside and overseas assignments as an officer, will serve to prevent misconceptions which could culminate in the applicant's failure to achieve commissioned status. Each applicant shall be particularly advised that final approval or disapproval of their application will be by the CMC. At no time shall of ficer selection team personnel infer approval before final notification by the CMC (MRRO).

2. Officer selection team personnel must be careful to make no promises, either actual or implied, regarding assignment to a specific military occupational specialty (MOS) or duty station unless authorized by the CMC (MRRO).

1006. COURTESY TO APPLICANTS. All applicants will be treated with courtesy and consideration, particularly rejected applicants. Such applicants must be made to feel that the Marine Corps regrets they cannot be accepted and that their interest in the Marine Corps is appreciated.

1007. POLITICAL ASSISTANCE. Officer selection team personnel must not suggest or imply that correspondence from an applicant's congressman or senator, or anyone in a political or governmental position, will expedite or result in preferential consideration Of their application.

1008. BRIBES. Department of Defense (DoD) regulations require any bribe attempts of Government employees be reported. Should an applicant attempt to bribe officer selection team personnel for any reasons the facts will be reported to the district director who will forward the report to the CMC (MRRO). The applicant will be rejected as undesirable.

1009. REFERRING APPLICANTS TO THE CMC

1. Applicants shall not be advised or informed that they may write to, or otherwise communicate with, the CMC concerning the status of their application.

2. Officer selection team personnel will answer all questions to the best of their ability concerning programs leading to appointment to commissioned status in the MCR. If they lack any information, they shall offer to obtain it as soon as possible. Applicants will be advised that attempting to bypass the officer selection team will cause confusion and delay the processing of the

application. In no case will an officer selection team refer any applicant or other interested party to anyone other than the Assistant for Officer Procurement.

1010. REPEAT TRAVEL ORDERS. Officer selection team personnel may be issued repeat travel orders by their district director to perform travel in connection with Reserve officer selection matters.

1011. DISTRICT SCREENING BOARDS

1. Each Marine Corps district director will appoint a screening board to consider applications for all Reserve officer programs. The senior member of this board will be a field grade officer. The district director will ensure that each member is completely conversant with all requirements for enrollment, training, and possible attrition prior to completion of a Reserve officer candidate training program.

2. The screening board will examine each application to determine the applicant's overall qualification, excluding medical qualifications, for enrollment. The screening board is responsible for ensuring that each applicant meets the requirements for a particular program and that there is every reason to expect that the applicant has the potential and motivation to satisfactorily complete training/evaluation syllabus and serve as a respresentative Marine officer. The screening board will additionally ensure administrative accuracy and completeness of all applications. If found qualified, the board will forward the application to the CMC (MRRO-2), providing the applications are received administratively correct from the recruiting station, the district level screening process for all Reserve officer applicants must be completed expeditiously. Applications must be received by the CMC (MRRO-2) within the timeframe set forth in the annual Personnel Procurement Operation Plan.

3. In order to expedite processing and ensure administrative accuracy of applications, any application received by the CMC (MRRO-2) that is incomplete or inaccurate will be returned to the appropriate district for completion/correction and resubmission.

1012. SELECTION OR NONSELECTION OF APPLICANTS

1. The district director will inform successful applicants of their status utilizing the format in figure 1-1. A copy of this letter will be forwarded to the CMC with the application.

2. The CMC will notify all civilian applicants by letter, or an advance copy of orders, of final selection results. Copies of all approval and disapproval letters will be furnished to the district director and the OSO concerned.

3. SMCR enrolled in the officer candidate programs will be notified of approval by a letter forwarded via the Commanding officer of the member's MCR unit. The approval letter will direct the transfer of the member, by service record book (SRB), to the Reserve Officer Candidate Accounting Unit, Officer Candidate School, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. A copy of the letter will be forwarded to the district director and the OSO concerned.

4. Following receipt of the CMC letter directing transfer of a selected Marine Corps reservist or an individual ready reservist, commanding officers of MCR units, and the Director, Marine Corps Reserve Support Center, will transfer the individual to the Reserve Officer Candidate Accounting Unit, Officer Candidate School, MCCDC, Quantico, Virginia. Transmittal of the SRB of the applicant will only be accomplished after selection by the CMC and transfer of the Marine.

5. If a district screening board determines an applicant for a Reserve officer program is not best qualified, am endorsement recommending disapproval will be forwarded to the CMC (MRRO-2) along with the application. This endorsement will be placed at the bottom of the OSO'S evaluation form.

1013. CANDIDATES SELECTED FOR TRAINING. The district director's responsibility does not end with the approval of an applicant. The ultimate goal is to see that all qualified candidates attend training and are subsequently appointed to commissioned grade. To achieve this goal, districts will have a program to monitor those candidates in their areas to ensure continued motivation for Marine Corps service.

1014. "ON-CAMPUS" MARINE CORPS OFFICER SELECTION LIAISON OFFICERS

1. Duties. Reserve officers and retired Reserve officers selected for this duty will function as resident officer selection representatives. They will aid the appropriate OSO by providing the following:

a. Prospects/referrals.

b. Information on Marine Corps officer candidates programs to interested students.

c. Assistance to the OSO in counseling and motivating candidates.

d. Liaison, as necessary, between the OSO and appropriate school officials.

2. Nomination and Assignment of "On-Campus" Liaison Officer

a. After determining the location of eligible Reserve officers at colleges or universities under their cognizance, district directors will request nominations from the institutions concerned (figure 1-2).

b. District directors will determine which of those officers nominated would accept nonpay appropriate duty orders for the assignment (figure 1-3). Duty performed may be credited for retirement purposes MCO P1001R.1F, Marine Corps Reserve Administrative Management Manual, chapter 6, and also credited for promotion eligibility under the provisions of Title 10, U.S. Code. Retired officers of the MCR may not be credited with retirement or promotion credits.

c. Officers who are selected and desire this assignment. Copies will be furnished to the appropriate recruiting station and the CMC (MRRO). District directors will furnish the Director, MCR ...

(1) Name, grade, social security number (SSN) and MOS.

(2) Address.

(3) Designation of the cognizant OSO for which the officer will perform appropriate duty.

(4) Name of college or university where the officer will perform appropriate duty.

d. Upon receiving information from district directors on Individual Ready Reserve (IRR) officers who are selected and desire this assignment, the Director, Marine Corps Reserve Support Center, will issue appropriate duty orders (figure 1-5). Copies of the orders will be forwarded to the CMC (MRRO), OSO's and district directors concerned.

e. Many schools may warrant assignment of more than one officer to this duty to ensure maximum coverage of all components of the institution. Should more than one liaison officer be assigned, the senior officer will coordinate their activities.

f. In those institutions having an NROTC Unit, the Matine Officer Instructor will be requested to nominate qualified faculty members desiring this duty to the district director concerned, via the respective Professor of Naval Science. Further, the activities of the liaison officer will be coordinated by the Marine Officer Instructor through their Professor of Naval Science.

g. District directors will send a congratulatory note to the Reserve officer selected for this program and arrange for an initial briefing.

h. District directors will be responsible for the conduct of briefings and/or conferences whenever necessary to ensure that each liaison officer has current information and is aware of the Marine Corps' current needs.

1015. TEMPORARY ADDITIONAL DUTY OFFICER SELECTION OFFICER (TAD OSO). Selected officers may be assigned to TAD after graduation from The Basic School (TBS) or naval flight training.

1. Officers Graduating from The Basic School. The CMC (MRRO) will provide the districts with dates that TAD OSO requests are due to the Officer Assignment Branch (MMOA). It is the responsibility of the OSO to provide requests for desired TAD OSO's to MRRO prior to the published dates. An officer will normally be aeaigned for a period not to exceed 14 days.

2. Officers Graduating from Naval Flight Training. OSO's will instruct those officers on aviation contracts that desire to serve as a TAD OSO, to contact their Student Control Officers (SCO) at the appropriate Marine Aviation Training Support Group (MATSG) and make the request. The request should be made 30 days prior to graduation from flight school. The SCO will forward the request to the CMC (MRRO). Districts will then be asked for a recommendation. If the districts concur with the request, it will be turned over to the aviation monitor for final determination Aviation officers will be assigned for a tour not to exceed 21 days.

3. It is mandatory that each TAD OSO be utilized to the maximum degree of effectiveness. Upon determining that the officer can no longer be utilized effectively, the OSO will terminate the TAD status of the officer and direct them to carry out the unexecuted portion of their orders.

1016. PROCEDURES FOR HANDLING AND REPORTING DEMONSTRATIONS

1. Liaison with School Officials

a. Recruiters visit school campuses only with the prior consent of the senior official of the institution or designated representative; e.g., the placement director. Marine Corps representatives will, in all cases, conduct business with school officials in a courteous and professional manner.

b. Should a school official request termination of a campus visit because of hostile demonstration or request relocation to an unsuitable site, the request will be honored only after;

(1) It is determined that such request has come from the senior school official or designated representative.

(2) The request is appealed by explaining, when appropriate, that it would clearly indicate a submission to the demonstrators and tactfully recommending adherence to the previously approved visit plan.

2. Dealing with Hostile Demonstrators

a. Marine representatives will not become involved in lengthy debate or argument with hostile demonstrators. Recruiters may, and should, respond to questions that are well meaning and not intended to degrade them personally or discredit the armed services.

b. Marine representatives will not participate in scheduled debates which in any way could be considered to be the mandatory terms for the campus visit. The Marine Corps does not have the responsibility of verbally justifying or defending the foreign policy and military posture of the United States.

3. Dealing with News Media. It is inappropriate to comment on the success or failure of hostile demonstrations to local or national news media. If media representatives attempt to conduct interviews during a demonstration, recruiting personnel may comment briefly on the relatives degree of success of the procurement effort, and refer further queries to the district public affairs officer.

4. Safety of Personnel and Equipment

a. If a threat of physical violence to Marines or Government property appears imminent or unavoidable, police protection will first be requested from appropriate school officials. Should this prove inadequate, police protection should be requested from appropriate civil authorities.

b. It is emphasized that recruiting personnel do have the inherent right to take the minimum action necessary to protect themselves from physical harm. It is expected that this right will be exercised with good judgment.

c. Liaison will be inaintained with the local Naval Investigative Service office in order to remain cognizant of developments relating to dissident group activities. When appropriate, advise other recruiting personnel of significant developments and forewarn them to be alert for the safety of their persons and Government property.

d. Personnel will be instructed to lock unattended vehicles at all times. When significant threats develop, utilize adequate security measures to protect personnel and equipment. If deemed appropriate, locking devices maybe utilized to secure vehicle engine compartments.

5. Reports

a. A full narrative report of any demonstration against recruiting personnel will be submitted within 5 working days to the CMC (MRRO) via the district director.

b. In the event that coverage by local or national news media occurs or the demonstration results in physical injury to any party involved, a preliminary telephonic report will be made to the district director or designated representative; e.g., ADPP, PAO, and AOP. The district representative will, in turn, telephonically report to the CMC (MRRO):

(1) During working hours: (Area Code 202) 694-1983/1240.

(2) After working hours: (HQMC Staff Duty Officer (Area Code 202) 694-2645.

1017. IDENTIFICATION OF INSTITUTIONS OF HIGHER LEARNING THAT BAR RECRUITING PERSONNEL FROM THEIR PREMISES

1. Public law provides that no funds appropriated for the DoD may be used at any institution of higher learning if the Secretary of Defense or his designee determines that recruiting personnel of any of the Armed Forces are barred by policy from the institution’s premises. Public law also directs Secretaries of the military departments furnish the names of such institutions, and the restrictive policy, to the Secretary of Defense.

2. Figure 1-6 provides the criteria for determining restrictive institution.

3. Report Required. District directors, employing the guidelines in figure 1-6 will forward the following information to the CMC (MRRO) to arrive no later than 1 May and 1 December annually. The information should be consolidated for all applicable institutions within a district’s area of recruiting responsibility. Report Control Symbol (RCS) DD-1100-08 is assigned to this report. The format is as follows:

a. Listing of restrictive institutions to be reported.

b. The name doctoral degree, and mailing address of the presidents of the institutions listed.

c. Copies of all correspondence to and from the school pertaining to requests for recruiting visits that have not previously been submitted to the CMC (MRRO).

d. Memoranda summarizing all verbal negotiations, whether in person or by telephone, to include dates, personnel involved, nature of recruiting visit request that would update a previous report.

(LETTER HEAD)

Ms. Susan L. Sosnowski
306 Woodburn Avenue
Annandale, Virginia 22003

Dear Ms. Sosnowski:

I am pleased to inform you that your application for Marine officer training has been reviewed and forwarded to Headquarters, U.S. Marine Corps for determination of your physical qualifications by the Commander, Naval Medical Command, and final consideration by the Officer Candidate Selection Board. It is the responsibility of this board to select only the most highly qualified applicants to fill a limited number of vacancies.

The Commandant of the Marine Corps (CMC) will inform you of the final action taken on your application. *You are cautioned to avoid personal commitments such as sale of property, termination of employment, relocation of dependents, or other matters of a similar nature, until you are notified of the results of final consideration by the CMC.

**Upon completion of requirements for a degree, immediately forward evidence thereof to the officer selection officer (OSO) who enrolled you in your officer training program.

In the event you incur injury which might preclude you from participation in or disqualify you for off icer training; or an illness preventing your reporting to active duty, notify your OSO immediately.

You are reminded that your OSO must be informed immediately of any change of address.

Sincerely,

K. CARASAS
District Director
Assistant Officer Procurement

Copy to:
OSO, _____

*Include in OCC, WOCC, and PLC approval letters
**Include in OCC and WOCC (Sr) approval letters only.

Figure 1-1.--Suggested District Approval Letter to Applicant.

(LETTER HEAD)

Dr. B. J. Shapiro
Office of the president
William Jewel College
Liberty, Missouri 44140

Dear Dr. Shapiro:

The purpose of this letter is to introduce a college student counseling program sponsored by the U.S. Marine Corps. We believe that it is important that every individual be fully apprised of the opportunities presented by military service in a commissioned status. This is of particular interest to the Marine Corps since we depend almost entirely on civilian college graduates to fulfill our officer requirements.

To this end, it would be desirable if one of the Marine Corps Reserve officers now on your administrative or teaching staff were to be designated to act as a counselor in these matters. In the event that this plan meets with your approval and that of the Reserve officer concerned, they will be given complete support and information by this Headquarters and the Marine Corps officer selection team in your area.

Participation in this program is entirely voluntary and there should be little inconvenience experienced by the Reserve offIcer selected. Although there is no pay involved, the officer may be eligible for promotion and earn retirement credits while acting in this capacity.

Naturally, we desire to select only the most deserving of our inactive Reserve officers for this assignment. Therefore, it would be greatly appreciated if you would submit nominations, in the order of preference, from the enclosed list of Marine Corps Reserve officers attached to your institution.

Sincerely,

G. JENKINS
Colonel, U.S. Marine Corps
Director

Encl:
(1) List of Reserve officers

Figure 1-2.--Suggested Letter to College presidents.

(LETTER HEAD)

Major Johnnie M. Jacobs
111 South Wagner Street
Harrison, Kentucky 41440

Dear Major Jacobs:

The Commandant of the Marine Corps is inviting the assistance of selected Reserve officers who are associated with institutions of higher learning to provide continuity to Marine Corps "on-campus" officer procurement efforts.

Your name, plus a personal recommendation, was furnished by your college president. Needless to say, the 4th Marine Corps District will be pleased to be associated with you in this function, should you choose to apply.

It has been our experience that many college students are interested in commissioned service, yet d&’not learn of the Marine Corps’ officer programs and their advantages until too late to avail themselves of the opportunity. Further, the areas of responsibility assigned to Marine Corps officer selection off icers (OSO) are large and contain many colleges and universities, thus preventing the selection officer from spending more than a few days on any one campus. As a resident representative of the Marine Corps, you would be in an excellent position to ensure that students are correctly informed. You can contribute a very real service to the U.S. Marine Corps and the students with whom you are associated; and if not in a retired status, earn retirement credits and maintain your promotion eligibility. In general, your assignment would consist of referring interested applicants to the OSO; assisting that officer in the handling of publicity items related to their campus visits; and coordinating their visits with the school. You would be furnished with necessary literature and informative instructions relative to this assignment. The OSO with whom you would be working will personally consult with you concerning this assignment at your convenience.

I have enclosed two self-explanatory application forms and an addressed envelope should you desire this assignment. Your continued interest in the U.S Marine Corps is greatly appreciated.

Sincerely,

W. L. CONEFREY
Colonel, U.S. Marine Corps
Director

Encl:
(1) Application Forms
(2) Addressed Envelope

Figure 1-3.--Suggested Letter to Reserve Officers Inviting Participation as On-Campus Liaison officer.

(LETTER HEAD)

From: Director, Marine Corps Reserve Support Center
To: Major H. G. WILLIAMS, 080 12 3456, USMCR (Retired)

Subj: Designation as Marine Corps Officer Selection Liaison Officer

1. Per your request, you are hereby appointed as Marine Corps Officer Selection Liaison Officer at Welch University, for the Officer Selection Officer (OSO), Louisville, Kentucky.

2. You will communicate with and assist the OSO, Louisville, Kentucky, in the dissemination of information pertaining to U.S. Marine Corps Reserve officer candidate programs.

3. All necessary instructions, material, and logistical support will be furnished by the OSO, Louisville, Kentucky.

4. This appointment does not constitute orders to inactive duty training, authorize pay, or authorize credits for retirement or promotion.

YVONNE M. BUSH
By direction

Copy to:
CMC (MRRO)
OSO, Louisville
MCD

Figure 1-4.--Sample Letter of Authority to Retired Reserve Officers.

(LETTER HEAD)

From: Director, Marine Corps Reserve Support Center
To: Major John K. LANGLEY, 116 73 4897, USMCR
11 South Wagner Street, Harrison, Kentucky 41440

Subj: APPROPRIATE DUTY WITHOUT PAY

Ref: (a) MCO P10O1R.1F

Encl: (1) Equivalent Instruction Report (NAVMC 799)

1. Under the authority contained in the reference, members of the inactive Marine Corps Reserve are authorized to perform periods of appropriate duty in connection with officer procurement under the cognizance of the district directors. Personnel performing such duty are further authorized to claim Reserve retirement credits subject to the following:

a. For each period of appropriate duty performed under this authority one Reserve retirement credit may be claimed providing the duty involved is of 4 or more, hours duration including time spent in the preparation of materials used.

b. Not more than three periods of appropriate duty maybe performed in the calendar week nor more than five in any calendar month, unless authorized by the Commandant of the Marine Corps (MMOA-3).

2. Pursuant to the authority contained in the reference, you are assigned to appropriate duty without pay as a liaison officer for the 4th Marine Corps District's Officer Selection Officer, Louisville, Kentucky. This duty becomes effective upon your completion of the first endorsement hereon and will remain effective until such time as these orders are cancel led by proper authority.

3. This duty will consist of coordinating with and assisting the Officer Selection Officer, Louisville, Kentucky, at Welch University, and performing such other duties as may be prescribed by the' District Director. All necessary instructions, material, and logistical support will be furnished by the Officer Selection Officer, Louisiville, Kentucky.

4. These orders are void until you have completed the first endorsement on the original and one copy of your orders. You are requested to return to this Headquarters one copy of these orders bearing the completed endorsement.

5. No expense to the Government is involved in the execution of this duty.

6. The enclosure is transmitted for your convenience in reporting this duty. This form will be forwarded to the Officer Selection Officer, Louisville, Kentucky for certification. The Officer Selection Officer will then forward this form to the Director, Marine Corps Reserve Support Center, 10950 El Monte, Overland Park, Kansas 66211 for insertion in your official records.

B. BASKERVILLE
By direction

Copy to:
CMC (MRRO)
OSO, Louisville
Dir, 4th MCD

Figure, 1-5.--Sample Orders to Selected Reserve officers.

1. Criteria. An institution will be reported as "barring recruiting personnel" when it has been determined that military recruiters are not permitted to conduct recruitment activities any place on campus at the time of the report, as a matter of the stated or effective policy of the institution. In making this determination:

a. The stated policy barring on-campus recruiting should be in writing by an appropriate official. If written confirmation is not obtainable, verbal policy statements will suffice when attributed to an appropriate official.

b. It will be considered that the institution is in effect barring military recruitment if:

(1) Repeated requests to schedule and accomplish recruiting visits have been unsuccessful, or

(2) The institution has indefinitely suspended recruiting visits.

c. A rule of reason will be followed in applying paragraph 1b, above. The following are examples of institutions which will not be considered as barring on-campus recruiting:

(1) An institution, unable to schedule recruiting visits in the past academic period because of student disturbances, or whose student body is on vacation at the time of the report, which states its intention to permit, recruiting in the coming academic period.

(2) An institution which follows policy of permitting visits to its campus by any potential employer, public or private, only, in response to an expression of student or faculty interest and which carries out such policy in good faith without discrimination against military recruitment.

(3) An institution which has a policy of not permitting job recruiting by any employer on its campus, but which does permit recruiting by all employers (including military recruiters) at some location.

2. Coverage. The report is to be limited to institutions of higher learning normally visited by recruiters. It should be based on:

a. Experience with these institutions in the past academic semester or period, and, on any subsequent information received from the institution as to its policies and intentions in the event these are in doubt.

b. Experience with institutions visited by recruiters since the close of the past academic period in connection with normal recruiting activities.

It is not intended that a survey be made of all institutions of higher learning for purposes of this report, but rather that the report be limited to experience obtained as result of normal recruiting visits and on any further information furnished by the institution in connection therewith.

3. Procedures

a. Recruiters will continue to observe the long standing policy of accommodating the institutions' preferences as to times and places for scheduling on-campus recruiting.

b. Where an appropriate official of the institution has previously informed recruiting officials, verbally or in writing, that the policy of the institution is not to permit military recruiting on campus, or in the event of repeated inability to schedule recruiting visits, or when there is reason to believe that institution has indefinitely suspended recruiting visits, a report will be forwarded to the CMC (MRRO), using the format in paragraph 1017.3.

Figure 1-6.--Guidelines and Procedures for Identifying Institutions of Higher Learning that Bar Military Recruiters from Their Premises.

MARINE CORPS RESERVE OFFICER CANDIDATE PROGRAMS

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CHAPTER 2

MARINE CORPS RESERVE OFFICER CANDIDATE PROGRAMS

SECTION 1: DESCRIPTION OF PROGRAMS

2100. PLATOON LEADERS CLASS (PLC) PROGRAM

1. Program Description. The PLC is an officer program for male college students attending accredited colleges or universities who, upon successful comPletion of all requirements, are commissioned as second lieutenants in the USMCR. The PLC is divided into three component programs: PLC (Ground), PLC(G); PLC (Naval Aviator), PLC(NA); and PLC (Law), PLC(L). The application process, to include appropriate forms (figures 2-1 through 2-35) is discussed in section 3 of this chapter.

a. Eligibility Requirements for PLC (G) or (NA). To be eligible for enrollment in the PLC(G) or PLC(NA) Program, an applicant, except a Marine Corps Junior ROTC (MCJROTC) graduate, must be a regularly enrolled, full-time student at a regionally accredited college or university and must have completed one academic term of a normal schedule of courses with a GPA of at least a C (2.0 on a 4.0 scale). For purposes of determining eligibility, "a normal schedule of courses" is considered to be a minimum of 12-semester or 12-quarter hours in a single term. In addition, the cumulative GPA and last term GPA must be at least a C.

b. Eligibility Requirements for PLC (Law). College seniors accepted for enrollment, and first or second year law students currently enrolled in an American Bar Association accredited law degree granting institution are eligible to apply for the PLC(L) Program. Members of the PLC(G) or PLC(NA) Program may transfer to the PLC(L) Program if they are in their senior year of college and have been accepted at an accredited law school.

c. MCJROTC male graduates are eligible to be enrolled in the PLC Program upon graduation from high school. Those selected will attend training after the freshman college year. OSO’s will ensure that prior to enrollment the applicant meets the following requirements:

(1) Has been accepted for enrollment at a regionally accredited college or university and submits proof of acceptance in the form of an Academic Certification Form (ACF) completed by an appropriate college official and forwarded as part of the application.

(2) Is favorably recommended for acceptance by the senior military instructor of the Marine Corps Junior ROTC unit in which the applicant was enrolled. A Personal Information Questionnaire from the senior military instructor will be forwarded as part of the application.

(3) Is qualified for enrollment per section 2 of this chapter.

(4) Upon completion of the first semester, a copy of the candidate’s transcripts will be forwarded to the CMC (MRRO-2) to arrive not later than 31 January.

2. Degree Scheduling. Candidates complete their academic requirements for a commission upon receipt of a baccalaureate degree. This will require enrollment for at least 12 hours for each semester or quarters. PLC’s are expected to schedule and complete courses of study to permit the awarding of a degree in a normal time period. The following norms are established:

Baccalaureate (BA/Bs) (except in engineering) - 4 years from matriculation.

B.S. (Engineering) - 4 to 5 years from matriculation.

Bachelor of Laws (LLB) of Juris Doctor (JD) - 3 years from entry into law school.

3. Training Requirements

a. Course of Instruction. Members of the PLC Program enrolled as college freshmen or sophomores will attend two summer training sessions (Junior Course and Senior Course), each of which will be approximately 6-weeks duration. Members enrolled during or after the junior year of college will attend a single 10-week session (Combined Course). Members enrolled in the PLC-Law Program who are not interprogram transfers will attend one 10-week training session. Training will be conducted at Officer Candidates School, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia, on dates prescribed by the CMC.

b. Attendance at Training

(1) Members of the PLC Program enrolled as freshmen or sophomores must complete the Junior Course the first summer after enrollment, and the Senior Course during the summer immediately preceding the school year in which they receive their degree.

(2) Members must agree to participate in training for a minimum period of time as specified in their service agreement.

c. Orders to Attend Training. Members of the PLC Program ordered to training will travel by the conveyance directed in their orders. Members will be ordered to, training from home address or school address only, as requested by the individual concerned. Upon release from training, they will be directed to their home or school address as indicated on their request for orders. MCO P4600.7 will be utilized by OSO's in determining group or individual transportation of PLC candidates to training. PLC's are not authorized travel by POV. If a PLC is to be courtesy shipped, the cognizant OSO is responsible for ensuring that liaison is established with the OSO who will actually ship candidate to training.

d. Participation in Selected Marine Corps Reserve (SMCR) Training. Members of the PLC Program, at their option, may continue drill with their Reserve unit and remain in a paid status. In the case of mobilization by the Reserves, the member would deploy with Reserve unit.

4. Active Duty Requirements (Figure 2-37)

a. PLC (Ground). Graduates of the PLC(G) Program must serve on EAD in a commissioned status for the period specified by their service agreement plus any additional obligation incurred by receipt of Marine Corps Financial Assistance. Upon acceptance of appointment to commissioned grade, these officers will be ordered to EAD to attend The Basic School (TBS), MCCDC, Quantico, Virginia. When these officers have completed TBS, they will be assigned a basic MOS and ordered to an appropriate duty assignment.

b. PLC (Naval Aviator). Graduates of the PLC(NA) Program must serve on EAD in a commissioned status for the period specified by their service agreement plus any additional obligation incurred by receipt of Marine Corps Financial Assistance. Upon acceptance of appointment to commissioned grade, these officers will be ordered to EAD to attend TBS prior to assignment to aviation training.

(1) In the event an officer is separated from an aviation training program as a result of flight failure, practical work failure, or physical disqualification, the officer will be required to serve on EAD in a commissioned status for the period specified by the service agreement, from the date initially assigned to EAD as a commissioned officer, plus any additional obligation incurred by receipt of Marine Corps Financial Assistance.

(2) Should the officer be separated from an aviation training program as a result of academic failure, or at own request, the officer will be required to serve on active duty in a commissioned status for the specified on the service agreement, the date initially assigned to EAD, plus an extension of active service equal to the time spent in flight training and any additional obligation incurred by receipt of Marine Corps Financial Assistance.

c. PLC (Law). A member of the PLC(L) Program, upon appointment to commissioned grade, will be placed on inactive duty. As a commissioned officer in the MCR the member will remain on inactive duty for a specified period of time in order to satisfactorily complete the requirements for a law degree and is admitted to the practice of law before the bar of a Federal court or the highest court of a state or the District of Columbia. These officers will be eligible for promotion at the same time as their contemporaries on active duty.

(1) In order to effect the promotion of members of the PLC Law Program OSO's must forward a written request for promotion accompanied by a promotion physical to the CMC (MRRO-2) not later than 60 days prior to the expected date of promotion.

(2) After receipt of their law degree, members must take the first scheduled state or (DC) bar examination, within the jurisdiction of their choice. In the event they fail the first examination, they will be required to take the next scheduled examination. They will not be ordered to TBS until the results of the second examination have been reported to the CMC (MRRO-2). If the member fails the second bar examination, they will be ordered to the next available Basic School Class as an unrestricted ground officer.

(3) Officers, who successfully pass the bar exam, will be assigned to EAD for the period of time specified by their service agreements. Initial orders to EAD will be to attend TBS, MCCDC, Quantico, Virginia. Following completion of TBS, the above officers will be ordered to either the Naval Justice School, Newport, Rhode Island, or assigned directly to duty. When certified by the Judge Advocate General of the U.S. Navy, members will be designated as Judge Advocates and assigned the appropriate MOS.

(4) Subsequent to acceptance of appointment to commissioned grade, these officers will normally be assigned to EAD for the period specified in their service agreements as unrestricted ground officers should they:

(a) Fail to maintain the academic standard prescribed by the academic institution of attendance for completion of requirements for a law degree;

(b) Fail to complete the requirement for a law degree within the standard period of time required for a full-time law student; or

(c) Discontinue law studies for any reason.

d. PLC Members who have Received Financial Assistance. PLC members awarded Marine Corps financial assistance are obligated for active duty in addition to that period of time specified in their basic service agreement. For further information on financial assistance, refer to paragraph 2100.9 of this Manual.

e. PLC Members who have Participated in Flight Indoctrination. PLC members receiving flight instruction beyond the solo stage (normally 12 hours), and who remain physically qualified are obligated to repay to the Government the cost of all flight instruction should they fail to accept their commission.

5. Grade While Member

a. Applicants for the PLC Program will be enlisted in the grade of private.

b. Upon approval and designation as a PLC, members will hold the title of "Candidate." Members of the PLC Program are entitled to pay and allowances while attending Officer Candidates School for their enlisted grade but not less than those prescribed for sergeant.

c. Candidates who assume a nontraining status (i.e., are disenrolled for any reason and are placed in a casual status) will be reverted to the grade held when initially ordered to Officer Candidates School and receive pay and allowances of that grade, except for individuals meriting special consideration as determined by the Commanding Officer, Officer Candidates School. Candidates returned to training from a nontraining status will be concurrently reinstated as officer candidates and entitled to the pay and allowances stated in paragraph 2100.5b, above.

6. Commissioning Documents. The OSO will submit a Request for Appointment Form (figure 2-2) and a precommissioning physical examination not later than 4 months prior to the scheduled commissioning for each member.

7. Annual Administrative Requirements

a. PLC Audit. See section 4 of chapter 2 for specific requirements.

b. Request for Orders. The OSO's will ensure submission of NAVMC 10468, Request for Orders form with a completed Personnel Security Questionnaire (NAC) DD Form 398-2 to the CMC (MRRO-2) by 31 January for each member scheduled to attend PLC Senior Course training.

c. Academic Certification Form (ACF). OSO's will obtain an ACF and a transcript upon completion of the first academic term of each school year for each PLC. The OSO will review the completed documents and accomplish the following action:

(1) Retain the documents at the OSO level for each PLC member whose term and cumulative grade average is 2.0 (C) or higher, if the graduation date is unchanged and if they remain a regularly enrolled, full-time student, carrying and completing a normal academic load (12 hours).

(2) Forward to the CMC (MRRO-2) all ACF's and transcripts which confirm a term or cumulative grade point average below 2.0 (C) and/or indicates a member failed to complete or is no longer a regularly enrolled full-time student carrying a normal academic load. This member will be boarded to determine fitness for retention or placement on academic probation.

(3) Forward to the CMC (MRRO-2) all ACF's and transcripts on PLC members who are reporting a change in their graduation date.

(4) OSO's will ensure that the ACF and college transcripts/letters, when required, are forwarded so as to arrive at the CMC (MRRO-2) by 31 January.

8. Change to PLC Status. Any change affecting the status of a PLC candidate should be substantiated by documentation equal to that required in support of the initial application. The following are examples of recurring changes of status affecting members of the PLC Program and appropriate action on the part of the OSO:

Change/Request	Action to the CMC (MRRO-2)
Graduation Date	Letter supported by appropriate college official stating reason for change, ACF, and transcripts.
Physical Qualifications	Letter supported by pertinent medical evidence such as consultation, SF 88/93, x-rays, etc., as appropriate.
Training Increment	Letter supported by appropriate evidence. OSO endorsement to include a recommendation.
Cumulative or Semester Academic Average Below "C"	Letter, ACF, transcript, OSO recommendation.
College or University	Letter stating reason, transcript from past college, ACF from future college.
Interprogram Transfer	Letter requesting transfer, service agreement, SF 88/93 for aviation, appropriate documents indicated for law program.
Any Arrest	Letter supported by candidate's statement, OSO, and District endorsement.

9. Financial Assistance. The purpose of the Marine Corps Financial Assistance Program is to provide monies in the form of a monthly stipend of $100 to eligible members of the PLC and WOC(J) Programs.

a. Upon successful completion of at least one summer training period, undergraduate PLC/WOC (Jr.) Program members in good standing may apply for financial assistance from the Marine Corps. Applications approved by a board of officers at Headquarters Marine Corps will provide for a stipend of $100 per month, subject to yearly renewal, for the remainder of their undergraduate studies. Payment of such stipend will be made for a maximum of 9 months during any 1 normal academic year, not to exceed a total of 3 years. Receipt of Financial Assistance obligates a PLC/WOC member for an additional active duty obligation. In the event a commission is not tendered for any reason other than not being physicallly qualified for commissioned, service, the member is obligated to repay the total amount accepted for financial. This obligation is incurred upon the candidate's receipt and acceptance of the first payment. MCO 7220.43 describes in detail the requirements, regulations, and administration of the Financial Asistance Program.

b. Active Duty Obligation. (Upon Successful Completion of Requirements for Commissioning). Active duty obligations are governed by the basic service option as written in the most current service agreement. Obligated service for undergraduate financial assistance is established as 6 months for each school year or portion thereof during which the member received financial assistance from the Marine Corps.

10. PLC Flight Program. There are two programs involving flight orientation and indoctrination that are available for eligible members of the PLC(NA) Program:

a. Marine Corps Flight Orientaion Program (MCFOP). This is a program designed for use by the recruiting service to determine motivation for flying and to screen members for both the PLC(NA) and AOC programs. MCO 3770.1 provides instructions and guidelines covering the program.

b. Flight Indoctrination Program (FIP). Once a PLC applicant has, been approved by the CMC for an aviation guarantee and successfully completes all required training the applicant is eligible to participate in the PLC FIP. Participation in the FIP although not mandatory, is considered an important recruiting incentive in providing motivation of fully-trained PLC(NA)'s and reducing candidate attrition. Command attention should be given to this program to ensure maximum participation. MCO 1542.2 provides eligibility, instructions, and guidelines concerning the FIP. Upon graduation from college a member may no longer participate in the FIP.

11. MCFOP. The recruiting service will normally provide orientation flights to prospects and applicants under the MCFOP. Orientation flights other than those flown under MCFOP will be provided in Marine Corps aircraft only to current members of a Marine Corps commissioning program. It is the responsibility of each OSO to ensure that only eligible persons are allowed to receive an orientation flight. The OSO will ensure that a liability release (figure 2-39) is executed for every passenger prior to each flight whether in civilian or military aircraft. In each case of a minor, a Parental/Guardian Agreement as shown in figure 2-40 will be executed in addition to the individual liability release. These forms may be reproduced locally.

2101. OFFICER CANDIDATE CLASS (OCC) PROGRAM

1. Program description. The OCC Program is open to male applicants who are seniors at, or graduates of, an accredited college, university, or law school. Selected applicants are assigned to a numbered OCC at MCCDC, Quantico, Virginia. Upon completion of the prescribed training and recommendation by MCCDC, graduates of OCC are appointed to the grade of second lieutenant, USMCR and assigned to duty under instruction at TBS. The OCC Program is divided into three component programs: OCC (Ground, Aviation officer Candidate (AOC), OCC (Law). The OCC (LAW Program guarantees assignment to a judge advocate MOS (4401) upon completion of all requirements for commissioning.

2. Eligibility Requirements

a. In addition to the academic requirements outlined in paragraph 2201 of this Manual, applicants for the OC and AOC Classes must be graduates of a regionally accredited baccalaureate granting institution. Seniors in good standing at accredited institutions are eligible for enrollment. Seniors must be carrying an academic course load which would enable them to complete requirements for a baccalaureate degree prior to the convening date of the class for which they are applying. Applicants who have a baccalaureate degree from a foreign college or university must be eligible for graduate studies at a regionally accredited college or university. A letter from an appropriate college official validating their undergraduate degree as aceptable for graduate study is required.

b. Applicants for the OCC (Law) Program must be enrolled in their final year or have graduated form an American Bar Association accredited law school. Prior to attending Officer Candidates School, the applicant must have graduated from an accredited school of law and have been admitted to practive law before the bar of a Federal court or the highest court of a state or the District of Columbia.

3. Training Requirements. Members of the OCC Program are required to attend one training course of prescribed duration at MCCDC, Quantico, Virginia, and must agree to participate in such training for a minimum period as specified in their current service agreement prior to withdrawal from training.

4. Active Duty Requirements

a. Active Duty Requirements after Appointment to Commissioned Grade

(1) Officer Candidate (Ground) and (Law). Must serve on EAD, in a commissioned status, for the period specified in their service agreement. Upon acceptance of an appointment to commissioned grade, members will be ordered to attend the The Basic School (TBS), MCCDC, Quantic, Virginia. Upon completion of TBS these officers will be assigned a MOS and ordered to an appropriate duty assignment. Members of the OCC (Law) Program will be ordered to Naval Justice School upon completion of TBS.

2. Aviation Officer Candidates (AOC). AOC’s will be assigned to TBS prior to assignment to aviation training. AOC’s must serve on EAD for a period of time as specified in their current service agreement from the date designated as a naval aviator.

(a) In the event an officer is separated from an aviation training program as a result of flight failure, practical work failure, or physical disqualification, the officer will be required to serve on EAD in a commissioned status for the period of 48 months as stated on the service agreement, from the date initially assigned to EAD as a commissioned officer.

(b) Should the officer be separated from an aviation training program as the result of academic failure, or drops at own request, the officer will be required to serve on active duty in a commissioned status for the period of 48 months, as stated on the service agreement, from the date assigned to EAD, plus an extension of active service equal to the time spent in flight training.

b. Active Duty Requirements for AOC Found not Physically Qualified for Flight Training Upon Reporting for Active Duty. Members of the AOC Program who, after reporting for EAD, fail to qualify physically for flight training, but qualify physically for appointment to commissioned grade may be offered the opportunity to be classified as OCC (Ground). They will assume the OCC (Ground) active duty obligation.

5. Orders to Attend Training. Appropriate orders to attend officer candidate training will be issued by the CMC. Members of the OCC Program will be issued orders authorizing travel at personal expense subject to reimbursement upon reporting to Quantico, Virginia. If any candidate desires commercial transportation

furnished by the Government, the candidate should notify the OSO who will issue the appropriate Government transportation request and meal tickets. Orders to training do not contain authorization for the movement of household effects or transportation of dependents.

6. Grade While Member

a. Members of the OCC Program are entitled to the pay and allowances commensurate with the enlisted grade shown on the original orders, but not less than that prescribed for a Sergeant. Therefore, Privates who have been found physically qualified for EAD as officer candidates will be administratively promoted by the training command to the pay grade of Sergeant, effective from the date they report for EAD.

b. Candidates who assume a nontraining status (i.e., disenrolled for any reason or are placed in a casual status) will be reverted to the grade held when initially ordered to the OCC and receive pay and allowances of that grade, except for individuals meriting special consideration as determined by the Commanding Officer, Officer Candidates School. Candidates returned to training from a nontraining status will be concurrently reinstated as officer candidates and entitled to the pay and allowances stated in paragraph 2101.6a, above.

2102. WOMAN OFFICER CANDIDATE (WOC) PROGRAM

1. Program Description. The WOC Program is an officer program for female college juniors, seniors, graduates or graduate law students who, upon successful completion of all requirements, are commissioned as second lieutenants in the MCR. All applicants must meet the general eligibility requirements as defined in paragraph 2201.1 of this Manual.

2. Eligibility Requirements. To be eligible for enrollment in the WOC Program, applicants must be regularly enrolled, full-time juniors or seniors in good standing; or be graduates of a regionally accredited college or university.

3. Training Requirements

a. Members of the WOC Program are required to attend one training course of prescribed duration at Officer Candidates School, MCCDC, Quantico, Virginia. Members of the WOC (J) Program will attend training during the first summer subsequent to enrollment. Upon reporting for training, candidates are required to participate in training for the minimum period of time as specified in their service agreement before a request to voluntarily disenroll will be considered.

b. Orders to Attend Training. Paragraphs 2100.3c, for WOC (J) and 2102.5, for WOC’s apply.

4. Active Duty Requirements. Upon acceptance of a commission, members of the WOC Program are required to serve on active duty in a commissioned status for the period specified in their service agreement and any additional obligation incurred by acceptance of financial assistance. Upon appointment to commissioned grade, members will be ordered to attend The Basic School at the MCCDC, Quantico, Virginia. When these officers have completed this course, they will be assigned a MOS and ordered to an appropriate duty assignment.

5. Grade While Member. Paragraphs 2100.5, for WOC (J) and 2101.6, for WOC’s apply.

6. WOC (Law) Program. The provisions of the PLC (Law) Program, paragraphs 2100.1b and 2100.4c, and OCC (Law) Program, paragraph 2101, apply to members of the WOC (Law) Program. The term "WOC (Law)" may be substituted for the terms "PLC (Law)"/"OCC (Law)", as appropriate.

7. Commissioning Documents for WOC(J)’s. Paragraph 2100.6, applies.

8. Change to WOC(J) Member's Status. Paragraph 2100.8, applies.

9. WOC(J) Financial Assistance Recipients. Paragraph 2100.9, applies.

2103. ENLISTED COMMISSIONING PROGRAM (ECP)

1. Program Description. This program is intended to provide those Marines, both male and female, who can be profitably utilized in the unrestricted officer structure, with the opportunity to attain commissioned status. It is not intended as a normal outlet in the enlisted career pattern for individuals more suited for the warrant officer program. Marines selected for ECP will be required to successfully complete Officer Candidates School prior to appointment to commissioned grade.

2. Guidance. The current edition of MCO 1040.9 outlines the eligibility criteria and procedures required for application, evaluation, and consideration for selection by the Commandant of the Marine Corps.

2104. SELECTED MARINE CORPS RESERVE DIRECT COMMISSIONING PROGRAM

1. Program Description. This program is designed to allow qualified reservists to apply for direct appointment and, if selected, continue participation with their parent unit of the Selected Marine Corps Reserve.

2. Guidance. The current edition of MCO 1040R.10 outlines the eligibility criteria and procedures required for application, evaluation, and consideration for appointment by the Commandant of the Marine Corps.

CHAPTER 2

MARINE CORPS RESERVE OFFICER CANDIDATE PROGRAM

SECTION 2: BASIC REQUIREMENTS

2200. ENLISTMENT REQUIREMENTS

1. General. Applicants for all MCR officer candidate programs must meet the following requirements:

a. Be a citizen of the United States at the time they make application.

b. Be of unquestionable moral integrity.

c. Must not have been convicted by civil authorities (foreign or domestic) of any offense which is felonious in nature, nor have had action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice is death or confinement for 1 year or more; or where the offender is adjudged a juvenile delinquent, wayward minor, or youthful offender, or is placed on probation or punishment in any way as the result of an offense. If the offense is not listed in the Manual for Courts-Martial Table of Maximum Punishments, or is not closely related to an offense listed therein, the maximum punishment authorized by the U.S. Code, or the District of Columbia Code, whichever is lesser, applies.

d. Applicants are not eligible for enlistment, appointment, or commissioning if they have:

(1) Ever used any nonprescribed or illegal drug.

(2) Ever been convicted of or been the subject of action tantamount to conviction of a drug abuse offense.

(3) Ever been psychologically or physically dependent upon any drug or alcohol.

(4) Ever been a trafficker of illegal drugs. Trafficking is defined as the commercial and wrongful sale or transfer of a controlled substance for profit, and/or the wrongful possession of a controlled substance with the intent to sell or transfer it for profit.

Waivers may be granted for exceptionally well qualified applicants in category (1), (2), or (3) on a case-by-case basis when the preservice abuse or dependency was resolved in such a way that there is little likelihood that such behavior will recur.

e. Must not have a claim pending for, or be drawing, a pension, disability allowance or compensation, retired pay from the Government of the United States.

f. Applicants for student pilot programs must not have been previously separated from any military flight training program of any branch of the service. Attendance is defined as reporting for training regardless of time spent in training. An applicant who has failed to complete a flight training program may apply for a nonaviation commission.

g. Must be ineligible for exemption from assignment to duty in a combat area as a "Sole Survivor." Applicants who are so classified may be considered, provided appropriate waivers are executed. (paragraph 2210).

h. Must meet such other requirements as may be stated elsewhere in this Manual.

2. Civilian. Applicants for any MCR officer candidate program must be basically eligible for enlistment in the USMCR per Volume IV MPPM, except that the dependency requirements may be waived by the CMC (MRRO). Male applicants will be enlisted for

a period of 8 years. Conditional enlistment contracts and supporting documents for OC/AOC/WOC/WOC(J)/PLC will not be executed more than 1 year prior to the reporting date of the class for which application is made unless specifically authorized by the CMC (MRRO). The CMC reserves the right to request new enlistment contracts on any application exhibiting excessive administrative delay prior to receipt at Headquarters Marine Corps. As a rule of thumb, 90 days are considered sufficient to process an application from contracting until approval at Headquarters Marine Corps.

3. Applicants Currently Serving as Marine Corps Reservists will be Enrolled as Follows:

a. Applicants whose enlistment or term of obligated service will expire prior to processing and approval of their applications will be required to execute a conditional enlistment contract in the USMCR for a period of 8 years. The conditional enlistment contracts, supporting documents, and new record books will be forwarded in the same manner as the civilian source application.

b. Applicants who have sufficient obligated service remaining on their original contract to allow for processing and selection will not be required to reenlist in the USMCR. Application forms and record books will be submitted in the usual manner. They will still be required to execute an 8-year enlistment contract and service agreement.

c. Those persons whose enlistment or term of service expires while holding status as officer candidates (approved by the CMC), either on active duty or inactive duty, will normally be held in an active candidate status for the convenience of the Government under the provisions of Title 10, U.S.C. 600. Personnel in this situation may, if they so desire, be reenlisted in the USMCR at the expiration of their obligated service.

d. The following is applicable in the case of an individual who has completed Initial Active Duty for Training requirements and applies for enrollment in a Reserve officer candidate program:

(1) They will retain the designation of "Selected Marine Corps Reservists."

(2) Current satisfactory membership in a Reserve officer candidate program will constitute satisfactory annual Reserve participation for the purpose of fulfillment of military training obligations.

(3) If an individual is not commissioned, or is disenrolled from a Reserve officer candidate program, they will be required to resume the remainder of their Reserve training obligation in the Marine Reserve.

(4) If an individual is commissioned, the Marine Corps Reserve Support Center will be notified by the CMC (MRRO-2).

e. The following is applicable when the reservist has not commenced Initial Active Duty for Training (IADT) as of the time that the application for enrollment in a Reserve officer candidate program is made:

(1) The individual will not be ordered to IADT pending action on the application by the CMC (MRRO).

(2) Upon selection by the CMC, the Recruiting Station (RS) will discharge the individual for the convenience of the Government, citing this paragraph and MCO P1900.16C MARCORSEPMAN, paragraph 6403, as authority. Date of discharge will be the date preceding the date of enlistment by the OSO. No discharge certificate will be issued.

f. Time spent by the applicant in the enlisted Delayed Entry Program (DEP) is not creditable for longevity, if the DEP time commenced on or after 1 January 1985.

g. If an applicant for a Reserve officer candidate program is not selected by the CMC, the reservist will be ordered to the earliest period of IADT after receipt of the notification of nonselection.

4. Oath of Enlistment

a. Upon meeting the requirements for enlistment into a Reserve officer training program, the OSO will prepare the enlistment contracts, to include the statement of conditional enlistment and the appropriate service agreement, and enlist the applicant into the MCR.

b. OSO's are authorized to administer the oaths necessary in the performance of their duties. Provisions of Section 502, Title 10, U.S.C., require that the Oath of Enlistment be administered by a commissioned officer; no exceptions to this statutory requirement can be granted. Any commissioned officer of any Regular or Reserve component of a U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), whether or not on active duty, may administer the Oath of Enlistment (Section 1031, Title 10, U.S.C.). "Commissioned officer" includes a commissioned warrant officer. The phrase "whether or not on active duty" includes retired Regular or Reserve commissioned officers and Reserve commissioned officers not on active duty. The Reserve Components of the Armed Forces are the: Army National Guard of the U.S., Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the U.S., Air Force Reserve, and Coast Guard Reserve.

c. Before giving the Oath of Enlistment to an applicant, the OSO will:

(1) Explain the provisions of the UCMJ, Article 83, to the applicant, emphasizing the UCMJ's significance in respect to truthful answers to questions on enlistment forms.

(2) Tell the applicant that anything in the record which may prohibit enlistment must be disclosed before the oath is administered. Explain that if disclosure is made at this time (before the Oath of Enlistment), the worst that can happen will be rejection for the officer training program.

(3) Warn the applicant that fingerprints will be forwarded to the Defense Intelligence Agency (DIA). Warn the applicant that even though a person may conceal a criminal or juvenile record or prior service at the time of enlistment, such a record will be discovered later. That the applicant may be subject to trial by courts-martial for fraudulent enlistment, or to possible discharge under "Less Than Honorable Conditions."

(4) The Oath of Enlistment on DD Form 4 will be administered orally, in English, to each applicant by a commissioned officer in any Armed Service. Make suitable arrangements to ensure that the oath is administered in a dignified manner and in proper surroundings. The flag of the United States and Marine Corps standards, when available, will be displayed prominently near the officer administering the Oath of Enlistment.

(5) Individuals administering the Oath of Enlistment will be attired in the appropriate uniform.

(6) In cases where the appropriate service uniform is not available, individuals administering the Oath of Enlistment will wear appropriate civilian clothing.

d. Immediately after the Oath of Enlistment, the OSO will:

(1) Explain the substance of articles 85 and 86 of the UCMJ.

(2) Require each enlistee to sign a DD Form 4, conditional enlistment, and service agreement.

(3) Provide each enlistee with a legible copy of these forms.

2201. ACADEMIC REQUIREMENTS

1. Accredited Institutions. Applicants for all Reserve officer candidate programs will complete academic requirements at an accredited institution.

a. For officer applicants, "accredited" means membership or candidacy for membership, in one of the six associations comprising the Federation of Regional Accrediting Associations of Higher Education or has qualified under the three-institutional-criteria (3IC) as recognized by the Department of Education. By this method no fewer than three accredited college-level institutions have accepted or do accept an unaccredited institution's credits, upon transfer, as coming from an institution accredited by a nationally recognized accrediting agency.

b. Law schools are those on the approved list of the American Bar Association.

c. A current listing of institutions from which officer program applicants have been approved is published by a letter from the CMC (MRRO).

2. Grade Point Averages

a. Undergraduate applicants for all Reserve officer candidate programs must be regularly enrolled, full-time students at a regionally accredited college or university, and must have completed one academic term of a normal schedule of courses with a GPA of at least C (2.0 on a 4.0 scale). For purposes of determining eligibility, "a normal schedule of courses" is considered to be a minimum of 12-semester or 12-quarter hours in a single term. In addition, the applicant's cumulative GPA and last term GPA must be at least a C.

b. The grade point average and graduation date as stated on the ACF and certified by a school official, will be accepted as valid evidence of the applicant's cumulative average and projected graduation date.

c. The grade point average stated on the NAVMC 10418-1, Application for Officer Programs will be the cumulative grade point average from the current college or university. However, transcripts from all colleges the applicant has attended will be included in the application and considered by the officer candidate selection board.

2202. PHYSICAL EXAMINATIONS

1. General

a. Applicants for any Reserve officer candidate program must be physically qualified for appointment to commissioned grade in the Marine Corps per the standards set forth in the Manual of the Medical Department, U.S. Navy, Chapter 15. These standards are designed to procure and retain personnel who are physically fit and tempermentally adaptable to the conditions of military life. In many cases, however, a recommendation for a waiver of a minor physical defect may be appropriate when it appears evident that the defect would not be an obstacle to useful service and the applicant is well qualified in all other respects. Further guidance on the application of physical standards and recommendations for waivers can be obtained from the Manual of Medical Department, U.S. Navy, Article 15-3, and Section III, Chapter 15.

b. In addition to the above, applicants for any aviation training program must be found physically qualified per the requirements set forth in the Manual of the Medical Department, Section V, Chapter 15.

2. Types of Physical Examinations. There are several different occasions when the submission of a physical examination is required. Table 2-1 describes specific instructions for the type of physical required for each program, the facility where the physical examination is conducted and disposition instructions. The following are definitions for the occasion when physical examinations are required.

a. Initial Entry. A physical examination is required before an applicant may be administered the physical fitness test and conditionally enlisted in the MCR for enrollment in a Reserve officer program. In certain cases, when the date of the initial entry physical precedes the projected commissioning date by 20 months or less for ground or 18 months for aviation, it may also serve as the commissioning physical. In all cases, the date of the examination must not precede the reporting

date of the first scheduled increment of training by more than 20 months. The initial entry physical examination Health Record (HR) will be included inside the application.

b. Interprogram Transfer. In order to transfer from any program to an aviation program, an aviation physical is required to determine the applicant's physical status. Since physical standards for aviation are more rigid, a physical to transfer from an aviation program to a nonaviation program is not required.

c. Retention. Retention physicals are required on those PLC's whose physical status changes while enrolled in the PLC Program. The injury may have occurred during senior training or while at home. In cases where the injury occurred at training the OSO will be directed to forward a physical examination to determine the candidate's fitness for retention in an officer candidate program. If the injury does not occur at Officer Candidates School, it is the OSO's responsibility to accomplish the physical examination and forward it to the CMC.

d. Commissioning

(1) A current physical examination is required prior to an applicant being appointed to commissioned grade. In all cases, the date of examination must not precede the date of commissioning of the applicant by more than 20 months for ground, or 18 months for aviation.

(2) All aviation applicants shall be counseled that their physical fitness for aviation training will be established at the Naval Aerospace Medical Institute (NAMI), Pensacola, Florida. Even though the applicant has passed all previous flight physicals, the physical at NAMI will be the final determinant for findings of fitness for aviation training. Should a student naval aviator fail to pass the physical at NAMI, the officer is still obligated to serve on EAD in a commissioned status for a period of 42 months from the date initially assigned to EAD as a commissioned officer. Figure 2-41 lists those facilities where the Commander, Naval Aerospace Medical Institute (NAMI) recommends applicants take their flight physicals. Those facilities have been inspected and certified for their reliability.

e. Promotion. A current physical examination is required on all members of; the PLC Law Program who are eligible for promotion to first lieutenant. The physical should be administered at such time to allow it to reach the CMC (MRRO-2) not later than 60 days prior to expected date of promotion. The physical should be accompanied by a request for promotion from the OSO.

Occasion	Program	Type of Physical	Facility/Place	Send To
Initial Entry	PLC Gnd PLC Law OCC Gnd OCC Law WOC WOC(J)	Standard enlistment physical	MEPS or other military facility	MRRO-2 with application
	PLC Air	Flight physical or standard enlistment physical w/following consults: - Cyclo-plegic eye exam - Anthropometric measurement - Contact lens statement	Military facility or MEPS	MRRO-2 with application

	AOC	Flight physical	Military facility	Naval Aerospace Medical Institute (NAMI) w/copy in record book
Interprogram Transfer	From Aviation to any other program	None required	Military facility	
	From any other program to Aviation	Flight physical or Standard enlistment physical w/following consults: - Cyclo-plegic eye exam - Anthropometric measurement - Contact lens statement	Military facility or MEPS	If also a precom-mission physical, to NAMI w/copy to CMC (MRRO-2) If not a precom, to CMC (MRRO-2)
Retention	All	Same as initial entry	Same as enlist-ment entry	CMC (MRRO-2)
Precommis-sioning	PLC Gnd WOC(J) OCC Gnd	Same as initial entry Initial entry physical is the precommissioning physical.	Same as enlist-ment entry	CMC (MRRO-2G)
	OCC Law AOC WOC PLC Law	Action required is included under initial entry.		
	PLC Air	Flight physical	Military facility	NAMI with copy to CMC (MRRO-2G)

Table 2-1.-- Physical Examination Requirements.

3. Submission of Physical Examinations. Physical examinations will be reported on SF 88, Report of Medical History, and SF 93, Report of Medical Examination. Upon determination that an applicant is basically qualified, the SF's 88 and 93 will be clearly labeled as to the purpose for the physical examination, i.e., initial entry, commissioning, and placed in the Health Record Cover, (NAVMED 6150). The specific program for which the applicant is applying will be placed in block 5 of the SF's 88 and 93. The original and three copies of each form are required to be submitted in the Health Record (HR), with an additional copy to be included in the officer candidate application. The physical will be forwarded to the district director for subsequent forwarding to the CMC (MRRO-1) or Commander, NAMI, Aerospace Medical Physical Examination Section (Code 014), Pensacola, Florida 32508.

4. Orders for Physical Examinations

a. OSO's are authorized to issue necessary orders, together with Government transportation requests and meal tickets, to applicants who are otherwise qualified

to report to the nearest Armed Forces medical facility for the requisite medical examination.

b. District directors will promulgate necessary instructions to ensure that all applicant travel is charged to Appropriation 17-1106: Subhead 27801 Object Class 000; TT Code "D;" Property Accounting Number 00000; Cost Code as follows, Cost Center Code (supplied by each district) 1 Expense Element "E," Program Element Number "86." Function/Subfunction Category "AE," and Cost Account Code "1E81."

5. Additional Medical Information. If additional medical information is required by the Commander, Naval Medical Command to determine the applicant's physical qualifications for a specific program, a letter stating the additional information required will normally be forwarded to the OSO of the applicant concerned, along with an entry in Automated Recruit Management System (ARMS) to reflect the requirements for additional medical information to be forwarded.

2203. RESERVE OFFICER PROGRAM APTITUDE TESTS

1. Testing ReQuirements. Applicants for all Reserve officer programs must attain qualifying scores on either the Scholastic Aptitude Test (SAT), American College Test (ACT), or the Armed Services Vocational Aptitude Battery (ASVAB) Test. Applicants for any of the Law programs may substitute qualifying scores on the Law School Admissions Test (LSAT) in lieu of any test.

2. SAT. Applicants for a Reserve officer program must attain a minimum combined math and verbal score of 1000 on the SAT in order to qualify for the program. Waivers are not authorized. Although the scores are valid for an indefinite period, only scores from the most recent test will be considered. Additionally, test scores from two different tests cannot be combined to achieve a qualifying score. If not on file at the applicants high school or college, scores may be obtained from the following agency: College Board Admissions, Testing Programs, P.O. Box 592, Princeton, New Jersey 08540, telephone (609) 883-8500.

3. ACT. Applicants for a Reserve officer program must attain a combined math and verbal score of 45 on the ACT. Waivers are not authorized. Although the scores are valid indefinitely, only scores from the most recent test will be considered. Additionally, test scores from two different tests cannot be combined to achieve a qualifying score. If not on file at the applicants high school or college, scores may be obtained from the following agency: American College Testing Service, P.O. Box 414, Iowa City, Iowa 52240, telephone (319) 337-1310/12/14. ACT scores must be converted to SAT scores for insertion onto the NAVMC 10418-1, Application for Officer Programs. (See figure 2-42.)

4. LSAT. Applicants for any Reserve officer law program may substitute a qualifying LSAT score in lieu of other test scores. A score of 30 out of 50 is qualified for a law program. Waivers are authorized only in exceptional cases and on a limited basis. Although the scores are valid indefinitely, only scores from the most recent test will be considered. If not on file at the applicant's college or law school, scores may be obtained from the following agency: Law School Admissions Service, Box 2000-C, Newtown, Pennsylvania 18940, telephone (215) 968-1001.

5. Verification. Scores from the SAT, ACT, or LSAT may be verified by any of the following:

a. ACF completed by the college/law school.

b. Certified letter from the high school/college or law school.

c. Certified transcripts from the high school/college or law school.

d. Student results sheet from the testing agency.

e. Telegram/letter from the testing agency.

6. Armed Services Aptitude Battery (ASVAB) Test. A minimum score of 120 on the Electrical Component (EL) of the ASVAB is required for enrollment into a Reserve officer program. Waivers may be granted in the case of exceptionally well qualified applicants to 115. ASVAB scores are valid for 2 years. In order to verify qualifying scores, the MEPCOM 714 ASVAB Score Sheet will be utilized in the case of nonprior service applicants. In the case of prior service, applicants with the DD Form 1966 or the Visual Audit Sheet may be substituted as proof of qualifying scores. MCO P1100.75 provides amplifying instructions for testing. For current members of the MCR, retesting for the purpose of enrollments into an officer candidate program does not constitute a "retest" and is authorized.

7. Aviation Testing Requirements. Applicants for any flight training program must attain the minimum score on the SAT or ACT, or EL portion of the ASVAB as well as a passing score on the complete Aviation Selection Test battery, commonly termed the AQT/FAR (Academic Qualification Test/Flight Aptitude Rating). In addition to the two examinations, AQT and MCT of the OAR, the complete AQT/FAR consists of:

a. The Spatial Apperception Test measuring spatial orientation.

b. The Biographical Inventory (BI) measuring maturity, aeronautical knowledge, selected attitudes, and interest related to aviation potential.

8. AQT/FAR Administration and Scoring

a. The AQT/FAR will be administered in strict compliance with the Examiner’s Manual and Scoring Instructions for the U.S. Navy and Marine Corps Aviation Selection Tests (NavMed P-5098).

b. OSO’s will maintain a record of tests administered per paragraph 2203.8a above.

c. The Minimum Acceptable AQT/FAR Converted Score is 4/6 for Naval Aviator Applicants. Waivers of the complete AQT/FAR may be requested to 3/5 in the case of exceptionally qualified applicants.

d. For aviation applicants, the AQT/FAR converted score, the date of test administration, and answer sheet serial number will be entered in item 72 of SF 88.

9. AQT/FAR Retesting

a. Applicants who do not attain the required scores on the AQT/FAR may not be retested until a period of 6 full months has elapsed from the date the test was last administered by an agency of the U.S. Marine Corps, Navy, or Coast Guard. Regardless of the day of the month the test is administered, the full 6-month period commences as of the 1st of that month. (Example: Test is administered 15 January 1976; the 6-month period commences 1 January 1976; therefore, the retest can be effected 1 July 1976.)

b. A passing score on the AQT/FAR Is valid for 6 years.

10. Safeguarding Test Materials. OSO’s will designate personnel to handle test materials within their areas of responsibility and to ensure that those personnel having custody are thoroughly indoctrinated regarding test security and the provisions of the Examiner’s Manual and Scoring Instructions for the U.S. Navy and Marine Corps Aviation Selection Test (NavMed P-5098).

a. A test monitor will be present in the testing room throughout the duration of the testing period. The monitor will ensure that each examinee turns in all test materials before leaving the room, even though the applicant may be leaving only temporarily.

b. Upon completion of the examination, and prior to the departure of the examinee from the testing room, the monitor will examine each test booklet for missing pages and markings. Trash material should be examined and disposed of immediately.

c. As a precaution against questions becoming well known, examiners will not divulge the answer to any question on the test under any circumstances.

d. Minimum stowage requirements will be met if tests and related materials are stowed in cabinets (preferably metal) secured by combination locks. In addition, where feasible, the cabinets should be in a secure room.

e. As a precautionary measure to reduce the possibility of compromise or loss of test material, a daily inventory will be taken of all test material at the custodial level. A Test Material Inventory Log will be maintained. This log will include provisions for noting which test materials have been taken on road trips or dispatched from the office. Whenever testing materials are transported, they should be carried in a distinctive container (such as a hard file folder) to preclude confusion with other papers and materials.

f. Mailing. Transmittal of testing materials will be by regular mail. Do not send by registered mail because of delay involved. Each package will be accompanied by a delivery receipt. Packages will be double wrapped, tape sealed, and plainly marked "TO BE OPENED ONLY BY PERSONNEL AUTHORI2ED TO HANDLE AVIATION SELECTION/OAR TEST MATERIAL." Complete answer sheet sets for each examinee or group of examinees will be sent WITHIN 5 WORKING DAYS directly to the Commander, NAMI, (Code 111), Naval Air Station, Pensacola, Florida 32508. In the event that an examinee completes only a portion of the tests, such as the OAR, all four sheets of the answer sheet set must be forwarded in the same manner as a completed set. All answer sheets are to be forwarded whether or not the examinee passes or fails the tests.

g. Destruction of Unserviceable Materials. Testing material which becomes so worn or defaced as to be unfit for further use shall be destroyed. Destruction will be by burning or shredding under the supervision of a person designated to handle test material. Such supervisory person will prepare a Report of Destruction to include the date of destruction, title of material, form number, and serial number of the material destroyed. The Report of Destruction will be forwarded to the Commander, NAMI, (Code 111), Naval Air Station, Pensacola, Florida 32508 via the district director.

11. Loss or Compromise of Test Materials. Immediately upon discovery of the loss or compromise of test materials, the OSO will notify the Commander, NAMI, (Code 111), via the district director, and CMC (MRRO). The district director upon receipt of such notification, will initiate an informal investigation by a disinterested officer into the circumstances surrounding the loss or compromise. The report of investigation with appropriate endorsement will be forwarded to the CMC (MRRO).

12. Supply of Test Materials. OSO’s will requisition test and associated materials directly from the Commander, NAMI, (Code 111). All test materials, including answer sheet sets, are serialized by the Naval Medical Command prior to issue.

2204. CITIZENSHIP

1. An applicant for any officer candidate program must be a citizen of the United States, and citizenship must be verified prior to appointment to commissioned grade.

2. If an applicant is foreign born, a Certificate of Proof of Citizenship of Foreign Born Applicants for Enlistment (NAVMC 538) (Figure 2-18) must be submitted with the application. This certificate is designed to establish U.S. citizenship and record the information used to establish that fact. The certificate will be prepared as outlined below for each applicant born outside the United States, Puerto Rico, the Virgin islands, Guam, or Northern Marianas and included in the application.

a. If an applicant is foreign born of alien parents, naturalization in the applicant’s own right as evidenced by a Certificate of Naturalization or a Certificate of Citizenship is required. Do NOT make photo copies of these certificates - submit only information as required by the NAVMC 538.

b. If an applicant is foreign born of U.S. citizen parents, a certified true copy of either parent’s birth certificate must be attached to the NAVMC 538. Enter the date and port of applicant’s initial entry into the U.S., U.S. citizenship

number, if any, and the Immigration and Naturalization Service office where the certificate was issued; or attach a copy of the applicant's United States birth certificate, if available. In cases where the Parent's certificates are not readily available to establish proof of citizenship, authority is granted to conditionally enlist applicants who have sufficient official proof of citizenship without reference to parent's birth certificates; e.g., consular verification, passport, etc. Attach copies of the specific documents used in lieu of birth certificates to verify citizenship.

c. If the applicant was foreign born and does possess proof of citizenship (either through naturalization, in their own right or derived from parent(s)), include the below additional information, if applicable, on the NAVMC 538.

(1) Date and proof of initial entry into U.S.

(2) Was applicant's birth registered with an American Embassy? If so, when and where?

(3) Registration number(s) of parent(s) and/or applicant.

(4) Were parent(s) in the Armed Forces or on Government business at time of applicant's foreign birth?

(5) Passport/visa identification.

(6) Other available information that will verify birth/ citizenship.

3. OSO's should obtain a copy of Form N-17 from the local office of the U.S. Immigration and Naturalization Service for further information on U.S. Citizenship.

4. Applicants for any aviation program must be U.S. citizens at the time of their application. Filing a Declaration of Intent does not constitute U.S. citizenship.

2205. AGE REQUIREMENTS AND PARENTAL CONSENT

1. Applicants for any Reserve officer candidate program must meet the following age requirements at time of appointment to commissioned grade in the MCR. Waiver of the age requirements will be considered only for exceptionally well qualified applicants within the absolute limits indicated in parentheses. Prior USMC or other service experience will be a considered factor in granting age waivers, however, a "construc-tive age?? (subtracting prior service time from actual age) will not be calculated for officer program applicants.

Source	At Least	Up To But Not Including
Platoon Leaders Class	20 (19)	28 (30)
Platoon Leaders Class (Naval Aviator)	20 (19)	27 1/2 (29)
Platoon Leaders Class (Law)	20 (19)	28 (30)
Officer Candidate Class	20 (19)	28 (30)
Aviation Officer Candidate	20 (19)	27 1/2 (29)
Officer Candidate Class (Law)	20 (19)	28 (33)
Woman Officer Candidate	20 (19)	28 (30)
Woman Officer Candidate (Law)	20 (19)	28 (33)

2. Applicants who are less than 18 years of age must obtain parental or legal guardian consent on DD Form 373 (Consent Declaration of Parent or Legal Guardian) prior to enlistment in the MCR. This form will be prepared in triplicate.

3. The correct age of all applicants will be verified by the OSO and a copy of one of the following will be forwarded in the application:

a. Certificate of birth.

b. Age as given on passports.

c. Date of birth as shown on last Discharge Certificate or DD Form 214, Armed Forces Report of Transfer or Separation.

d. DD Form 372, Application for Verification of Birth completed by either the State, County, or City Bureau of Vital Statistics or Department of Public Health (Figure 2-17).

e. NAVMC 5002, Age Certificate, which shall be used only when supported by one of the following:

(1) A transcript of records of the grammar school attended, evidencing the applicant's date of birth.

(2) A transcript of records of the hospital in which the applicant was born evidencing the applicant's date of birth.

f. Baptismal certificate showing date of birth.

4. Driver's licenses and/or college transcripts do not qualify as birth verification.

2206. DEPENDENCY AND MARITAL REQUIREMENTS

1. Provided they are otherwise qualified, PLC, OCC, and WOC applicants with more than one dependent or if a single parent, may submit an application requesting that a dependency waiver be granted by the CMC. For this purpose, a spouse is considered a dependent.

2. A definition of "dependency" is provided to determine dependency status for enlistment purposes only. The definition does not apply to entitlements of pay and allowances, medical care, exchange and commissary privileges, or other benefits. Such determinations are made only after enlistment, and recruiting personnel will not render opinions on future entitlements. A dependent for enlistment purposes is defined as:

a. A spouse to include a common law spouse if the state recognizes such; or

b. Any natural child (legitimate or illegitimate) or child adopted by the applicant, if the child is under 18 years of age and unmarried, regardless of whether or not the applicant has custody of the child. For male applicants, the term "natural child" includes any illegitimate child when the applicant claims the child as his, or the applicant's name is listed on the birth certificate as the father, or a court order establishes paternity; or

c. A stepchild of the applicant who resides with the applicant if the stepchild is under 18 years of age; or

d. Any parent or other persons who are, in fact, dependent on the applicant for over one half of their support.

e. If an applicant's dependent child has been formally adopted by another person (final adoption decree issued and effective), then the child is not the applicant's dependent.

3. In all cases requiring a dependency waiver, the OSO will ensure that all parties fully understand the probability of unaccompanied overseas tours of duty.

4. In order to be considered for enrollment into an officer candidate program, an applicant who is a single parent must submit the following statement as part of the application.

"I am requesting to be granted a dependency waiver as a sole parent. I understand that I am solely responsible for all my dependent care arrangements both while attending OCS and, if commissioned, during my subsequent active duty assignments. I further understand that although the Marine Corps recognizes the unique situation of a single parent, I will receive no preferential treatment in unaccompanied overseas assignments. My dependent will not detract from my giving full attention to my service responsibilities."

_____ _____

(Signature of Witness) (Signature of Applicant, Date)

5. Selected candidates who have dependents will have the original(s) or certified copies of the following applicable documents in their possession upon reporting to precommissioning training:

a. Marriage certificate.

b. Divorce decree(s).

c. Birth certificates of all children.

2207. CONDITIONAL RELEASES. Applicants affiliated with any branch of the Armed Forces of the United States (including those who have a contractual obligation with an ROTC program) other than the MCR, must obtain a conditional release from the appropriate branch of service prior to being enlisted in the MCR. (EXCEPTION: A conditional release is not required for enlisted Army Reserve or Naval Reserve personnel in an IRR status.) OSO's will request conditional releases using the format shown in figure 2-14. Active duty personnel of other services may make application provided a conditional release has been obtained from the respective branch of service.

1. The maximum time considered necessary to process an application from the OSO, through the district screening board, and Headquarters Marine Corps is 90 days.

2. When requesting conditional releases, OSO's will request that the release be valid until a specific date (computed as outlined above), and that the applicant be placed in a nonpay drill status until final action is taken on the application. The Reserve unit will be notified of final action by the CMC.

2208. PHYSICAL APPEARANCE AND PHOTOGRAPHS

1. The physical appearance of any applicant for a Reserve officer candidate program is an important factor in selection or nonselection. Screening boards at districts and Headquarters Marine Corps do not have the advantage of a personal view and must rely on a photograph for this important impression. While the problems of photographing students on campus are recognized, it must be realized that the photograph accompanying the application will be considered a fair representation of the appearance, bearing, and dress of the candidate, and that they will be judged accordingly.

2. One photograph of each applicant, in coat and tie or a dress for women, will be submitted with the application. The finished photograph will be approximately 4 by 5 inches, full-length, uncovered, front view, left shoulder forward. Applicants who wear glasses will remove them prior to being photographed. The picture page will include the candidate's name, social security number (SSN) and date of photograph.

3. In cases when an applicant exceeds the maximum weight as set forth in figure 2-43, the OSO will accomplish the following:

a. Take additional photographs of the applicant in PT gear. Males will wear PT shorts only, while females will wear PT shorts and a T shirt. The photographs will consist of a front and profile view of the applicant.

b. To determine body fat percentage for male applicants, use figure 2-44. For female applicants, figure 2-45 will be utilized.

c. Record the height, weight, all measurements, and body fat percentage on the photograph page as described in paragraph 3(a) above.

d. Place the original photographs and measurements behind the photograph page in the application.

2209. CHARACTER AND BACKGROUND

1. Applicants for any Reserve officer candidate program must not have been convicted by court-martial of any offense, or by civil authorities of an offense which involves any offense for which the maximum penalty under the Uniform Code of Military Justice (UCMJ) includes dishonorable discharge or confinement for 1 year or more. Evidence of character will be obtained through use of the following forms:

a. Personal Information Questionnaire (NAVMC 10064) (Figure 2-30).

b. Personnel Security Questionnaire (National Agency Check) (DD Form 398-2) (Figure 2-16).

c. Fingerprint Card (FD-258) (Figure 2-15).

d. Marine Corps Drug Policy Statement of Understanding (Figure 2-32).

e. Officer Selection Evaluation Form (NAVMC 124) (Figure 2-29).

f. Application for Officer Programs (NAVMC 10418-1) (Figure 2-22).

Instructions for completing these forms are contained in section 3 of chapter 2.

2. The following definitions of court-related terms are provided to assist in determining an applicant’s qualifications.

a. Adverse Juvenile Adjudication

(1) Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on merits of the case or on the juvenile’s admission of guilt or plea of guilty, and that the determination was recorded in the court’s records, and

(a) Regardless of whether sentence was then imposed, withheld, or suspended, and

(b) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of subsequent proceedings used in juvenile courts in the United States are "expungement, ""record sealing," reopening the case to change the original finding of "guilty" or "delinquency," or the plea of "guilty" or adinission of the truth of the allegations in the petition, to "not guilty," dismissal of the original petition, setting aside the adjudication of "delinquency." Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

(2) The term "adverse juvenile adjudication" is an adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a juvenile court as the result of an offense. The term

"ward of the court" does not include the adjudication of a juvenile as a "dependent," as "neglected", or as "abandoned."

(3) For purposes of a waiver, an adverse juvenile adjudication is processed on the basis of the severity of the specific offense for which an applicant was arrested, charged, and/or convicted. The severity of the offense will be determined by the maximum sentence authorized in the Table of Maximum Punishments, Manual for Courts-Martial or by the maximum punishment authorized by local state statutes if the offense is not listed in the Manual for Courts-Martial. Once the request for a moral waiver is at Headquarters Marine Corps for decision, factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered.

b. Community Service. A sentence of a specific amount of labor to be performed for the benefit of the community at large (similar to a fine). Community service is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are not eligible for enlistment until such service has been completed.

c. Conviction

(1) Determinations of "guilty" by a judge (or by jury), based either on the merits of a case or on a defendent's plea of "guilty" or of "nolo contendere":

(a) Regardless of whether sentence was then imposed, withheld, or suspended; and

(b) Regardless of subsequent proceedings in the case to delete an initial determination of "guilty" from court records, because of evidence of rehabilitation or completion of a satisfactory probationary period. Examples of "subsequent proceedings" used throughout the United States in adult offender cases are: "pardon," expungement," or "nolo contendere," to "not guilty" and dismissal of the charge, "amnesty," or setting aside of conviction. Such subsequent proceedings recognize rehabilitation but do not alter the fact that the offender committed the criminal act and, therefore, must be reported.

(2) Sanctions imposed by a law enforcement or quasi-law enforcement agency in place of an official court hearing or trial will not be considered "convictions." Sanctions of this nature, however, require a review and waiver from the CMC. NOTE: Convictions or charges that have been reduced for expediency, as in "plea-bargaining," will also be waived by the CMC.

d. Expungement. In some states there are procedures established for a subsequent "expunging of the record," dismissal of charges, or "pardon upon evidence of initial conviction" or "adverse juvenile adjudication" so that, under state law, the applicant has no record of conviction or adverse juvenile adjudication. In spite of the legal effect of this action, a waiver is required, and the record must be revealed.

e. Felony

(1) A "felony" shall be defined as a: "Conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is death or confinement for more than 1 year." If the offense is not listed in the Manual for Courts-Martial, Table of Maximum Punishments, the maximum punishment authorized by the respective state statute applies.

(2) The classification of a felonious offense is without regard to the age of the offender, when the offense was committed, or whether it was disposed of any juvenile or adult criminal proceedings, or whether the offense is classified as a felony under local law.

f. Nolle Prosequi. "Nolle Prosequi" is a declaration that the plaintiff in a civil case or the prosecutor in a criminal case will drop prosecution of all or part of a suit or indictment. "Nolle Prosequi" is an unresolved judicial proceeding. It

is not considered to be a form of restraint, and is not a bar to enlistment but must be reported upon enlistment.

g. Nolo Contendere. "Nolo Contendere" is a plea made by a defendant in criminal actions, equivalent to an admission of guilt. With this plea, a defendant is subject to punishment but leaves open the possibility for denial of the alleged facts in other proceedings. However, it must be reported prior to enrollment into an officer candidate program.

h. Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to a probation officer or other agent designated by the court. Regional legal terms synonymous to "probation" will be treated exactly as probation is used throughout this manual. Applicants currently "on probation" are not eligible for enlistment until the term of their probation is completely fulfilled.

i. Restraint. "Restraint" includes suspension of a sentence, to include unconditional suspended sentences, confinement or incarceration in any institution, probation, to include unsupervised unconditional probation, or parole.

j. Sealed Juvenile Records. Several states have provisions for "sealing juvenile records" which serves to limit disclosure on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, a waiver must be granted in these cases. The applicant must reveal the record.

k. Unconditional Suspended Sentence and Unsupervised Unconditional Probation. Unconditional suspended sentence and unsupervised unconditional probation are considered suspended sentences or probationary status imposed by a court even though the court places no condition:

(1) Regarding an individual’s freedom of movement,

(2) Requiring the payment of damages,

(3) Requiring periodic reporting by individuals to an officer of the court (to include a probation officer), or

(4) Involving supervision by an officer of the court (including a probation officer) upon the individual.

Applicants currently under these forms of restraint are not eligible for enlistment until the term of the sentence of probation has been fulfilled.

l. Enlistment as an Alternative to Prosecution. Applicants who apply to enlist as an alternative to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence are not eligible for enlistment.

2210. SOLE SURVIVORS

1. Applicants for Reserve officer candidate programs must be ineligible for exemption from assignment to duty in a combat area as a sole survivor as defined in MCO 1300.8 or must waive this right as outlined below. The definition of sole survivor will be explained to each applicant and when an applicant indicates that a parent(s), brother or sister, or corresponding relative by adoption is deceased or permanently disabled, the OSO will ensure the the applicant is throughly questioned as to the circumstances in order to determine sole survivor status.

2. The definition of a sole survivor is: "The only remaining son/daughter in a family where the father/mother (or one or more sons or daughters) was killed in action or died in the line of duty while serving in the Armed Forces as a result of wounds, accident, or disease; or is in a captured or missing in action status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Veterans Administration or one of the military services and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability.

3. In order to be considered for enrollment, an applicant who is classified as a sole survivor must submit, in triplicate, with the application, one or both of the following waivers, as appropriate.

a. If the applicant is 18 years of age or over, the following waiver will be executed by the applicant:

"I hereby waive my rights to restrictive assignment/discharge as a sole surviving son/daughter per MCO 1300.8."

_____ _____
(Signature of Witness) (Signature of Applicant, Date)

b. If the applicant is less than 18 years of age, the above waiver will be executed by the applicant. In addition, the following notarized waiver, executed by the parent(s) or legal guardian will be submitted:

"We (I) _____ and _____ do swear that we are (I am) the parent(s) (sole parent) (legal guardian) of _____ and that we (I) do hereby waive any rights which might accrue to us (me) to request that he (she) be discharged or that he (she) be exempt as a sole survivor from assignment to duty in a combat area."

_____
(signature of parent)

_____ _____
(Notary Public) (Signature of parent)

2211. IDENTIFICATION CARDS

1. An Identification Card (DD 2MCR) will be issued to each member (not to dependents) of an officer candidate program. This card will be issued by the OSO to the candidate prior to reporting for training. Instructions concerning the security, inventory, preparation and issue of identification cards are contained in MCO P5512.10, chapter 3 of May 1985.

2. Cards for all candidates (PLC's, OC's and WOC's), will be completed per the instructions contained in figure 2-46, and be properly laminated.

3. Members of the SMCR will not be issued new ID cards.

2212. REENROLLMENT AND REAPPLICATION

1. Reenrollment. Reenrollment is applicable to any individual who was formerly an approved applicant for a Reserve officer candidate program and subsequently disenrolled. Such individuals may request reenrollment provided they are qualified per this chapter.

a. In the case of an individual requesting reenrollment, a complete new application will be submitted per this chapter. The OSO will indicate that it is a reenrollment by inserting the word "REENROLLMENT" in the blank space directly above the individual's name on the NAVMC 10418-1 Application For Officer Programs.

b. If a fully trained PLC or WOC(J) declines a commission and subsequently requests reenrollment, a commission may be granted under the following conditions:

(1) A formal written request must be submitted, with appropriate endorsement from the district director, to CMC (MRRO-2).

(2) Provided the individual is qualified in accordance with this chapter.

(3) If more than 1 year has elapsed from date of disenrollment, and commissioning is requested, requests will normally be disapproved. However, a request for reenrollment in the OCC/WOC Programs may be requested.

2. Reapplication. Reapplication is applicable to any individual who applied, but was not selected by the CMC, for participation in a Reserve officer candidate program. Those individuals desiring reconsideration after nonselection must submit a complete New application. The OSO will indicate that it is a reapplication by inserting the word "REAPPLICATION" in the blank space directly above the individual's name on the NAVMC 10418-1 Application for Officer Programs.

2213. INTERPROGRAM TRANSFERS. The following paragraphs are only applicable to those persons who are currently members in good standing of a Reserve officer candidate program.

1. A person enrolled in a Reserve officer candidate program may request transfer to any other Reserve officer candidate program, provided they are fully qualified for the program requested, per the provisions of this Manual.

2. A person requesting a program transfer will forward the request and appropriate service agreements to the CMC (MRRO-2) via the appropriate OSO and district director.

3. Transfer to Aviation Program. Requests for transfer to an aviation officer program must include an appropriate physical examination with cycloplegic eye examination and anthropometric data, service agreements, and the answer sheet serial number, date, and score of the Aviation Selection Test administered. An applicant approved for PLC ground who has not attended training may not request transfer to aviation until completion of the first increment of training. Once trained or fully trained, PLC's may request transfer to aviation at any time provided the required documents are submitted with the request.

4. Transfer to Law Program. Request for transfer to a law program must include copies of the appropriate service agreement along with proof of acceptance at an American Bar Association accredited law school.

2214. DISENROLLMENT, DISCHARGE, AND RELEASE FROM ACTIVE DUTY

1. Members of officer training programs who are procured from civilian sources may be disenrolled for any of the reasons shown on the Certificate of Understanding Reason for Disenrollment (NAVMC 10418-2). Those members so disenrolled will normally receive entry level separations with an uncharacterized term of service. Discharges will only be issued to those fully trained PLC members who request disenrollment 90 days or more after the start of their PLC Senior or Combined Course training. The exceptions are those members who have accepted financial assistance and/or have participated in the FIP or have obligated service remaining with the MCR. Members of the MCR will be returned to their Reserve unit to fulfill the remainder of their obligated service.

2. Any member, regardless of source, may be disenrolled for cause at any time. Additionally, any member may be disenrolled at their own written request, subject to the conditions in this section and the following restriction: once a member has reported for training, they will not be allowed to disenroll at their own request until completion of the minimum training period, as specified in the service agreement.

3. In addition to the above, the following rules will apply to those members disenrolled prior to appointment to commissioned grade:

a. PLC

(1) Members who request disenrollment while at training will be disenrolled from active duty only after completion of minimum period of training as specified in the service agreement. Those disenrolled for cause will be released from active duty and disenrolled immediately with the exception of those receiving financial assistance, participation in flight indoctrination, or with obligated service remaining in the MCR. Disposition of PLC members who have received financial assistance is per their financial assistance agreement.

(2) Members disenrolled at any time, other than while at training, will be disenrolled immediately with the exception of those members having accepted financial assistance or with obligated service remaining in the SMCR. Disposition of PLC members who have received financial assistance or participated in flight indoctrination is the pertinent agreement.

b. OCC and WOC Program

(1) Members who request disenrollment prior to reporting to training will be disenrolled immediately.

(2) Members from SMCR and IRR who request disenrollment prior to reporting for training will be disenrolled and ordered to return to the unit to which they were last assigned.

(3) Members who are disenrolled for any reason while at training will be released from active duty and disenrolled.

(4) Members from the Reserve establishment on EAD who are disenrolled will be required to complete their present enlistment and/ or any extension thereof, or assignment to EAD.

(5) Civilian-source members may be disenrolled prior to termination of their obligated service under the following conditions:

(a) If disenrolled for any reason prior to or after reporting for training.

(b) If, upon reporting for training, they are found not physically qualified for appointment to commissioned grade.

(c) If they qualify for discharge by reason of extreme hardship.

(d) For such other good and sufficient reasons, not elsewhere listed in this chapter, which are specified in MCO P1900.16C, MARCORSEPMAN, paragraph 6411.

(6) Candidates from the Regular establishment or SMCR and IRR may only be discharged prior to the termination of obligated service for:

(a) Extreme hardship.

(b) Such other good and sufficient reasons, not elsewhere listed in this chapter, which are specified in MCO P1900.16C, MARCORSEPMAN, chapter 6.

4. All discharges of disenrolled officer candidates will be processed per MCO P1900.16, MARCORSEPMAN.

5. Release from Active buty

a. PLC/WOC candidates enrolled from Selected or IRR, and those enrolled from civilian sources who have completed their active duty requirement under the law, will be released from active duty if disenrolled for any reason prior to acceptance of appointment to commissioned grade, except in the case of those individuals who have accepted financial assistance or participated in flight indoctrination. Disposition of PLC/WOC members who have received financial assistance or participated in flight indoctrination is per the pertinent agreements.

b. WOC/OCC/AOC candidates enrolled from these sources, if disenrolled for any reason prior to acceptance of appointment to commissioned grade, will be released from active duty. Members of the WOC/ OCC/AOC programs who are disenrolled while on active duty and prior to appointment to commissioned grade, will be restored to the grade held prior to assignment to EAD.

2215. PREVIOUS SERVICE. Applicants for any officer candidate program who had prior service, Regular or Reserve, in any branch of the Armed Forces must submit documentary evidence of honorable separation with their application. This evidence may be in the

form of a photostatic copy of the Certificate of Release/Discharge from Active Duty (DD Form 214) or, in lieu thereof, a certified statement of service. In order to expedite the processing of prior service applicants, OSO's are authorized to call the CMC (MRRO-2) to initiate an early request to have the individual's case file drawn from the appropriate agency.

CHAPTER 2

MARINE CORPS RESERVE OFFICER CANDIDATE PROGRAMS

SECTION 3: SOURCE, PREPARATION, AND SUBMISSION OF FORMS/DOCUMENTS/ INFORMATION

2300. SUPPLY OF BLANK FORMS. All NAVMC, DD, FD, and SF forms will be requisitioned through normal supply channels. Others may be reproduced locally.

2301. PREPARATION OF FORMS DOCUMENTS. A record book will be assembled for each individual who is conditionally enlisted in the MCR for enrollment in an officer candidate program. OSO's will verify each applicant's SSN prior to administrative processing. The application will be prepared and assembled in a six section officer candidate folder, to include the Officer Candidate Application (OCA), an Officer Qualification Record (OQR), and the HR.

2302. THE OFFICER CANDIDATE APPLICATION

1. Section 1 General Correspondence

a. Copy of Physical Transmittal. A copy of the transmittal forwarding the original physical from the District to its appropriate destination (paragraph 2202) will be the top document in this section. In cases where the physical cannot be found, this will assist in tracing procedures.

b. Copy of Physical. Copies of both the SF 88 and SF 93 will be included along with copies of every consultation. Cycloplegic eye examinations and anthropometric body measurements for aviation applicants will also be included.

c. Chapter 15 of the Manual of the Medical Department contains instructions for the preparation of physical examinations.

d. Also include the Dental Statement and the Privacy Act Statement for HR as the bottom two enclosures.

2. Section 2 Orders. NAVMC 10468 (Rev 7-83) Request for Orders (Figure 2-3)

a. Submit the original only for all applications. Entries will be typewritten or printed clearly in black ink. ZIP codes must be included with all addresses.

b. For PLC applicants, the increment of training requested on the Request for Orders must match the increment requested in ARMS and on the NAVMC 10418-1 Application for Officer Programs.

c. For active PLC's scheduled to attend the senior course of training, requests for orders must arrive at the CMC (MRRO-2) by 31 January of the calendar year of the scheduled training.

3. Section 3 Financial Assistance, FAP, and FIP. Leave empty.

4. Section 4 National Agency Check

a. DD Form 4 (Rev 5-85) Enlistment Reenlistment Document (Figure 2-4)

(1) All provisions of the DD Form 4, commonly termed the enlistment contract, will be thoroughly explained to applicants so that they fully understand that the enlistment is conditional and not final until approved by the CMC.

(2) Normal use of capital letters and spacing will be used. The document must be typed using a ribbon that will produce black or blue-black impressions capable of marking each page of the document suitable for reproduction by photographic or other duplicating processes. All copies must be legible. Signatures must be in black or

blue-black ink. Original signatures are required on the original of the DD Form 4 only. Special care will be taken to ensure that required blocks are correctly completed without typewriter strikeovers. Any erasures or corrections will be initialed on all copies of the document by the enlistee and by the OSO. Any erasures or corrections in block 5, Date of Enlistment/Reenlistment; block 8, Term of Service; or to any block(s) in section E, Confirmation of Enlistment or Reenlistment, are prohibited. **Errors in these blocks will necessitate complete retype of the document.**

(3) Preparation of the DD Form 4 for officer applicants should be as follows:

SECTION A - ENLISTEE/REENLISTEE INDENTIFICATION DATA

Block Number	Title Description	Explanation and/or Entry
1	Name of Enlistee	Enter applicant's complete last name (including compound name if applicable) full first name, full middle name(s), and if the applicant was given initial(s) rather than a first and/or middle name, enter such initial(s). Do not use punctuation of any sort, including periods, commas, and/or dashes. An **apostrophe** or **hyphen** contained within a name is **not** to be **shown**, and the spaces are not to be inserted between sections of a name, nor is a space to be used as a substitute for an apostrophe or hyphen. Applicants whose names have an apostrophe, hyphen or space between letters, should be advised that these grammatical provisions will not be part of their official name for military records.

Examples of Block 1

NAME	ENTER
John Q. McAffee	MCAFFEE JOHN Q
James Henry O'Brien, Jr.	OBRIEN JAMES HENRY JR
M. Harold Smith-Connally	SMITHCONNALLY M HAROLD
Juan Jorge Ruiz-Soto	RUIZSOTO JUAN JORGE

2	Social Security Number (SSN)	Enter individual's SSN in spaces provided, separating divisions with a hyphen. Example: 987-65-4321. Enlistees without a valid SSN are not acceptable for enlistment in the Marine Corps or MCR.
3	Home of Record	Enter the street, city, state, and ZIP code that the individual claims as permanent home of record.
4	Place of Enlistment	Enter the military installation, city and Reenlistment state of the enlisting/reenlisting activity's location. Abbreviations for states may be used. Example: OSS NASHVILLE TN. "X" out the word "ENLISTMENTS or "REENLISTMENT", as appropriate.

5	Date of Enlistment Reenlistiment	Enter: year, month, and day. Examples: 840831 for 31 Aug 1984; 840202 for 2 Feb 1984, "X" out the word "ENLISTMENT" or "REENLISTMENT," as appropriate. No corrections of any type can be made to this block.
6	Date of Birth	Enter year, month, and day. Examples: 640913 for 13 Sep 1964; 591007 for 7 Oct 1959.
7	Previous Military Service	Make no entries in these blocks.

SECTION B - AGREEMENTS

Block Number	Title Description	Explanation and/or Entry
8	Branch of Service	"X" out the word "ENLISTING" or "REENLISTING", as appropriate. Enter "Marine Corps Reserve" in the space provided.
	Period of Years	In the space between "date for" and "years," enter the number of years as an Arabic numeral (e.g., "3," "4," "5," "6," or "8", as appropriate). NOTE: The number of weeks does not apply to USMC enlistments; enter "0." No corrections of any tyPe can be made to this block.
	Pay Grade	Enter Pvt E-1.
	Annex(es)	Enter B & C.
8a & b	DEP	No markings required.
8c	Agreements	Enlistee/reenlistee must initial in space provided.

SECTION C - PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

Block Number	Title/Description	Explanation and or Entry
9, 10, 11, and 12		No marking required.

SECTION D - CERTIFICATION AND ACCEPTANCE

Block Number	Title/Description	Explanation and/or Entry
13a	Certification	Applicant will record any other promises made as inducements to enlist that are not otherwise recorded in the attached annex(es). If "none" is the appropriate answer, the applicant will "X" the block "none" and initial.
13b	Signature	Sign full first name, middle name(s), and last name and any suffix (e.g., Jr., Sr., III, etc.), as appropriate.
13c	Date Signed	Type or print in requested format (e.g., 841001).

14a	Branch of Service	Enter "Marine Corps."
14b	Name	Enter name of officer accepting the applicant (Last, First, Middle).
14c	Pay Grade	Enter rank and pay grade (e.g., Capt O-3).
14d	Unit/Command Name	Enter OSS's Name (e.g., USMC OSS NASHVILLE).
14e	Signature	Prior to signing, the accepting individual will verify correctness of entries and explain all applicable paragraphs on the enlistment document to the applicant. The individual identified in block 14b will sign initials and last name.
14f	Date Signed	Date signed may be handwritten, typed, or stamped in the year, month, and day format.
14g	Unit/Command	Enter appropriate city, state, and ZIP code for the OSS listed in block 14d. (e.g., NASHVILLE, TN 37203).

SECTION E - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

No corrections of any type can be made to any entry in this section.

Block Number	Title/Description	Explanation and/or Entry
15	Name of Enlistee/ Reenlistee	Immediately following "I" in Reenlistee the space provided, type the enlistee's/reenlistee's full name (first, middle, and last). NOTE: For those applicants who elect to "affirm" their oath rather than to "swear" to it, strike out "swear" in the body of the oath and the words "so help me God" at the end of the oath; the words so stricken will be omitted by the official who reads the oath aloud and by the applicant when repeating it.
16	For Enlistment or Reenlistment in the National Guard (Army or Air)	No entry required
17	For Enlistment or Reenlistment in the National Guard (Army or Air)	No entry required
18a	Signature of Enlistee/ Reenlistee name	Individual will sign with full (e.g., George Eldon Cooperspoon).
1Bb	Date Signed	Enter the "date signed" in the year, month, date format. Date bay be handwritten or typed.

19a	Certification of Oath	Those enlistment/reenlistment officers who elect to "affirm" their certification rather than to "swear" to it, may strike out "sworn" in the body of the certification.
19b	Name	Type or print the name of the officer who administered the oath of enlistment/reenlistment.
19c	Pay Grade	Type or print the grade of the officer (e.g., Capt O-3).
19d	Unit/Command Name	Use the name of the unit to which the officer who administered the oath is attached (e.g., USMC OSS NASHVILLE).
19e	Signature	The officer who administered the oath of enlistment/reenlistment and is identified in block 19b will sign with initials and last name.
19f	Date Signed	Enter the date in the year, month, day formats. Date may be handwritten, typed, or stamped.
19g	Unit/Command Address	Enter the city, state, and ZIP of the unit identified in block 19d (e.g., NASHVILLE, TN 37203).

SECTION F - DISCHARGE FROM DELAYED ENTRY PROGRAM

LEAVE ALL ITEMS BLANK

SECTION G - APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE

LEAVE ALL ITEMS BLANK

(4) The OSO will ensure that applicants are contracted only after they have qualified on one of the mental tests, passed a physical examination, and are otherwise qualified for enrollment into a Reserve Officer Program. The OSO will also ensure that each applicant is sworn in, by an officer, at an appropriate ceremony at the time of enlistment (paragraph 2200.4). Applicants currently serving in other branches of the Armed Forces will not be contracted prior to receipt of an approved conditional release from the member’s branch.

(5) The copies of the DD Form 4 will be distributed as follows: Originals on the right side of the OQR, the yellow copy on the left side of the OQR, the green copy in section 4 of the OCA folder. The remaining copies will be maintained by the OSO. Applicants currently serving in the USMCR will not execute new contracts, but copies of their current Reserve contracts will be substituted in the appropriate place in the application.

(6) Applicants will be contracted at such time to allow for approval by CMC within 90 days. The CMC reserves the right to request new contracts when the delay incurred in processing the application is deemed excessive.

(7) Contracts will only be executed on those applicants for which approval for quota is desired.

(8) Two annexes to the basic document are mandatory. Annex B is the Statement of Conditional Enlistment (Figure 2-5). Annex C is the appropriate service agreement. These will be placed immediately behind the basic document at

the prescribed place in the application by figure 2-1. The different service agreements are:

(a) NAVMC 10460 (Rev. 3-87) Service Agreement PLC (Ground) (Figure 2-6)

(b) NAVMC 10461 (Rev. 6-84) Service Agreement PLC (Naval Aviator) (Figure 2-7)

(c) NAVMC 10698 (Rev. 6-84) Service Agreement PLC (Law) (Figure 2-8)

(d) NAVMC 10462 (Rev. 3-87) Service Agreement OCC (Ground) (Figure 2-9)

(e) NAVMC 10463 (Rev. 6-84) Service Agreement AOC (Naval Aviator) (Figure 2-10)

(f) NAVMC 10952 (Rev. 3-87) Service Agreement OCC (Law) (Figure 2-11)

(g) NAVMC 10791 (Rev. 3-87) Service Agreement WOC (Figure 2-12)

(h) NAVMC 11174 (Rev. 3-87) Service Agreement WOC (Junior) (Figure 2-13)

b. Request for Appointment. (Figure 2-38). This form is required for applicants to the PLC Law Program only. It will be completed in its entirety with the commissioning date to correspond with the completion date of the PLC Combined Course for that year.

c. DD 214 Certificate of Release or Discharge from Active Duty. This form is required for those applicants who have served on active duty in any branch of the Armed Forces. It also includes members of a Reserve component who have attended basic training. It also serves as birth verification for prior service members.

d. DD Form 368 Request for Discharge or Clearance from Reserve Component (Figure 2-14). Applicants affiliated with any Reserve branch of the Armed Forces of the United States (including those who have a contractual obligation with an ROTC program) other than the MCR, must obtain a conditional release from the unit or appropriate branch of service prior to being enlisted in the MCR. (EXCEPTION: A conditional release is not required for enlisted Army Reserve or Naval Reserve personnel in an IRR status.) Active duty personnel may not make application until released from active duty. The Reserve unit will be notified of final action by the CMC (MRRO-2).

e. FD-258 Fingerprint Card (Figure 2-15). One original card will be submitted with each application. Fingerprints must be fully rolled, clear, and clean. Local police officials may be contacted to assist in training officer selection personnel in proper fingerprinting techniques. Fingerprint cards that are smudged and/or unclear may be returned as unreadable by the FBI and a duplicate will have to be obtained. Care must be taken not to perforate fingerprints when preparing cards for insertion into the application. All entries will be typewritten and per the sample found in figure 2-15.

f. DD Form 398-2 Personnel Security Questionnaire (National Agency Check) (Figure 2-16)

(1) Preparation of DD Form 398-2 will be accomplished according to the instructions contained in figure 2-16.

(2) It will be prepared and included with each application for the OCC Program, WOC Program, and for applicants to the PLC Combined Course only.

(3) This form will also be prepared for those PLC candidates scheduled to attend the senior course of training. It will be forwarded with the request for orders. The form must reach the CMC (MRRO-2) by 31 January of the calendar year of the scheduled senior course training.

g. Proof of Birth Verification. The correct age of all applicants will be verified by the OSO. This proof will be included in the application and will consist of one of the following:

(1) Copy of Birth Certificate

(2) Copy of DD Form 214

(3) DD Form 372, Application for Verification of Birth, completed by either the State, County, or City Bureau of Vital Statistics (Figure 2-17). A copy of a drivers license and/or transcripts does not constitute proof of birth.

h. NAVMC 538 Proof of Citizenship of Foreign-Born Applicant for Enlistment (Figure 2-18). This form will be completed for every applicant who was born outside the U.S., Puerto Rico, the Virgin Islands, Guam, or the Northern Marianas. The form will be completed per the instructions on the form.

i. NAVMC 10418-2 Certificate of Understanding Reasons for Disenrollment (Figure 2-19). This form will be prepared in duplicate for each applicant. The OSO will explain the contents of the form in detail. The applicant and the OSO will sign the original and duplicate. The original will be submitted with the application. The duplicate will be provided to the applicant for retention.

5. Section 5 Academic

a. NAVMC 10469 (Rev. 9-85) Academic Certification Form (Figure 2-20). Submit the completed original with applications for the PLC Program and for the OCC Program, when the applicant has not yet completed the requirements for a degree. This form is to be completed by an official of the applicant's college and verified by the OSO.

b. Transcripts. A transcript of grades/credits will be obtained for all colleges of attendance on each applicant. A transcript may be used as verification for other requirements (e.g., SAT/ACT/LSAT scores or graduation) if proof is so noted on the forms.

c. Test Score Verification Sheets. Verification of AFCT, SAT, ACT, or LSAT scores, if not included on the ACF or transcript will be included in this section of the OCA. In order to determine what constitutes verification of test scores see paragraph 2203 of this Manual.

d. Law School Acceptance Letter. For those applicants for the PLC Law Program who have not yet matriculated to law school, a copy of the letter of acceptance to a school accredited by the American Bar Association is required for enrollment into the law program.

e. Proof of Admittance to Practice Law. For applicants of the OCC (Law) Program, proof of admittance to practice law before the bar of a Federal court or the highest court of a state or the District of Columbia is required before the applicant can attend OCS. If proof is available, it should be forwarded with the application. If proof is obtained subsequent to approval by the OC selection board and prior to shipping, it will be expeditiously forwarded to the CMC (MRRO-2).

f. Statement of Intent to Transfer to a Baccalaureate Degree Granting Institution (Figure 2-21). PLC applicants attending an institution which has accreditation only as a junior college must indicate by statement that they intend to continue full-time matriculation towards a baccalaureate degree at a regionally accredited institution. That statement, to include the name of the institution of projected attendance, will be included upon submission of the application.

6. Section 6 Application

a. Copy of ARMS Screen I. A copy of the verified ARMS Screen I for each individual candidate will be reproduced and placed as the first document in this section.

b. NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs (Figure 2-22)

(1) The original of this form will be submitted with applications for all officer candidate programs.

(2) This form will be filled out utilizing current instructions as contained in figure 2-22 of this Manual.

(3) OSO's are advised to counsel applicants to truthfully respond to items 1 through 16. The applicant will place initials in the block corresponding to response for each question.

(4) A "yes" answer to any question on the Application for Officer Programs will require additional information. The OSO will thoroughly investigate the circumstances surrounding the affirmative answer to verify the applicant provided information. This verification should take the form of completion of the DD Form 369, Police Record Check, interview with the college dean, or any other methods deemed appropriate by the district director and/or OSO. The information obtained should be included with the application.

(5) The OSO will ensure that the applicant understands that any arrest, regardless of severity, expungement, etc., must be explained. Paragraph 2209 of this Manual explains the various terms used in the legal system.

(6) Since the NAVMC 10418-1 is the source document for ARMS, the OSO will verify the information contained on it to ensure the accuracy of the data base.

c. DD Form 785 Record of Disenrollment from Officer Candidate Type Training (Figure 2-23)

(1) The original, completed DD Form 785 will be submitted for all applicants from a civilian source who have previously disenrolled from any U.S. Armed Forces officer candidate program other than a MCR Officer Program. A statement from the applicant stating the reason for disenrollment will be attached to the DD Form 785 and submitted with the application.

(2) DD Form 785 is not required for an applicant who has successfully completed the 2-year level of basic nonscholarship ROTC, provided the applicant has not executed a contract for advanced ROTC. In lieu of the DD Form 785 in this case, the word BASIC would be written in block 1 of the NAVMC 10418-1.

(3) DD Form 785 is required for applicants who participated in any ROTC scholarship program. A statement from the applicant stating the reasons for scholarship termination will be attached to the DD Form 785 and submitted with the application.

(4) OSO's should request completion of the DD Form 785 from the following sources:

(a) For Disenrolled Army ROTC Cadets. Professor of Military Science (college attended).

(b) For Disenrolled Air Force Cadets. Professor of Aerospace Studies (college attended).

(c) For Disenrolled NROTC Cadets. Professor of Naval Science (college attended).

(d) For Disenrolled West Point Cadets. Director of Admissions, U.S. Military Academy, West Point, New York 10996.

(e) For Disenrolled Air Force Academy Cadets. Director of Admissions, U.S. Air Force Academy, Colorado Springs, Colorado 80840.

(f) For Disenrolled Naval Academy Midshipmen. Director of Admissions, U.S. Naval Academy, Annapolis, Maryland 21402.

(g) For Disenrolled Coast Guard Academy Midshipmen. Director of Admissions, U.S. Coast Guard Academy, New London, Connecticut 06820.

(h) For Disenrolled Merchant Marine Academy Midshipmen. Director of Admissions, U.S. Merchant Marine Academy, Kings Point, New York 11024.

(i) For All Other Army Personnel. Director, Personnel Actions and Records Directorate (Code DAPC-PAP), Military Personnel Center, Department of the Army, 200 Stoval Street, Alexandria, Virginia 22332.

(j) For All Other Air Force Personnel. Deputy Chief of Staff, Personnel Headquarters, U.S. Air Force, Washington, DC 20330.

(k) For All Other Navy Personnel. Commander, Navy Recruiting Command (Code 312), 4015 Wilson Boulevard, Arlington, Virginia 22203.

(l) For All Other Coast Guard Personnel. Commandant (GPMR), Headquarters, U.S. Coast Guard, 400 7th Street, SW, Washington, DC 20591.

d. Drug Statement for OC/PLC Applicants (Figure 2-24). If an applicant answers "yes" to questions 12, 13, 14, or 15 on the NAVMC 10410-1, the applicant must complete the Drug Statement for OC/PLC Applicants. The front of the form will be completed as explicitly as possible. The applicant will also include a detailed statement explaining why the applicant used drugs. The statement is considered the most important part of the form and is the only criteria by which the Headquarters Marine Corps selection board can base a decision on whether a waiver will be granted. Additional pages may be used by the applicant in completing the statement.

e. Minor Traffic Violations Form (Figure 2-25). If an applicant answers "yes" to question 7 on the NAVMC 10418-1, the OSO will complete the Minor Traffic Violations Form. Arrests more serious than moving traffic violations and any alcohol related traffic offenses are reported on the Nontraffic Arrest Form.

f. Nontraffic Arrest Form (Figure 2-26). If the applicant answers "yes" to any of questions 7, 8, 9, 10, or 12 on the NAVMC 10418-1, and the arrest is either an alcohol related traffic offense, or is other than minor moving traffic violation, the Nontraffic Arrest Form is utilized. It will be completed according to the instructions on the form. Similar to the Drug Statement Form, the applicant’s statement regarding the arrest is the most important information included on the form. It is the applicant’s opportunity to explain how and, more importantly, why the arrest occurred.

g. Physical Fitness Test (PFT) Page (Figure 2-27). Each applicant will be administered a Marine Corps PFT. The OSO will ensure that the applicant has passed a physical examination from a MEPS/military facility prior to administering the PFT. The results will be reported on the form. The OSO is responsible for ensuring that the test administrator and the applicant sign the form after the test is administered.

h. Photograph Page (Paragraph 2208). One photograph of each applicant in coat and tie, or skirt and blouse for women will be submitted. The finished photograph will be approximately 4 by 5 inches, full-length, uncovered, front view, left shoulder forward. Applicants who wear glasses will remove them before being photographed. Place the name, SSN, and the date of photograph on the bottom of the page.

i. Body Fat Photograph/Measurement Page. If an applicant is over the maximum weight according to figure 2-43 of this Manual, a body fat photograph will be taken per paragraph 2208 of this Manual and included in the application. Additionally, the height and weight will be listed, as well as the appropriate body measurements, computation, and body fat percentage. Figures 2-44 and 2-45 provide instructions for calculating body fat percentages.

j. One Hundred Word Statement (Figure 2-28). To assist the District Screening Board and the Officer Candidate Selection Board at Headquarters Marine Corps in evaluating the applicant's grammatical ability and potential as well as motivation for commissioning, each applicant must write a statement (100 words or less), setting forth the reasons they desire to be selected for participation in a Marine Corps commissioning program.

k. NAVMC 124 (Rev. 9-85) Officer Selection Evaluation Form (Figure 2-29). The evaluation will be completed by the OSO on each applicant.

(1) The information required on the top of the form is self-explanatory.

(2) When rating the individual, the OSO should consider the following definitions and fully consider the applicant's age, personal characteristics and, most importantly, the applicant's potential to serve as a commissioned officer. The applicant should be evaluated truthfully, and the inflation of marks to skew the applicant's real potential is to be discouraged.

SUPERIOR - Outstanding potential based on demonstrated performance.

ABOVE-AVERAGE - Demonstrated capabilities ahead of peers.

AVERAGE - Demonstrated capabilities typical of peers.

BELOW AVERAGE - Capabilities on a lower scale than that of peers.

INFERIOR - No capabilities or growth potential demonstrated.

NOT OBSERVED - Insufficient contact to give an opinion.

(3) The intent of the narrative portion of the NAVMC 124 is for the OSO to explain any apparent weakness in the application or to explain why a waiver(s) should be granted. It can also be used to provide other relevant information on the applicant that is not already present in the application. It should not be used to restate qualifications/information that is located in other sections of the application.

(4) The reverse of this form provides space for the OSO to list the high school and college extracurricular activities in which the applicant has participated, as well as a brief description of the applicant's work history.

l. NAVMC 10064 (Rev. 9-85) Personal Inforination Questionnaire (Figure 2-30). The OSO will forward a Personal Information Questionnaire (PIQ) to at least 10 persons to be named by the applicant, for completion and return as character references.

(1) An applicant must include the following as character references:

(a) The Dean of Men/Women, Dean of Student Affairs, or comparable official of the applicant's current college who would be cognizant of the applicant's disciplinary record on campus. This does not include the applicant's academic advisor, although the advisor may be asked to supply one in addition to the dean.

(b) At least one college professor.

(c) If applicable, the most recent employer.

(d) If the applicant is a member of the SMCR, the commanding officer, or inspector-instructor of the Reserve unit.

(2) Applicants should be advised that PIQ's from employers, educators, and other professional individuals are preferred to PIQ's from peers, close friends, relatives, and neighbors. The OSO will ensure that PIQ's are prepared neatly and professionally. A date must be typed in the upper right hand corner of the cover letter.

(3) All completed PIQ's, when returned to the OSO, will be included with the application. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant. Because of the confidentiality of PIQ's copies will not be made or retained by the processing OSO or the district. At a minimum, five PIQ's will be forwarded with the application. These are:

(a) Dean

(b) One professor

(c) Employer

(d) Two others

(4) Those PIQ's forwarded to college officials and educators must contain an appropriate release statement from the applicant.

7. In cases where the OSO recommends disapproval of the applicant, only sections 5 and 6 of the OCA need be completed.

2303. THE OFFICER QUALIFICATION RECORD (OQR) NAVMC 123(a)

1. In addition to the OCA, an OQR will be prepared on each applicant for which approval is recommended. It will be assembled per figure 2-1. Instructions for completing the DD Form 4 Enlistment Contract, Statement of Conditional Enlistment, and the appropriate service agreements can be found in figures 2-4 through 2-13, respectively.

2. The other forms that are required in the OQR are as follows:

a. DD Form 2058 State of Legal Residence Certificate (Figure 2-31). The instructions for completing this form are self-explanatory.

b. Statement of Understanding of Marine Corps Drug Policy (Applicant for Officer Programs) (Figure 2-32). Each applicant will be counseled on the Marine Corps drug policy, using this form as a guide. The applicant and the OSO will sign the form which will be placed in the left side of the OQR.

c. NAVMC 118(11) Page 11 (figure 2-33). The page 11 will be placed on the right side of the OQR. It will be left blank except for women applicants. Women applicants will fill out a civilian clothing size entry on the page 11 (figure 2-34). This entry may be made by rubber stamp.

2304. OTHER REQUIREMENTS. During the processing and administration of officer candidates, other documents may be completed for a variety of different situations. An explanation of these forms and the occasions when required, must be understood by all officer selection personnel.

1. DD Form 369 Police Record Check (Figure 2-35). In cases where the OSO or district director determine that a background check of an officer applicant is necessary (i.e., several applicant admitted arrests), as many forms as necessary, will be prepared and forwarded to local police authorities for completion and return. Enter the applicant's full name, SSN, sex, race, and date of birth in addition to residence address and dates of residence. Local police checks will be requested from all places in which the applicant has lived since the age of 15 years to verify prior civil court actions, juvenile court actions, or that no records exist. Completed forms will be retained at the place of conditional enlistment until the time for disposal, and will

not be forwarded with the application. Information received from the Police Record Check may be used as a basis for requesting waivers, or can form the basis for a recommendation of disapproval for an application.

2. National Agency Check (NAC) Statement of Understanding (Figure 2-36). All applicants will be informed that a completed NAC is a requirement for commissioning. In many instances when this requirement is waived because of time constraints and the applicant is commissioned prior to a completed NAC, those applicants will sign a statement of understanding that should the completed NAC disclose the existence of any civil conviction or military disciplinary record not previously disclosed, the applicant is presumed to have executed a fraudulent enlistment. The applicants are subject to disenrollment, if on inactive duty, and/or to disciplinary action, if on active duty. If in the OCC Program, this statement will be signed at Officer Candidates School; if in the PLC Program this statement will be included in the appointment documents if this requirement is necessary.

3. Proof of Receipt of Degree

a. Acceptable proofs of degree are:

(1) An official transcript (bearing the raised college seal) with a notation of graduation.

(2) A certified, legible copy of the degree awarded.

(3) A letter or an ACF, (Figure 2-20) bearing the college seal from an appropriate college official verifying that the applicant/candidate has satisfied all degree requirements and will be awarded that degree on a specific date.

b. OSO's are cautioned to ensure that an acceptable proof of degree has been submitted to the CMC (MRRO-2):

(1) Prior to the departure of all candidates scheduled to report to a specific numbered OCC program (college graduates only).

(2) Prior to the issue of a Government transportation request (TR) to any candidate scheduled to report to an OCC (college graduates only).

(3) With the NAVMC 763 Appointment Record to the CMC (MRRO-5) once a PLC is commissioned.

4. Name Change Information. This information will be submitted for each applicant who desires to conditionally enlist under a name other than that shown on the individual's birth, baptismal, or naturalization certificate.

a. Women applicants may be conditionally enlisted under a married name or divorced name, provided a certified copy of the marriage certificate or divorce decree is included in the application.

b. A nonprior service applicant may be conditionally enlisted under a different name provided the applicant can:

(1) Produce a court order for the change of name, or

(2) Secure affidavits from at least three responsible, but disinterested, persons of the community in which the applicant resides, indicating that they have known the applicant by the name under which the person desires to enlist. Submit the original affidavits with the application.

c. An applicant with prior service in any branch of the Armed Forces of the United States (active or inactive) shall be conditionally enlisted under the same name as that which appears on the individual's discharge certificate, certificate in lieu thereof, or other separation papers, unless such individual possesses a court order or other legal document which show the name to have legally changed. In such cases, the applicant will be enlisted under the name shown on the legal document. A certified copy of the court order or other document will be submitted with the application.

5. Commissioning Documents

a. OSO's are required to submit a Request for Appointment (Figure 2-38) on each PLC member not less than 4 months prior to the scheduled commissioning date. Request for Appointment for PLC Law members will be included in the original application. A commissioning physical examination will also be administered prior to the submission of the Request for Appointment. Paragraph 2202 contains specific guidance on commissioning physical examinations. The original commissioning physical will accompany the Request for Appointment for all PLC Ground members. For PLC Aviation members, the original physical will be forwarded to the Commander, NAMI, Aerospace Medical Physical Examination Section (Code 014), Pensacola, Florida 32508-5600 as early as possible prior to the scheduled commissioning date. A complete copy of the aviation physical will accompany the Request for Appointment. Every Request for Appointment, including the physical examination, will be forwarded to the CMC (MRRO-2G).

b. Upon being found physically qualified, the applicant's Request for Appointment will be sent to the Appointment Unit (MRRO-5) where the commission and NAVMC 763 Appointment Acceptance Record will be prepared and forwarded to the cognizant OSO. If a completed NAC has not been received, a NAC Statement of Understanding (Figure 2-36) will also be forwarded. A cover letter will be provided which includes specific instructions on the completion of the NAVMC 763.

c. The letter of instructions will include a specific date when the administration of the commissioning oath and completion of the NAVMC 763 must be accomplished. Prior to commissioning, an individual the OSO must obtain proof that the candidate has been awarded a baccalaureate degree. Paragraph 2304.3 provides instructions concerning proof of graduation.

d. Once the commissioning has been accomplished, the complete NAVMC 763, Proof of Graduation, and the NAC Statement of Understanding, if applicable, must be forwarded to the CMC (MRRO-5) within 24 hours. If for any reason the appointment is not administered, the commissioning documents will be returned along with an explanation regarding the reason the appointment was not administered.

CHAPTER 2

MARINE CORPS RESERVE OFFICER CANDIDATE PROGRAMS

SECTION 4: AUTOMATED RECRUIT MANAGEMENT SYSTEM (ARMS)

2400. GENERAL

1. The concept of the ARMS was initially explored in August 1978. Analysis of functional requirements for an automated data management system mandated that the Marine Corps implement a system that could satisfy two primary objectives. First, there had to be significant reduction of recruiting service manual recordkeeping. Second, the system must result in improved management of applicants and OSO's by:

a. Reducing the number of processing errors in applications.

b. Improving the accuracy, availability, and timeliness of management information to all levels in the recruiting structure.

2. The source document for ARMS is the NAVMC 10418-1, Application for Officer Programs. It is the responsibility of the OSO to verify the accuracy of the initial data. ARMS has been developed with the individual SSN as the basic data reference at the time of application. The individual is identified on the NAVMC 10418-1 with the cognizant OSO and Officer Selection station (OSS). On reports discussed in subsequent paragraphs, the individuals will appear grouped by OSO or OSS. A list of ARMS Recruiting Station (RS)/OSS Identifier Codes is provided in figure 2-47. It is essential that the correct SSN be inputted into ARMS. An incorrect SSN entry can be deleted only by HQMC.

3. There are also a variety of reports available in ARMS to assist the District and RS to manage their mission and pool. These reports should be made available to the OSO's by the RS on a regular basis.

2401. INITIAL INPUT. Immediately upon contracting an applicant, the OSO will prepare the NAVMC 10418-1, (Figure 2-22) as completely as possible. It is essential that the OSO ensure the accuracy of this information, especially the applicant's SSN. Any information that is left blank; i.e., PFT score, can be completed when the completed application is forwarded. Under ideal conditions, the RS will ensure that the required ARMS entries are made prior to submitting the application to the district. Input of Screen 1 (Figure 2-48) by the RS will provide them with accurate information as to what applications they can expect to be submitted. When the application is completed and forwarded to the District, the original, completed NAVMC 10418-1 will allow the District to complete the District approval date, Screen 2, (Figure 2-49). Neither the RS nor District is responsible for any entries on ARMS Screen 3 (Figure 2-50) or Screen 4 (Figure 2-51). Screen 3 provides training information on the candidate. OCS is responsible for inputting the individual's training completion statistics. After the candidate has successfully completed all required training and the Request for Appointment is processed, Headquarters Marine Corps will place the tentative TBS class assignment on screen 3.

2402. PLC AUDIT

1. The CMC uses the ARMS system for the management of officer candidates and for the planning and attainment of officer program quotas/accessions. An accurate data base is essential to meet this requirement. The semiannual PLC Audit is virtually the sole means for the verification, changing, and purging of ARMS data. It is essential, therefore, that each district closely monitor the completion of the audit by its OSO'S. Annually during September and March, an ARMS generated listing of all active PLC's will be provided to the district.

2. Every PLC who has been approved by HQMC will appear on the audit unless a Nontraining Drop Code (NT-Drop) has been entered on ARMS Screen 2 or has a NT-Drop entry of M01 or M02. These candidates are PLC's who have either been dropped at senior training or recommended for disenrollment but must repay financial assistance. They will not be removed from the program until reimbursement is received or until their account has been forwarded for collection. Until this time, they will remain in the program under the cognizance of their OSO's . Every effort will be made to audit these candidate's records, especially those who have not been dropped and whose return to Senior Course is expected. The other situation that will cause a PLC to drop from the audit is if a commissioning date has been entered by HQMC on ARMS Screen 3.

3. Two copies of the audit will be provided to each district. One is provided for use by the District Headquarters. The second copy will be provided to each RS for verification. The RS copy, once validated, will be returned to HQMC via the district for update of the ARMS data base.

4. The OSO will audit a copy using the residual record of the candidate, as well as actual contact with the candidate concerning current status. Changes required on the audit will be completed by the RS as follows. A single line will be drawn through all incorrect information and the correct information will be printed directly above it. For each entry that can be corrected by the RS, no additional information is required. Changes can be made directly from the audit. Those items which require changes by HQMC are the SSN, Approved Program Component Code, College Code, and the Graduation/Projected Commissioning Date. The correct information for these fields will be printed directly above this lined out entry on the audit and highlighted in yellow. Additionally, the proper documentation to effect these changes will be forwarded with the audit. The required documentation is as follows:

ITEM	DOCUMENTATION
SSN	Copy of Social Security Card.
Source Entry	Change of Program letter, appropriate service agreement, and physical, or a copy of CMC ltr authorizing change of component.
Change of College	Letter from OSO accompanied by a transcript from the losing college and ACF from the new college.
Change of Graduation and Projected Commissioning Date	Letter from OSO supported by appropriate college official stating reason for change, ACF, and transcript.

Only if the proper documentation is forwarded will these entries be changed. If a candidate has been disenrolled, a copy of the CMC letter must be forwarded as documentation. If a candidate has been commissioned, a copy of the OSO's cover letter returning the commissioning documents should be forwarded as substation.

5. Once the OSO has completed the audit, the audit along with any required documentation, will be forwarded to the district. The district will consolidate the audit from the respective OSO's and ensure that all the changes authorized at the RS level have been made. The district will also ensure that the Last Date Audited entry on ARMS Screen 1 is updated. On the cover letter forwarding the audit and documentation to CMC (MRRO-2), an entry will be made certifying that the audit is correct and that all district level changes have been made in ARMS. The audit must be completed to reach this CMC (MRRO-2) not later than 31 October or 31 March, as required.

6. After all audits have been received, a roster will be generated by HQMC to list those candidates whose records indicate that they have not been audited. These will be provided to the district to initiate corrective action.

2403. TRANSFERS. Upon successful completion of the first increment of training, and entering the next fiscal year, an officer candidate is eligible for transfer. Prior to making the transfer in ARMS the losing District will contact the gaining District to inform it of the impending transfer. At this point the ARMS transfer will be accomplished. This is accomplished by the losing District inputting the OSS Code to which transferred on Screen 1 of the Officer Accession Module in the XFER to RS ( ). The gaining District will assign the new OSO by inputting the OSO number in the "Current OSO #" block on Screen 1. The new OSO assignment is based on the College Codes listing published by HQMC. Once the computer transfer has been accomplished, the losing OSO will forward the candidate's residual record to the gaining OSO via the appropriate districts.

2404. REPORTS

1. Officer Accession Status (OAS) Screen (Figure 2-52). This screen is available to reduce the time involved in checking the status of applications. This screen provides a listing by SSN to each district for all applications pending HQMC action. The status information will be maintained on the screen for 1 week after being Approved (A), Disapproved (D), or Returned (R) by HQMC. A complete listing of ARMS suspended codes is included in figure 2-53.

2. Monthly Officer Accession Status Report (Figure 2-54). This report is available monthly and reflects the active pool of an OSO from contract to commission. This report is a working report and should be screened thoroughly for accuracy each month. This report shows application status, approved training increments, obligations, transfers, commissions, and drop information.

3. Reporting-In Roster (PLC/OCC) (Figure 2-55). This report is available prior to a Class/Increment reporting to training. This report reflects the candidates scheduled to report to training for each district by OSS. It can be tequested by the district at any time and may be force-fed by Headquarters Marine Corps for verification.

4. HQMC Reserve Officer Enrollment Report (PLC and OCC) (Figure 2-56). Provides enrollment information for the OSO, the District, and HQMC for each class or training increment 10-working days after reporting. The report is divided into two parts, a statistical Summary and a Name Listing, and shows the number of applicants contracted, applications received, number selected, and number reported. This report is used to determine attainment of shipping quota for each district and/or OSO.

5. OCS Race/Ethnic Report. Available biweekly to HQMC and OCS, shows training information on minorities.

6. Weekly Training Drop Report (Figure 2-57). Available weekly during training and shows the training drops for the previous week by Class/ Increment.

7. Training Completion Report (PLC/OCC) (Figure 2-58). Provides training results for all candidates reporting to a class/increment to include class standing, averages, and drop information. This report is available within 10-working days of a class or increment completion. This report is also divided into a statistical Summary and a Name Listing.

8. An ARMS Report Chart is included in figure 2-59, to enable the District to provide these reports to the OSO's on a regular basis.

Six Section Officer Candidate Application Folder

Section 1

Copy of Transmittal Forwarding Physical
Copy of Physical
SF 88 and 93
All consults (as required)

Anthropometric Data Sheet (if required)
Dental Statement
Privacy Act (HR's) (DD Form 2005) (1Feb76)

Section 2

Request for Orders

Section 3

Empty

Section 4

Green Copy of DD Form 4 (Contracts) (or copy of Reserve contracts if the applicant is currently in the USMCR)
Statement of Conditional Enlistment (Copy)
Request for Appointment (PLC Law Only)
DD Form 214 (Prior Service Only)
DD Form 368 (Request for Discharge or Clearance from Reserve Component (if required)
Fingerprint Card (FD 258)
Personnel Security Questionnaire DD Form 398-2
All OCC's and PLC Law/Combined Only
Birth Verification
Copy of Birth Certificate
Application for Verification of Birth (DD Form 372)
Age Certification Showing Date of Birth
Certificate of Proof of Citizenship of Foreign Born Applicants for Enlistment (NAVMC 538) (if required)
Copies of appropriate documents used as proof must be included
Certificate of Understanding Reasons for Disenrollment (NAVMC 10418-2)

Section 5

Academic Certification Form (ACF)
Transcript of All College Work
AFCT Sheet/SAT/ACT or LSAT Verification
Law School Acceptance Letter (PLC Law Only)
Acceptance to State Bar notification (OCC Law Only)
State of Intent to Transfer to a Baccalaureate Degree Granting Institution (if required)

Section 6

Copy of Screen 1
Application for Officer Programs (NAVMC 10418-1)
Addendum pages to NAVMC 10418-1 (as required)
Record of Disenrollment from Officer Candidate Training (DD Form 785) (if applicable)
Drug Statement for OC/PLC Applicants with additional pages (if required)
Minor Traffic Violations Form (if required)
Nontraffic Arrest Form (if required)
PFT Page
Photograph Page Body Fat photographs/measurements (if required)
100 Word Statement
OSO Evaluation
Activity work page and history page
PIQ's (par. 2302.6k)
Dean
Professors
Employers
I&I/CO (if required)
Others

For applications where disapproval is recommended, only sections 5 and 6 of the OCA must be completed and none of the OQR.

For applications where alternate status is recommended, both the OCA and the OQR will be completed with the exception that the original and copies of the Enlistment Contracts (DD Form 4) will not be forwarded.

Left Side

Enlistment Contracts DD Form 4 (Yellow Copy) (a copy of the Reserve contracts if applicant is currently serving in a SMCR)
Statement of Conditional Enlistment (Copy)
Service Agreement (Copy)
State of Legal Residence (DD Form 2058)
Statement of Understanding Marine Corps Drug Policy for Officer Programs

Right Side

Enlistment Contracts DD Form 4 (Original) (a copy of the Reserve contracts if the applicant is currently serving in the USMCR)
Statement of Conditional Enlistment (Original)
Service Agreements (Original)
Page 11
Include measurements for women if applicable

For applications where alternate status is recommended, do not include the contracts (DD Form 4).

Figure 2-1.--Instructions for Assemblimg Officer Candidate Applications.

STATEMENT OF UNDERSTANDING REGARDING DENTAL REQUIREMENTS
PRIOR TO ATTENDING OFFICER CANDIDATES SCHOOL

I have been advised by my OSO that it is my personal responsibility to ensure that all dental defects are corrected prior to reporting for training. Failure to obtain a dental examination from a qualified dentist and correction of any deficiencies to include caries, partial plates, caps, root canals, and extractions may be grounds for my disenrollment prior to the commencement of training at Officer Candidates School, MCCDC, Quantico, Virginia.

_____
(Signature)

_____
(Date)

Witnessed BY _____
OSO, _____

(The cursory dental check received at an Military Entrance and Processing Station (MEPS) does not constitute a proper dental examination per the medical provisions of an Officer Candidate Program.)

Figure 2-2.--Statement of Understanding Regarding Dental Requirements Prior to Attending Officer Candidates School.

REQUEST FOR ORDERS (1321)
NAVMC 10468 (REV. 11-87) (Previous editions are obsolete and will not be used)
SN: 0000-00-005-1007 U/I: PD OF 100 SHEETS

NAME (Last, first, middle initial)	SSN	DEBO (For HQMC use only)
OFFICER SELECTION OFFICER LOCATION-ACCOUNT CODE NUMBER	RESPONSIBLE MARINE CORPS DISTRICT	

If my application is approved, I request assignment as indicated: *(Complete applicable section and enter class you are requesting.)*

☐ _____ OFFICER CANDIDATE COURSE, QUANTICO, VA.*

☐ _____ AVIATION OFFICER CANDIDATE COURSE, QUANTICO, VA.*

☐ _____ NAVAL FLIGHT OFFICER COURSE, QUANTICO, VA.*

☐ _____ PLATOON LEADERS CLASS (WOMAN) (COLLEGE JUNIORS), QUANTICO, VA.*

☐ _____ WOMAN OFFICER CANDIDATE COURSE (COLLEGE SENIORS AND GRADUATES), QUANTICO, VA.*

***I UNDERSTAND** that if the class for which I am applying is filled to capacity, my application will be considered for the next convening class. In this event my signature below is certificate of my willingness to accept this reassignment.

PLATOON LEADERS CLASS - GROUND, AIR, OR LAW

☐ FIRST INCREMENT, JUNIOR COURSE, QUANTICO, VA

☐ SECOND INCREMENT, JUNIOR COURSE, QUANTICO, VA

☐ FIRST INCREMENT, SENIOR COURSE, QUANTICO, VA

☐ SECOND INCREMENT, SENIOR COURSE, QUANTICO, VA.

☐ COMBINED COURSE, QUANTICO, VA.

I UNDERSTAND that travel to training is to be performed as directed in the orders assigning me to training.
I UNDERSTAND that I will be ordered to training from my school, OR home address, ONLY. In view of this restriction, I request to:

Proceed from my (check one) ☐ school ☐ home address

Upon completion of training, I request to:

Proceed from my (check one) ☐ school ☐ home address

MY CURRENT OR SCHOOL ADDRESS IS (*Number and street, city, state, and ZIP code*)

MY HOME OR RECORD AS DEFINED IN MCO P1070.12, IRAM, PAR> 4005.3a, IS (*Number and street, city, state and ZIP code*)

DATE	SIGNATURE

Figure 2-3.--NAVMC 10468 (Rev. 11-87) Request for Orders.

ENLISTMENT / REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

Privacy Act Statement

AUTHORITY: 5 USC 3331; 32 USC 708; 44 USC 708 and 3101; 10 USC 133, 265, 275, 504, 508, 510, 591, 672(d), 678, 837, 1007, 1071 through 1087, 1168, 1169, 1475 through 1480, 1553, 2107, 2122, 3012, 5031, 8012, 8033, 8496, and 9411; 14 USC 351 and 632; and Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSES: To record enlistment or reenlistment into the U S Armed Forces This information becomes a part of the subject s military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions The purpose of soliciting the SSN is for positive identification.

ROUTINE USES: This form becomes a part of the Service's Enlisted Master File and Field Personnel File All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE / REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)*	2. SOCIAL SECURITY NUMBER
3. HOME OF RECORD *(Street, City, State, ZIP Code)*	4. PLACE OF ENLISTMENT / REENLISTMENT *(Mil. Installation, City, State)*
5. DATE OF ENLISTMENT/ REENLISTMENT *(YYMMDD)* / 6. DATE OF BIRTH *(YYMMDD)*	7. PREV MIL SVC UPON ENL / REENLIST — YEARS / MONTHS / DAYS a. Total Active Military Service b. Total Inactive Military Service

B. AGREEMENTS

8. I am enlisting /reenlisting in the United States *(list branch of service)* _____ this date for _____ years and _____ weeks beginning in pay grade _____. The additional details of my enlistment / reenlistment are in Section C and Annex(es) _____.

a. **FOR ENLISTMENT IN A DELAYED ENTRY / ENLISTMENT PROGRAM (DEP):**
I understand that I will be ordered to active duty as a Reservist unless I report to the place shown in item 4 above by *(list date (YYMMDD))* _____ for enlistment in the Regular component of the United States *(list branch of service)* _____ for not less than _____ years and _____ weeks. My enlistment in the DEP is in a nonpay status. I understand my period of time in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that this time is counted toward fulfillment of my military service obligation or commitment. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, and mailing address.

b. Remarks: *(If none, so state.)*

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. **ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.**

(Initials of Enlistee/Reenlistee) _____

(Continued on reverse side.)

DD Form 4/1, MAY 88 *Previous editions may be used.* 2099-146

SAMPLE

Figure 2-4.--DD Form 4 (Rev. 5-88) Enlistment/Reenlistment Document.

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9. FOR ALL ENLISTEES OR REENLISTEES: Many laws, regulations, and military customs will govern my conduct and require me to do things a civilian does not have to do. The following statements are not promises or guarantees of any kind. They explain some of the present laws affecting the Armed Forces which I cannot change but which Congress can change at any time.

a. My enlistment is more than an employment agreement. As a member of the Armed Forces of the United States, I will be:

(1) Required to obey all lawful orders and perform all assigned duties.

(2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet acceptable military standards, I may be discharged and given a certificate for less than honorable service, which may hurt my future job opportunities and my claim for veteran's benefits.

(3) Subject to the military justice system, which means, among other things, that I may be tried by military courts-martial.

(4) Required upon order to serve in combat or other hazardous situations.

(5) Entitled to receive pay, allowances, and other benefits as provided by law and regulation.

b. Laws and regulations that govern military personnel may change without notice to me. Such changes may affect my status, pay, allowances, benefits, and responsibilities as a member of the Armed Forces **REGARDLESS** of the provisions of this enlistment / reenlistment document.

c. In the event of war, my enlistment in the Armed Forces continues until six (6) months after the war ends, unless my enlistment is ended sooner by the President of the United States.

10. MILITARY SERVICE OBLIGATION FOR ALL MEMBERS OF THE ACTIVE AND RESERVE COMPONENTS, INCLUDING THE NATIONAL GUARD.

a. **FOR ALL ENLISTEES:** If this is my initial enlistment, I must serve a total of eight (8) years. Any part of that service not served on active duty must be served in a Reserve Component unless I am sooner discharged.

b. If I am a member of a Reserve Component of an Armed Force at the beginning of a period of war or national emergency declared by Congress, or if I become a member during that period, my military service may be extended without my consent until six (6) months after the end of that period of war.

c. As a member of a Reserve Component, in time of war or national emergency declared by the Congress, I may be required to serve on active duty (other than for training) for the entire period of the war or emergency and for six (6) months after its end.

d. As a member of the Ready Reserve I may be required to perform active duty or active duty for training without my consent (other than as provided in item 8 of this document) as follows:

(1) In time of national emergency declared by the President of the United States, I may be ordered to active duty (other than for training) for not more than 24 consecutive months.

(2) I may be ordered to active duty for 24 months, and my enlistment may be extended so I can complete 24 months of active duty, if:

(a) I am not assigned to, or participating satisfactorily in, a unit of the Ready Reserve; and

(b) I have not met my Reserve obligation; and

(c) I have not served on active duty for a total of 24 months.

(3) I may be ordered to perform additional active duty training for not more than 45 days if I have not fulfilled my military service obligation and fail in any year to perform the required training duty satisfactorily. If the failure occurs during the last year of my required membership in the Ready Reserve, my enlistment may be extended until I perform that additional duty, but not for more than six months.

(4) When determined by the President that it is necessary to support any operational mission, I may be ordered to active duty for not more than 90 days if I am a member of the Selected Reserve.

11. FOR ENLISTEES / REENLISTEES IN THE NAVY, MARINE CORPS, OR COAST GUARD: I understand that if I am serving on a naval vessel in foreign waters, and my enlistment expires, I will be returned to the United States for discharge as soon as possible consistent with my desires. However, if essential to the public interest, I understand that I may be retained on active duty until the vessel returns to the United States. If I am retained under these circumstances, I understand I will be discharged not later than 30 days after my return to the United States; and, that except in time of war, I will be entitled to an increase in basic pay of 25 percent from the date my enlistment expires to the date of my discharge.

12. FOR ALL MALE APPLICANTS: Completion of this form constitutes registration with the Selective Service System in accordance with the Military Selective Service Act. Incident thereto the Department of Defense may transmit my name, permanent address, military address, Social Security Number, and birthdate to the Selective Service System for recording as evidence of the registration.

SAMPLE

DD Form 4/1 Reverse, MAY 88

Figure 2-4.--DD Form 4 (Rev. 5-88) Enlistment/Reenlistment Document--Continued.

NAME OF ENLISTEE / REENLISTEE *(Last, First, Middle)*	SOCIAL SECURITY NO OF ENLISTEE / REENLISTEE

D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: *(If none, X "NONE" and initial.)* ☐ **NONE** _____ *(Initials of enlistee/reenlistee)*

b. SIGNATURE OF ENLISTEE / REENLISTEE	c. DATE SIGNED *(YYMMDD)*

14. SERVICE REPRESENTATIVE CERTIFICATION

a. On behalf of the United States *(list branch of service)* _____, I accept this applicant for enlistment. I have witnessed the signature in Item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT / COMMAND NAME
e. SIGNATURE	f. DATE SIGNED *(YYMMDD)*	g. UNIT / COMMAND ADDRESS *(City, State, ZIP Code)*

SAMPLE

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted /reenlisted this _____ day of _____ 19 _____ in the _____ National Guard and as a Reserve of the United States *(list branch of service)* _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

18a. SIGNATURE OF ENLISTEE / REENLISTEE	b. DATE SIGNED *(YYMMDD)*

19. ENLISTMENT / REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT / COMMAND NAME
e. SIGNATURE	f. DATE SIGNED *(YYMMDD)*	g. UNIT / COMMAND ADDRESS *(City, State, ZIP Code)*

DD Form 4/2, MAY 88 *Previous editions may be used.*

Figure 2-4.--DD Form 4 (Rev. 5-88) Enlistment/Reenlistment Document--Continued.

NAME OF ENLISTEE / REENLISTEE *(Last, First, Middle)*	SOCIAL SECURITY NO. OF ENLISTEE / REENLISTEE

F. DISCHARGE FROM DELAYED ENTRY / ENLISTMENT PROGRAM

20a. I request to be discharged from the Delayed Entry/Enlistment Program (DEP) and enlisted in the Regular Component of the United States *(list branch of service)* _____ for a period of _____ years and _____ weeks. No changes have been made to my enlistment options OR if changes were made they are recorded on Annex(es) _____ _____ which replace(s) Annex(es) _____.

b. SIGNATURE OF DELAYED ENTRY / ENLISTMENT PROGRAM ENLISTEE	c. DATE SIGNED *(YYMMDD)*

G. APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE

21. SERVICE REPRESENTATIVE CERTIFICATION

a. This enlistee is discharged from the Reserve Component shown in item 8 and is accepted for enlistment in the Regular Component of the United States *(list branch of service)* _____ in pay grade _____.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT / COMMAND NAME
e. SIGNATURE	f. DATE SIGNED *(YYMMDD)*	g. UNIT / COMMAND ADDRESS *(City, State, ZIP Code)*

SAMPLE

H. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

22a. IN A REGULAR COMPONENT OF THE ARMED FORCES:

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

b. SIGNATURE OF ENLISTEE / REENLISTEE	c. DATE SIGNED *(YYMMDD)*

23. ENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT / COMMAND NAME
e. SIGNATURE	f. DATE SIGNED *(YYMMDD)*	g. UNIT / COMMAND ADDRESS *(City, State, ZIP Code)*

DD Form 4/3, MAY 88 *Previous editions may be used.*

Figure 2-4.--DD Form 4 (Rev. 5-88) Enlistment/Reenlistment Document--Continued.

STATEMENT OF CONDITIONAL ENLISTMENT

THE PERSON DESCRIBED ON THE FACE OF THIS FORM HAS BEEN CONDITIONALLY ENLISTED IN THE USMCR FOR SUBSEQUENT ENROLLMENT IN THE (PLC G) (PLC A) (PLC LAW) (OCC) (OCC LAW) (AOC) (WOC) (WOC LAW) (WOC J) PROGRAM OF THE USMCR. SUBJECT TO FINAL APPROVAL OF APPLICANT'S QUALIFICATIONS FOR SUCH ENLISTMENT BY THE CMC.

IF ENROLLMENT IN THE PROGRAM OF THE APPLICANT'S CHOICE IS NOT APPROVED BY THE DIRECTOR MARINE CORPS DISTRICT OR THE CMC, THIS ENLISTMENT CONTRACT SHALL BE VOID AND OF NO EFFECT, OTHERWISE TO REMAIN IN FORCE.

_____
(DATE)

_____
(OSO'S SIGNATURE AND GRADE)

_____
(APPLICANT'S SIGNATURE IN FULL)

Figure 2-5.--Statement of Conditional Enlistment.

SERVICE AGREEMENT (1100)
PLATOON LEADERS CLASS (GROUND)
NAVMC 10460 (REV. 11-87) (Previous editions are obsolete and will not be used.)
SN: 0000-00-005-0211 U/I: PADS OF 50

S

1. In connection with my application for enrollment in the PLATOON LEADERS CLASS (GROUND) program of the United States Marine Corps, I hereby acknowledge:

a. That final approval of my application for enrollment in the Platoon Leaders Class (Ground) program, as an officer candidate, will be determined by the Commandant of the Marine Corps.

b. That upon reporting for duty in the Platoon Leaders Class I will, unless sooner disenrolled for cause, be required to participate in training for a minimum period of four weeks, if assigned to either the Junior or Senior Course; or for a minimum period of seven weeks, if assigned to the Combined Course. I may voluntarily disenroll after completing minimum required training. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract.

c. That I will be paid during the course of my training at pay grade E-5.

d. That, upon satisfactory completion of all requirements, I may accept appointment to commissioned grade in the Marine Corps Reserve, if a commission is tendered to me.

e. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President.

(2) Upon acceptance of a commission, I will be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade;

(3) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

(4) A resignation of my Reserve commission submitted prior to completion of this 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.

f. That sections 671a and 671b of title 10, United States Code, currently provide as follows:

"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."

"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 enlistments, 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 of the United States, 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."

g. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

2. I consent to serve on extended active duty for a minimum period of forty-two (42) months from the date assigned to extended active 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.

3. 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 Platoon Leaders Class (Ground) program except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Name, Grade, Social Security Number of Witness	*Typed Name of Applicant*
	Date

SERVICE AGREEMENT—PLATOON LEADERS CLASS (GROUND) *U.S.GPO:1988-541-902/60180

Figure 2-6.--NAVMC 10460 (Rev. 11-87) Service Agreement Platoon Leaders Class (Ground.)

SERVICE AGREEMENT (1100)
PLATOON LEADER CLASS (NAVAL AVIATOR)
NAVMC 10461 (REV. 11-87) SN: 0000-00-035-0315 U.I. PD (50 SHEETS PER PAD)
(Previous editions are obsolete and will not be used.)

S

1. In connection with my application for enrollment in the PLATOON LEADERS CLASS (NAVAL AVIATOR) program of the United States Marine Corps, I hereby acknowledge:

a. That final approval of my application for enrolment in the Platoon Leaders Class (Naval Aviator) program, as an officer candidate, will be determined by the Commandant of the Marine Corps.

b. That upon reporting for duty in the Platoon Leaders Class, I will, unless sooner disenrolled for cause, be required to participate in training for a minimum period of four weeks; if assigned to either the Junior or Senior Course; or for a minimum period of seven weeks, if assigned to the Combined Course. I may voluntarily disenroll after completing minimum required training. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract.

c. That I will be paid during the course of my training at pay grade E-5.

d. That, upon satisfactory completion of all requirements, I may accept appointment to commissioned grade in the Marine Corps Reserve, if a commission is tendered to me.

e. That upon appointment to commissioned grade in the Marine Corps Reserve, I will be assigned military occupational specialty 7599 (Flight Student) and ordered to extended active duty with my first duty assignment at The Basic School.

f. Upon successful completion of The Basic School, I will be further assigned to the first available flight training class if I am physically qualified for such assignment when such flight training class becomes available.

g. Any projected delay in assignment to flight training may result in a temporary assignment to duties as dictated by the needs of the Marine Corps until assignment to flight training can be effected.

h. Any period of delay in assignment to flight training (after completion of TBS) of less than nine months will not be counted towards the fifty-four (54) months obligation set forth in paragraph 2(a) below. Any period of delay in excess of nine months will be counted towards the fulfillment of this obligation.

i. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President.

(2) Upon acceptance of commission, I will be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade;

(3) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve, and

(4) A resignation of my Reserve commission submitted prior to completion of this 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.

j. That section 671a and 671b of title 10, United States Code, currently provides as follows:

"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."

"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 enlistments, 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 of the United States, 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."

k. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

2. I consent to serve on extended duty, as a commissioned officer, for the following minimum periods and understand that a request for release from active duty prior to completion of these minimum periods will normally be rejected:

a. Fifty-four (54) months from date of designation as a Naval Aviator.

b. Forty-two (42) months from the date of appointment to commissioned grade if:

(1) I fail to meet the requirements for assignment to flight training: or

(2) I am separated from flight training by reason of flight failure or physical disqualification.

c. Forty-two (42) months from the date assigned to extended active duty plus an extension of active service equal to the time spent in flight training if I am separated from flight training as a result of my own request or by academic failure.

3. I certify that I have not previously failed any military flight training program nor have I been designated as an aviator in any of the Armed Forces of the United States.

Figure 2-7.--NAVMC 10461 (Rev. 11-87) Service Agreement PLC (Naval Aviator).

NAVMC 10461 (REV. 11-87)

4. 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 Platoon Leaders Class (Naval Aviator) program, except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Name, Grade, Social Security Number of Witness	*Typed Name of Applicant*
	Date

ANNEX "C"

SERVICE AGREEMENT — PLATOON LEADERS CLASS (NAVAL AVIATOR)

☆U.S. GOVERNMENT PRINTING OFFICE: [illegible]

Figure 2-7.--NAVMC 10461 (Rev. 11-87) Service Agreement PLC (Naval Aviator)--Continued.

SERVICE AGREEMENT
PLATOON LEADERS CLASS (LAW) (1100)
NAVMC 10698 (REV. 3-87) (Previous editions are obsolete and will not be used.)
SN: 0000-00-006-2246 U/I: PADS OF 50

S

1. I hereby apply for enrollment in the Platoon Leaders Class (LAW) program of the United States Marine Corps. If I am finally accepted by the Commandant of the Marine Corps for enrollment in this program, it is specifically understood and agreed:

a. That the obligations which arise from this agreement are in conjunction with any other obligations which arise from my enlistment in the United States Marine Corps Reserve.

b. That if so orderred by the Commandant of the Marine Corps, I will report for active duty for training with the Platoon Leaders Class (LAW) Program, and unless sooner disenrolled for cause by the Commandant of the Marine Corps, I will participate in such training for the following minimum periods:

(1) Four weeks, if ordered to the Senior Course; or

(2) Seven weeks, if ordered to the Combined Course.

c. That I may voluntarily disenroll from the Platoon Leaders Class (LAW) Program only upon completion of the minimum period(s) of training stated above, and before accepting appointment to commissioned grade in the United States Marine Corps Reserve. Upon disenrollment, I will be discharged from the United States Marine Corps Reserve.

d. That if tendered to me, I will accept appointment to commissioned grade, in the United States Marine Corps Reserve, and all the rights and responsibilities thereof.

e. That subsequent to acceptance of appointment to commissioned grade, I will be continued on, or assigned to, inactive duty pending satisfactory completion of the requirements for admission to the bar of a federal court or of the highest court of a state, unless I:

(1) Fail to maintain the academic standard prescribed by the academic institution I am attending for completion of requirements for a law degree; or

(2) Fail to complete the requirements for a law degree within the standard period of time required by the academic institution I am attending for a full time student; or

(3) Fail to take the first scheduled bar examination *within the state (District of Columbia) of my choice*, after my receipt of a law degree, or, in the event I fail the first, the second such scheduled bar examination; or

(4) Fail the second such bar examination; or

(5) Fail to qualify for admission to practice law before the bar of a federal court or of the highest court of a state after passing the bar examination.

f. That I will notify the Commandant of the Marine Corps upon my successful completion of the requirements for admission to an appropriate bar or, in the event that one of the conditions enumerated in subparagraphs 1.e.(1) through 1.e.(5), occurs I will immediately notify the Commandant of the Marine Corps of such occurrence.

g. That I will be assigned to extended active duty and ordered to The Basic School for commissioned officer training within six months after the Commandant of the Marine Corps receives notification pursuant to paragraph 1.f. above.

h. That upon successful completion of Law School, and when ordered to The Basic School, I will be assigned a primary Military Occupational Specialty of Student Judge Advocate (4401).

i. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President;

(2) Upon my acceptance of a commission, I will be required to serve at least eight years in Marine Corps Reserve, from the date of my appointment to commissioned grade;

(3) Any portion of this eight year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

(4) A resignation of my reserve commission submitted prior to completion of this eight 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.

Figure 2-8.--NAVMC 10698 (Rev. 3-87) Service Agreement PLC (Law).

NAVMC 10698 (REV. 3-87) (BACK)

j. That Section 671a and 671b of Title 10, United States Code, currently provide as follows:

"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."

"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 enlistments, 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 of the United States, 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, which ever occurs earlier, unless sooner terminated by law or Executive order."

k. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps *may change withou notice* and that such changes may affect my status as an officer candidate *or commissioned officer and obligations to serve as such.*

2. I agree to serve on extended active duty, as a commissioned officer, for a period of Forty-two (42) months from the date assigned to extended active duty in the event that I am a successful graduate of Law School or upon the occurance of one of the events described in subparagraphs 1.e.(1) or 1.e.(2). I understand that a request for release from active duty prior to completion of these minimum periods will normally be rejected.

3. I hereby request that I be designated a Judge Advocate of the Marine Corps, at such time as I qualify under pertinent statutes and regulations for such designation, and that I be granted that constructive service to which I shall be entitled under pertinent statutes and regulations, for the purpose of determining my lineal position, grade, and eligibility for promotion.

4. I have read and completely understand the meaning and content of the above. *No promises, either written or oral, including, but not limited to promises as to future rank, salary, anticipated dates of promotions, or duty stations, have been made to me* in connection with this application for enrollment in the Platoon Leaders Class (LAW) Program, except as specified in writing herein. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Name, Grade, Social Security No.	*Typed Name of Applicant*
	Date

SERVICE AGREEMENT - PLATOON LEADERS CLASS (LAW)

Figure 2-8.--NAVMC 10698 (Rev. 3-87) Service Agreement PLC (Law)--Continued.

SERVICE AGREEMENT (1100)
OFFICER CANDIDATE (GROUND)
NAVMC 10462 (REV. 11-87) (Previous editions are obsolete and will not be used.)
SN 0000-00-005-0409 (U.I. PADS OF 50)

S

1. In connection with my application for enrollment in OFFICER CANDIDATE (GROUND) program of the United States Marine Corps, I hereby acknowledge:

a. That final approval of my application for enrollment in the Officer Candidate (Ground) program, as an officer candidate, will be determined by the Commandant of the Marine Corps.

b. That upon reporting to the Officer Candidate Class I will be required to participate in training for a minimum period of seven weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract.

c. That I will be paid during the course of my training at pay grade E-5.

d. That, upon satisfactory completion of all requirements, I may accept appointment to commissioned grade in the Marine Corps Reserve, if a commission is tendered to me.

e. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President;

(2) Upon acceptance of a commission, I will be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade.

(3) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

(4) A resignation of my Reserve commission submitted prior to completion of this 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.

f. That upon successful completion of the Officer Candidate Class and acceptance of appointment to commissioned grade, I will be further assigned to The Basic School for commissioned officer training.

g. That sections 671a and 671b of Title 10, United States Code, currently provide as follows:

"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."

"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 enlistments, 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 of the United States, 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."

h. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

2. I consent to serve on extended active duty, as a commissioned officer, for a minimum of forty-two (42) months from the date of appointment to commissioned grade, and understand that a request for release from active duty prior to completion of this period will normally be rejected.

3. 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 Officer Candidate (Ground) program, except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	Signature of Applicant
Typed Name, Grade, Social Security Number of Witness	Typed Name of Applicant
	Date

SERVICE AGREEMENT—OFFICER CANDIDATE (GROUND) *U.S.GPO:1988-541-902/60178

Figure 2-9.--NAVMC 10462 (Rev. 11-87) Service Agreement OCC (Ground).

SERVICE AGREEMENT (1100)
AVIATION OFFICER CANDIDATE (NAVAL AVIATOR)
NAVMC 10463 (REV. 3-87)(Previous editions are obsolete and will not be used.)
SN: 0000-00-005-0511 (U) PADS OF 50

S

In connection with my application for enrollment in the AVIATION OFFICER CANDIDATE (NAVAL AVIATOR) program of the United States Marine Corps, I hereby acknowledge:

a. That final approval of my application for enrollment in the Aviation Officer Candidate (Naval Aviator) program as an officer candidate will be determined by the Commandant of the Marine Corps.

b. That upon reporting to the Officer Candidate Class I will be required to participate in training for a minimum period of seven weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

c. That upon satisfactory completion of all requirements, I will accept appointment to commissioned grade in the Marine Corps Reserve, if a commission is tendered to me.

d. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President.

(2) Upon acceptance of a commission, I will be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade.

(3) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

(4) A resignation of my Reserve commission submitted prior to completion of this 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.

e. That upon successful completion of the Officer Candidate Class and acceptance of appointment to commissioned grade, I will be assigned MOS 7599 (Flight Student) and further assigned to The Basic School for commissioned officer training prior to my assignment to flight training.

f. Upon successful completion of The Basic School, I will be further assigned to the first available flight training class if I am physcially qualified for such assignment when such flight training class becomes available.

g. Any projected delay in assignment to flight training may result in a temporary assignment to duties as dictated by the needs of the Marine Corps until assignment to flight training can be effected.

h. Any period of delay in assignment to flight training (after completion of TBS) of less than nine months will not be counted towards the fifty-four (54) months obligation set forth in paragraph 2(a) below. Any period of delay in excess of nine months will be counted towards the fulfillment of this obligation.

i. That upon successful completion of The Basic School I will be further assigned to student Naval Aviator training if I am physically qualified for such assignment at that time.

j. That section 671a and 671b of title 10, United States Code currently provides as follows:

"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."

"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 Secreatary of Defense to extend for not more than six months enlistments, 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 of the United States, 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."

k. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

2. I consent to serve on extended duty, as a commissioned officer, for the following minimum periods and understand that a request for release from active duty prior to completion of these minimum periods will normally be rejected:

a. Fifty-four (54) months from date of designation as a Naval Aviator.

b. Forty-two (42) months from the date of appointment to commissioned grade if:

(1) I fail to meet the requirements for assignment to flight training; or

(2) I am separated from flight training by reason of flight failure or physical disqualification.

c. Forty-two (42) months from the date assigned to extended active duty plus an extension of active service equal to the time spent in flight training if I am separated from flight training as a result of my own request or by academic failure.

3. I certify that I have not previously failed any military flight training program nor have I been designated as an aviator in any of the Armed Forces of the United States.

4. 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 Aviation Officer Candidate (Naval Aviator) program, except as specified above. I acknowledge reciept of a copy of this document.

Signature of Witnessing Officer	Signature of Applicant
Typed Name, Grade, Social Security Number of Witness	Typed Name of Applicant
	Date

SERVICE AGREEMENT — AVIATION OFFICER CANDIDATE (NAVAL AVIATOR)

Figure 2-10.--NAVMC 10463 (Rev. 3-87) Service Agreement AOC (Naval Aviator).

SERVICE AGREEMENT (1100)
OFFICER CANDIDATE CLASS (LAW)

S

NAVMC 10952 REV 11-87 (Previous editions are obsolete and will not be used.)
SN: 0000-00-006-5285 (1 PD (50 SHEETS PER PAD))

1. I hereby apply for enrollment in the Officer Candidate Class (LAW) program of the United States Marine Corps. In connection with my application for enrollment, I hereby acknowledge:

a. That final approval of my application for enrollment in the Officer Candidate Class (LAW) Program will be determined by the Commandant of the Marine Corps.

b. That, if so ordered by the Commandant of the Marine Corps, I will report for active duty for training with the Officer Candidate Class (LAW) Program, and unless sooner disenrolled for cause by the Commandant of the Marine Corps, I will participate in such training for a minimum of 7 weeks.

c. That I will be paid during the course of my training at pay grade E-5.

d. That I may voluntarily disenroll from the Platoon Leaders Class (LAW) Program only upon completion of the minimum period of training stated above, and before accepting appointment to commissioned grade in the United States Marine Corps Reserve. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract.

e. That if tendered to me, I may accept appointment to commissioned grade, in the United States Marine Corps Reserve, and all the rights and responsibilities thereof.

f. That subsequent to acceptance of appointment to commissioned grade, I will be continued on, or assigned to, inactive duty pending satisfactory completion of the requirements for admission to the bar of a federal court or of the highest court of a state, unless I:

(1) Fail to maintain the academic standard prescribed by the academic institution I am attending for completion of requirements for a law degree; or

(2) Fail to complete the requirements for a law degree within the standard period of time required by the academic institution I am attending for a full time student; or

(3) Fail to take the first scheduled bar examination *within the state (District of Columbia) of my choice*, after my receipt of a law degree or, in the event I fail the first, the second such scheduled bar examination; or

(4) Fail the second such bar examination; or

(5) Fail to qualify for admission to practice law before the bar of a federal court or the highest court of a state after passing the bar examination.

g. That should I fail to qualify for admission to practice law for any reason described above, I will have the option of:

(1) Executing an Officer Candidate Ground Agreement; or

(2) Voluntarily withdrawing my application from consideration without prejudicing my opportunity for consideration should I later be admitted to the bar and desire to resubmit my application.

h. That I will notify the Commandant of the Marine Corps upon my successful completion of the requirements for admission to an appropriate bar or, in the event that one of the conditions enumerated in subparagraphs 1.e.(1) through 1.e.(5), occurs I will immediately notify the Commandant of the Marine Corps of such occurrence.

i. That I will be assigned to extended active duty and assigned to an Officer Candidate Class at the earliest practical date after the Commandant of the Marine Corps receives notification of admission to practice law before the bar of a Federal Court or the highest court of a state.

j. That upon successful completion of the Officer Candidate Class and acceptance of appointment to comissioned grade, I will be assigned to The Basic School for commissioned officer training.

k. That I will be assigned a primary Military Occupational Specialty (MOS) of Student Judge Advocate (4401) until such time as I have graduated from the Naval Justice School. At that time, I will be assigned a primary MOS of Judge Advocate (4402).

2. I hereby request that I be designated a Judge Advocate of the Marine Corps, at such time as I qualify under pertinent statutes and regulations for such designation, and that when eligible I be granted that constructive service to which I shall be entitled under pertinent statutes and regulations, for the purpose of determining my lineal position, grade, and eligibility for promotion. Such constructive service shall not exceed 3 years.

3. That:

(a) A commission in the Marine Corps Reserve is held at the pleasure of the President.

(b) Upon acceptance of a commission, I will be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade;

(c) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

Figure 2-11.--NAVMC 10952 (Rev. 11-87) Service Agreement OCC (Law).

NAVMC 10952 (REV. 11-87)

(d) A resignation of my Reserve Commission submitted prior to completion of this 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.

4. That sections 671a and 671b of Title 10, United States Code, currently provide as follows:

"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."

"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, authorized the Secretary of Defense to extend for not more than six months enlistments, 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 of the United States, 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."

5. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps *may change without notice* and that such changes may affect my status as an officer candidate or *commissioned officer and obligations to serve as such*.

6. I agree to serve on extended active duty, as a commissioned officer, for a period of Forty-two (42) months and I understand that a request for release from active duty prior to completion of this minimum period will normally be rejected.

7. I have read and completely understand the meaning and content of the above. *No promises, either written or oral, including* in connection with this application for enrollment in the Officer Candidate Class (LAW) Program, except as specified in writing herein. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	*Signature of Applicant*
Typed Name, Grade, Social Security Number of Witness	*Typed Name of Applicant*
	Date

SERVICE AGREEMENT - OFFICER CANDIDATE CLASS (LAW)

*U.S. GPO: 1988-541-902/80011

Figure 2-11.--NAVMC 10952 (Rev. 11-87) Service Agreement OCC (Law)--Continued.

SERVICE AGREEMENT (1100)
WOMAN OFFICER CANDIDATE
NAVMC 10791 (REV. 11-87)(*Previous editions are obsolete and will not be used.*)
SN: 0000-00-006-3166 U.I. PADS OF 50

S

1. In connection with my application for enrollment in the WOMAN OFFICER CANDIDATE program of the United States Marine Corps, I hereby acknowledge:

a. That final approval of my application for enrollment in the Woman Officer Candidate program, as an officer candidate, will be determined by the Commandant of the Marine Corps.

b. That upon reporting to the Officer Candidate Class I will be required to participate in training for a minimum period of seven weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered. A disenrollment, whether voluntary or for cause, will fully void the enlistment contract.

c. That I will be paid during the course of my training at pay grade E-5.

d. That, upon satisfactory completion of all requirements, I will accept appointment to commissioned grade in the Marine Corps Reserve, if a commission is tendered to me.

e. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President.

(2) Upon acceptance of a commission, I may be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade;

(3) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

(4) A resignation of my Reserve commission submitted prior to completion of this 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.

f. That upon successful completion of the Officer Candidate Class and acceptance of appointment to commissioned grade, I will be further assigned to The Basic School for commissioned officer training.

g. That sections 671a and 671b of Title 10, United States Code, currently provide as follows:

"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."

"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 enlistments, 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 of the United States, 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."

h. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

2. I consent to serve on extended active duty, as a commissioned officer, for a minimum of forty-two (42) months from the date of appointment to commissioned grade, and understand that a request for release from active duty prior to completion of this period will normally be rejected.

3. 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 Woman Officer Candidate program, except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	Signature of Applicant
Typed Name, Grade, Social Security Number of Witness	Typed Name of Applicant
	Date

SERVICE AGREEMENT - WOMAN OFFICER CANDIDATE *U.S.GPO:1988-541-902/60174

Figure 2-12.--NAVMC 10791 (Rev. 11-87) Service Agreement WOC.

SERVICE AGREEMENT (1100)
WOMAN OFFICER CANDIDATE (JUNIOR)
NAVMC 11174 (REV. 3-87)
SN: 0000-00-006-9581 U/I: PADS OF 100

S

1. In connection with my application for enrollment in the Woman Officer Candidate (Junior) program of the United States Marine Corps, I hereby acknowledge:

a. That final approval of my application for enrollment in the Woman Officer Candidate (Junior) program, as an officer candidate, will be determined by the Commandant of the Marine Corps.

b. That upon reporting for duty in the Woman Officer Candidate Class I will, unless sooner disenrolled for cause, be required to participate in training for a minimum period of seven weeks. I may voluntarily disenroll after completing minimum required training.

c. That, upon satisfactory completion of all requirements, I will accept appointment to commissioned grade in the Marine Corps Reserve, if a commission is tendered to me.

d. That:

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President.

(2) Upon acceptance of a commission, I will be required to serve at least 8 years in the Marine Corps Reserve from date of appointment to commissioned grade;

(3) Any portion of this 8-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve; and

(4) A resignation of my Reserve commission submitted prior to completion of this 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.

e. That sections 671a and 671b of title 10, United States Code, currently provide as follows:

"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 which the United States may be engaged and for six months thereafter."

"671b. Members: service extension when Congress is not in session."

"(a) Notwithstanding any other provisions 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 enlistments, 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 of the United States, 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 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."

f. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such.

2. I consent to serve on extended active duty for a minimum of forty-two (42) months from the date assigned to extended active duty as a commissioned officer and understand that a request for release form active duty prior to completion of this period will normally be rejected.

3. 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 Woman Officer Candidate (Junior) program except as specified above. I acknowledge receipt of a copy of this document.

Signature of Witnessing Officer	Signature of Applicant
Typed Name, Grade, Social Security Number of Witness	Typed Name of Applicant
	Date

SERVICE AGREEMENT - WOMAN OFFICER CANDIDATE (JUNIOR)

Figure 2-13.--NAVMC 11174 (Rev. 3-87) Service Agreement WOC (Junior).

REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT

I. REQUEST FOR CLEARANCE

1. TO: (Reserve Unit)

2. FROM: (Recruiting Office)

3. NAME (Last - First - Middle Initial)

4. SSAN

5. GRADE/RATE

6. CURRENT ADDRESS (Street, City, State and ZIP Code)

7. CURRENT UNIT (Name and Address)

8a. Above individual has applied for enlistment in the United States _____
Request that he/she be granted clearance to enlist and that the clearance be returned direct to:

☐ b. Address shown in Block 2, or
☐ c. Address shown to the right.

9. GRADE/RATE AND NAME OF RECRUITER (Type or print)

9. SIGNATURE OF RECRUITER AND DATE

II. APPROVAL/DISAPPROVAL OF CLEARANCE

8. ☐ Clearance for enlistment is granted. No disciplinary action is pending. The individual is not currently performing [illegible] required to commence active duty (E 1/4) or active duty for training (ADT) within the next sixty (60) days. For Army, Navy, Marine, Guard or Air National Guard personnel: Individual has no personnel liability to the State.

The following data is extracted from official records for this member. Individual is recommended for enlistment.

9. DATE OF CURRENT ENL	8. SERVICE AT TIME OF EDUC				10. ACTIVE SERVICE CURRENT ENL				11. GRADE/RATE	12. MOS/PAFSC
	Type	Years	Months	Days	Type	Years	Months	Days		
	ACTIVE				ACTIVE					
	INACTIVE				INACTIVE					

10. ☐ Individual is not recommended for enlistment because

11. ☐ Clearance is not granted because

12. REMARKS

13a. GRADE AND NAME OF COMMANDER (Typed or printed)

13b. SIGNATURE OF COMMANDER

III. NOTICE OF ENLISTMENT

14. TO: (Reserve Unit)

15. FROM: (Enlisting Activity)

16. Individual was enlisted on _____ (Date enlisted) into the United States _____ (Service & Component)
for a period of _____ years in the pay grade of E__. Request discharge certificate be issued and forwarded to:

17. PLACE OF ENLISTMENT

18. GRADE AND NAME OF ENLISTING OFFICER

19. SIGNATURE

DD FORM 1 JUN 70 368 — EDITION OF 1 JAN 61 IS OBSOLETE — 0102-LF-000-3680

SAMPLE

Figure 2-14.--DD Form 368 Request for Discharge or Clearance from Reserve Component.

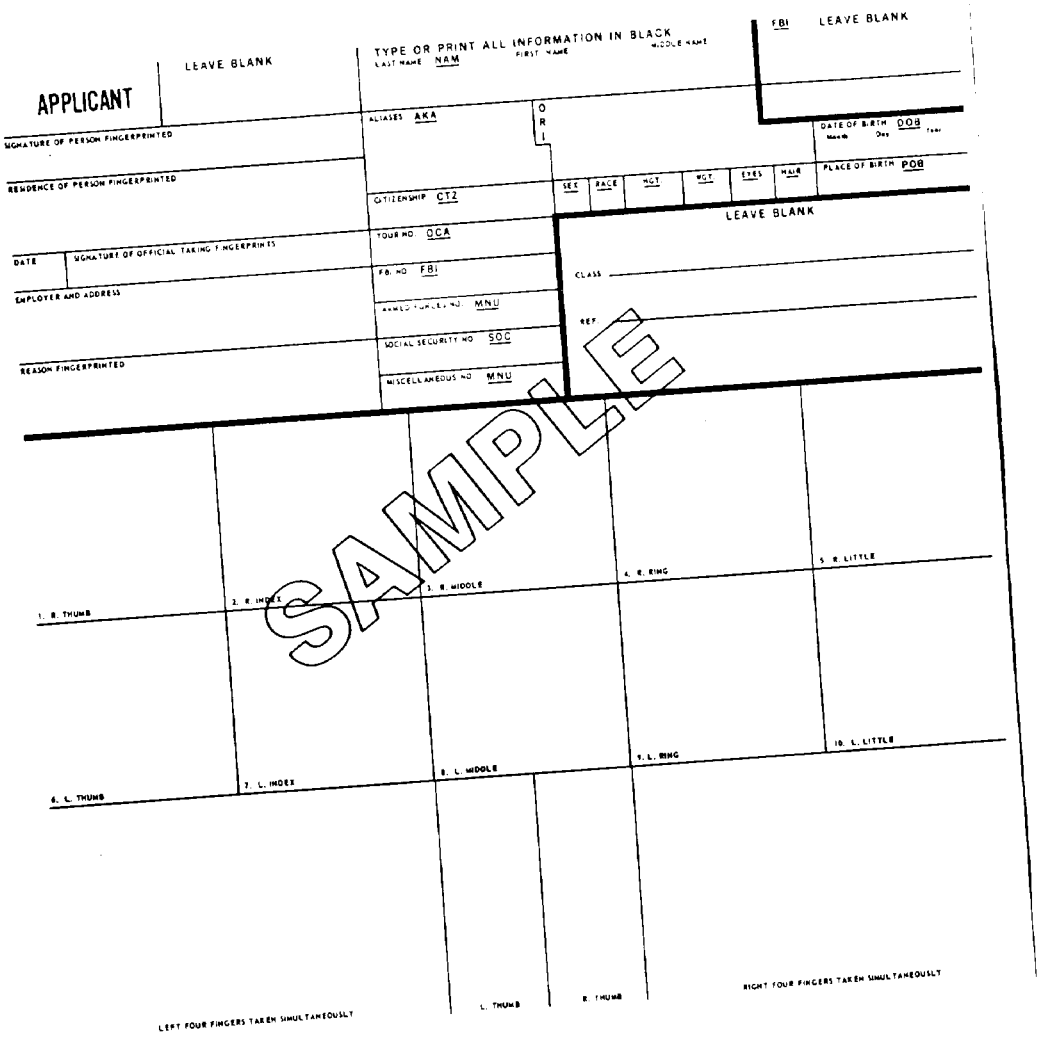
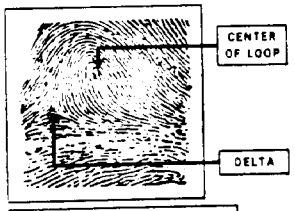


Figure 2-15.--FD-258 Fingerprint Card.

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537

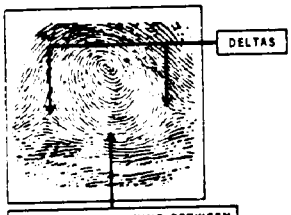
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH

ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING AND PERMITS AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

INSTRUCTIONS:

*1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.

**3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.

4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

MISCELLANEOUS NO. – RECORD OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS' ADMINISTRATION CLAIM NO. (VA).

FD-258 (REV. 7-15-77) ☆ U.S. GOVERNMENT PRINTING OFFICE: 1981 – 355-949

Figure 2-15.--FD-258 Fingerprint Card--Continued.

DEPARTMENT OF DEFENSE

PERSONNEL SECURITY QUESTIONNAIRE *(National Agency Check)*

FOR REQUESTER USE ONLY	
REQUEST DATE	CODE
FOR DIS USE ONLY	

1.a. LAST NAME–FIRST NAME–MIDDLE NAME			b. MAIDEN NAME *(If any)*	
2. ALIASES	3. SEX	4. SOCIAL SECURITY NUMBER		
5. DATE OF BIRTH *(Year-Month-Day)*	6. PLACE OF BIRTH			
	a. CITY	b. COUNTY	d. STATE	e. COUNTRY

7.	a. CIVILIAN	c. GRADE	d. IF MILITARY:	ARMY	AIR FORCE
	b. MILITARY			NAVY	MARINE CORPS

8a. U.S. CITIZEN	c. NATIVE YES / NO	d. IF NATURALIZED, CERTIFICATE NO.(S)	e. IF DERIVED, PARENT(S) CERTIFICATE NO.(S)	f. DATE	g. PLACE	h. COURT
b. ALIEN	i. REGISTRATION NO.	j. CURRENT CITIZENSHIP	k. DATE OF ENTRY	l. PORT OF ENTRY	m. FORM I-151 NO.	

9. FORMER MILITARY SERVICE

a. FROM	b. TO	c. BRANCH	d. RANK	e. SERVICE NO(S)	f. TYPE OF DISCHARGE

10. FAMILY/ASSOCIATES *(List father, mother, spouse, and children.) (You should also list guardians, stepparents, foster parents, brothers and sisters, stepbrothers and stepsisters, and other relatives or friends to whom you are bound by affection or obligation if such persons are residing in or are citizens of any foreign country.) (See DETAILED INSTRUCTIONS.)*

a. RELATIONSHIP AND NAME	b. DATE OF BIRTH	c. PLACE OF BIRTH	d. ADDRESS	e. CITIZENSHIP
FATHER				
MOTHER				
SPOUSE				

11. RESIDENCES *(List all places of residence during the last 5 years in chronological order beginning with the current address. Individuals under the age of 21, list residences for the past 3 years or since your 16th birthday, whichever is the shorter period. Give the inclusive dates for each period of residence. SEE DETAILED INSTRUCTIONS)*

a. DATES FROM	TO	b. NUMBER AND STREET	c. CITY	d. STATE	e. COUNTRY	f. ZIP CODE
	Present					

12. DUTY OR EMPLOYMENT ORGANIZATION *(List in chronological order beginning with the present, each period of employment, self-employment, part-time employment, and/or unemployment during the last 5 years. If under age 21, list each period for last 3 years or since your 16th birthday whichever is shorter. List inclusive dates for each period. If discharged for cause from any employment, so state. SEE DETAILED INSTRUCTIONS)*

a. DATES FROM	TO	b. NAME OF EMPLOYER	c. ADDRESS *(Include Zip Code)*	d. NAME OF IMMEDIATE SUPERVISOR
	Present			

13. FEDERAL SERVICE, FOREIGN TRAVEL/CONNECTIONS *("Yes" answers must be explained in accordance with the DETAILED INSTRUCTIONS)*

Yes	No	
		a. HAVE YOU EVER BEEN IN THE FEDERAL CIVIL SERVICE?
		b. HAVE YOU TRAVELED OR RESIDED ABROAD FOR OTHER THAN THE U.S. GOVERNMENT?
		c. DO YOU HAVE ANY FOREIGN PROPERTY OR BUSINESS CONNECTIONS, OR HAVE YOU EVER BEEN EMPLOYED BY OR ACTED AS A CONSULTANT FOR A FOREIGN GOVERNMENT, FIRM, OR AGENCY?

FOR REQUESTER USE ONLY

LOCAL FILES CHECKED WITH FAVORABLE RESULTS ☐ Yes ☐ No
(If "No," provide details of unfavorable information)

REASON FOR REQUEST

	SECRET		PERS. RELIABILITY PROGRAM
	CONFIDENTIAL		RED CROSS/USO
	COMMISSION		NAFI
	ENLISTMENT		SUMMER HIRE
	NATIONAL GUARD		EDUCATION/ORIENTATION
	RESERVES		NON-CITIZEN OVERSEAS
	ROTC		DOD BUILDING PASS
	OFFICER CANDIDATE		UNESCORTED ENTRY
	SERVICE ACADEMY		OTHER *(SPECIFY)*
	ADDRESSEE CODE		

FOR REQUESTER USE ONLY

RETURN RESULTS TO:
(Include Zip Code)

DD FORM 398-2 S/N 0102-LF-000-4020 **REPLACES DD FORM 1584 WHICH MAY BE USED UNTIL EXHAUSTED**
81 MAR

SAMPLE

Figure 2-16.--DD Form 398-2 Personnel Security Questionnaire (National Agency Check).

14 ARRESTS *("Yes" answers must be explained in accordance with the DETAILED INSTRUCTIONS that accompany this Form)*

Yes	No	
		a. HAVE YOU EVER BEEN ARRESTED, CHARGED, CITED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT OR JUVENILE AUTHORITIES REGARDLESS OF WHETHER THE CITATION WAS DROPPED OR DISMISSED OR YOU WERE FOUND NOT GUILTY? INCLUDE ALL COURTS-MARTIAL OR NON-JUDICIAL PUNISHMENT WHILE IN MILITARY SERVICE. *(You may exclude minor traffic violations for which a fine or forfeiture of $100 or less was imposed.)*
		b. AS A RESULT OF BEING ARRESTED, CHARGED, CITED, OR HELD BY LAW ENFORCEMENT OR JUVENILE AUTHORITIES, HAVE YOU EVER BEEN CONVICTED, FINED BY OR FORFEITED BOND TO A FEDERAL, STATE, OR OTHER JUDICIAL AUTHORITY OR ADJUDICATED A YOUTHFUL OFFENDER OR JUVENILE DELINQUENT *(regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record)?*
		c. HAVE YOU EVER BEEN DETAINED, HELD IN, OR SERVED TIME IN, ANY JAIL OR PRISON, OR REFORM OR INDUSTRIAL SCHOOL, OR ANY JUVENILE FACILITY OR INSTITUTION UNDER THE JURISDICTION OF ANY CITY, COUNTY, STATE, FEDERAL, OR FOREIGN COUNTRY?
		d. HAVE YOU EVER BEEN AWARDED, OR ARE YOU NOW UNDER SUSPENDED SENTENCE, PAROLE, OR PROBATION OR AWAITING ANY ACTION ON CHARGES AGAINST YOU?

i. DATE	ii. NATURE OF OFFENSE OR VIOLATION	iii. NAME AND LOCATION OF POLICE AGENCY	iv. NAME AND LOCATION OF COURT	v. PENALTY IMPOSED OR OTHER DISPOSITION IN EACH CASE

15. MEDICAL/FINANCIAL *("YES" answers must be explained in accordance with the DETAILED INSTRUCTIONS that accompany this form.)*

Yes	No	
		a. HAVE YOU EVER USED ANY NARCOTIC, DEPRESSANT, STIMULANT, HALLUCINOGEN (TO INCLUDE LSD OR PCP), OR CANNABIS (TO INCLUDE MARIJUANA OR HASHISH), EXCEPT AS PRESCRIBED BY A LICENSED PHYSICIAN?
		b. HAVE YOU EVER BEEN INVOLVED IN THE ILLEGAL PURCHASE, POSSESSION, OR SALE OF ANY NARCOTIC, DEPRESSANT, STIMULANT, HALLUCINOGEN, OR CANNABIS?
		c. HAS YOUR USE OF ALCOHOLIC BEVERAGES (SUCH AS LIQUOR, BEER, WINE) EVER RESULTED IN THE LOSS OF A JOB, ARREST BY POLICE, OR TREATMENT FOR ALCOHOLISM?
		d. HAVE YOU EVER BEEN A PATIENT (WHETHER OR NOT FORMALLY COMMITTED) IN ANY INSTITUTION PRIMARILY DEVOTED TO THE TREATMENT OF MENTAL, EMOTIONAL, PSYCHOLOGICAL, OR PERSONALITY DISORDERS?
		e. HAVE YOU EVER PETITIONED TO BE DECLARED BANKRUPT?

16. ORGANIZATIONS

a. *(List all organizations, except those referred to in b. below, in which you hold or have held membership.)*

i. NAME	ii. ADDRESS	iii. TYPE	iv. FROM	v. TO

b. *("Yes" answers must be explained in accordance with the DETAILED INSTRUCTIONS.)*

Yes	No	
		i. Are you now or have you ever been a member of the Communist Party or any Communist organization?
		ii. Are you now or have you ever been affiliated with any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means?

I CERTIFY THAT THE ENTRIES MADE BY ME ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT A KNOWING AND WILFUL FALSE STATEMENT ON THIS FORM CAN BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH *(See U.S. Code, Title 18, Section 1001).*

DATE	SIGNATURE OF PERSON COMPLETING FORM

SAMPLE

* U.S. GOVERNMENT PRINTING OFFICE: 1983-408-543

Figure 2-16.--DD Form 398-2 Personnel Security Questionnaire (National Agency Check)--Continued.

Item 1: NAME*

a. List your name in the following order: last name, first name, and middle name. Names should agree with military or civilian employment records; if not, explain on an attached sheet of plain white paper.

(1) If no middle name enter "NMN."

(2) If name consists of initial(s) only, enter the appropriate initial(s) followed by "(IO)."

(3) Include additional designations such as Jr., Sr., II, (2d), III, (3d), when applicable.

b. List maiden name (if applicable).

Item 2: ALIASES. List any other name by which you are or have been known. Include former names, changes in name, nicknames, or variant spellings used. If the name has changed, explain why, when, and where such change took place on an attached sheet of plain white paper. Also provide the inclusive dates any other name was used.

Item 3: SEX*. Enter "Male" or "Female".

Item 4: SOCIAL SECURITY NUMBER*
Self-explanatory.

Item 5: DATE OF BIRTH*. Give the year, month, and day of your birth using the last two digits of the year, a two digit number for the month, and a two digit number for the day; e.g., 1 August 1944 would be entered as 44-08-01.

Item 6: PLACE OF BIRTH*. List your place of birth in the following order:

a. City. (Do not abbreviate.)

b. County. (Do not abbreviate.)

c. State. (Use two-letter abbreviations for the state.)

d. Country (if other than the U.S.). (Do not abbreviate.)

Item 7: CIVILIAN OR MILITARY STATUS. Check either:

a. Civilian, or

b. Military.

c. Grade.* If civilian and employed by the Federal Government, enter appropriate grade. If civilian and not employed by the Federal Government, enter "N/A". If military, enter appropriate pay grade.

d. Branch of Service.* If military, place an "x" by the appropriate branch of service.

Item 8: CITIZENSHIP STATUS. Must be a U.S. citizen:

a. Check U.S. citizen

b. N/A

c. Native. Check either "yes or no." ("Native" includes those who are U.S. citizens by birth even if born outside the U.S.)

Figure 2-16.--DD Form 398-2 Personnel Security Questionnaire (National Agency Check)--Continued.

d. Naturalization Certificate Number. If naturalized, provide naturalization certificate number.

e. Derived Citizenship. If citizenship is derived through naturalization of parent(s), list the number of your Certificate of Citizenship. If no Certificate of Citizenship was issued to you, enter the naturalization certificate number(s) of parent(s) from whom citizenship is derived.

f. Date. List date Certificate of Naturalization or Certificate of Citizenship was issued.

g. Place. List city and state where Certificate of Naturalization was issued or Certificate of Citizenship was obtained.

h. Court. List the name of the court where the Certificate of naturalization is recorded (not required for Certificate of citizenship).

Item 9: FORMER MILITARY SERVICE. Indicate each period of enlistment or EAD from which a discharge certificate of service was received even though you may have been ordered back to active duty the next day. If service was with foreign armed forces, identify the foreign country on an attached sheet of plain white paper. Officers who have had prior enlisted or warrant service or who have been integrated into regular status will include the applicable information in this item. Reserve or National Guard service will be shown in this item.

a. From.* Enter date service began.

b. To.* Enter date service ended. (If currently on active duty enter "present" for the latest entry and appropriate ending dates for all other periods of service.)

c. Branch.* List the branch of service.

d. Rank.* List rank as of the date of discharge from each period of service.

e. Service Number(s).* If you entered the U.S. Armed Forces after January 1970, the service number is the same as the SSN. If you entered the U.S. Armed Forces before January 1970, but did not receive your discharge until after January 1970, enter both your SSN and your original service number.

f. Type of Discharge. Self-explanatory.

Item 10: FAMILY/ASSOCIATES. List father, mother, spouse, and children. Also list guardians, stepparents, foster parents, brothers and sisters, stepbrothers and stepsisters, and other relatives or friends to whom you are bound by affection or obligation, if such persons are residing in or are citizens of any foreign country.

a. Relationship and Name.* Self-explanatory.

b. Date of Birth.* Provide date of birth for all persons listed in terms of year, month, and day using the last two digits of the year, a two digit number for the month and a two digit number for the day; e.g., 1 August 1944 would be entered as 44-08-01.

c. Address.* Provide the current address of each person listed. (If person listed is deceased, enter "Deceased".)

d. Citizenship.* Enter citizenship of each person listed.

Item 11: RESIDENCES. List all places of residence during the last 5 years in chronological order beginning with the current address. If you are under 21, list residences for the past 3 years or since your 16th birthday, whichever is the shorter period.

Figure 2-16,--DD Form 398-2 Personnel Security Questionnaire (National Agency Check)--Continued.

a. Dates.* Give the inclusive dates for each period of residence.

b. Number and Street.* Do not list a permanent mailing address or family residence in this item unless you actually resided at such address during the period listed. Furnish residence address in local community or onbase/installation while in military service. If the residence was on a military installation, include the complete onbase address, to include barracks or house number. List the actual place of residence while attending school. Do not list merely the name of the school or "On Campus" as a place of residence. If you give a metropolitan address, list the borough or suburb.

c. City.* (Do not abbreviate.)

d. State.* (Use two-letter abbreviations for the State.)

e. Country.* (Do not abbreviate.)

f. ZIP Code.* Self-explanatory.

Item 12: DUTY OR EMPLOYMENT ORGANIZATION. List in Chronological order beginning with the present, each period ot employment (to include part-time employment and unemployment) during the last 5 years. If under 21, list each period for the last 3 years or since your 16th birthday, whichever is the shorter period. If unemployed and not attending school full time during any period, list the name and current address of an individual who can verify your activities during the unemployment period on an attached sheet of plain white paper.

a. Dates.* Provide the inclusive dates for each period of employment, part-time employment, and unemployment.

b. Name* of Employer. Military personnel should identify each unit, organization, or station to which assigned during the most recent 5-year period. If self-employed during any period, list the name and address of the business. If any period of employment was for a temporary help supplier, list only the temporary help supplier as the employer, even though work mad have been performed at different locations with client companies using the temporary help supplier's services. If employed through a union hiring hall, list firms by which employed. Do not list the union as an employer unless the salary was, in fact, paid by the union.

c. Address.* Provide the address for each employment listed. If any period of employment was in a large metropolitan area (e.g., New York, Chicago, Los Angeles), include the borough or suburb. If employed by a large manufacturing concern (i.e., Chrysler or General Motors Corporation in Detroit, Michigan), give the specific name and address of the plant where employed.

d. Name* of Immediate Supervisor. List last name, first name, and middle initial.

Item 13: FEDERAL SERVICE-FOREIGN TRAVEL-FOREIGN CONNECTIONS

a. Federal Service. List on an attached sheet of plain white paper, the inclusive dates of service, name, and address of last organization, If already listed in item 12, indicate "see item 12."

b. Foreign Travel. List on an attached sheet of plain white paper, all periods of foreign travel in the last 5 years. Travel connected with the U.S. Government should be identified as such. List inclusive dates of travel for each country visited and the purpose of the travel, Travel in cities or countries divided into free world and Communist-oriented parts will indicate in which part the travel was performed.

Figure 2-16.--DD Form 398-2 Personnel Security Questionnaire (National Agency Check)--Continued.

c. Foreign Connections. On an attached sheet of plain white paper, explain the nature and extent of foreign interests. If employed by or acted as a consultant, identify the foreign government, firm, or agency and describe the nature of employment or relationship. If this information has already been provided in response to item 12, indicated "see item 12."

Item 14: ARRESTS. Check either "Yes" or "No" for each question in this item. If "Yes" is checked, provide the following clarifying information:

a. Date.* Self-explanatory.

b. Nature of Offense. Any action that resulted in the placement of your name on a police or court record (give docket number or indictment number, if known) must be listed including any act committed while still a juvenile or if you were considered a "Juvenile Offender." List all Article 15, UCMJ, or Captains' Mast if they resulted in fines, restrictions, demotions, etc. (You may exclude minor traffic violations for which a fine of $100 or less was imposed.)

c. Name and Address of Police Agency. List the name of the police agency on the top line and its address (city or county and state), on the second line.

d. Name and Address of Court. List the name of the court on the top line and its address (city or county and state), on the second line.

e. Penilty Imposed or Other Disposition in Each Case. Self-explanatory."

When in doubt as to the necessity for listing information in this item, it is recommended that incidents be listed to preclude future questions regarding omissions from the form.

Item 15: MEDICAL/FINANCIAL. If "Yes" is answered to any of the questions, describe the circumstances on an attached piece of plain white paper. Provide a fully detailed statement.

a. Items 15a and b - Drug Abuse. Attached is a listing of those drugs which have been designated as controlled substances. If you illegally used, purchased, possessed, or sold any of these drugs your response should be affirmative and should identify the particular substance used and/or trafficked.

b. Items 15c and d - Medical. Response regarding medical matters must identify the primary physicians, therapists, and counsellors who treated you and state if the treatment is continuing or when it was completed. Response should also include dates, places, and names of institutions or agencies involed.

c. Item 20e - Bankruptcy. In the case of bankruptcy, give the date and court where judgement was made.

Item 16: ORGANIZATIONS

a. List all organizations, except those referred to in b, below, in which you hold or have held membership.

(1) Name.* Provide the full name of the organization (do not use initials or abbreviations).

(2) Address.* List number and street, city, and state or country, if other than the U.S.

(3) Identify the type of organization; e.g., social, fraternal, etc.

(4) From and To: Provide the inclusive dates of membership in terms of year and month using the last two digits of the year and a two digit number for the month; e.g., October 1979 would be enteded as 79-10.

Figure 2-16.--DD Form 398-2 Personnel Security Questionnaire (National Agency Check)--Continued.

b. Check either "Yes" or "No," for each question. If "Yes" is checked, list on an attached sheet of plain white paper, the full name of the organization (do not use initials or abbreviations) and describe the circumstances of your membership or association. Provide a fully detailed statement to include dates, places, and offices, positions or credentials now or formerly held. If associations have been with individuals who are members of the described organizations, then list the individuals and the organizations with which they were or are affiliated. If the requester is not the same as the "Return Results To" entry at the bottom of the form, show the requester at the top of the form. If the NAC is on the spouse or other family member of the subject of an Special Background Investigation (SBI), identify the subject of the SBI on the form. As only items 1 through 8 are completed on an NAC for that purpose, a notation such as "Spouse of subject James Keene Russell" can be placed in one of the unused portions of the form.

Figure 2-16.--DD Form 398-2 Personnel Security Questionnaire (National Agency Check)--Continued.

FOOTNOTE:

* Indicates standard data elements registered in the DoD Manual for Standard Data Elements under DOD 5000.12-M

REQUEST FOR VERIFICATION OF BIRTH

DATE OF REQUEST *(YYMMDD)*

Form Approved
OMB No. 0704-0006
Expires Jun 30, 1991

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503

SECTION I *(Fill in every item in this section)*

1. FULL NAME OF CHILD AT TIME OF BIRTH *(Last, First, Middle Names)*	2. SEX ☐ M ☐ F	3. PLACE OF BIRTH a. CITY	b. COUNTY	c. STATE
4. DATE OF BIRTH *(YYMMDD)*	5. FULL NAME OF FATHER *(Last, First, Middle Names)*		6. MAIDEN NAME OF MOTHER *(Last, First, Middle Names)*	

7. PERSON MAKING REQUEST

a. NAME *(First, Last, Middle Names)*	b. RANK	c. TITLE	d. SIGNATURE

SECTION II *(For use of vital statistics only)*

1. CORRECTIONS OF ABOVE STATEMENT MADE BY VITAL RECORDS OFFICE ACCORDING TO FACTS ON FILE

2. CERTIFICATE NUMBER

3. FILE DATE *(YYMMDD)*

This is to verify that the above data as corrected are true and correct according to the record on file in this office. These data are confidential and cannot be used in any manner except for official purposes

4. DATE *(YYMMDD)*

5. VERIFIED BY *(Signature)*

SAMPLE

DD Form 372, AUG 88 — *Previous editions are obsolete* — 255214

Figure 2-17.--DD Form 372 Application for Verification of Birth.

CERTIFICATE OF PROOF OF CITIZENSHIP OF FOREIGN-BORN APPLICANT FOR ENLISTMENT (1070)
NAVMC 538 (REV. 2-85)
PREVIOUS EDITIONS MAY BE USED UNTIL SUPPLY IS EXHAUSTED
SN: 0000-00-000-7106 U/I: PADS OF 100

S

INSTRUCTIONS

1. This certificate is designated for establishing the fact of U.S. citizenship of a foreign-born applicant, and recording the information used to establish the fact. The certificate will be complete prior to initial enlistment of the individual as follows
   a. Prepare in duplicate for those applicants born outside the United States, Puerto Rico or the Virgin Islands.
   b. Indicate by an X in the appropriate square(s) the method(s) by which the applicant obtained citizenship. Remember that it takes a combination of two of the methods numbered from 2 to 5 for a foreign born applicant to obtain U.S. citizenship, except:
      (1) Where one of his parents is dead and the survivor is a naturalized citizen.
      (2) Where his parents are legally separated and the parent having legal custody is a naturalized citizen.
2. Original. Forward to the activity effecting the enlistment for submission to the Commandant of the Marine Corps (Code MMRB-10) as a supporting document to the duplicate of the enlistment contract.
3. Duplicate. Will be retained in recruiting station files.

I CERTIFY that I have this _____ day of _____ _____ examined the records required in establishing proof of United (Day) (Month) (Year)
States citizenship of _____ _____, who states that he/she was born in _____, (Name of applicant) (City)
_____, on the _____ of _____ _____ and has resided in the United States (Country) (Day) (Month) (Year)
from _____ _____ _____ to the present time; and I am satisfied that the applicant derived United (Day) (Month) (Year)
States citizenship by virtue of:

1. ☐ Naturalization in his/her own right as evidenced by Certificate of Naturalization/Certificate of Citizenship No. _____
   issued to _____ on the _____ of _____ _____ by the U.S. (Name of Applicant) (Day) (Month) (Year)
   District Court located at _____
2. ☐ Naturalization of the applicant's mother as evidenced by Certificate of Naturalization No. _____ issued
   to _____ on the _____ of _____ _____ by the U.S. (Name of mother) (Day) (Month) (Year)
   District Court located at _____
3. ☐ Naturalization of the applicant's father as evidenced by Certificate of Naturalization No. _____ issued
   to _____ on the _____ of _____ _____ by the U.S. (Name of father) (Day) (Month) (Year)
   District Court located at _____
4. ☐ Mother being a native-born citizen of the United States at the time of applicant's birth as evidenced by a certified true copy of the mother's birth certificate attached hereto.
5. ☐ Father being a native-born citizen of the United States at the time of applicant's birth as evidenced by a certified true copy of the father's birth certificate attached hereto.
6. ☐ Other *(Explain)*

_____ Recruiting Officer. _____ *(Grade)* U.S.M.C. _____

Figure 2-18.--NAVMC 538 Certificate of Proof of Citizenship of Foreign-Born Applicant for Enlistment.

S

CERTIFICATE OF UNDERSTANDING REASONS FOR DISENROLLMENT (1900)

NAVMC 10418-2 (9-80) *Supersedes all editions of NAVMC 10505 which are obsolete.*

SN 0000-00-004-6021 U/I PAD 100 SHEETS PER PAD

DATE _____

PLACE _____

1. I certify that it has been thoroughly explained to me by a Marine Corps Officer Selection Officer, and I understand that after my acceptance as a candidate for commissioned grade in the U.S. Marine Corps Reserve, and prior to my entrance on active duty, I may be disenrolled from this program and my officer candidate status terminated for any one of the following reasons:

   a. Failure to maintain a cumulative average of "C" or higher.
   b. Failure to carry an academic load sufficient to permit completion of the requirements being pursued within the scheduled period.
   c. Failure to obtain a degree or hours required for the program in which enrolled.
   d. Failure to notify the Commandant of the Marine Corps (Code MRRO) of:
      (1) A change in the major course being pursued.
      (2) A change in college or university attendance.
      (3) A change in expected date of graduation.
      (4) Graduation.
      (5) A change in mailing address.
      (6) Any significant illness or injury requiring medical treatment.
   e. Failure to reply to official correspondence.
   f. Failure to notify the Commandant of the Marine Corps of any arrest or conviction, regardless of severity, occurring after my enrollment in an officer candidate program.
   g. Failure to maintain the prescribed physical, academic, moral, or professional standards.

2. I have been further informed that once my enlistment in the U.S. Marine Corps Reserve has been approved I may be discharged for:

   a. Immediate enlistment or appointment to commissioned grade in the Armed Forces of the United States.
   b. Physical disqualification for active duty in an enlisted grade.
   c. Reasons of extreme hardship.
   d. Expiration of obligated service.
   e. For such other good and sufficient reasons, which are specified and published by the Commandant of the Marine Corps in MCO P1900.16 (MARCORSEPMAN).

3. I understand that all communications between myself and the Commandant of the Marine Corps should be forwarded via my Officer Selection Officer.

_____
(Signature of applicant)

_____
(Signature, grade, & component of OffSelOff)

Figure 2-19.--NAVMC 10418-2 Certificate of Understanding Reasons for Disenrollment.

ACADEMIC CERTIFICATION FOR MARINE CORPS OFFICER CANDIDATE PROGRAMS (1530)
NAVMC 10469 (REV. 9-85) SN: 0000-00-005-1107 U/1. PADS OF 100
(Previous editions will not be used)

FORM APPROVED
OMB No. 0703-0011

S

NAME OF STUDENT	SOCIAL SECURITY NUMBER
COLLEGE OR UNIVERSITY	

This is to certify that the above named student:

☐ IS ☐ IS NOT a regularly enrolled full-time student at this institution.

☐ IS ☐ IS NOT carrying an academic course load of 12 hours per semester or equivalent load on the quarter system.

Provided progress is normal, and contingent upon satisfactory completion of work, it is expected that the above named student will complete requirements for the following degree:

☐ Associate in Arts/Science (Junior College only)

☐ Baccalaureate

☐ Bachelor of Laws/Juris Doctor

Expected date of completion of degree requirements: _____

The below information is required to determine this student's eligibility for admission to, or retention in, one of the U.S. Marine Corps Officer Candidate programs.

Major Subject _____

Total number of hours/units attempted _____

Total number of hours/units completed _____

Total number of grade points achieved _____

Cumulative grade point average _____

At this institution a grade point average of _____
is equivalent to a "C".

SAT Score Math _____ Verbal _____

ACT Score Math _____ Verbal _____

It is requested that a certified copy of the student's transcript be returned with this form.

Remarks:

SIGNATURE _____

PLEASE AFFIX SEAL

TITLE _____

DATE _____

Figure 2-20.--NAVMC 10469 (Rev. 9-85) Academic Certification Form.

LETTER OF INTENT TO TRANSFER TO A 4 YEAR FULLY ACCREDITED COLLEGE

I, _____, intend on transferring to _____ a 4 year fully accredited college or university on or about _____ in order to complete a baccalaureate degree.

_____
Signature

_____
Date

Figure 2-21.--Statement of Intent of Transfer to a Baccalaureate Degree Granting Institution.

(1120) S

APPLICATION FOR OFFICER PROGRAMS
NAVMC 10418-1 (REV. 7-86) (Previous edition will not be used)
SN: 0000-00-004-6010 U/I: PAD (100 SHEETS PER PAD)

DATE:

1. SOCIAL SECURITY NUMBER
2. NAME (Last, first, middle (or maiden, if any), Jr., Sr., etc.)
3. DATE AND PLACE OF BIRTH (City, county, state)
4. SEX
5. RACE
6. ETHNIC
7. CITIZEN ☐ YES ☐ NO
8. NO DEPENDENTS
9. LOCAL ADDRESS (Number, street, city, county, state, ZIP code)
10. PERMANENT HOME OF RECORD (Number, street, city, county, state, ZIP code)
11. RECRUITED FROM — ACTY — SRC — PPC NO.
12. REFERRED BY SSN
13. ORDERS TO (L/P/O)
14. PRIOR SVC
15. CONTRACT DATE
16. SCHOOL INFORMATION — a. COLLEGE CODE — b. EDUC/MAJ — c. GPA — d. HS CODE — e. GRADUATION DATE: CURR PROJ — ACTUAL
17. RS/OSO NO.
18. OSO SSN
19. PGM/COMP
20. CLASS/TRNG INCR
21. TEST SCORES
a. ASVAB RAW SCORES: GS, AR, WK, PC, NO, CS, AS, MK, MC, EI, VE
b. COMPOSITE SCORES: GT, GM, EL, CL, MM, CO, FA
c. OAR: ACT, MCT, OAR
d. SAT: MATH, VERB, COMP
e. AVIATION: ACT/FAR
22. PFT
23. WAIVERS ROD
24. OT TO DIST
25. PROJ COMM OT

RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES (List names, rank and branch of service. Use additional sheet if necessary.)

	YES	NO
1. Have you ever applied for or been a member of any ROTC or other type of officer candidate program?		
2. Have you ever failed in any military Flight training program?		
3. Have you ever previously applied for the Armed Forces?		
4. Have you ever been rejected for enlistment or reenlistment in any branch of the Armed Forces?		
5. Have you ever claimed or been granted a pension, disability allowance, compensation or retired pay from the Federal Government?		
6. Are you a "sole surviving" son?		
7. Have you ever been arrested, convicted or sentenced by a court?		
8. Have you ever received a suspended sentence by a court?		
9. Have you ever been in jail, reform school, or penitentiary?		
10. Are you now, or have you ever been on parole, probation, suspension, or other form of restraints?		
11. Are you a conscientious objector?		
12. Have you ever been convicted or the subject of action tantamount to conviction of a drug abuse?		
13. Have you ever been psychologically or physically dependent upon any drugs or alcohol?		
14. Have you ever used non-prescribed or illegal drugs?		
15. Have you ever been a trafficker* of illegal drugs?		
16. Do you qualify for permanent restrictions assignments? (family member, KIA/100% disability while serving in hostile fire area)		

IF YOU ANSWER "YES" TO ANY OF THE ABOVE 16 QUESTIONS, ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES.

* Definition of "Trafficking": The commercial and wrongful sale or transfer of a controlled substance for profit, and/or the wrongful possession of a controlled substance with the intent to sell or transfer it for profit.

I certify that the information contained in this 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).

APPLICANT'S SIGNATURE

SIGNATURE (CO. OSO.)

SAMPLE

Figure 2-22.--NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs.

APPLICATION FOR OFFICER PROGRAMS

ITEM NO.	EXPLANATION
1.	SSN - Applicant'S social security number.
2.	NAME - Complete name of applicant (Last, First, Middle).
3.	APPLICANT'S DATE (YYMMDD) AND PLACE OF BIRTH (City, County, state).
4.	SEX - Sex code as follows:

CODE	DESCRIPTION
M	Male
F	Female

5. RACE - Race code as follows:

CODE	DESCRIPTION
C	White
M	Yellow
N	Black
R	Red
X	Other
Z	Unknown

6. ETHNIC - Ethnic code as follows:

CODE	ABBREVIATION	DESCRIPTION	EXPLANATION
1	OTHSHSP	Other Hispanic	Persons of Spanish extraction not delineated as Mexican, Puerto Rican, Cuban, Latin American
2	USCANINDIANS	U.S./Canadian Indian	Persons belonging to U.S. or Tribes Formerly Canadian Indian (other than American Indian Aleut or Eskimo)
3	OTHASIAN	Other Asian Descent	Persons of Asian descent not delineated separately as Chinese, Japanese, Korean, Indian, Filipino, Vietnamese
4	PR	Puerto Rican	Persons of Puerto Rican descent
5	FILIPINO	Filipino	Persons from the phillippine Islands and their descendants

Figure 2-22.--NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs--Continued.

6	MEXICAN	Mexican (Formerly	Persons of Mexican origin, Mexican Americans) their descendants and "Chicanos"
7	ESKIMO	Eskimo	Does not include Aleuts
8	ALEUT	Aleut	Persons of Aleut descent
9	CUBAN	Cuban (Former Cuban Americans)	Persons of Cuban descent
D	INDIAN	Indian	Persons from India and their descendants
E	MELANESE	Melanesian	Persons of Melanesian descent
G	CHINESE	Chinese	Persons of Chinese descent
J	JAPANESE	Japanese	Persons of Japanese descent
K	KOREAN	Korean	Persons of Korean descent
L	POLYNESE	Polynesian	Persons of Polynesian descent
Q	OTHPACIS	Other Pacific Islands	Persons from Pacific Islands and their descendants not delineated separately as Melanesians or Micronesians
S	LATINAMER	Latin American	Persons from Central and South America with Hispanic American and their descendants who have Spanish heritage
V	VET	Vietnamese	Persons who have Vietnam origin and their descendants
W	MICRONESE	Micronesian	Persons of Micronesian descent
X	OTHER	Other	A member of an ethnic group not listed above
Y	NONE	None	Not associated with any particular ethnic group
Z	UNK	Unknown	Self-explanatory

7. CITIZENSHIP - Citizenship code, a four character block. The first two characters are

Figure 2-22.--NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs--Continued.

derived from paragraph 1106 of MMSCODESMAN, MCO P1080.20J. The third and fourth spaces are for the country of birth, and are listed in paragraph 2002 of the MMSCODESMAN, MCO P1080.203.

8. NUMBER OF DEPENDENTS - Enter the marital status code, below, followed by the number of dependents. Single with no dependents is SO, married with no children is M1, married with child M2, etc.

CODE	DESCRIPTION
A	Annulled (the status of an individual whose marriage has been declared a nullity)
D	Divorced (the status of an individual who has had a marriage legally dissolved)
I	Interlocutory (the status of an individual during a period covered by an interlocutory decree pending final divorce)
L	Legally separated (the status of an individual who has entered into marriage but who has been separated from the spouse by legal action without a decree of divorce)
W	Widowed (the status of an individual whose spouse has been declared legally dead)
S	Single (the status of an individual who has never been married)
M	Married (the status of an individual, excluding one legally separated, who has entered into a legal marriage, includes common-law marriages)

9. LOCAL MAILING ADDRESS. Enter the complete local mailing address in the 14 blocks in the lower right hand corner, enter the 3 digit county code in the first 3 blocks, enter the 2 digit state code in blocks 4 and 5, the last 9 blocks are for ZIP code. Utilize blocks 6, through 10 for the 5 digit code now in use. The county and state codes are found in paragraph 2001 of the MMSCODESMAN MCO P1080.20J.

10. PERMANENT MAILING ADDRESS. Enter the complete permanent mailing address. In the 14 blocks in the lower right hand corner, enter the 3 digit county code in the first 3 blocks, enter the 2 digit state code in blocks 4 and 5, the last 9 blocks are the ZIP code. Utilize blocks 6 through 10 for the 5 digit ZIP code now in use. The county and state codes are found in paragraph 2001 of the MMSCODESMAN MCO P1080.20J.

11. RECRUITED FROM INFORMATION

a. ACTY - Enter the appropriate activity code as listed:

TC - Telephone Call	OT - Office Traffic
HV - Home Visit	CP - College Presentation
AC - Area Canvas	DT - Display Table

b. SRC - Source - Agency or program that produced the lead

CAN - Canvas	MCR - Marine Corps Reserve Referral
TAD - TAD OSO	OTH - other, not specified

Figure 2-22,--NAVMC 10418-1 Rev. 7-86 Application for Officer Programs --Continued.

PRF - Poolee Referral	WKI - Walk in/Phone in
LIS - List	ERR - Enlisted Recruiter Referral
LOC - Local Source	CPR - College Placement Referral

12. REFERRED BY. SSN of candidate making referral (current candidates only).

13. ORDERS TO. Enter L (local), P (permanent), or O (other) to indicate address where orders are to be mailed. If the local and permanent addresses are the same, enter P.

14. PRIOR SVC. Prior service where:

N - None
A - USMC/USMCR
B - USN/USNR
C - USA/USAR
D - USAF/USAFR
E - USCG/USCGR
F - Other

15. CONTRACT DATE. Date submitted by the OSO, a 6 digit number written in the format YYMMDD. For reenrollments or reapplications, enter the date of reenrollment or reapplication.

16. SCHOOL INFORMATION

a. COLLEGE CODE. Code for the current college attending, as listed in the College Code Listing published by HQMC.

b. EDUC/MAJ. Under EDUCATION, enter one of the following codes for the year the applicant presently enrolled in school or degree attained.

2 - High School Senior
3 - Freshman Year of College
4 - Sophomore Year of College
5 - Junior Year of College
6 - Senior Year of College

K - BACCALAUREATE DEGREE
W - LAW DEGREE
N - MASTER'S DEGREE

For MAJOR, enter the appropriate 2 digit code from paragraph 1301 of the MMSCODESMAN, MCO P1080.20J (e.g., K77).

c. GPA. A 3-digit grade point average converted to a 4.0 scale (A = 4.0, C = 2.0).

d. HSCODE. A 9-digit high school Code published by see pages 2 through 55 MEPS and currently maintained by the RS Operations Officer.

e. GRADUATION DATE. A 6-digit projected graduation date is the actual date in format YYMMDD as obtained from the ACF.

17. RS/OSO - Certificate Form. A 4-digit OSO identifier showing the Contracting OSS. The first three digits are the OSS followed by an assigned number to identify the particular OSO (figure 2-47).

18. OSO SSN. SSN of OSO processing application.

19. PGM/COMP. Enter 2 digit code for the program/component being requested by the applicant as listed below:

Figure 2-22.--NAVMC.10418-1 (Rev. 7-86) Application for Officer Programs--Continued.

OE - PLC (LAW)	1A - OCC (LAW)
OG - PLC (GND)	1B - OCC (GND)
OC - PLC (AVN)	1C - AOC
OL - PLC (LAW) (Females Only)	1D - WOC
AD - WOC (Junior)	4D - SMCR

20. CLASS/TRNG INCREMENT. The class/training increment requested by the applicant. For the OCC Program, the class will be a 4 digit number (e.g., 0122). For the PLC Program, the first character will be "J" for Junior, or "C" for Combined. The second and third digits will be for the FY recruited. The final digit will be the increment course. (e.g., J832, C843, etc.).

21. TEST SCORES

a. ASVAB RAW SCORES. Enter 2 digit ASVAB raw scores in the order GS, AR, WK, PC, NO, CS, AS, MK, MC, EI, and VE.

b. COMPOSITE SCORE. Enter 3 digit Marine Corps converted composite scores in the order GT, GM, EL, CL, MM, CO, and FA.

c. OAR. Enter AQT, MCT Raw scores, and the converted OAR score.

d. MATH/VERB/COMP. Enter the Math, Verbal, and Composite SAT scores. If SAT scores are not available and an ACT is available, Composite Scores are used in figure 2-5 and enter in the COMP block. For PLC (LAW) or OCC (LAW) and LSAT score may be entered in the COMP block.

e. AQT/FAR. For aviation applicants, enter the AQT/FAR scores.

NOTE: ALL TEST SCORE BLOCKS SHOULD BE LEFT BLANK IF UNKNOWN OR NOT TAKEN.

22. PFT. Enter applicant’s PFT score.

23. WAIVERS RQD. Enter the following code/codes, as required.

WAIVER	CODE
AGE	AY
DEPENDENTS	BY
TEST SCORE (EL, AQT/FAR)	CY
MORAL	
MINOR TRAFFIC	DA
MINOR NONTRAFFIC (Up to 2 Offenses)	DB
MINOR NONTRAFFIC (3 or more)	DC
MISDEMEANOR	DD
FELONY (ADULT)	DE
FELONY (JUVENILE)	DF
PRESERVICE DRUG ABUSE	DG
PRESERVICE DRUG ALCOHOL ABUSE	DH

Figure 2-22.--NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs--Continued.

OTHER	DX
PHYSICAL QUALIFICATION	HY

24. DT TO DIST. Enter date application was sent to district in format YYMMDD.

25. PROJ COMM DT. Enter projected commissioning date in the format YYMMDD. For PLC(A), (G), and WOC(J's). This is the same as Projected Graduated Date. For PLC(L) and all OCC's this is the date of graduation from OCS.

Figure 2-22.--NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs--Continued.

DRUGS	OFTEN PRESCRIBED BRAND NAMES
Narcotics	
Opium	Dover's powder, Paregoric
Morphine	Morphine
Codeine	Codeine
Heroin	None
Meperidine (pethidine)	Demerol, Pethadol
Methadone	Dolophine, Methadone, Methadose
Other Narcotics	Dilaudid, Leritine Numorphan, Percodan
Depressants	
Chloral Hydrate	Noctec, Somnos
Barbiturates	Amytal, Butisol, Nembutal, Phenobarbital, Seconal, Tuinal
Glutethimide	Doriden
Methagualone	Optimil, Parest, Quaalude, somnafac, Sopor
Tranquilizers	Equanil, Librium, Miltown Serax, Tranxene, Valium
Other Depressants	Clonopin, Dalmane, Dorinate, Noludar, Placydil, Valmid
Stimulants	
Cocaine	Cocaine
Amphetamines	Benzedrine, Biphetamine, Desoxyn, Dexedrine
Phenmetrazine	Preludin
Methylphenidate	Ritalin
Other Stimulants	Bacarate, Cylert, Didrex, Ionamin, Plegine, Pondimin, Prestate, Sanorex, Voranil
Hallucinogens	
LSD	None
Mescaline	None
Psilocybin-Psilocyn	None
MDA	None
PCP	Sernylan
Other Hallucinogens	None
Cannabis	
Marijuana	None
Hashish	None
Hashish Oil	None

Figure 2-22.--NAVMC 10418-1 (Rev. 7-86) Application for Officer Programs--Continued.

RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING

DATE SUBMITTED

TO: *(Appropriate agency of the service concerned)*

FROM: *(Appropriate agency of the service concerned)*

SECTION I - IDENTIFICATION INFORMATION ON STUDENT AT TIME DISENROLLED

1. LAST NAME - FIRST NAME - MIDDLE INITIAL
2. BRANCH OF ARMED FORCES
3. FILE OR SERVICE NUMBER
4. RATE OR GRADE
5. BIRTH
   a. DATE
   b. PLACE
6. SEX
7. RACE
8. HOME OF RECORD ADDRESS
9. OTHER

SECTION II - PROGRAM INFORMATION APPLICABLE AT TIME DISENROLLED

10. TRAINING STATION ADDRESS
11. TYPE OF PROGRAM *(OCS, ROTC, Academy, NavCad, etc.)*
12. SPECIFIC TYPE OF TRAINING *(Supply, Pilot training, Bombardier, Infantry, Artillery, etc.)*
13. DATE ENTERED PROGRAM
14. DATE DISENROLLED
15. DATE SCHEDULED FOR COMMISSION *(If training had been completed successfully)*

SECTION III - REASONS AND CIRCUMSTANCES FOR DISENROLLMENT

SECTION IV - EVALUATION TO BE CONSIDERED IN THE FUTURE FOR DETERMINING ACCEPTABILITY FOR OTHER OFFICER TRAINING

1. ☐ *HIGHLY* RECOMMENDED
2. ☐ RECOMMENDED AS AN *AVERAGE* CANDIDATE
3. ☐ SHOULD NOT BE CONSIDERED WITHOUT WEIGHING THE "NEEDS OF THE SERVICE" AGAINST THE REASONS FOR THIS DISENROLLMENT
4. ☐ RECOMMENDED *IF* PHYSICAL DEFECTS A E CORRECTED OR IF SUCH DEFECTS ARE NOT DISQUALIFYING FOR OTHER PROGRAMS
5. ☐ *DEFINITELY NOT RECOMMENDED*
6. ☐ OTHER REMARKS

REMARKS

TYPED NAME AND GRADE

SIGNATURE

DD FORM 1 AUG 54 785

U.S. GOVERNMENT PRINTING OFFICE 1978—703-173/3474 2-1

S/N 0102-LF-007-7800

SAMPLE

Figure 2-23.--DD Form 785 Record of Disenrollment from Officer Candidate-Type Training.

DRUG STATEMENT FOR OC/PLC APPLICATIONS

If the answer to block 23 of "Examination of Applicant by recruiting Officer" (NAVMC 10418-3) is "YES", set forth 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. Method 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 (use back of this sheet for statement):

Signature of Witnessing Officer

Signature of Applicant

Figure 2-24.--Drug Statement for OC/PLC Applicants.

MINOR TRAFFIC VIOLATIONS FORM

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 OSO.

Any alcohol related traffic offense is not considered a minor infraction and should be explained on the NONTRAFFIC ARREST FORM.

_____

_____

1. Month
2. Place where the violation occurred (City and State).
3. Original Charge
4. Charge to which Convicted or to which guilty plea was entered.
5. Penalty or other disposition. If fined, indicate amount.

FIRST OFFENSE

1. _____
2. _____
3. _____
4. _____
5. _____

SECOND OFFENSE

1. _____
2. _____
3. _____
4. _____
5. _____

THIRD OFFENSE

1. _____
2. _____
3. _____
4. _____
5. _____

FOURTH OFFENSE

1. _____
2. _____
3. _____
4. _____
5. _____

FIFTH OFFENSE

1. _____
2. _____
3. _____
4. _____
5. _____

SIXTH OFFENSE

1. _____
2. _____
3. _____
4. _____
5. _____

Figure 2-25.--Minor Traffic Violations Form.

NONTRAFFIC ARREST FORM

This form is to be utilized if you were charged with and/or convicted of any alcohol related traffic offense or any other nontraffic arrest no matter how minor. Answer the following questions then write a concise statement addressing the incident.

Month and year of violation _____

Place where violation occurred _____

Original charge _____

Charge to which convicted or
to which guilty plea was entered _____

Penalty, fine, or other disposition_____

APPLICANT'S STATEMENT ADDRESSING THE CIRCUMSTANCES SURROUNDING THIS INCIDENT. USE ADDITIONAL SHEETS, IF NECESSARY.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Figure 2-26.--Nontraffic Arrest Form.

PHYSICAL FITNESS TEST PAGE

1. I understand that _____ is applying for enrollment in a program leading to a commission in the United States Marine Corps Reserve. I further understand that in order to Qualify for consideration for a Marine Commissioning Program the applicant is required to take the Marine Corps Physical Fitness Test, consisting of (as appropriate):

MALE	FEMALE
Pull Ups	Flexed Arm Rang
Bent Knee Situps	Bent Knee Situps
3 Mile Run	1 1/2 Mile Run

2. I certify that _____ is in good health and physically able to perform the above listed events.

_____
Physician's Signature

_____
Date

PHYSICAL SCREENING

I certify that _____ has been physically screened using the Standard Form 93, Report of Medical History, and has been found, to the best of my knowledge, to meet the requisite physical standards, as set forth in Chapter 15 of the Manual of the Medical Department, for enrollment into the applicable Reserve Officer Candidate Program.

_____
OSO'S Signature

_____
Date

PFT SCORE

1. I certify that I was administered the Marine Corps physical fitness test on the date indicated and scored as follows:

	#/Time	Score
Pullups/Flexed Arm Hang	_____	_____
Situps	_____	_____
3-1 1/2 Mile Run	_____	_____
Total		_____

_____
Test Administrator's Signature

_____
Applicant's Signature

_____
Date

Figure 2-27.--Physical Fitness Test.

WHY I WANT TO SERVE AS A MARINE CORPS OFFICER

INSTRUCTIONS: In your own handwriting and in 100 words or less explain why you desire to serve as a Marine Corps Officer.

Figure 2-28,--One Hundred Word Statement.

OFFICER SELECTION EVALUATION (1530)
NAVMC 124 (Rev. 9-85) *Previous editions will not be used*
SN 0000-00-0L0-3753 L 1 PAGE OF 100

C

APPLICANTS NAME *(Last, First, Middle)*	SSN	PROGRAM	DATE

DOB	RACE	COLLEGE	MAJOR

BARRON'S PROFILE	WAIVERS

CURRENT RESERVE UNIT ADDRESS	GRADE

	NOT OBSERVED	INFERIOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	SUPERIOR
1. Academic Potential						
2. Respect tendered by peers						
3. Ability to accept criticism by seniors						
4. Ability and willingness to conform to established rules of conduct						
5. Ability to adapt to demands of close group-living						
6. Interest and willingness to accept responsibilities in extracurricular activities						
7. Ability to make friends easily						
8. Interest in participating in competitive situations						
9. Ability to work towards goals when in a subordinate position						
10. Ability to influence others in definite lines of action						
11. Dexterity, agility, and physical coordination						
12. Ability to carry a demanding academic program at the college level						
13. Ability to deal with frustration						
14. Personal Appearance						
15. Ability to communicate verbally						
16. How well interest and personality are related to a career in the military						

OSO COMMENTS & RECOMMENDATIONS

SIGNATURE *(Interviewing Officer)*

MCD COMMENTS & RECOMMENDATIONS

SIGNATURE *(MCD Reviewer)*

PLEASE LIST ALL EXTRACURRICULAR ACTIVITIES ON THE BACK OF THIS FORM

SAMPLE

Figure 2-29.--NAVMC 124 (Rev. 9-85) Officer Selection Evaluation Form.

HIGH SCHOOL

COLLEGE

OTHER

OTHER

Figure 2-29.--NAVMC 124 (Rev. 9-85) Officer Selection Evaluation Form--Continued.

REFERENCE QUESTIONNAIRE
INSTRUCTIONS

Evaluate the candidate on all sixteen of the factors listed below. Mark only one choice that best describes the qualities of the applicant in relation to those of his/her peers.

BASE YOUR EVALUATION ON THE FOLLOWING SCALE

SUPERIOR - Outstanding potential based on demonstrated performance

ABOVE AVERAGE - Demonstrates capabilities ahead of peers

AVERAGE - Demonstrates capabilities typical of peers

BELOW AVERAGE. Capabilities on a lower scale than that of peers

INFERIOR - No Capabilities or growth potential demonstrated

NOT OBSERVED - Insufficient contact to give an opinion

	NOT OBSERVED	INFERIOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	SUPERIOR
1. Academic Potential						
2. Respect Tendered by peers						
3. Ability to accept criticism by seniors						
4. Ability and willingness to conform to established rules of conduct						
5. Ability to adapt to demands of close group-living						
6. Interest and willingness to accept responsibilities in extracurricular activities						
7. Ability to make friends easily						
8. Interest in participating in competitive situations						
9. Ability to work towards goals when in a subordinate position						
10. Ability to influence others in definite lines of action						
11. Dexterity, agility, and physical coordination						
12. Ability to carry a demanding academic program at the college level						
13. Ability to deal with frustration						
14. Personal appearance						
15. Ability to communicate verbally						
16. How well interest and personality are related to a career in the military						

GENERAL COMMENTS - IN YOUR OWN WORDS, PLEASE GIVE A SUMMARY EVALUATION OF THE APPLICANT

HOW LONG HAVE YOU KNOWN THE APPLICANT?		RELATIONSHIP TO THE APPLICANT (Professor, Employer, Etc.)
SIGNATURE	PROFESSION	NAME OF FIRM OR INSTITUTION

PERSONAL INFORMATION QUESTIONNAIRE (1110)

NAVMC 10064 (REV. 9-85) (Previous editions are obsolete and will not be used)
SN: 0000-00-001-8756 LM: PADS OF 100

Figure 2-30.--NAVMC 10064 (Rev 9-85) Personal Information Questionnaire.

UNITED STATES MARINE CORPS

FORM APPROVED
O M B 0703-0012

IN REPLY REFER TO

Dear

The person listed below has applied for enrollment in an officer training program of the Marine Corps, and has given your name as a reference.

This is a program leading to appointment to commissioned rank in the Marine Corps Reserve. In the selection of candidates for appointment as officers, decisions are made on the basis of all available relevant information regarding the applicant's background in terms of education, intelligence, experience and personal characteristics. For some of the qualities, objective evaluations can be made from academic records, test results, and employment records. However, such intangible qualities as personal characteristics can best be evaluated by the objective ratings of those persons who have personal knowledge of the candidate. To this end, I ask you to check the appropriate columns on the rating schedule on the reverse side of this letter. Also, would you please fill in the blanks with any information you consider pertinent and helpful to a panel of officers at Headquarters, U.S. Marine Corps, which must evaluate the officer potential of the applicant.

The information you furnish will be treated confidentially. However, under the Freedom of Information Act and the Privacy Act of 1974, a copy of this completed form may be released if requested by the applicant. This form is authorized by Marine Corps Order P1100.73 series. While you are not required to respond, your cooperation in this matter is greatly appreciated.

Enclosed is a return addressed, postage free envelope for your convenience in returning the rating schedule.

Sincerely,

APPLICANT RELEASE STATEMENT

I am aware of the provisions of the Family Educational and Privacy Right Act. I hereby authorize the release of the requested information directly to the Marine Corps agency indicated on this form. I desire that an objective evaluation be rendered.

(Signature of Witness)

(Signature of Applicant)

(Date)

NAME OF APPLICANT
SOCIAL SECURITY NUMBER
ADDRESS

Figure 2-30.--NAVMC 10064 (Rev 9-85) Personal Information Questionnaire--Continued.

STATE OF LEGAL RESIDENCE CERTIFICATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Tax Reform Act of 1976, Public Law 94-455
PURPOSE:	Information is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay.
ROUTINE USES:	Information herein will be furnished State authorities and to Members of Congress.
MANDATORY OR VOLUNTARY DISCLOSURE:	Disclosure is voluntary. If not provided, State income taxes will be withheld based on the tax laws of the State previously certified as your legal residence, or in the absence of a prior certification, the tax laws of the applicable State based on your home of record.

NAME *(Last, first middle initial)*	SOCIAL SECURITY NUMBER *(SSN)*

LEGAL RESIDENCE/DOMICILE *(City or county and State)*

INSTRUCTIONS FOR CERTIFICATION OF STATE OF LEGAL RESIDENCE

The purpose of this certificate is to obtain information with respect to your legal residence/domicile for the purpose of determining the State for which income taxes are to be withheld from your "wages" as defined by Section 3401(a) of the Internal Revenue Code of 1954. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE SIGNING.

The terms "legal residence" and "domicile" are essentially interchangeable. In brief, they are used to denote that place where you have your permanent home and to which, whenever you are absent, you have the intention of returning. The Soldiers' and Sailors' Civil Relief Act protects your military pay from the income taxes of the State in which you reside by reason of military orders unless that is also your legal residence/domicile. The Act further provides that no change in your State of legal residence/domicile will occur solely as a result of your being ordered to a new duty station.

You should not confuse the State which is your "home of record" with your State of legal residence/domicile. Your "home of record" is used for fixing travel and transportation allowances. A "home of record" must be changed if it was erroneously or fraudulently recorded initially.

Enlisted members may change their "home of record" at the time they sign a new enlistment contract. Officers may not change their "home of record" except to correct an error, or after a break in service. The State which is your "home of record" may be your State of legal residence/domicile only if it meets certain criteria.

The formula for changing your State of legal residence/domicile is simply stated as follows: physical presence in the new State with the simultaneous intent of making it your permanent home and abandonment of the old State of legal residence/domicile. In most cases, you must actually reside in the new State at the time you form the intent to make it your permanent home. Such intent must be clearly indicated. Your intent to make the new State your permanent home may be indicated by certain actions such as: (1) registering to vote; (2) purchasing residential property or an unimproved residential lot; (3) titling and registering your automobile(s); (4) notifying the State of your previous legal residence/domicile of the change in your State of legal residence/domicile; and (5) preparing a new last will and testament which indicates your new State of legal residence/domicile. Finally, you must comply with the applicable tax laws of the State which is your new legal residence/domicile.

Generally, unless these steps have been taken, it is doubtful that your State of legal residence/domicile has changed. Failure to resolve any doubts as to your State of legal residence/domicile may adversely impact on certain legal privileges which depend upon legal residence/domicile including among others, eligibility for resident tuition rates at State universities, eligibility to vote or be a candidate for public office, and eligibility for various welfare benefits. If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance Officer (JAG Representative) for advice prior to completing this form.

I certify that, to the best of my knowledge and belief, I have met all the requirements for legal residence/domicile in the State claimed above and that the information provided is correct.

I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.

SIGNATURE	CURRENT MAILING ADDRESS *(Include ZIP Code)*	DATE

DD FORM 1 FEB 77 2058 S/N 0102-LF-002-0580

☆U.S. Government Printing Office: 1981—703-100/8473 2-1

Figure 2-31.--DD Form 2058 State of Legal Residence Certificate.

Statement of Understanding of Marine Corps Drug Policy
(Application for Officer Programs)

The purpose of this statement of Understanding (SOU) is to ensure that before you enlist in the Marine Corps you understand completely what the Corps' policy is towards the use, sale, or transfer of illegal drugs.

The Marine Corps does not tolerate involvement, of any nature, with illegal drugs. The use of illegal drugs is fundamentally wrong and destructive to our Corps' effectiveness. Offenders will be prosecuted to the fullest extent permitted by the UCMJ.

Marine Corps officers require a security clearance. In order to obtain a security clearance, a national check of police and security agencies and/or a comprehensive background investigation involving personal interviews with previous employers, school officals, acquaintances and other individuals having knowledge, of your past activities and moral character is conducted. Should these investigations reveal previous drug involvement which you withheld when completing NAVMC 10418-3 (Examination of Applicant by recruiting Officer (1130)) you may be immediately discharged from the service under less than honorable conditions.

In the Corps, every Marine has a responsibility for the lives of fellow Marines. It is your responsibility to use all your influence over fellow Marines to help avoid involvement with illegal drugs. As a Marine you are expected to be deditcated to the highest standards of personal conduct and honor. When you take the oath of allegiance, you are making a solemn commitment to the traditions and values of the Marine Corps. In this regard, if you are totally committed to maintaining the highest standard of personal conduct and honor possible, complete and sign the following statement:

I, _____, affirm that I fully under-
(Name and SSN printed by the applicant)

stand the Marine Corps drug policy, specifically that:

a. Any drug involvement by Marines is against the law.

b. Any involvement with drugs violates the high standards of behavior and performance expected of a Marine and it will not be tolerated.

c. Service in the United States Marine Corps places me in a position of special trust and responsibility which includes a responsibility over my fellow Marines to help them avoid involvement with illegal drugs.

_____
(Applicant's Signature and Date)

_____
(OSO's Signature and Date)

Figure 2-32.--Statement of Understanding Marine Corps Drug Policy (Application for Officer Programs).

ADMINISTRATIVE REMARKS (1070)

DATE	DATE	BLOOD TYPE
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.	CLASS SERIAL DATE
(Signature)	(Signature)	BY DIRECTION

NAME (last, first, middle)	SSN

NAVMC 118 (11) REV. 2-76) SN: 0000-00-000-2704 U/I: SH
PREVIOUS EDITIONS WILL BE USED. 11. _____

Figure 2-33.--NAVMC 118(11) Page 11.

SAMPLE

76315: OSO Houston, Texas

Civilian clothing sizes

Height: _____

Weight: _____

Dress: _____

Blouse: _____

Skirt: _____

Shoes: _____

Hat: _____

Gloves: _____

Figure 2-34.--Format for WOC Civilian Clothing Size Entry on NAVMC 118(11).

Budget Bureau No. 22-R049.1

_____

_____ Date _____

Dear Sir:

_____ who claims to have resided at _____

_____ from _____ to _____ and whose fingerprints and personal description are recorded hereon is an applicant for enlistment in the United States _____. It is requested that the following information be furnished from your files. A return envelope is enclosed for your convenience.

Very truly yours,

1 Enclosure
Return Envelope

_____
(Recruiting Officer)

POLICE RECORD CHECK	CITY AND STATE	DATE
HAS APPLICANT A POLICE OR JUVENILE RECORD? *(other than minor traffic violations)* ☐ YES ☐ NO IF "YES," WHAT WAS THE OFFENSE OR CHARGE, DISPOSITION, AND SENTENCE?		
IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? ☐ YES ☐ NO IF "YES," GIVE DETAILS		
DOES CIVIL CUSTODY EXIST? ☐ YES ☐ NO IF "YES," SPECIFY		
IS APPLICANT ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ SINGLE ☐ MARITAL STATUS UNKNOWN		
REMARKS		
TITLE	SIGNATURE	

SAMPLE

DD FORM 1 MAR 64 369 REPLACES EDITION OF 1 AUG 50 WHICH MAY BE USED. S/N 0102-LF-003-0200

Figure 2-35.--DD Form 369 Police Record Check.

ARMED FORCES | LEAVE THIS SPACE BLANK

LAST NAME | FIRST NAME | MIDDLE NAME

SIGNATURE OF PERSON FINGERPRINTED

SERVICE *(use capitals or large stamp)*

HEIGHT *(inches)*

DATE OF BIRTH

PLACE OF ENLISTMENT, APPOINTMENT, ETC.

SERVICE NO.

PLACE OF BIRTH

DATE OF ENLISTMENT, APPOINTMENT, ETC.

COLOR OF EYES

LEAVE THIS SPACE BLANK

SCARS AND MARKS

COLOR OF HAIR

CLASS. _____

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

WEIGHT

REF. _____

DATE SIGNED BY OFFICIAL TAKING FINGERPRINTS

SEX

SAMPLE

1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE

6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY	LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

S/ 0102-LF-003-0200

SULS. GPO: 1982—505-106/5047 2-1

Figure 2-35.--DD Form 369 Police Record Check--Continued.

NATIONAL AGENCY CHECK

STATEMENT OF UNDERSTANDING

1. I, _____ understand that my NAC investigation was not completed in time for my initial appointment to Second Lieutenant in the United States Marine Corps/Reserve per the DoD Personnel Security Program 5200.2-R.

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 per the current directives.

3. This document will remain in my service records until the results of my NAC are returned with favorable results and at that time, it will be removed from my service records and destroyed.

_____ (Signature of Witness)

_____ (Signature of Appointee)

_____ (Date)

Figure 2-36.--National Agency Check - Statement of Understanding.

After	Report to TBS	Report to TBS	NA Designation	Report to TBS
Financial Assistance	Ground Officer	Woman Officer	Pilot	Lawyer
None	42 Months	42 Months	54 Months	42 Months
One School year	48 Months	48 Months	60 Months	48 Months*
Two school Years	54 Months	N/A	66 Months	54 Monthe*
Three school Years	60 Months	N/A	72 Months	60 Months*

*Indicates obligation incurred as a result of receiving assistance as a PLC(G) or PLC(NA) prior to transfer to the PLC(L) program.

Figure 2-37.--Officer Extended Active Duty Requirements.

REQUEST FOR APPOINTMENT

_____
(Date)

From: Candidate_____ _____
(Print Full Name) (SSN)

_____
(Complete mailing address including ZIP code)

_____ _____
(Place of birth) (Religion)

To: Commandant of the Marine Corps (MRRO-2)
Via: Director, _____

Subj: Request for Appointment to Commissioned Grade in the U.S. Marine Corps Reserve

1. I hereby make application for appointment to commissioned grade as a second lieutenant in the USMCR upon completion of all academic requirements for my degree no later than (day) _____ (month)_____ (year) _____. I will have written verification of this degree on (day)_____ (month)_____ (year)_____ and desire to be commissioned on (day) _____ (month) _____ (year) _____.

2. My commissioning will be coordinated by _____ (OSO in which I desire my commissioning package and orders to be mailed to).

3. My current mailing address at college is as shown above. I expect to depart from this address on (day) _____ (month) _____ (year) _____.

4. My Home of Record (HOR) (claimed legal residence) at time of commissioning will be as indicated below. I understand that should my HOR change prior to my assignment to active duty, I must request a change prior to the start of my travel to The Basic School.

(city) _____ (country) _____
(state) _____

5. I will be residing at the following address when I must start travel to comply with my orders, and request that my orders be so addressed.

_____
(Street) (City) (State) (ZIP)

6. I desire to be assigned to TBS on (day) _____ (month) _____ (year)_____. I am a member of the PLC:

( )Ground ( ) Aviation ( ) Law ( ) PLC Women

7. Upon reporting to TBS, my marital status will be:

( ) Married ( ) Single

_____ _____ _____
(Witnessing Officer) (Date) (Candidate)

Figure 2-38.--Request for Appointment.

LIABILITY RELEASE FOR CIVILIANS PROVIDED WITH MILITARY TRANSPORTATION

In consideration of receiving free transportation from the United States Marine Corps by

_____ from _____ to _____,
(Type of Transportation) (Origin) (Destination)

including such other transportation by this and other means that may be reasonably required, commencing on or about _____ and ending on or about _____.
(Date) (Date)

I hereby release the United States Government, including all its subdivisions, officers, military personnel, employees and agents from all liability for any injuries or death that may result to me from this transportation, whether caused by negligence or otherwise. I understand that in transporting me, the United States Government is not acting as a common carrier for hire and does not bear the liabilities attached to that status. I acknowledge that I am under no compulsion to do so. I understand that by accepting such transportation, I incur no obligation towards the United States Government except as imposed by this release. I agree that this release not only binds myself, but also my family, heirs, cosigns, administrators, and executors.

_____ _____
Signature of OSO Signature and Date

_____
Signature of Witness

Figure 2-39.--Liability Release for Civilians Provided with Military Transportation.

_____ _____

(Place - OSO Address) (Date)

(Concisely Give Time and Date of Scheduled Flight; Departure Point(s) and Destination Point(s); Reason for Flight)

I (we)hereby execute and subscribe to the attached "Hold Harmless" Agreement as the parent(s) or gaurdian(s) of (Full name and SSN of minor passenger) and consent to their taking a flight(s) in certain Marine Corps/Navy aircraft on the date(s) specified above; and whereas they are doing so entirely upon themselves, and out own initiative, risk and responsibility, now therefore, in consideration of the permission extended to them and to us by the United States through its officers and agents to take said heirs, executors, and administrators, remise, release and forever discharge the Government of the United States and all of its officers, agents and employees, acting officially or otherwise, from any and all claims, demands, actions or causes of action, on account of their deaths or any injury which may occur from any cause during said flight(s) or continuances thereof, as well as all ground and flight operations incident thereto.

Further, in consideration of the foregoing I (we) bind myself (ourselves), or heirs, executors and administrators to hold harmless the United SBtates of America for any injury which may occur from any cause during said flight(s) of continuances thereof, as well as all ground and flight operations incident thereto.

Further, in consideration of the foregoing I (we) bind myself (ourselves), or heirs, executors and administrators to hold harmless the United States of America for any action that may be brought at a subsequent date by or on behalf or said flight(s).

_____

(Signature of Parent/Guardian) (Address)

_____

(Signature of Parent/Guardian) (Address)

_____

(Signature of Witness) (Signature of Witness)

Figure 2-40.--Parental Air Transportation Agreement for Minors (Hold Harmless Agreement).

LIST OF RECOMMENDED FACILITIES AUTHORIZED TO CONDUCT FLIGHT PHYSICALS

MCD	FACILITY
1st	NAS, South Weymouth, MA
	NAS, Brunswick, MA
4th	MCAS, Quantico, VA
	USNA, Annapolis, MD
	NAS, Norfolk, VA
	NAS, Oceana, VA
	NAS, Willow Grove, PA
6th	NAS, Atlanta, GA
	NAS, Jacksonville, FL
	NAS, Key West, FL
	NAS, Memphis, TN
	NAS, Cecil Field, FL
	NAS, Meridian, MS
	NAS, Whiting Field, FL
	MCAS, Beaufort, SC
8th	NAS, Dallas, TX
	NAS, Belle Chase, LA
	NAS, New Orleans, LA
	NAS, Corpus Christi, TX
	NAS, Kingsville, TX
9th	NAS, Glenview, IL
	NAF, Detroit, MI
12th	NAS, Alameda, CA
	NAS, Miramar, CA
	NAS, Whidby Island, WA
	NAS, Point Mugu, CA
	NAS, LaMoore, CA
	NAS, Moffett Field, CA
	MCAS, El Toro, CA
	MCAS, Yuma, AZ
	MCAS, Tustin, CA

Figure 2-41.--List of Recommended Facilities Authorized to Conduct Flight Physicals.

ACT SCORE (MATH & VERBAL)	EQUIVALENT SAT COMPOSITE SCORE	SCALE RATING
34	820	1.0
35	840	1.0
36	860	1.0
37	870	1.0
No equivalent	880	1.0
38	890	1.5
39	910	1.5
40	920	1.5
No equivalent	930	1.5
41	940	2.0
42	950	2.0
43	970	2.0
No equivalent	980	2.5
44	990	2.5
No equivalent	1000	2.5
45	1010	3.0
46	1030	3.0
No equivalent	1040	3.5
47	1050	3.5
No equivalent	1060	3.5
48	1070	4.0
No equivalent	1080	4.0
No equivalent	1090	4.5
49	1100	4.5
No equivalent	1110	5.0
50	1120	5.0
No equivalent	1130	5.5
51	1140	5.5
No equivalent	1150	6.0
52	1160	6.0
No equivalent	1170	6.5

Figure 2-42.--ACT to SAT Conposite Score Conversion Table.

ACT SCORE (MATH & VERBAL)	EQUIVALENT SAT COMPOSITE SCORE	SCALE RATING
53	1180	6.5
No equivalent	1190	7.0
54	1210	7.0
No equivalent	1220	7.5
No equivalent	1230	7.5
55	1240	8.0
56	1250	8.0
No equivalent	1260	8.5
57	1270	8.5
No equivalent	1280	8.5
58	1290	9.0
59	1310	9.0
60	1320	9.0
61	1330	9.5
62	1350	9.5
No equivalent	1360	9.5
63	1370	10.0
64	1380	10.0
65	1450	10.0
66	1470	10.0
67	1500	10.0
68	1500	10.0
69	1500	10.0
70	1500	10.0

Figure 2-42.--ACT to SAT Composite Score Conversion Table--Continued.

WEIGHT STANDARDS FOR MARINES

Male Marines (regardless of age)

Height (inches)	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78
Weight (pounds)															
minimum	105	106	107	111	115	119	123	127	131	135	139	143	147	151	153
maximum	160	165	170	175	181	186	192	197	203	209	214	219	225	230	235

Women Marines (regardless of age)

Height (inches)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73
Weight (pounds)																
minimum	90	92	94	96	98	100	102	104	106	109	112	115	118	122	125	128
maximum	121	123	125	127	130	134	138	142	147	151	156	160	165	170	175	180

Figure 2-43.--Height and Weight Standards.

PERCENT FAT PREDICTION IN MALES
FROM
ABDOMEN AND NECK CIRCUMFERENCE

NECK (IN.)

ABDOMEN (IN.)	13.00	13.25	13.50	13.75	14.00	14.25	14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25
25.0	6.3	5.5	4.7	3.9	3.1	2.3	1.5	.7						
25.5	7.2	6.4	5.6	4.8	4.0	3.3	2.5	1.7	.9	.1				
26.0	8.2	7.4	6.6	5.8	5.0	4.2	3.4	2.6	1.8	1.0	.2			
26.5	9.1	8.3	7.5	6.7	5.9	5.1	4.3	3.5	2.8	2.0	1.2	.4		
27.0	10.0	9.2	8.4	7.7	6.9	6.1	5.3	4.5	3.7	2.9	2.1	1.3	.5	
27.5	11.0	10.2	9.4	8.6	7.8	7.0	6.2	5.4	4.6	3.8	3.0	2.3	1.5	.7
28.0	11.9	11.1	10.3	9.5	8.7	7.9	7.2	6.4	5.6	4.8	4.0	3.2	2.4	1.6
28.5	12.9	12.1	11.3	10.5	9.7	8.9	8.1	7.3	6.5	5.7	4.9	4.1	3.3	2.5
29.0	13.8	13.0	12.2	11.4	10.6	9.8	9.0	8.2	7.4	6.7	5.9	5.1	4.3	3.5
29.5	14.7	13.9	13.1	12.4	11.6	10.8	10.0	9.2	8.4	7.6	6.8	6.0	5.2	4.4
30.0	15.7	14.9	14.1	13.3	12.5	11.7	10.9	10.1	9.3	8.5	7.7	6.9	6.2	5.4
30.5	16.6	15.8	15.0	14.2	13.4	12.6	11.9	11.1	10.3	9.5	8.7	7.9	7.1	6.3
31.0	17.6	16.8	16.0	15.2	14.4	13.6	12.8	12.0	11.2	10.4	9.6	8.8	8.0	7.2
31.5	18.5	17.7	16.9	16.1	15.3	14.5	13.7	12.9	12.1	11.4	10.6	9.8	9.0	8.2
32.0	19.4	18.6	17.8	17.1	16.3	15.5	14.7	13.9	13.1	12.3	11.5	10.7	9.9	9.1
32.5	20.4	19.6	18.8	18.0	17.2	16.4	15.6	14.8	14.0	13.2	12.4	11.6	10.9	10.1
33.0	21.3	20.5	19.7	18.9	18.1	17.3	16.6	15.8	15.0	14.2	13.4	12.6	11.8	11.0
33.5	22.3	21.5	20.7	19.9	19.1	18.3	17.5	16.7	15.9	15.1	14.3	13.5	12.7	11.9
34.0	23.2	22.4	21.6	20.8	20.0	19.2	18.4	17.6	16.8	16.1	15.3	14.5	13.7	12.9
34.5	24.1	23.3	22.5	21.8	21.0	20.2	19.4	18.6	17.8	17.0	16.2	15.4	14.6	13.8
35.0	25.1	24.3	23.5	22.7	21.9	21.1	20.3	19.5	18.7	17.9	17.1	16.3	15.6	14.8
35.5	26.0	25.2	24.4	23.6	22.8	22.0	21.3	20.5	19.7	18.9	18.1	17.3	16.5	15.7
36.0	27.0	26.2	25.4	24.6	23.8	23.0	22.2	21.4	20.6	19.8	19.0	18.2	17.4	16.6
36.5	27.9	27.1	26.3	25.5	24.7	23.9	23.1	22.3	21.5	20.8	20.0	19.2	18.4	17.6
37.0	28.8	28.0	27.2	26.5	25.7	24.9	24.1	23.3	22.5	21.7	20.9	20.1	19.3	18.5
37.5	29.8	29.0	28.2	27.4	26.6	25.8	25.0	24.2	23.4	22.6	21.8	21.0	20.3	19.5
38.0	30.7	29.9	29.1	28.3	27.5	26.7	26.0	25.2	24.4	23.6	22.8	22.0	21.2	20.4
38.5	31.7	30.9	30.1	29.3	28.5	27.7	26.9	26.1	25.3	24.5	23.7	22.9	22.1	21.3
39.0	32.6	31.8	31.0	30.2	29.4	28.6	27.8	27.0	26.2	25.5	24.7	23.9	23.1	22.3
39.5	33.5	32.7	31.9	31.2	30.4	29.6	28.8	28.0	27.2	26.4	25.6	24.8	24.0	23.2
40.0	34.5	33.7	32.9	32.1	31.3	30.5	29.7	28.9	28.1	27.3	26.5	25.7	25.0	24.2
40.5	35.4	34.6	33.8	33.0	32.2	31.4	30.7	29.9	29.1	28.3	27.5	26.7	25.9	25.1
41.0	36.3	35.6	34.8	34.0	33.2	32.4	31.6	30.8	30.0	29.2	28.4	27.6	26.8	26.0
41.5	37.3	36.5	35.7	34.9	34.1	33.3	32.5	31.7	30.9	30.2	29.4	28.6	27.8	27.0
42.0	38.2	37.4	36.6	35.8	35.1	34.3	33.5	32.7	31.9	31.1	30.3	29.5	28.7	27.9
42.5	39.2	38.4	37.6	36.8	36.0	35.2	34.4	33.6	32.8	32.0	31.2	30.4	29.7	28.9
43.0	40.1	39.3	38.5	37.7	36.9	36.1	35.4	34.6	33.8	33.0	32.2	31.4	30.6	29.8
43.5	41.0	40.3	39.5	38.7	37.9	37.1	36.3	35.5	34.7	33.9	33.1	32.3	31.5	30.7
44.0	42.0	41.2	40.4	39.6	38.8	38.0	37.2	36.4	35.6	34.9	34.1	33.3	32.5	31.7
44.5	42.9	42.1	41.3	40.5	39.8	39.0	38.2	37.4	36.6	35.8	35.0	34.2	33.4	32.6
45.0	43.9	43.1	42.3	41.5	40.7	39.9	39.1	38.3	37.5	36.7	35.9	35.1	34.4	33.6
45.5	44.8	44.0	43.2	42.4	41.6	40.8	40.0	39.3	38.5	37.7	36.9	36.1	35.3	34.5
46.0	45.7	45.0	44.2	43.4	42.6	41.8	41.0	40.2	39.4	38.6	37.8	37.0	36.2	35.4
46.5	46.7	45.9	45.1	44.3	43.5	42.7	41.9	41.1	40.3	39.5	38.8	38.0	37.2	36.4
47.0	47.6	46.8	46.0	45.2	44.5	43.7	42.9	42.1	41.3	40.5	39.7	38.9	38.1	37.3
47.5	48.6	47.8	47.0	46.2	45.4	44.6	43.8	43.0	42.2	41.4	40.6	39.8	39.0	38.3
48.0	49.5	48.7	47.9	47.1	46.3	45.5	44.7	44.0	43.2	42.4	41.6	40.8	40.0	39.2
48.5	50.4	49.7	48.9	48.1	47.3	46.5	45.7	44.9	44.1	43.3	42.5	41.7	40.9	40.1
49.0	51.4	50.6	49.8	49.0	48.2	47.4	46.6	45.8	45.0	44.2	43.5	42.7	41.9	41.1
49.5	52.3	51.5	50.7	49.9	49.2	48.4	47.6	46.8	46.0	45.2	44.4	43.6	42.8	42.0
50.0	53.3	52.5	51.7	50.9	50.1	49.3	48.5	47.7	46.9	46.1	45.3	44.5	43.7	43.0

Figure 2-44.--Body Fat Percentage for Men.

PERCENT FAT PREDI N IN MALES
FROM
ABDOMEN AND NECK CIRCUMFERENCE

NECK (IN.)

ABDOMEN (IN.)	16.50	16.75	17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75	19.00	19.25	19.50	19.75
25.0														
25.5														
26.0														
26.5														
27.0														
27.5														
28.0	.8	.0												
28.5	1.8	1.0	.2											
29.0	2.7	1.9	1.1	.3										
29.5	3.6	2.8	2.0	1.3	.5									
30.0	4.6	3.8	3.0	2.2	1.4	.6								
30.5	5.5	4.7	3.9	3.1	2.3	1.5	.8							
31.0	6.5	5.7	4.9	4.1	3.3	2.5	1.7	.9	.1					
31.5	7.4	6.6	5.8	5.0	4.2	3.4	2.6	1.8	1.0	.3				
32.0	8.3	7.5	6.7	6.0	5.2	4.4	3.6	2.8	2.0	1.2	.4			
32.5	9.3	8.5	7.7	6.9	6.1	5.3	4.5	3.7	2.9	2.1	1.3	.5		
33.0	10.2	9.4	8.6	7.8	7.0	6.2	5.5	4.7	3.9	3.1	2.3	1.5	.7	
33.5	11.1	10.4	9.6	8.8	8.0	7.2	6.4	5.6	4.8	4.0	3.2	2.4	1.6	.8
34.0	12.1	11.3	10.5	9.7	8.9	8.1	7.3	6.5	5.7	5.0	4.2	3.4	2.6	1.8
34.5	13.0	12.2	11.4	10.6	9.9	9.1	8.3	7.5	6.7	5.9	5.1	4.3	3.5	2.7
35.0	14.0	13.2	12.4	11.6	10.8	10.0	9.2	8.4	7.6	6.8	6.0	5.2	4.5	3.7
35.5	14.9	14.1	13.3	12.5	11.7	10.9	10.1	9.4	8.6	7.8	7.0	6.2	5.4	4.6
36.0	15.8	15.1	14.3	13.5	12.7	11.9	11.1	10.3	9.5	8.7	7.9	7.1	6.3	5.5
36.5	16.8	16.0	15.2	14.4	13.6	12.8	12.0	11.2	10.4	9.6	8.9	8.1	7.3	6.5
37.0	17.7	16.9	16.1	15.3	14.6	13.8	13.0	12.2	11.4	10.6	9.8	9.0	8.2	7.4
37.5	18.7	17.9	17.1	16.3	15.5	14.7	13.9	13.1	12.3	11.5	10.7	9.9	9.2	8.4
38.0	19.6	18.8	18.0	17.2	16.4	15.6	14.8	14.1	13.3	12.5	11.7	10.9	10.1	9.3
38.5	20.5	19.8	19.0	18.2	17.4	16.6	15.8	15.0	14.2	13.4	12.6	11.8	11.0	10.2
39.0	21.5	20.7	19.9	19.1	18.3	17.5	16.7	15.9	15.1	14.3	13.6	12.8	12.0	11.2
39.5	22.4	21.6	20.8	20.0	19.3	18.5	17.7	16.9	16.1	15.3	14.5	13.7	12.9	12.1
40.0	23.4	22.6	21.8	21.0	20.2	19.4	18.6	17.8	17.0	16.2	15.4	14.6	13.8	13.1
40.5	24.3	23.5	22.7	21.9	21.1	20.3	19.5	18.8	18.0	17.2	16.4	15.6	14.8	14.0
41.0	25.2	24.5	23.7	22.9	22.1	21.3	20.5	19.7	18.9	18.1	17.3	16.5	15.7	14.9
41.5	26.2	25.4	24.6	23.8	23.0	22.2	21.4	20.6	19.8	19.0	18.3	17.5	16.7	15.9
42.0	27.1	26.3	25.5	24.7	24.0	23.2	22.4	21.6	20.8	20.0	19.2	18.4	17.6	16.8
42.5	28.1	27.3	26.5	25.7	24.9	24.1	23.3	22.5	21.7	20.9	20.1	19.3	18.5	17.8
43.0	29.0	28.2	27.4	26.6	25.8	25.0	24.2	23.5	22.7	21.9	21.1	20.3	19.5	18.7
43.5	29.9	29.2	28.4	27.6	26.8	26.0	25.2	24.4	23.6	22.8	22.0	21.2	20.4	19.6
44.0	30.9	30.1	29.3	28.5	27.7	26.9	26.1	25.3	24.5	23.7	23.0	22.2	21.4	20.6
44.5	31.8	31.0	30.2	29.4	28.7	27.9	27.1	26.3	25.5	24.7	23.9	23.1	22.3	21.5
45.0	32.8	32.0	31.2	30.4	29.6	28.8	28.0	27.2	26.4	25.6	24.8	24.0	23.2	22.5
45.5	33.7	32.9	32.1	31.3	30.5	29.7	28.9	28.2	27.4	26.6	25.8	25.0	24.2	23.4
46.0	34.6	33.9	33.1	32.3	31.5	30.7	29.9	29.1	28.3	27.5	26.7	25.9	25.1	24.3
46.5	35.6	34.8	34.0	33.2	32.4	31.6	30.8	30.0	29.2	28.4	27.7	26.9	26.1	25.3
47.0	36.5	35.7	34.9	34.1	33.4	32.6	31.8	31.0	30.2	29.4	28.6	27.8	27.0	26.2
47.5	37.5	36.7	35.9	35.1	34.3	33.5	32.7	31.9	31.1	30.3	29.5	28.7	27.9	27.2
48.0	38.4	37.6	36.8	36.0	35.2	34.4	33.6	32.9	32.1	31.3	30.5	29.7	28.9	28.1
48.5	39.3	38.5	37.8	37.0	36.2	35.4	34.6	33.8	33.0	32.2	31.4	30.6	29.8	29.0
49.0	40.3	39.5	38.7	37.9	37.1	36.3	35.5	34.7	33.9	33.1	32.4	31.6	30.8	30.0
49.5	41.2	40.4	39.6	38.8	38.1	37.3	36.5	35.7	34.9	34.1	33.3	32.5	31.7	30.9
50.0	42.2	41.4	40.6	39.8	39.0	38.2	37.4	36.6	35.8	35.0	34.2	33.4	32.6	31.9

Figure 2-44.--Body Fat Percentage for Men--Continued.

MPPM OFPROC

1. The body may be divided between two basic components, fat tissue and lean weight (muscle and other parts of the body such as bones). A person's fat content may be expressed as a percent of the total body weight. There are several methods for assessment of total body fat which vary from the simple and inexpensive (anthropometric measurement) to the very sophisticated and extremely expensive (potassium-40 scintillation counting). Hydrostatic weighing (weighing a person under water to determine their specific gravity which is convertible to a relative percentage of fat) is generally accepted as the most accurate measurement of body composition. Anthropometry is a term that applies to measurement of the external aspects of the body, such as body diameters, circumference, and skinfold thickness. These anthropometric measurements have shown as high correlation with hydrostatic weighing as an accepted method to determine body composition.

2. Scientific research has demonstrated that physical performance is adversely affected by excess body fat. From a health standpoint, the carrying of excess body fat has been recognized as a significant risk factor. Although there are no readily definable percent fat values for acceptable performance, there are ranges when it can be said that performance will be helped or hampered by body composition. Successful marathon runners average 10 percent body fat. Research with professional football players has shown that backs and wide receiver's will usually be 8 to 10 percent fat, while linemen are between 10 to 16 percent on the average. Individuals generally are considered grossly obese at 30 percent and above, while 20 percent body fat and above for average males is generally considered inappropriate for activity involving strenuous exertion. The average percent of body fat for male Marines is 16.5 percent. The Marine Corps, more than any other military service relies on maximum allowable percent of body fat for the establishment of an alternate weight standard for male Marines. The maximum is established at 18 percent and below.

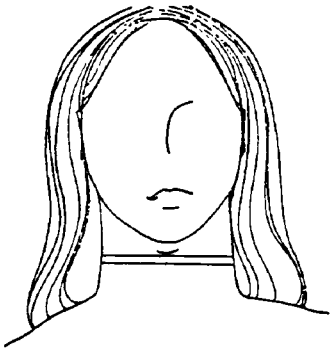
3. The following chart is provided as a field measurement for the estimation of percent of body fat for male Marines. The waist circumference should be taken at the navel with the Marine standing evenly on both legs. The waist should not be "sucked in" but in a normal relaxed position. The tape should not cut into the skin but be able to move freely. The neck circumference should be measured at a point just below the larynx (Adam's apple). Measurements should be read to the nearest 1/4 inch for the neck and 1/2 inch for the waist. Find the appropriate waist measurement on the left side of the chart and the appropriate neck measurement along the top of the chart.

EXAMPLES

NECK - 16 INCHES
WAIST - 5 INCHES

BODY FAT % - 15.6

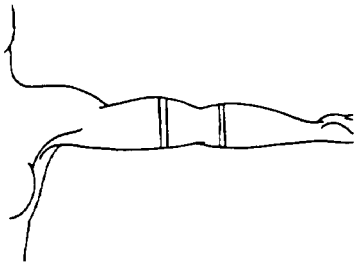
Figure 2-44.--Body Fat percentage for Men--Continued.



Neck. The neck is measured at a point just below the larynx (adam's apple).

FTS	NECK	FTS	NECK	FTS	NECK	FTS	NECK	FTS	NECK
.1	15 5/8	[illegible]	13 7/8	8.0	12 1/8	11.9	10 [illegible]	15.8	8 5/8
.4	15 4/8	[illegible]	13 6/8	8.2	12 0/8	12.1	11 [illegible]	[illegible]	[illegible]
.7	15 3/8	[illegible]	13 5/8	8.5	11 7/8	12.4	10 [illegible]	16.3	8 [illegible]
1.0	15 2/8	[illegible]	13 4/8	8.8	11 6/8	12.7	10 [illegible]	16.7	8 2/8
1.3	15 1/8	8.2	13 3/8	9.1	11 5/8	13.0	9 7/8	16.9	8 1/8
1.5	15 0/8	8.4	13 2/8	9.4	11 4/8	13.3	9 6/8	17.2	8 [illegible]
1.8	14 7/8	8.7	13 1/8	9.6	11 3/8	13.5	9 5/8	[illegible]	[illegible]
2.1	14 6/8	6.0	13 0/8	9.9	11 2/8	13.8	9 [illegible]	[illegible]	[illegible]
2.4	14 5/8	6.3	12 7/8	[illegible]	11 1/8	14.1	[illegible]	[illegible]	[illegible]
2.7	14 4/8	[illegible]	12 6/8	[illegible]	11 0/8	14.4	[illegible]	[illegible]	[illegible]
2.9	14 3/8	[illegible]	12 5/8	[illegible]	10 7/8	14.7	9 1/8	[illegible]	[illegible]
3.2	14 2/8	[illegible]	12 4/8	[illegible]	10 6/8	14.9	[illegible]		
3.5	14 1/8	[illegible]	12 3/8	[illegible]	10 5/8	15.2	[illegible]		
3.8	14 0/8	[illegible]	12 2/8	[illegible]	10 4/8	15.5	[illegible]		

Figure 2-45.--Body Fat Percentage for Women.



Biceps Extended. The biceps are measured in the extended position with the arm abducted to 90° and the palm supinated. The tape is placed over the largest part of the bicep/tricep group.

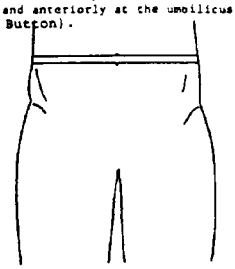
Forearm. The forearm is measured over the largest part of the forearm while the subject has the shoulder abducted to 90°, elbow extended and the palm supinated.

PTS	BICEPS	PTS	BICEPS	PTS	BICEPS	PTS	BICEPS	PTS	BICEPS
.1	5 [illegible]	4.8	7 5/8	9.4	9 3/8	14.1	11 1/8	18.8	12 7/8
.4	6 [illegible]	5.1	7 6/8	9.8	9 4/8	14.5	11 2/8	19.1	12 [illegible]
.8	6 1/8	5.4	7 7/8	10.1	9 5/8	14.8	11 3/8	19.5	13 1/8
1.1	6 2/8	5.8	8 0/8	10.4	9 6/8	15.1	11 4/8	19.8	13 2/8
1.4	6 3/8	6.1	8 1/8	10.8	9 7/8	15.5	11 5/8	20.1	13 3/8
1.8	6 4/8	6.4	8 2/8	11.1	10 0/8	15.8	11 6/8	20.5	13 4/8
2.1	6 5/8	6.8	8 3/8	11.4	10 1/8	16.1	11 7/8	20.8	13 5/8
2.4	6 6/8	7.1	8 4/8	11.8	10 2/8	16.5	12 0/8	21.1	13 6/8
2.8	6 7/8	7.4	8 5/8	12.1	10 3/8	16.8	12 1/8		
3.1	7 0/8	7.8	8 6/8	12.4	10 4/8	17.1	12 2/8		
3.4	7 1/8	8.1	8 7/8	12.8	10 5/8	17.5	12 3/8		
3.8	7 2/8	8.4	9 0/8	13.1	10 6/8	17.8	12 4/8		
4.1	7 3/8	8.8	9 1/8	13.5	10 7/8	18.1	12 5/8		
4.4	7 4/8	9.1	9 2/8	13.8	11 0/8	18.5	12 6/8		

PTS	FOREARM	PTS	FOREARM	PTS	FOREARM	PTS	FOREARM	PTS	FOREARM
.2	17 5/8	9.3	15 2/8	18.5	12 7/8	27.7	10 4/8	36.8	8 1/8
.6	17 4/8	9.8	15 1/8	19.0	12 6/8	28.1	10 3/8	37.3	8 0/8
1.1	17 3/8	10.3	15 0/8	19.5	12 5/8	28.5	10 2/8	37.8	7 7/8
1.6	17 2/8	10.8	14 7/8	19.9	12 4/8	29.1	10 1/8	38.3	7 6/8
2.1	17 1/8	11.2	14 6/8	20.4	12 3/8	29.6	10 0/8	38.8	7 5/8
2.5	17 0/8	11.7	14 5/8	20.9	12 2/8	30.1	9 7/8	39.3	7 4/8
3.0	16 7/8	12.2	14 4/8	21.4	12 1/8	30.6	9 6/8	39.7	7 3/8
3.5	16 6/8	12.7	14 3/8	21.9	12 0/8	31.0	9 5/8	40.2	7 2/8
4.0	16 5/8	13.2	14 2/8	22.3	11 7/8	31.5	9 4/8	40.7	7 1/8
4.5	16 4/8	13.7	14 1/8	22.8	11 6/8	32.0	9 3/8	41.2	7 0/8
5.0	16 3/8	14.1	14 0/8	23.3	11 5/8	32.5	9 2/8	41.7	6 7/8
5.4	16 2/8	14.6	13 7/8	23.8	11 4/8	33.0	9 1/8	42.2	6 6/8
5.9	16 1/8	15.1	13 6/8	24.3	11 3/8	33.5	9 0/8	42.5	6 5/8
6.4	16 0/8	15.6	13 5/8	24.9	11 2/8	33.9	8 7/8	.0	0 0/8
6.9	15 7/8	16.1	13 4/8	25.2	11 1/8	34.4	8 6/8		
7.4	15 6/8	16.6	13 3/8	25.7	11 0/8	34.9	8 5/8		
7.9	15 5/8	17.0	13 2/8	26.2	10 7/8	35.4	8 4/8		
8.3	15 4/8	17.5	13 1/8	26.7	10 6/8	36.0	8 3/8		
8.8	15 3/8	18.0	13 0/8	27.2	10 5/8	36.4	8 2/8		

Figure 2-45.--Body Fat Percentage for Women--Continued.

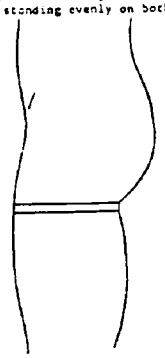
Abdomen. Laterally at the level of the iliac crests, and anteriorly at the umbilicus (Belly Button).



PTS	ABDOMEN	PTS	ABDOMEN	PTS	ABDOMEN	PTS	ABDOMEN	PTS	ABDOMEN	PTS	ABDOMEN
.0	17 5/8	4.[illegible]	23 0/8	8.9	28 3/8	13.2	32 6/8	17.8	[illegible]	[illegible]	[illegible]
.1	17 6/8	[illegible]	[illegible]	9.0	28 4/8	13.4	32 7/8	[illegible]	[illegible]	[illegible]	[illegible]
.2	17 5/8	[illegible]	[illegible]	9.1	28 5/8	13.5	32 8/8	[illegible]	[illegible]	[illegible]	[illegible]
.3	17 5/8	[illegible]	23 3/8	9.2	28 6/8	13.6	34 1/8	[illegible]	[illegible]	[illegible]	[illegible]
.4	18 [illegible]	[illegible]	23 4/8	9.3	28 7/8	13.7	34 2/8	[illegible]	[illegible]	[illegible]	[illegible]
.5	18 2/8	[illegible]	23 5/8	9.4	29 0/8	13.8	34 3/8	[illegible]	[illegible]	[illegible]	[illegible]
.6	18 3/8	[illegible]	23 6/8	9.5	29 1/8	14.0	34 4/8	[illegible]	[illegible]	[illegible]	[illegible]
.7	18 4/8	[illegible]	23 7/8	9.6	29 2/8	14.1	34 5/8	[illegible]	[illegible]	[illegible]	[illegible]
.8	18 5/8	5.3	[illegible]	9.7	29 3/8	14.2	34 6/8	[illegible]	[illegible]	[illegible]	[illegible]
.9	18 6/8	5.4	24 [illegible]	9.8	29 4/8	14.3	34 7/8	[illegible]	[illegible]	[illegible]	[illegible]
1.0	18 7/8	5.5	24 2/8	9.9	29 5/8	14.4	35 0/8	18.8	[illegible]	[illegible]	[illegible]
1.1	19 0/8	5.6	24 3/8	10.0	29 6/8	14.5	35 1/8	18.9	[illegible]	[illegible]	[illegible]
1.2	19 1/8	5.7	24 4/8	10.1	29 7/8	14.6	35 2/8	19.0	[illegible]	[illegible]	[illegible]
1.3	19 2/8	5.8	24 5/8	10.2	30 0/8	14.7	35 3/8	19.1	[illegible]	[illegible]	[illegible]
1.4	19 3/8	5.9	24 6/8	10.3	30 1/8	14.8	35 4/8	19.2	[illegible]	[illegible]	[illegible]
1.5	19 4/8	6.0	24 7/8	10.4	30 2/8	14.9	35 5/8	19.3	[illegible]	[illegible]	[illegible]
1.6	19 5/8	6.1	25 0/8	10.5	30 3/8	15.0	35 6/8	19.4	[illegible]	[illegible]	[illegible]
1.7	19 6/8	6.2	25 1/8	10.6	30 4/8	15.1	35 7/8	19.5	[illegible]	[illegible]	[illegible]
1.8	19 7/8	6.3	25 2/8	10.7	30 5/8	15.2	36 0/8	19.6	[illegible]	[illegible]	[illegible]
1.9	20 0/8	6.4	25 3/8	10.8	30 6/8	15.3	36 1/8	19.7	[illegible]	[illegible]	[illegible]
2.0	20 1/8	6.5	25 4/8	10.9	30 7/8	15.4	36 2/8	19.8	[illegible]	[illegible]	[illegible]
2.2	20 2/8	6.6	25 5/8	11.0	31 0/8	15.5	36 3/8	19.9	[illegible]	[illegible]	[illegible]
2.3	20 3/8	6.7	25 6/8	11.1	31 1/8	15.6	36 4/8	20.0	[illegible]	[illegible]	[illegible]
2.4	20 4/8	6.8	25 7/8	11.2	31 2/8	15.7	36 5/8	20.1	[illegible]	[illegible]	[illegible]
2.5	20 5/8	6.9	26 0/8	11.3	31 3/8	15.8	36 6/8	20.2	[illegible]	[illegible]	[illegible]
2.6	20 6/8	7.0	26 1/8	11.4	31 4/8	15.9	36 7/8	20.3	[illegible]	[illegible]	[illegible]
2.7	20 7/8	7.1	26 2/8	11.5	31 5/8	16.0	37 0/8	20.4	[illegible]	[illegible]	[illegible]
2.8	21 0/8	7.2	26 3/8	11.6	31 6/8	16.1	37 1/8	20.5	[illegible]	[illegible]	[illegible]
2.9	21 1/8	7.3	26 4/8	11.7	31 7/8	16.2	37 2/8	20.6	[illegible]	[illegible]	[illegible]
3.0	21 2/8	7.4	26 5/8	11.8	32 0/8	16.3	37 3/8	20.7	[illegible]	[illegible]	[illegible]
3.1	21 3/8	7.5	26 6/8	11.9	32 1/8	16.4	37 4/8	20.8	[illegible]	[illegible]	[illegible]
3.2	21 4/8	7.6	26 7/8	12.0	32 2/8	16.5	37 5/8	20.9	[illegible]	[illegible]	[illegible]
3.3	21 5/8	7.7	27 0/8	12.1	32 3/8	16.6	37 6/8	21.0	[illegible]	[illegible]	[illegible]
3.4	21 6/8	7.8	27 1/8	12.2	32 4/8	16.7	37 7/8	21.1	[illegible]	[illegible]	[illegible]
3.5	21 7/8	7.9	27 2/8	12.3	32 5/8	16.8	38 0/8	21.2	[illegible]	[illegible]	[illegible]
3.6	22 0/8	8.1	27 3/8	12.4	32 6/8	16.9	38 1/8	21.3	[illegible]	[illegible]	[illegible]
3.7	22 1/8	8.2	27 4/8	12.5	32 7/8	17.0	38 2/8	21.4	[illegible]	[illegible]	[illegible]
3.8	22 2/8	8.3	27 5/8	12.6	33 0/8	17.1	38 3/8	21.5	[illegible]	[illegible]	[illegible]
3.9	22 3/8	8.4	27 6/8	12.7	33 1/8	17.2	38 4/8	21.6	[illegible]	[illegible]	[illegible]
4.0	22 4/8	8.5	27 7/8	12.8	33 2/8	17.3	38 5/8	21.7	[illegible]	[illegible]	[illegible]
4.1	22 5/8	8.6	28 0/8	12.9	33 3/8	17.4	38 6/8	21.8	[illegible]	[illegible]	[illegible]
4.2	22 6/8	8.7	28 1/8	13.0	33 4/8	17.5	38 7/8	21.9	[illegible]	[illegible]	[illegible]
4.3	22 7/8	8.8	28 2/8	13.1	33 5/8	17.6	39 0/8	22.0	[illegible]	[illegible]	[illegible]
				13.2		17.7		22.1			

Figure 2-45.--Body Fat Percentage for Women--Continued.

Thigh. The thigh measurement is taken with the subject's feet slightly apart. The tape is placed just below the gluteal fold with the subject standing evenly on both legs.



PTS	THIGH	PTS	THIGH	PTS	THIGH	PTS	THIGH	PTS	THIGH
.0	11 6/8	7.0	16 2/8	13.7	21 6/8	20.5	25 2/8	27.3	29 6/8
.2	11 7/8	7.1	16 3/8	13.9	21 7/8	20.7	25 3/8	27.5	29 7/8
.4	12 0/8	7.3	16 4/8	14.1	21 0/8	20.9	25 4/8	27.7	30 0/8
.6	12 1/8	7.4	16 5/8	14.3	21 1/8	21.1	25 5/8	27.9	30 1/8
.8	12 2/8	7.6	16 6/8	14.5	21 2/8	21.3	25 6/8	28.1	30 2/8
1.0	12 3/8	7.8	16 7/8	14.6	21 3/8	21.5	25 7/8	28.3	30 3/8
1.2	12 4/8	8.0	17 0/8	14.8	21 4/8	21.7	25 0/8	28.5	30 4/8
1.4	12 5/8	8.2	17 1/8	15.0	21 5/8	21.8	26 1/8	28.7	30 6/8
1.6	12 6/8	8.4	17 2/8	15.2	21 6/8	22.0	26 2/8	29.0	30 7/8
1.8	12 7/8	8.6	17 3/8	15.4	21 7/8	22.2	26 3/8	29.2	31 0/8
1.9	13 0/8	8.8	17 4/8	15.6	22 0/8	22.4	26 4/8	29.4	31 1/8
2.1	13 1/8	9.0	17 5/8	15.8	22 1/8	22.6	26 5/8	29.6	31 2/8
2.3	13 2/8	9.1	17 6/8	16.0	22 2/8	22.8	26 6/8	29.8	31 3/8
2.5	13 3/8	9.3	17 7/8	16.2	22 3/8	23.0	26 7/8	30.0	31 4/8
2.7	13 4/8	9.5	18 0/8	16.3	22 4/8	23.2	27 0/8	30.2	31 5/8
2.9	13 5/8	9.7	18 1/8	16.5	22 5/8	23.4	27 1/8	30.4	31 6/8
3.1	13 6/8	9.9	18 2/8	16.7	22 6/8	23.6	27 2/8	30.6	31 7/8
3.3	13 7/8	10.1	18 3/8	16.9	22 7/8	23.7	27 3/8	30.8	32 0/8
3.5	14 0/8	10.3	18 4/8	17.1	23 0/8	23.9	27 4/8	30.9	32 1/8
3.6	14 1/8	10.5	18 5/8	17.3	23 1/8	24.1	27 5/8	31.1	32 2/8
3.8	14 2/8	10.7	18 6/8	17.5	23 2/8	24.3	27 6/8	31.3	32 3/8
4.0	14 3/8	10.9	18 7/8	17.7	23 3/8	24.5	27 7/8	31.5	32 4/8
4.2	14 4/8	11.0	19 0/8	17.9	23 4/8	24.7	28 0/8	31.7	32 5/8
4.4	14 5/8	11.2	19 1/8	18.1	23 5/8	24.9	28 1/8	31.9	32 6/8
4.6	14 6/8	11.4	19 2/8	18.2	23 6/8	25.1	28 2/8	32.1	32 7/8
4.8	14 7/8	11.6	19 3/8	18.4	23 7/8	25.3	28 3/8	32.3	33 0/8
5.0	15 0/8	11.8	19 4/8	18.6	24 0/8	25.4	28 4/8	32.5	33 1/8
5.2	15 1/8	12.0	19 5/8	18.8	24 1/8	25.6	28 5/8	32.7	33 2/8
5.4	15 2/8	12.2	19 6/8	19.0	24 2/8	25.8	28 6/8	32.8	33 3/8
5.5	15 3/8	12.4	19 7/8	19.2	24 3/8	26.0	28 7/8	32.9	33 4/8
5.7	15 4/8	12.6	20 0/8	19.4	24 4/8	26.2	29 0/8		
5.9	15 5/8	12.7	20 1/8	19.6	24 5/8	26.4	29 1/8		
6.1	15 6/8	12.9	20 2/8	19.8	24 6/8	26.6	29 2/8		
6.3	15 7/8	13.1	20 3/8	20.0	24 7/8	26.8	29 3/8		
6.5	16 0/8	13.3	20 4/8	20.1	25 0/8	27.0	29 4/8		
6.7	16 1/8	13.5	20 5/8	20.3	25 1/8	27.2	29 5/8		

Figure 2-45.--Body Fat Percentage for Women--Continued.

1. In 1978, a study was conducted of 226 women Marines from ages 18 to 47 years and grades of private to general. Each Marine was subjected to 34 anthropometric measurements including skinfold, girths, and diameters. As with the male study, each woman Marine was hydrostatic weighing as the criteria method, a computer analysis was conducted to indicate which single or combination of measurements would be the best field method for determining percent body fat and lean body weight.

2. This study established the average percent of body fat for women Marines as 23.1 percent. It should be noted that women, due to their sex characteristics, will normally have a higher percent body fat than males. Research with women athletes has shown that the average gymnasts are 11 to 15 percent fat, runners 16 to 19 percent and swimmers 13 to 19 percent fat. Women, generally, are considered grossly obese at 30 percent and above.

3. The following allowable percent of body fat for the establishment of an alternate weight standard for women Marines is established at 26 percent and below.

4. The following charts are provided as a field measurement for the estimation of percent body fat for women Marines. A female Marine need only find her specific measurement in each of the 5 girth columns. The point columns to the left of each girth measurement represent fat percentage points. Add the points representing each girth measurement, subtract from that the constant correction factor (54.598), and, the resulting figure represents the total percent body fat.

EXAMPLE

NECK	- 10 0/8 inches	= 12.7 pts.
ABDOMEN	- 28 0/8 inches	= 8.6 pts.
BICEP	- 12 4/8 inches	= 17.8 pts.
FOREARM	- 11 0/8 inches	= 25.7 pts.
THIGH	- 19 0/8 inches	= 11 pts.
TOTAL GIRTH	MEASUREMENT POINTS	= 75.800 pts.
MINUS CORRECTION	FACTOR	= 54.598
BODY FAT	PERCENTAGE	= 21.212

Figure 2-45.--Body Fat Percentage for Women--Continued.

FACE OF CARD

GRADE - Enter PVT

SSN - Enter the number in continuous sequence, less hyphens or spaces (Ex. 123456789)

EXPIRATION DATE - Enter the date in day, month, and year order. Single digit days will be prefixed by a zero, alpha month abbreviated in three capital letters, followed by the last two digits of the year. For example, 7 Nov 1982 would be recorded 07NOV82. For PLC's and WOC(J)'s the expiration date is the projected graduation date from college. For OCC's the expiration date is the graduation date of the particular class the candidate will attend.

SIGNATURE

(a) Type the first name, middle initial, and last name (in capital letters) on the signature line. Do not use punctuation of any sort, including periods; divided last name must be recorded as one word.

(1) Record the full last name, middle initial, and last name (in capital letters) in the signature line. Do not use punctuation of any sort, including periods; divided last name must be recorded as one word.

(2) If an individual was given an initial(s) and no first name and/or middle name, enter such initial(s), without punctuation. If there's no middle name or initial, make no entry.

(b) After the entire card has been prepared, the individual must sign clearly and legibly in black ink exactly as typed. The signature indicates that, the information on the card is correct at the time of preparation.

PHOTOGRAPH - In place of the photograph, type the word CANDIDATE.

REVERSE OF CARD

DATE OF BIRTH - Enter the date in day, month, and year order. Single digit days will be prefixed by a zero, the alpha month abbreviated in three capital letters, followed by the last two digits of the year. For example, 4 April 1951 would be recorded as 04APR51.

WEIGHT - Enter the numeric figures representing pounds. For example, 150 pounds would be recorded as 150.

COLOR HAIR - Record in capital letters the appropriate word. For example, BROWN, BLACK, BLOND, AUBURN, or GRAY, etc.

COLOR EYES - Record in capital letters the appropriate word. For example, BROWN, BLUE, or HAZEL, etc.

BLOOD TYPE - Record the alpha character(s) indicating the type (e.g., A, B, O, or AB) followed by the RH factor "+" for positive, or "-" for negative. For example, A+, O-, or AB+, etc.

GENEVA CONVENTIONS CATEGORY - Enter the Roman Numeral I.

DATE OF ISSUE - Enter the date in day, month, and year order. Single digit days will be prefixed by a zero, the alpha month abbreviated in three capital letters, followed by the last two digits of the year. For example, 5 August 1979 would be recorded as 05AUG79.

Figure 2-46.--Instructions for Completing ID Cards.

MCD	OSS	ARMS CODE
1st	ALBANY	922/1
	BOSTON	930/1
	BUFFALO	932/1
	HARTFORD	950/1
	LONG ISLAND	965/1
	NORTHERN NEW ENGLAND	971/1
	NORTHERN NEW JERSEY	979/1
	NEW YORK	980/1
	SYRACUSE	992/1
4th	CINCINNATI	938/1
	COLUMBUS	938/2
	KENT	940/1
	LOUISVILLE	968/1
	PHILADELPHIA	986/3
	PITTSBURGH	988/1
	RICHMOND	994/1
	ROANOKE	994/2
	STATE COLLEGE	987/2
	HYATTSVILLE	926/1
	WILKES-BARRE	987/3
6th	ATLANTA	970/1
	COLUMBIA, SC	970/2
	NASHVILLE	976/1
	ORLANDO	960/1
	RALEIGH	992/2
	TUSCALOOSA	928/1
8th	ALBUQUERQUE	924/1
	AUSTIN	998/1
	COLLEGE STATION	952/2
	COLUMBIA, MO	962/1
	ARLINGTON, TX	942/1
	DENVER	944/1
	FAYETTEVILLE, AR	964/2
	HOUSTON	952/1
	LAWRENCE	962/2
	BATON ROUGE	978/1
	NORMAN	982/1
	OMAHA	984/1
	STILLWATER	982/2
9th	ANN ARBOR	948/2
	CHICAGO	936/1
	DES MOINES	946/1
	DETROIT	948/1
	INDIANAPOLIS	956/1
	LANSING	963/1
	MILWAUKEE	974/1
	TWIN CITIES	972/1
	ST. LOUIS	A04/1
12th	CORVALLIS	990/2
	FULLERTON	999/2
	LOS ANGELES	966/2
	PHOENIX	989/1
	SACRAMENTO	995/1
	SALT LAKE CITY	989/2
	SAN DIEGO	999/1
	SAN FRANCISCO	A00/2
	SEATTLE	A02/1
	SPOKANE	A02/2

Figure 2-47.--ARMS RS/OSS Identifier Codes.

```
T-CD            ARMS OFFICER ACCESSIONS (PART 1 - CONTRACT DATA)
SSN             LAST NAME                          FIRST NAME              M.I.
DOB        SEX    RACE    ETHNIC    CITIZEN        MARITAL STAT    DEPENDENTS
   ADDRESSES.     NUMBER AND STREET              CITY        CNTY  ST   ZIP
      LOCAL
       PERM
RCTD  ACTIVITY      PPC NO.   REFERRED BY  AWARDS   ORDERS  PR SVC  CONTRACT DT
FROM:  SOURCE                                        TO:
SCHOOL  COLLEGE CODE          EDUC/MAJOR    /       GPA  .      HS CODE
 INFO   COLLEGE GRAD DATES:   CURR PROJ          PRIOR PROJ          ACTUAL
CONTRACT RS/OSO#      /      OSO SSN             SOURCE ENTRY      CLASS/INCR
 ASVAB SCORES
OAR(AQT,MCT,OAR)              SAT(MATH,VERB,COMB)                     AQT/FAR
PFT      WVRS RQD           DT TO DIST          PROJ COMM DT         FY QUOTA
     STATUS DATES:  APPROVED          DROPPED          COMMISSIONED
TRANSFERRED TO: RS      DATE         CURRENT OSO#      LAST AUDIT DATE
PRESS THE ENTER KEY FOR NEXT SCREEN --- CHANGE T-CD TO END TO CANCEL OPERATION
```

Figure 2-48.--ARMS Screen 1.

```
T-CD CHG2     ARMS OFFICER ACCESSIONS (PART 2 - APPROVAL/PGM DATA)
SSN             LAST NAME                          FIRST NAME ALBERIC      M.I.
                          APPLICATION INFORMATION
                       DATE   STATUS  SUSPENSION REASON
        TO DISTRICT:
        DIST ACTION:
        HQMC ACTION:                                          PEBD
   ------------------------- APPROVAL INFORMATION -------------------------
   SOURCE ENTRY    CLS/J INCR        S/C INCR         SCHED SHIP DATE
   FINANCE ASST:   ENROLL DATE          DISENROLL DATE          OBLIGATION
   FLIGHT PGM DATES:  ENROLL         DISENROLL          AGREE. SIGNED
   ---------------------------- PLC LAW PROGRAM ----------------------------
   PROJ GRAD DATE                ACTUAL GRAD DATE            SCHOOL CODE
   BAR:  SCHED DATE                 1ST GRAD DATE            PASS/FAIL (P/F)
                                    2ND GRAD DATE            PASS/FAIL (P/F)
                                                             NON-TRAINING DROP
FY QUOTA 86  NAC DATE          WAIVERS GRANTED HY6           CD       DTE
PRESS THE ENTER KEY FOR NEXT SCREEN --- CHANGE T-CD TO END TO CANCEL OPERATION
```

Figure 2-49.--ARMS Screen 2.

```
T-CD [  ]      USMC OFFICER ACCESSIONS (PART 3 - TRAINING DATA)
SSN [0                  ] L-NAME [ ,                  ] F-NAME [                  ] M-INIT [ ]
                                                        COMMISSION DATE [          ]
OCS TRAINING
  REPORT DTE [      ] DROP DTE [      ] DROP CDE [   ] RECYCLE CLS/INCR [      ]

  COMPLETED
    - OCC     DTE [      ] CLASS [    ] STANDING [   /   ] AVG [ . ]
    - PLC J   DTE [      ] INCR  [    ] STANDING [   /   ] AVG [ . ]
    - PLC S/C DTE [      ] INCR  [    ] STANDING [   /   ] AVG [ . ]

IBS TRAINING        DTE [      ] CLASS [    ] STANDING [   /   ] AVG [ . ]
                ACADEMIC [ . ] LEADERSHIP [ . ] MIL SKILL [ . ] OCT [ ]
```

Figure 2-50.--ARMS Screen 3.

```
T-CD CHG4        ARMS OFFICER ACCESSIONS (PART 4 - JUMPS/MMS DATA)
SSN              LAST NAME                          FIRST NAME            M.I.
OCS VALIDATED DATA
------------------
   DOB              SEX        RACE        ETHNIC GROUP       CITIZEN/ORIGIN
   ADDRESS:       NUMBER AND STREET             CITY          CNTY   ST    ZIP
              ------------------------   ------------------   ----   --   -----

      PERM
   PEBD 860122        SOURCE OF ENTRY    OG       CLASS/TRAINING INCREMENT J861
   STATUS DATES:    CONTRACTED 860122    APPROVED 860409   REPORTED OCS
OCS ENTERED DATA
----------------
   CO     PLT      EDUC/MAJOR      /      ORIG ENT DATE          AF ADBD
   CURRENT ADBD                  GRADE         DOR              DUTY LIMIT CODE
JUMPS/MMS TRANSACTION DATE
PRESS THE ENTER KEY FOR NEXT SCREEN --- CHANGE T-CD TO END TO CANCEL OPERATION
```

Figure 2-51.--ARMS Screen 4.

2-132

```
T-CD CH 1          ARMS OFFICER ACCESSIONS OPTION LIST
SSN 00000000      DIST       PROG
ENTER A T-CD AND CANDIDATE SSN OR AS INDICATED BELOW:
TRANS CODE OA OPERATION
---------- ------------
ADD        ADD A NEW CANDIDATE
DEL        DELETE A CANDIDATE
CH1-CH4    CHANGE CANDIDATE DATA (SCREENS 1 THRU 4)
INQ1-INQ4  REVIEW CANDIDATE DATA (SCREENS 1 THRU 4)
VOL1-VOL2  CANDIDATE VOLUME UPDATE (SCREEN 1OR 2 - ENTER T-CD ONLY)
OA5        APPLICATION STATUS VOLUME UPDATE (ENTER DISTRICT, PROGRAM)
GAP        OFFICER PROCUREMENT SENATE TAPE
EXIT       RETURN TO MASTER OPTION LIST
SSN MUST BE NUMERIC - REENTER
```

Figure 2-52.--Officer Accession Status (OAS) Screen.

1. SUSPENDED (S) CODES - The following codes will be utilized by HQMC to explain applications pending approval:

CODE	ITEM REQUIRED
1	No Health Record
2	Medical Pending Codes
	AA-: Cardiology Consult
	AB3: B/P Reading (3 days)
	AB5: B/P Reading (5 days)
	AC-: Cycloplegic Exam
	AD-: Dental
	AE-: Echo-Cardiogram
	AF-: Pulmonary Function Test
	AG-: Audiogram
	AH-: HTLV-3 Test Results
	AI-: Braces Statement
	AK-: EKG
	AM-: Anthropometric
	AN-: NAMI Action
	AO-: Orthopedic Consults
	AP-: Privacy Act Statement
	AQ-: 24 Urine Test for Protein
	AR-: Refraction Req
	AX-: PQ for Program, will need new physical prior to trng
	AY-: No Physical to Med Review
	AZ-: Other
	88-*: Refers to SF 88 (* denotes block #) 93-*: Refers to SF 93 (* denotes block #)
3	TEST SCORE VERIFICATION
4	(FUTURE USE)
5	Incomplete Application
	AV-ASVAB Worksheet
	B-Proof of Degree
	BAR-Bar Certification

Figure 2-53.--ARMS Suspended Codes.

CODE	ITEM REQUIRED
	BD-Board
	BV-Birth Verification
	C-Enlistment Contracts
	CE-Conditional Enlistment
	CI-Proof of Citizenship (NAVMC 536)
	CO-CO's Recommendation
	CM-clothing Measurement for Women
	CR-Conditional Release
	D-Discharge (DD 214) or Certified Statement of Service
	DT-Record of Disenrollment Officer Training (DD Form 785)
5	E-Examination of Applicant by Recruiting Officer (NAVMC 10418-3)
	F-Fitness: Retest on PFT
	G-Most Recent Grades
	H-One Hundred Word Statement
	I-Naturalization Info on Parents
	J-Fingerprint Card (FD 258)
	K-Parental Consent Form (DD 373)
	L-Letter of Intent (OSO Memo)
	LR-State of Legal Residence (DD 2058)
	M-Marijuana Statement
	MA-USMC Drug Statement of Understanding
	MT-Minor Traffic Violations Form
	N-NAC Request (DD 398-2)
	NC-Name Change Verification
	NT-Nontraffic Arrest
	O-OSO Evaluation (NAVMC 124)
	PA-Privacy Act
	PC-PIQ: Reserve or I&I
	PD-PIQ: Dean
	PE-PIQ: Employer
	PP-PIQ: Professor

Figure 2-53.--ARMS Supended Codes--Continued.

CODE	ITEM REQUIRED
	PH-Photo
	PHPT-Photo in Gym Shorts
	PG-Page 11
	PT-PFT Page
	Q-Late Application
	R-Simultaneous Enrollment Statement
	RD-Certificate of Understanding Reasons for Disenrollment (NAVMC 10418-2)
	RFA-Request for Appointment
	RO-Request for Orders (NAVMC 10468)
	S-SAT/ACT/LSAT Official- Score Verification
	SA-Service Agreements (G) Ground or (A) Aviation
	T-Transcript of Grades
	TA-Tentatively Approved (Not to be used to notify applicant of Offical Approval)
	TS-ASVAB Test Score Worksheet
	U-Academic Certification
	W-Weight - Reweigh and provide neck/waist measurements
	X-Statement of Police Record
	Y-Statement of Personal History
6	PENDING RECEIPT OF ENLISTED RECORDS
7	REVIEW
ALT	Alternate

Figure 2-53.--ARMS Suspended Codes--Continued.

MONTHLY OFFICER ACCESSION STATUS REPORT

I. PURPOSE. To provide information concerning the status of each officer applicant from application to commissioning.

II. EXPLANATION OF THE REPORT

Recruiting station: self-explanatory

Rs/OSO: Recruiting station/officer selection substation. The ARMS code for each OSS within the district.

CLASS/GRAD YR: Class graduation year. The officer candidate course number (if an OCC), or the graduation year (if PLC).

SOURCE ENTRY: Program/component. The program and component code for which the candidate has made application. Available program/ component codes are shown below:

1A - OCC (LAW)	OE - PLC (LAW)
1B - OCC (GND)	OG - PLC (GND)
1C - AOC (AVN)	OC - PLC (AVN)
1D - WOC	OL - PLC (LAW) (Females Only)
1L - WOC (LAW)	AD - WOC (Junior)
4D - SMCR	

DATE OF CONTRACT: The date the candidate was initially contracted.

CANDIDATE: Last name, first name, and middle initial of the candidate.

SSN: social security number.

ORG: Organization. The highest level of approval attained to date for the candidate's application package; i.e., RS, MCD, and HQMC.

STATUS-DATE ST: Status - date/status. The date of determination for the status indicated. Status codes are shown below:

A - Approved

B - Pending Board Action (OCC's only)

D - Disapproved

R - Returned

S - Suspended

APPR TRNG: Approved for training. CLS/J: Class/junior increment used for OCC's and PLC's Juniors. S/C: senior increment/combined course only. If a PLC Junior applicant, both the CLS/J and the projected senior training S, will be printed.

OBLIG: Obligation. Indicates service obligations incurred by the candidate. FA will be indicated if the candidate is receiving financial assistance from the Marine Corps. FI will be indicated if the candidate is a participant in the FIP.

XFER TO: Will be printed in those cases where a candidate is contracted at an RS and has moved or arranged to ship to training from another RS.

COMM: Commissioned. The date the candidate received commission. Date is shown as a four-digit (year, month) code.

DROP: The drop code (CODE) and date (DATE) for drop action concerning the candidate.

Figure 2-54.--Monthly Officer Accession Status Report.

1. Drop Codes. The following codes will be utilized for Training and Nontraining Drops.

A. Not Physically Qualified (NPQ)

N01 - Dental
N02 - Vision
N03 - Cardio
N04 - Blood Pressure
N05 - Allergy
N06 - Respiratory
N07 - Gastro
N08 - Heat
N09 - Psychological
N10 - Orthopedic (Evident)
N11 - Orthopedic (Nonevident)
N12 - Female Disorder
N13 - Other

B. Unsatisfactory Performance (UNSAT)

U01 - Physical Fitness
U02 - Leadership
U03 - Academic
U04 - Other

C. Drop on Request (DOR)

D01 - Incompatible with USMC Life
D02 - Financial
D03 - Marriage
D04 - Personal
D05 - Family
D06 - Academic Failure
D07 - No longer in college
D08 - Failure to compile with orders
D09 - Failure to respond to official correspondence
D10 - Other
D11 - Did not accept commission

D. Miscellaneous

M01 - Temporarily NPQ
M02 - Recycled to later class/increment or pending repayment of financial assistance
M03 - Other
M04 - Derogatory Information
M05 - OSO/MCD Initiated Drop

III. AVAILABILITY. Norinally available on the second working day of each month.

IV. RETENTION. This report must be maintained for 1 year.

Figure 2-54.--Monthly Officer Accession Status Report--Continued.

MONTHLY OFFICER ACCESSION STATUS REPORT
RECRUITING STATION 971 - MANCHESTER

AS OF: 04/30/82

RS/OBS	CLASS/ BRAB YR	PON/ COMP	DATE OF CONTRACT	CANDIDATE NAME	SSN	CURRENT STATUS ORD	DATE	ST	APPR CL/J	TRNG S/C	OBLIG FA	FI	TFER TO RS	DATE	COMM	DROP CODE	DATE
																U02	820409
971/1	0119	1B	810818	TUCKER, MARK J	002304373	MGMC	811104	A	0119						0204		
			810926	PETRINO, DAVID E	027483784	MGMC	811203	A	0119						0204		
		1C	811026	FOLSOM II, GEORGE W	143567098	MGMC	820107	A	0119								
	0120	1D	810930	PIERCE, CHRISTOPHE E	019525057	MGMC	811222	A	0120								
			811112	BROWN, STEVEN R	259153827												
			811112	PEABODY, CHARLES B	253155126	MGMC	820224	A	0120								
			820219	KOILES, HOWARD E	003466707	MCD	820426	D									
		1C	820203	REGAN, MICHAEL A	023523909	MCD	820420	A									
	0121	1B	811014	HOFFETT, MICHAEL I	002487320	MGMC	811218	A	0121								
			820322	REGAN, MICHAEL -	023541428												
	02	0B	820123	CAPARDITA, LEWIS A	040660430	MGMC	820319	S			Y						
	03	0C	810818	CROSS, KELLY B	521901031	MGMC	820209	A		C023	Y						
			811222	OREIN, THOMAS M	032548005	MGMC	820319	B									
			820113	GALLO JR, WALTER J	001606758	MGMC	820420	A		C023			971	820412			
			820113	GALLO JR, WALTER J	001606758	MGMC	820420	A		C023			971	820412			
			820412	EIYK, DAVID A	003443634	MCD	820427	A									
		0B	820222	MULHOLLAND, RICHARD M	127504503	MCD	820422	A			Y						
			820424	WARD, FORREST B	265987319	MCD	820420	A									
	04	0C	810831	HOTIN, DAVID F	003522691	MGMC	811204	A	J021	8030							
			820422	BAILEY, TIMOTHY J	227132112												
			820424	AMATO JR, VINCENT -	139627198												
		0B	810726	SULLIVAN, JAMES M	579722030	MGMC	811223	A	J021	8030							
			811008	COFFEY, ROBERT L	521701594	MGMC	811130	A	J021	8030							
			811022	DONAHUE, JAMES R	025369912	MGMC	820111	A	J021	8030	Y						
			811104	ROME, GEOFFREY A	004580463	MGMC	820413	B									
			811121	ADAMS III, HALL	337684930	MGMC	820209	A	J021	8030							
			811121	BOURASSA, LOUIS L	004486600	MGMC	820305	A	J021	8030							
			811121	HEUBNER, PETER W	041646727	MGMC	820303	A	J021	8030							
			820123	DOHERTY, DANIEL C	024544770	MGMC	820423	A	J021	8030							
			820319	MARTIN, PETER J	279742201												
	05	0C	820220	MULLEN, MICHAEL M	049369966	RS	820424				Y	Y					
			820318	DOBE, DENNIS W	003402793	MCD	820414	A									
			820327	WHITE, KENNETH B	361495609						Y	Y					
			820422	GALLANT, STEPHEN A	007449283												
		0B	820114	LOWERY, MATHAN G	007480533	MGMC	820319	A	J021	8040	Y						
			820220	SHEHIAN, STEVEN M	027520515	RS	820424										
			820223	AMADOR, JORGE A	043564355												
			820402	GUARINO, ANTHONY -	020461977												

Figure 2-54.--Monthly Officer Accession Status Report--Continued.

REPORTING IN ROSTER

I. PURPOSE. Serves as a management tool to track and monitor candidates scheduled to report tor training for OCC and PLC training courses/increments.

II. EXPLANATION OF THE REPORT

DATE: Self-explanatory.

RS: Recruiting station.

CANDIDATE NAME: Name of the individual scheduled to report in for training.

SSN: Social security number.

SEX: Self-explanatory.

POP GROUP: Population group. The candidate's origin or descent.

RACE: Self-explanatory.

ETHNIC GROUP: Further breakdown of the candidate1s population group within a descent category.

APPROVED PGM/COMP: Approved program/component. Indicates the program and component codes for the program and component approved for the candidate by HQMC.

DIST: District. Indicates the MCD which receives quota credit.

RS/OSO: Recruiting station/Officer selection officer. Indicates the RS/OSO responsible for the candidate.

SAT COMB: Scholastic aptitude test combined. Indicates the combined verbal and arithmetic scholastic aptitude test scores for the candidate.

EL: Indicates the candidate's EL score.

AV AQT: Aviation, academic qualification test. If the candidate is an aviation candidate, OCC (AVN), PLC (AVN), AQT score will be shown.

AV FAR: Aviation, flight aptitude rating. If the candidate is an aviation candidate, FAR will be shown.

PFT: Physical fitness test. Indicates the candidate's PFT score as reported by the OSS responsible.

SCHED SHIP DT: Indicates the date the candidate is/was scheduled to ship to training.

RECYCLE: Indicates a candidate that has been recycled and the revised shipping date assigned.

III. AVAILABILITY. On demand, prior to the reporting date of a particular class/increment.

IV. RETENTION. No requirement to file.

Figure 2-55.--Reporting in Roster.

REPORTING-IN ROSTER
FOR CLASS J021

RECRUITING STATION 922 - ALBANY

AS OF: 06/04/82

CANDIDATE NAME	SSN	SEX	RACE	ETHNIC GROUP	APPROVED PGM/COMP	DIST	MS/OBO	BAT CONB	EL	AV AGT	AV FAR	PFT	SCHED SHIP DT	RECYCLE
BEAN, CHRISTOPHE B	073480307	M	C	Y	OC	01	922/1		110	4	6	234	820607	
FORMOSA, JOHN P	094562072	M	C	Y	OO	01	922/2	1000				269	820607	
HASSETT, JOHN J	064561203	M	C	Y	OC	01	922/1	1080		6	7	203	820607	
JAQUES, RICHARD B	007509603	M	C	Y	OO	01	922/1		120			203	820607	
KELLY III, JOSEPH T	094623990	M	C	Y	OO	01	922/1		110			223	820607	
KIMBALL, RICHARD J	109546194	M	C	Y	OC	01	922/2	1120		4	7	217	820607	
LEWIS, WILLIAM J	109504496	M	C	Y	OC	01	922/2	0990	110	3	5	219	820607	
MEAD, THOMAS E	053449776	M	C	Y	OC	01	922/1		120	3	6	291	820607	
ONDERDONK, NICHOLAS L	079549987	M	C	Y	OC	01	922/1	1110		5	9	212	820607	
REDAN, JOSEPH D	128644499	M	C	Y	OO	01	922/2	1120				214	820607	
SHEEHAN, MICHAEL J	101504641	M	C	Y	OC	01	922/2	1270		7	8	264	820607	
STILES, CRAIG J	084604644	M	C	Y	OC	01	922/1	1270		7	6	224	820607	
WALSH, TERANCE B	109508815	M	C	Y	OO	01	922/2		110			215	820607	
WHITE, BRIAN T	084527637	M	C	Y	OO	01	922/1		122			222	820607	
WILBURN, HAROLD O	093564213	M	M	Y	OO	01	922/1		121			262	820607	
WILLIAMS, JAMES J	061604855	M	C	Y	OO	01	922/2	1110				221	820607	

Figure 2-55.--Reporting in Roster--Continued.

HQMC RESERVE OFFICER ENROLLMENT REPORT (PLC/OCC)

I. PURPOSE: To provide a management tool for use at the RS and OSS levels to track and monitor PLC's/OCC's training status for each PLC/OCC's training increment.

II. EXPLANATION OF THE REPORT

PLATOON LEADERS CLASS: Indicates the year and training increment for those candidates shown on the report.

AS OF: Indicates the date of the report.

RECRUITING STATION: Self-explanatory.

GRAD YEAR: Graduation year. The year the candidate graduates from college.

PGM/COMP: Program component. Indicates the program the candidate has been enrolled in; i.e.,

GND - PLC (GND)	1A - OCC (L)
NA - PLC (AVN)	1B - OCC (G)
LAW - PLC (LAW)	1C - OCC (A)
	1D - WOC
	4D - SMCR
	1L - WOC LAW

STATUS: Indicates the status of the candidate; i.e., "CONT" indicates that the candidates application was forwarded to the district, but not to HQMC; "RCVD" indicates that the application arrived at HQMC but was not approved; "SEL" indicates that the candidate has been selected to attend the training indicated by the report, but did not report; "RPT" indicates that the candidate has reported to training.

QUOTA YEAR: Indicates the fiscal year during which the candidate was counted towards quota.

RS/OSS: Recruiting station/officer selection substation. Indicates the ARMS codes from the contracting and processing RS/OSS.

CANDIDATE: The name of the candidate.

SSN: Social security number of the candidate.

TOTALS: Indicates the total number of candidates enrolled for training as indicated by the report heading by graduation year.

XFERS BETWEEN RS: Transfers between RS. Will be printed in the case of a PLC transferring from one OSS to another.

DATE: Indicates the date the candidate was transferred from one RS to another. Appears as required.

SUMMARY DATA: Provides a numerical summary of all applications for a particular class. Listed by grad year and program component code for PLC's and by program component code only for OCC's.

Figure 2-56.--HQMC Reserve Officer Enrollment Report (PLC/OCC).

III. AVAILABILITY. Normally available 10 working days after the class/increment reporting date.

IV. RETENTION. This report must be maintained for 1 year.

Figure 2-56.--HQMC Reserve Officer Enrollment Report (PLC/OCC) --Continued.

HQMC RESERVE OFFICER ENROLLMENT REPORT — ENROLLMENT LISTING

PLATOON LEADERS CLASS SENIORS: 1981 2ND INCREMENT — AS OF: 01/28/82

RECRUITING STATION 922 - ALBANY

GRAD YEAR	POM/ COMP	STATUS	QUOTA YEAR	RS/OGS	CANDIDATE	SSN	TOTALS	XFERS BETWEEN RS	DATE
80	GND	SEL	79	922/1	AIELLO, PAUL R	265592304	1		
					GRAD YEAR 80 TOTAL		1		
82	GND	SEL	79	922/2	BLOOMQUIST, EDWARD V	139601427			
		SEL	80	922/1	O NEILL, KEVIN M	050467768			
		SEL	80	922/2	WEINSTEIN, ELLIOT H	126529655			
		RPT	79	922/2	DANA, MICHAEL G	094541185			
		RPT	80	922/2	RANKIN, DAVID B	180464393	5	FROM PHOENIX	05/15/81
	MA	RPT	80	922/1	QUILL, DENNIS J	090504937			
		RPT	80	922/2	QUINN, DANIEL P	078381466	1		
					GRAD YEAR 82 TOTAL		6		
					TOTAL FOR THIS RECRUITING STATION		7		

Figure 2-56.--HQMC Reserve Officer Enrollment Report (PLC/OCC)--Continued.

HQMC RESERVE OFFICER ENROLLMENT REPORT — SUMMARY DATA

PLATOON LEADERS CLASS SENIORS: 1981 2ND INCREMENT — AS OF: 01/29/82

RECRUITING STATION 922 - ALBANY

GRAD YEAR	POV/ CONP	CONTRACTED	RECEIVED	SELECTED	REPORTED
80	TTL	1	1	1	0
	SNB	1	1	1	0
	NPS	0	0	0	0
	NPS	0	0	0	0
	SJM	0	0	0	0
82	TTL	6	6	6	2
	SNB	6	6	6	2
	NPS	0	0	0	0
	SJM	0	0	0	0
TTL	TTL	7	7	7	2
	SNB	7	7	7	2
	NPS	0	0	0	0
	SJM	0	0	0	0

Figure 2-56.--HQMC Reserve Officer Enrollment Report (PLC/OCC)--Continued.

WEEKLY TRAINING DROP REPORT

I. PURPOSE: To provide a management tool for use by the District/OSS to monitor and track the progress of candidates shipped to training.

II. EXPLANATION OF THE REPORT

DATE: The date the report was compiled.

CLS/INCR: Class/Increment. Indicates the class/increment for the individual shown on the report.

DIST: District. The MCD from which the individual shown on the report is counted as attrition.

RS/OSO: Recruiting Station/Officer Selection Officer. Indicates the RS/OSO responsible for enlisting the individual shown on the report.

CANDIDATE NAME: The name of the candidate dropped from training.

SSN: Social security number of the candidate dropped from training.

PGM COMP: Program component. The program and component codes for the program in which the individual was enrolled.

DROP CODE: The code for the reason the individual shown on the report was dropped. (figure 2-53).

DROP DATE: The date the individual was dropped from training.

III. AVAILABILITY. Each Monday, weekly during training.

IV. RETENTION. No filing requirements.

Figure 2-57.--Weekly Training Drop Report.

TRAINING COMPLETION REPORT (PLC/OCC)

I. PURPOSE. To provide management information concerning the training status of candidates reporting for the OCC/PLC. It provides both a status roster and summary data section.

II. EXPLANATION OF THE REPORT

STATUS ROSTER: Provides a listing of all candidates who reported for a particular class/increment by those who completed and dropped during training.

TITLE: Indicates the officer candidate course number or PLC Class/ Increment for the report.

AS OF: Indicates the effective date of the report.

RECRUITING STATION: Self-explanatory.

COMPLETION: This section of the report displays data concerning individuals completing the particular course.

RS/OSS: Recruiting station/officer selection substation. Indicates the ARMS code for the responsible RSS/OSS.

NAME: The name of the individual completing the course.

SSN: Social security number.

PROG/COMP: Program/component. Indicates the program and component of the individual who completed.

CLASS STANDING: Self-explanatory.

PERCENTILE: Indicates the percentage of the class/course when finished below the individual in training.

CLASS AVG: Class average of the individual.

DROPS DURING TRAINING: This section of the report displays data concerning those individuals who were dropped during training.

NAME: The name of the individual dropped, or recycled.

SSN: Social security number.

PROG/COMP: Program/component. Indicates the program and component of the individual who dropped or was recycled from the course.

DROP CODE: Indicates the reason the individual was dropped or recycled from training.

SUMMARY DATA: Provides a numerical summary of all candidates who reported to a class/increment and a breakdown of the completion/drops.

III. AVAILABILITY. Normally available 10 working days after a class/ increment completes training.

IV. RETENTION: This report must be maintained for 5 years.

Figure 2-58.--Training completion Report (PLC/OCC).

PLC TRAINING COMPLETION REPORT — STATUS ROSTER — AS OF: 01-28-02
TRAINING INCREMENT: 0012
RECRUITING STATION 922 - ALBANY

COMPLETIONS DS/DBS	NAME	SSN	PROG/CONF	CLASS STANDING	PERCENTILE	CLASS AVG
922/2	DANA, MICHAEL G	074541185	OND	033/166	80	92.13
	QUINN, DANIEL P	078381646	MA	047/166	72	92.36
	RANKIN, DAVID G	180464393	OND	067/166	60	91.13

PLC TRAINING COMPLETION REPORT — SUMMARY DATA — AS OF: 01-28-02
TRAINING INCREMENT: 0012
RECRUITING STATION 922 - ALBANY

PROG CONF	MISC DROP	REPORTED	COMPLETED NO.	COMPLETED %	DOB NO.	DOB %	UNSAT NO.	UNSAT %	MRB NO.	MRB %	TOTAL DROP NO.	TOTAL DROP %
TTL	0	3	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0
OND	0	2	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0
MA	0	1	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0
MFO	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
LAW	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

Figure 2-58.--Training Completion Report (PLC/OCC)--Continued.

ARMS REPORT CHART

REPORT	USERS	AVAILABLE	RETENTION
Monthly Officer Accession Status Report	RS/District	2d Working day of each month	1 Yr
Reporting in Roster	RS/District OCS/HQMC	Prior to Reporting Date	N/A
OCs/Race/Ethnic Status Report	RS/District	Biweekly during Training	N/A
Weekly Training Drop Report	RS/District OCS/HQMC	Weekly during Training	N/A
HQMC Reserve Officer Enrollment Report (PLC) or (OCC)	RS/District OCS/HQMC	10 Working days after reporting date	1 Yr
PLC Training Completion Report	RS/District OCS/HQMC	10 Working days after training completion	5 Yr
OCC Training Completion Report	RS/District OCS/HQMC	10 Working days after training completion	5 Yr

Figure 2-59.--ARMS Report Chart.

CHAPTER 3

MARINE CORPS REGULAR OFFICER PROGRAMS

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CHAPTER 3

MARINE CORPS REGULAR OFFICER PROGRAMS

3000. U.S. NAVAL ACADEMY

1. By agreement with the Navy, we are authorized to commission up to 16 2/3 percent of each graduating class of the Naval Academy. Preference for appointment in the Marine Corps is given to midshipmen who were formerly enlisted members of the Marine Corps or USMCR, dependents of Marine Corps personnel (active duty, retired, or deceased) and graduates of a Marine Corps Junior Reserve Officers Training Corps unit. The remaining available quotas are assigned on a competitive basis.

2. Application of Enlisted Marines to Attend the U.S. Naval Academy. A Navy/Marine Corps-wide competition for appointment to the Naval Academy by the Secretary of the Navy is offered annually to personnel of the naval service. Nominations of enlisted men and women of the Marine Corps and of the USMCR are authorized. This provides an opportunity for outstanding enlisted men and women to pursue careers as officers in the naval service.

3. The Secretary of the Navy may appoint annually 85 members of the Regular Navy and Marine Corps, and 85 members of the Navy and USMCR to the U.S. Naval Academy. We encourage enlisted Marines to seek all other available nominations (Presidential and Congressional), in addition to those of the Secretary of the Navy.

4. Nominees in the Marine Corps or USMCR who are not successful in obtaining an appointment to the U.S Naval Academy are considered automatically by the Naval Academy for admission to the Naval Academy Preparatory school. No special request for this consideration is necessary. Graduates of the Naval Academy Preparatory School who are recommended and qualified may be awarded appointments to the Naval Academy.

5. Basic eligibility requirements for this program are as follows:

a. U.S citizen.

b. Seventeen to 19 years of age as of 1 July in the year of application.

c. Single; no children or other dependents.

d. Excellent moral character.

e. Motivated toward a career as a naval officer.

f. Physically qualified for appointment to commissioned grade in the USMC. Final determination of physical qualification will be made by the Commander, Naval Medical Command.

g. Service obligation requirements:

(1) Twenty-four months active duty obligation when assigned to the preparatory school.

(2) Twenty-four months active duty obligation when appointed to the Naval Academy.

6. An annual Marine Corps bulletin in the 1530 series publishes eligibility criteria, application procedures, local screening procedures, and selection policy. Candidates who are found not qualified, for any reason, will be notified of their ineligibility.

3001. NAVAL RESERVE OFFICERS TRAINING CORPS (MARINE-OPTION NROTC SCHOLARSHIP PROGRAM)

1. The NROTC Scholarship Program is a Navy administered program which is offered to both men and women on the basis of a nationwide competition. Selection for this program is on a competitive basis determined by college board scores (ACT/or SAT), high school performance, motivation towards a career as a Navy or Marine Corps officer, and demonstrated leadership potential. Selectees are appointed midshipmen in the U.S. Naval Reserve and receive a 4-year subsidized college education. During this period of college training, the Navy pays tuition, cost of textbooks, other fees of an instructional nature, and a monthly subsistence allowance. Upon successful completion of the established course, accepted Marine Corps-option students shall be appointed to commissioned grade in the Marine Corps.

2. The Marine Corps, by agreement with the U.S. Navy, is authorized up to 16 2/3 percent of all NROTC scholarships. Responsibility for publicizing and recruiting for the Marine Corps portion of the scholarship program rests with the recruiting service. We issue instructions for the processing of applicants through an annual policy directive which is updated by periodic informational letters by the CMC (MRRO-6). Applicants with qualifying college board scores who indicate the Marine-option will be interviewed and processed at a local Marine Corps OSO or RS. Students selected by the Marine Corps will be designated Marine-option students and awarded a scholarship at one of the colleges or universities participating in the NROTC Program. While enrolled in the program, students may change options from the Navy to the Marine Corps and vice versa with the approval of Headquarters U.S. Marine Corps and the Chief of Naval Education and Training.

3. Qualifications for the NROTC Scholarship Program are as follows:

a. U.S. citizen.

b. Under 25 years of age on 30 June of the year in which eligible for commissioned status. Applicants with prior active duty military service may be eligible for age waivers for the amount of time equal to their prior service on a month-for-month basis for a maximum of 48 months. Age waivers may be granted provided the 29th birthday will not be reached by 30 June of year in which graduation and commissioning are anticipated.

c. Physically qualified under standards prescribed for midshipmen.

d. High school graduate or po3sess an equivalency certificate.

e. Agree to participate in not less than the 4 years of naval science courses required for commission.

f. Have no moral obligations or personal convictions that would prevent conscientious bearing of arms, and supporting and defending the Constitution of the United States comes against all enemies, foreign and domestic.

4. District Quotas. District quotas are assigned annually based upon demographic studies and each District’s historical finalist application submission performance. Quota credit will not be given unless the finalist application is:

a. Complete - containing all required information to include high shool or college transcripts, PFT results, etc., (as outlined in figure 3-2).

b. Received at Headquarters U.S. Marine Corps by the deadline published annually in a Marine Corps bulletin in the 1120 series.

5. SAT/ACT. The greatest single source of attrition among applicants is the nonrelease of college board scores to the scholarship program. Historically, only about half of all the applicants actually submit their scores for consideration. Applicants should be encouraged to register for, take, and release the results from their college board tests to the NROTC Scholarship Program (code 0656) as soon as possible.

a. Registration for either the SAT or ACT is an individual applicant's responsibility and must be acomplished no later than 1 month prior to the test date.

b. Scores must be released either at the same time the SAT or ACT is taken, or by mid November, should an additional score release card be used. Scores released to the NROTC Scholarship Program (Code 0656) normally take 4 to 6 weeks. To ensure the 31 December score receipt deadline is met, encourage applicants, if necessary, to "Rush" release scores to us. To "Rush" release scores to us, the applicant must directly call the testing agency. The testing agency will normally release the scores within 46 hours. The testing agency charges a fee for this, which is the applicant's responsibility.

c. Applicants are not authorized to submit or release scores except through the official SAT or ACT releasing agencies.

d. SAT and/or ACT scores are used to determine if the applicant is a finalist. The minimum acceptable college board score for the Marine-option program is 1000 (composite) on the SAT and 45 (math plus English) on the ACT.

e. Each Navy recruiting district (equivalent to a Marine Corps Recruiting Station) conducts a college board admissions testing program. We encourage Marine Corps Districts to communicate with the Navy education specialists within their districts to participate in this program. Use of this program will expedite the release of college board scores and subsequent declaration of finalists. The early declaration of finalists is the key to a successful NROTC recruiting program.

6. Marine-Option Scholarship Selection Boards. The Marine-Option Scholarship Selection Boards are tasked with selecting the best qualified of all finalists for the scholarship. Two boards meet each year. The first is the Early Scholarship Selection Board. This board is designed to select those obviously superior finalists and offer them a scholarship early in the annual cycle. The Early Scholarship Selection Board normally meets in November, and will review all finalist applications received by the deadline date published in the annual Marine Corps bulletin in the 1120 series. The second is the Regular Scholarship Selection Board. This board reviews those finalist applications not selected by the Early Scholarship Selection Board as well as all other finalist applications received by the deadline date.

7. NROTC Processing Stations. Each District Director designates NROTC processing stations which serve as local NROTC scholarship information, interview, and administration units.

a. Figure 3-1 is a check-off list of documents required for completion of the finalist's scholarship application file.

b. Figure 3-2 contains a list of responsibilities of NROTC processing stations.

8. Computer-Generated Applicant (A) and Finalist (F) Roster Information. All NROTC processing stations receive the computer rosters every 2 weeks until August and weekly thereafter until January. The A roster contains the SSN, address, phone number, NROTC processing station, race/ethnic code, high school grade, and SAT/ACT score for each of the NROTC processing station's applicants. The F roster contains the SSN, name, NROTC processing station, race/ethnic code, SAT/ACT score, and medical information for each of the NROTC processing station's designated finalists (at least 1000 on the SAT or 45 on the ACT). With their rosters, NROTC processing stations will receive gummed-address labels for all applicants who are declared finalists. The processing contractor does not advise applicants they have been declared finalists. Processing stations are required to advise applicants by letter (figure 3-3) they are finalists. The contractor will continue to advise applicants by letter that their application has been received or that they are nonfinalists.

9. Physical Qualification Information. The Department of Defense Medical Examination Review Board (DoDMERB) is responsible for scheduling and reviewing all physical examinations for the NROTC scholarship selection process. The selection boards are not aware of the physical status of any finalists.

a. During the processing cycle (either upon designation as a finalist or upon notification of scholarship selection results), DoDMERB schedules a finalist for a physical examination at a specific time and place based upon proximity to an authorized examination facility and so notifies them. Travel to and from, and all expenses related to the physical examination must be borne by the finalist. Finalists who are not satisfied with the assigned appointment date or place may follow the instructions in the notification from DoDMERB to request a change.

b. Following receipt of the results of a physical, the finalist's status is listed on the F roster. All remedial applicants (those applicants whose physicals were received by DoDMERB incomplete or requiring additional testing) will be advised by DoDMERB of the necessary requirements to complete their examinations. All applicants determined <u>not physically qualified</u> will be notified that they have been determined physically ineligible for the program.

c. Applicants declared not physically qualified should be counseled that they may undertake a reevaluation should they desire to contest the results of the first medical examination.

The NROTC processing station should forward the results to the Department of Defense Medical Examination Review Board, Post Office Box 3000, U.S. Air Force Academy, Colorado Springs, Colorado 80840. The applicants will be further advised of their status following review of the reexamination.

Note. Women will not be scheduled for physical examinations until after selections have been made.

10. <u>Active Duty, Reserve Marines, and JROTC Cadets</u>. Enlisted Marines, and Marine Corps JROTC cadets who apply for the NROTC scholarship need the following additional documents for better evaluation of their cases.

a. Enlisted Marines who are finalists for the NROTC Scholarship Program need certified true copies of pages 3, 12, and 23 (or Record of Service page) from their SRB's which will be included in the completed finalist application. In addition, a statement from the Marine's commanding officer about the finalist's past performance as a Marine and motivation and desire to become a Marine officer must be included. This may be one of the two required interviews.

b. Marine Corps JROTC applicants must include comments from the senior Marine instructor of their unit in their finalist application about performance in the unit and motivation for the NROTC Program.

11. <u>Procedure for Handling Drops</u>. Finalists who desire to have their applications removed from consideration will forward a signed letter to the CMC (MRRO-6) requesting they be dropped from the program (sample format on figure 3-4). The NROTC processing station should retain a copy of the letter.

12. <u>Transfer of Marine-Option Finalists to the Navy</u>. The transfer of Marine-option finalists, who desire to compete tor a Navy-option scholarship, will be accomplished by either of, two methods.

a. The first method will be used if the finalist's application is still at the NROTC processing station. The NROTC processing station will forward completed portions of the finalist's application to the Navy processing station indicated by the applicant. A signed letter from the applicant will be forwarded to the CMC (MRRO-6) requesting transfer (figure 3-6). The processing station should retain a copy of this letter.

b. The second method will be used if the finalist's application is already at Headquarters U.S. Marine Corps. The processing station will forward a signed letter from the applicant to Headquarters U.S. Marine Corps (MRRO-6) requesting transfer (figure 3-4). The processing station should retain a copy of this letter. We will accomplish the transfer of the finalist's application to the Navy Recruiting Command.

13. Administration of the Marine Corps Physical Fitness Test. The Marine-option scholarship program requires all finalists to take the Marine Corps physical fitness test, supervised either by the NROTC processing station or the student's high school physical education instructor. Failure of any of the events does not disqualify a finalist for consideration. The failure will, however, aid the scholarship selection board in determining the individual's ability to handle the physical rigors of the NROTC Program. This is especially true in cases where little or no active participation in athletics is indicated.

a. Figures 3-5 and 3-6 are physical testing approval forms for completion by the applicant's parent and physician prior to administration of the Marine Corps PFT. Include the completed forms in the finalist's application and forward it to the CMC (MRRO-6).

b. Results of the PFT will be indicated on the photograph page as shown in figure 3-7. This page should also include the applicant's height and weight and an indication as to whether or not corrective lenses are used.

14. Marine-Option Interview and Counseling Guide. The scholarship interview provides the scholarship selection board with a Marine-oriented analysis, by two Marine officers, of each finalist to be considered for selection.

a. Due to the number of finalists to be considered, the requirement for definitive, comprehensive interviews is very important. The scholarship selection board is not aided in its evaluation of a finalist by noncommittal or favorable reports on marginal or unfit applicants. Comments on an applicant's manner appearance, potential and attitude, among the other attributes are extremely helpful.

b. Figure 3-9 represents various interview techniques and procedures. While some of the guidelines are fairly basic, remember the scholarship selection board is limited in its analysis by what the interviewer reports. In addition, this guide is intended to be exactly that, a guide. The interviewer should not feel constrained, from expanding on topics or using their own procedures.

c. We suggest NROTC processing stations consider using MOI's from local NROTC units where practical to aid in conducting the interviews, and to provide analysis from a more knowledgeable viewpoint with regard to NROTC Marine-option midshipman.

d. We require a third interview for any finalist whose initial two interviews indicate a disparity of 3 or more on the rating of officer potential (1/4, 1/5, or 2/5).

15. Selling the NROTC Scholarship Program. The target group for the NROTC Scholarship Program is a select group of high school students. Applications are desired from well-rounded high school seniors with superior grades and high college board test scores, who have participated in various extracurricular activities, and are inclined toward a military career. Being able to "sell" sufficient numbers of these students possessing these qualities on the advantages of the scholarship program is dependent upon being familiar with the mechanics of the scholarship program and its benefits. The advantages of a knowledgeable spokesperson presenting the program to an individual or group, with ready answers and explanations are better for maintaining applicant interest than the impersonal direct mail campaign.

a. Figure 3-11 contains information which should be of assistance in presenting the scholarship program to that select group of students.

b. Figure 3-10 is a list of NROTC college codes for inclusion in the finalist application. We suggest liaison be made with the MOI of nearby NROTC units for information and further assistance on the NROTC Program.

16. Presentation of Marine-Option NROTC Scholarship Awards. To recognize the achievement of the young men and women selected to receive Marine-option NROTC Scholarships, we forward presentation folders containing certificates of recognition (signed by the CMC) to appropriate districts for presentation to the selectees.

a. Subsequent to the scholarship selection boards, we will forward the certificates to the appropriate districts. We will not forward certificates for any selectees declared not physically qualified for the scholarship program. We will, however, forward certificates if the physical qualification is unresolved or in a remedial status. Districts are responsible for monitoring physical qualifications for the program, and ensuring no certificates are presented to any selectees declared to be not physically qualified.

b. The certificate is designed to be presented at an appropriate high school "Honors Day" or awards ceremony which many schools normally conduct to present scholarships and individual awards.

c. Each presentation will be conducted by a Marine Corps officer, assisted by the Marine Corps recruiter who has responsibility for that high school. The blue dress uniform is to be worn during presentation ceremonies. Appropriate remarks commending the recipient for having passed the screening process of the selection system and the nature of the award are suggested on figure 3-13.

17. Figure 3-14 is a glossary of terms used with NROTC program.

18. Figure 3-15 is the Marine-option profile sheet with instructions for its completion. A profile sheet is to be included with each finalist application submitted to Headquarters U.S. Marine Corps.

3002. NAVAL RESERVE OFFICERS TRAINING CORPS (COLLEGE PROGRAM). Qualified civilian college students may enroll in the NROTC (non-subsidized) program. They agree to take naval science courses, drill, and complete one summer training period after enrollment in the program and enlist in the appropriate Reserve component just prior to commencement of the 3rd year of naval science. The Navy furnishes all required uniforms, naval science textbooks, and pays college program students a monthly subsistence allowance during their last 2 years of naval science. Marine-option college program students, upon completion of the academic and naval science requirements of the established courses may be commissioned in the Marine Corps Reserve. College program students are expected to maintain the same levels of academic achievement as scholarship students. Applicants for this program are selected by the Commanding Officer/Professor of Naval Science of the appropriate NROTC unit.

3003. MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP). The MECEP is an outstanding opportunity for active duty enlisted men and women to earn a commission in the U.S. Marine Corps. Marines selected for MECEP first attend the MECEP Preparatory School, located in San Diego, California for approximately 10 weeks. Upon successful completion of the MECEP Preparatory School, Marines are ordered to one of over 60 colleges and universities with an NROTC unit to pursue a baccalaureate degree. While enrolled in MECEP, Marines draw full pay and benefits and continue to compete for promotion. They are responsible for all college costs, to include living arrangements. They are also required to attend school on a year-round basis. Upon successful completion of Officer Candidates School and receipt of a baccalaureate degree, the MECEP student is commissioned a Regular Marine Corps officer, and agrees to serve at least 4 years active duty. Detailed information is contained in the current edition of MCO 1560.15. We solicit applications annually by a Marine Corps Bulletin in the 1560 series.

3004. LIMITED DUTY OFFICER (LDO) PROGRAM

1. Program Description. This program provides for the appointment of exceptionally qualified active duty warrant officers to the grade of first lieutenant for a limited duty in specified technical fields.

2. Guidance. Detailed information is contained in MCO 1040.14. Applications are solicited annually by a Marine Corps bulletin in the 1040 series.

3005. WARRANT OFFICER PROGRAM

1. Program Description. This program provides for the appointment of exceptionally qualified, men and women enlisted members of the Marine Corps or USMCR to warrant officer grade for duty in specified technical fields.

2. Guidance. Detailed information is contained in MCO 1040.14. Applications are solicited annually by a Marine Corps bulletin in the 1040 series.

3006. TEMPORARY OFFICER PROGRAM

1. In time of war, or of national emergency declared by the Congress or the President, the CMC, with the approval of the Secretary of the Navy, can authorize application/nomination of highly qualified, active duty chief warrant officer, warrant officers and staff noncommissioned officers for a temporary appointment to the grade of second lieutenant USMC or USMCR under the authority contained in Title 10, U.S.C.

2. Appointments under this program will be made to meet an emergency requirement and personnel selected will be appointed for a temporary duration. Such appointment will not prejudice permanent promotion to higher permanent grade upon reversion, if such promotion would have occurred otherwise. We will publish details regarding eligibility requirements and implementation of a temporary officer program, when-appropriate.

3007. REAPPOINTMENT OF FORMER OFFICERS

1. Former officers of the Marine Corps or USMCR and other services who resigned in good standing or who were honorably discharged may be reappointed in the Marine Corps or USMCR, depending upon the needs of the Marine Corps. Former officers seeking reappointment and assignment to active duty will be considered, if eligible, by the semiannual Officer Retention Board (ORB) or Augmentation Board, as it is commonly referred to. Those former officers seeking reappointment in the USMCR in a drilling status will be considered by various staff agencies at Headquarters, U.S. Marine Corps, without consideration by the ORB.

2. Former officers seeking reappointment and assignment to active duty must be able to complete 20 years of active commissioned service prior to their 55th birthday. Credit for prior service as a commissioned officer may be granted to recognize previous military experience as follows:

Qualifications	Credit
Active duty commissioned service to include periods of active duty for training.	1 year for each year
Commissioned service as a Reserve officer on inactive duty.	1 year for each year

3. All applicants must meet the following age requirements at time of reappointment:

a. Major - less than 41 years of age.

b. Captain - less than 35 years of age.

c. First Lieutenant - less than 31 years of age.

d. Second Lieutenant - less than 28 years of age.

4. No officer shall be reappointed to commissioned grade above the grade of Major unless selected therefore by a duly constituted selection board.

5. An applicant must have been on active duty or have been affiliated with a Reserve unit within 3 years of request for reappointment.

6. An applicant must be determined to be physically qualified for reappointment, as determined by the Commander, Naval Medical Command.

7. Applications for reappointment should be forwarded to the CMC (MRRO-3) in letter format. The applicants must explain why they desire to be reappointed in the U.S. Marine Corps/Marine Corps Reserve. Mandatory enclosures to the application are:

a. A recent report of physical examination, SF 88 (in duplicate) and SF 93 (in duplicate). Aviators must include a current flight physical (in duplicate).

b. Completed DD Form 398, Personnel Security Questionnaire (typewritten).

c. Completed DD Form 398-2, Personnel Security Questionnaire (NAC) (typewritten).

d. Two Fingerprint Cards, FD-258, (2 originals).

e. Recent photograph, standard full-length, uncovered, front view, left shoulder forward.

8. Exceptions to the above criteria may be requested. However, reappointment in any waiver case will be considered only on a singular, highly selective basis.

9. Under no circumstances will an officer who was discharged as a result of twice failure of selection for promotion be considered for reappointment.

3008. SPECIALIST OFFICER PROGRAM

1. The Specialist Officer Program is designed to meet the Marine Corps' needs during periods of national mobilization for Reserve officers who possess exceptional skills which are not otherwise available within the Reserve structure. The term "exceptional" means that the applicant must be qualified to a degree which is rare, uncommon, or seldom encountered. The paramount prerequisite of this program is that the individual possess unusual talent or expertise that would not be available within the Regular Marine Corps in event of national mobilization. It is not the intent of this program to award commissions based solely on interest in the Marine Corps, patronage or ineligibility for other officer programs. Because specialist officers are appointed to meet mobilization needs, they are not required to perform an active duty obligation except in the event of a national emergency. This is a closely monitored program, and the Marine Corps' needs for specialist officers are quite limited; as such, we do not actively recruit for the program.

2. Specialist officers cannot be appointed to a grade above second lieutenant, except for officers who would be entitled to credit for prior commissioned service above the grade of CWO-4.

3. Applications are submitted to the Commandant of the Marine Corps (MRRO-3), Headquarters, U.S. Marine Corps, Washington, DC 20380-0001, requesting appointment as a specialist officer in a particular speciality. Application is made in two separate phases.

a. Phase I. A detailed resume which outlines the applicant's qualifications, credentials, and experience is forwarded by the applicant to the CMC (MRRO-3). Based upon this resume, Headquarters, U.S. Marine Corps will determine (1) whether or not the applicant possesses exceptional skills needed by the Marine Corps in event of mobilization, and (2) whether or not the Marine Corps has sufficient officers currently onboard to satisfy mobilization requirements for this particular skill. The below information must be submitted with the detailed resume:

(1) Three letters of recommendation from individuals who can attest to the professional competence of the applicant.

(2) Three letters of recommendation from individuals who are qualified to attest to the quality of the applicant's character.

(3) Certified copy of birth certificate.

(4) Proof of citizenship (foreign-born applicants) only.

(5) Recent photo, standard full-length, front view, left shoulder forward.

(6) The applicant will be directed to report to the nearest Marine Corps OSO for interviews by two Marine Corps officers, the results of which will be forwarded by, the interviewers to the CMC (MRRO-3).

b. Phase II. If we determine the applicant is exceptionally qualified for the Specialist Officer Program, we will ask the individual to submit the following information:

(1) A recent report of physical examination. The applicant should report to the nearest Armed Forces Medical Facility and request they conduct a physical examination for appointment to commissioned grade, USMCR. Upon completion of this physical examination, the Report of Medical Examination (Standard Form 88, oriainal and duplicate copy) and Report of Medical History (Standard Form 93, original and duplicate copy) should be forwarded to the Commandant of the Marine Corps, (MRRO-6), Headquarters, U.S. Marine Corps, Washington, D.C. 20380-0001.

(2) DD Form 398-2, Personnel Security Questionnaire (NAC) (typewritten).

(3) Two FD Forms 258, FBI Fingerprint Cards (ensure legibility of prints) (local law enforcement agency will provide assistance).

(4) One DD Form 398, Personnel Security Questionnaire (typewritten) (ensure completeness).

3009. INTERSERVICE TRANSFER OF REGULAR AND RESERVE OFFICERS

1. The DoD policy with regard to interservice transfer is that an officer of any military service who is especially qualified to contribute to an activity of another Uniformed Service will be given an opportunity to apply for interservice transfer without interruption in their service career.

a. Interservice transfers are intended for use primarily in technical fields to permit full use of specialists, but will not be restricted to technical specialists Interservice transfers may be used to help fulfill authorized strength requirements in competitive categories, designators, occupational fields, MOS's, and other authorized officer specialties. They may not be made from shortage specialties.

b. Transfers may be made only within authorized strength limitations.

c. Officers on EAD may qualify only for active duty interservice transfers. Commissioned officers not on EAD may qualify only for interservice transfers between inactive Reserve components.

d. Reserve component transfers must be to a Reserve category of equal or greater mobilization potential; e.g., from the Selected Reserve of another. Transfers from the selected Reserve of one service to the IRR or Standby Reserve of another service are not permitted unless waived by the Secretary of the parent service as being in the best interest of national defense.

e. Officers may not be transferred without their written consent.

2. Eligibility of Marine Corps Officers. All officers are eligible for transfer to another uniformed service except officers who:

a. Have not completed all obligated service incurred;

(1) During initial appointment;

(2) For funded education programs including the U.S. Naval Academy, NROTC, and funded educations programs.

(3) For advanced education or technical training requiring additional obligated service, including postgraduate education, service school or college, law school, flight training, naval flight officer training, and equivalent programs;

(4) For an incentive pay, continuation pay, or bonus.

b. Are serving in a competitive category, designator, occupational field, MOS or other authorized officer classification in which we determine shortages against authorized strength necessitate retention;

c. Have been officially notified of orders or have executed orders and have not served the prescribed period of time at the new duty station;

d. Are Reserve officers on active duty who have been issued Release from Active Duty orders, unless the interservice transfer request is received at least 6 months before the scheduled release date;

e. Are Reserve officers on active duty who have attrited from training programs and who have no prior service in the gaining service;

f. Have failed of selection for promotion to the next higher grade before submitting a request for transfer to another uniformed service;

g. Have been notified of mandatory retirement for any reason; and

h. Have applied for transfer to the gaining service within the last year.

3. Eligibility for Transfer to the Marine Corps. All officers of other services are eligible for transfer to the Marine Corps except those who:

a. Have been deferred from promotion or have failed of selection for promotion one or more times in present grade.

b. Are in year groups that, in the Marine Corps competitive category, designator or MOS, are filled.

c. Have applied for transfer to the gaining service within the last year.

d. Have been notified of mandatory retirement for any reason.

e. Are inactive duty reservists with a remaining obligation unless:

(1) The officer has or is willing and able to acquire special experience or professional, educational, or technical skills of greater value to the Marine Corps than to the losing component.

(2) The officer has skills that exceed the requirements of the parent component and are needed in the Marine Corps in an MOS which is below authorized strength.

(3) For selected reservists, the losing component has no organized paid-drill unit to which the member could be usefully assigned within commuting distance of the member’s present or future home or place of business, and there is a MCR activity within commuting distance with a desired billet available.

4. Exceptions for Ineligible Officers. We will disapprove applications of officers not eligible under paragraph 3 above. We may recommend exceptions on a case-by-case basis with supporting justification when we find such action in the best interest of their service.

5. General Procedural Requirements

a. Regular officers transferred to the Marine Corps must agree to serve at least 4 years on active duty after transfer. Active duty Reserve officers must agree to

serve at least 3 1/2 years active duty. Officers transferred for active duty must also agree to retain their commission for at least 8 years after transfer unless sooner waived.

b. Transfers will be accomplished by discharge or termination of presently held commissions and appointments in the gaining service without interruption of total service.

c. Officers on active duty transferred under this instruction will be credited by the gaining service with unused leave accumulated at the time of transfer.

d. We may deny applications submitted after the deadlines established.

6. Procedures for Active Duty interservice Transfer

a. Transfer from Marine Corps

(1) Marine Corps officers on EAD desiring transfer to another service must submit applications in letter form at least 6 but not more than 9 months before the desired detachment date. Requests should be submitted to the Secretary of the Navy, via the chain of command and the Commandant of the Marine Corps (MMSR), Headquarters, U.S. Marine Corps, Washington, DC 20380-0001. The applicant's commanding officer will indicate in the forwarding endorsement whether the transfer would, be in the best interest of the national defense.

(2) Request may be initiated by the gaining service. These requests should be submitted through the Secretary of the gaining Department and the CMC (MMSR) to the Secretary of the Navy. The request must be accompanied by a consent to the transfer from the officer concerned. The request should include sufficient justification to show that the transfer is in the best interests of the national defense and the officer.

b. Requests should include the following information

(1) Applicant's last, first, and middle name;

(2), SSN and designator or MOS;

(3) Grade, date of rank, and military specialty;

(4) Branch of service and component;

(5) Command to which presently assigned;

(6) Total active Federal commissioned service;

(7) Summary of any previous interservice transfers;

(8) Date and place of birth;

(9) Citizenship and how acquired;

(10) Summary of military duties performed;

(11) A complete statement of professional or technical qualifications and educational background;

(12) Reason for requesting transfer;

(13) Home address;

(14) Telephone number (daytime);

(15) A statement authorizing the CMC to review your service records.

(16) Contingent resignation, including the following statement, "I hereby tender my resignation from the (USMC, USMCR) and request that it be accepted

contingent upon final approval of my application for transfer to the (specify service) and effective as of the day preceding my acceptance of appointment in the (specify service)."

(17) The following information must be attached to the application as enclosures:

(a) Current Report of Medical Examination (Standard Form 88) original and one copy. If requesting transfer for aviation programs include an up-to-date flight physical examination, including the following information on Standard Form 88: Block 60 - refraction, Block 62 - prism diversion, buttock - leg length and sitting height.

(b) Results of chest x-ray and EKG.

(c) Current Report of Medical History (Standard Form 93) original and one copy.

c. Transfer to the Marine Corps. Application may be made by officers on active duty lists of another uniformed service for transfer to the Marine Corps or by a Marine Corps activity on behalf of an officer on the active duty list of another uniformed service. Applications must arrive no later than 9 months before the requested transfer date.

(1) Requests are subject to the appropriate directives of the respective service. These are:

(a) Air Force Regulation 35-39.

(b) Army Regulation 614-120.

(c) Navy - NMPC Manual, paragraph 3830140.

(2) Application must contain the information and comply with the format prescribed by the parent uniformed service. Additionally, the following information and documents must be included:

(a) Conditional release from parent service;

(b) Statement that the officer has neither been deferred from promotion nor failed selection for promotion in present grade;

(c) Source of original commission;

(d) Original and duplicate copy of Report of Medical Examination (Standard Form 88);

(e) Current Report of Medical History (Standard Form 93) original and one copy;

(f) Resume of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held and date it was awarded, total flying time, and total jet time;

(g) A verified statement of service;

(h) One of the statements of understanding shown in sub-paragraph e or f.;

(i) Microfiche copy of the officer’s master personnel record; and

(j) Applications for transfer to the Marine Corps must include a recent photograph, full-length, uncovered front view, left shoulder forward. In addition, the applicant must be interviewed by two Marine Corps officers. The officers holding the interview will forward recommendations concerning the applicant’s interservice transfer to the CMC (MRRO-3).

d. Processing Applications from Individual Officers. The parent service should send applications (original and one copy) to the Secretary of the Navy, Washington, DC

20350-1000, who will forward them to the CMC (MRRO-6) for review and evaluation. If the transfer is acceptable to both the parent and gaining Services, the CMC will prepare active duty orders, obtain, appointment documents, and coordinate the transfer with the parent service. Requests from Marine Corps activities are sent to the CMC (MRRO-6), Washington, DC 20380-0001. Requests must be fully justified, showing that the transfer is in the best interest of the Marine Corps, and include a statement, signed by the officer concerned, consenting to the transfer.

e. Statement of Understanding, Regular Officers

"I understand that if my request is approved, I will be required to serve at least 4 years of active service in the regular component and retain my comission for a minimum of 8 years at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by the CMC upon appointment. I further understand that as an officer in the Regular Marine Corps, I may be assigned to a Governient-sponsored training program or directed on permanent change of station (PCS) to meet the needs of the service. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

_____
(Signature of Officer)
(Typed name, grade)

f. Statement of Understanding, Reserve Officers

"I understand if my request for transfer is approved, I will be ordered into active military service with the USMC in a Reserve status and will be required to serve at least 3 1/2 years of active duty and retain my commission for a minimum of 8 years before separation at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by the CMC upon appointment. I understand that if this transfer is for flight training, I will incur 5 years minimum required active service upon successful completion of training. I further understand that as a Reserve officer on extended active duty, I may be assigned to a Government-sponsored training program or directed on (PCS) to meet the Marine Corps needs. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

_____
(Signature of Officer)
(Typed name, grade)

g. Transfer to the Marine Cords Reserve. Application may be made by an officer on inactive duty in a Reserve or Guard component of another service for transfer to the Marine Corps Reserve or by a Marine Corps activity on behalf of an officer of another service.

(1) Since transfers to the Selected Reserve depends upon availability of a suitable billet, the candidate should consult with a USMCR activity within commuting distance to determine whether the desired billet is available. If a billet is available, the officer should initiate the application with the nearest SMCR, and via the chain of command.

(2) Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

(a) Applicant’s last, first, and middle name;

(b) (SSN), service number (if applicable) and designator or MOS;

(c) Grade, date of rank, and military specialty;

(d) Branch of service and component;

(e) Organization to which presently assigned;

(f) Total Federal commissioned service, active and Reserve;

(g) Summary of any previous interservice transfers;

(h) Date and place of birth;

(i) Citizenship and how acquired;

(j) Summary of military duties performed;

(k) Brief statement of educational credentials and military and civilian professional or technical qualifications;

(l) Reasons for requesting transfer;

(m) Contingent resignation, including the following statement: "I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the Marine Corps Reserve, and be effective as of the day before the date of my acceptance of the appointment in the Marine Corps Reserve";

(n) Current aeronautical rating (when applying for aviation duty).

(o) NAC List (DD Form 398-2);

(p) Fingerprint Cards (FD-258);

(q) Personnel Security Questionnaire (BI/SBI)(DD Form 398);

(r) Certificate of Release or Discharge from Active Duty (DD Form 214);

(s) Report of Medical History (Standard Form 93) original and one copy;

(t) Current Report of Medical Examination (Standard Form 88) original and one copy. If requesting transfer for aviation programs include an up-to-date flight physical examination. In aviation physicals, the following information must be included on Standard Form 88: Block 60 - refraction; Block 62 - prism diversion; and buttock-leg length and sitting height.

(u) Results of chest X-ray and EKG;

(v) Recent photo, standard full-length, front view, left shoulder forward;

(w) Statement authorizing the CMC to obtain your personnel records from the appropriate Records Branch;

(x) An endorsement from the SMCR Unit stating there is a billet vacancy;

(y) Conditional release and;

(z) Telephone number (day time).

h. Processing Applicants. The applicant should send application (original and one copy) for transfer to the CMC (MRRO-3), via the SMCR Unit, with an available billet, and via the chain of command. Requests from Marine Corps activities for a specific officer must be sent by letter to the CMC (MRRO-3), via the chain of command. Requests from a Marine Corps activity must be justified, showing the transfer is in the best interest of the Marine Corps Reserve, and must include a statement signed by the officer concerned, consenting to the transfer.

3010. APPOINTMENT OF ARMY AND AIR FORCE ROTC CADETS

1. Cadets in the Army and Air Force ROTC programs may apply for admission into a Marine Corps commissioning program. Cadets will normally be considered for

appointment in the Marine Corps Reserve through the OCC Program. Those who are exceptionally qualified (distinguished military student or graduate) or have prior service in the Marine Corps may be considered for appointment in the Regular Marine Corps. In either case sucessful completion of OCS is a precommission reauirement and it will not be waived.

a. Be a U.S. citizen.

b. Abide by the regulations of the parent service.

c. Obtain a conditional release from any parent service obligation.

2. Applications should be forwarded to the CMC (MRRO-6) via the appropriate military chain of command. The following information must be included.

a. Pull name of applicant.

b. SSN.

c. Certified copy of birth certificate.

d. Transcript(s) of all college grades and credits.

e. Qualifying SAT/ACT or ASVAB (EL) score.

f. Current Standard Form 88, Report of Medical Examination (in duplicate).

g. Current standard Form 93, Report of Medical History (in duplicate).

h. Certified copies of all contracts with the parent service (Army or Air Force).

i. Recent photograph, full-length, in uniform, uncovered, left shoulder forward.

j. Certified evaluation(s) of any active duty for training.

k. Brief statement of reasons for requesting appointment in the Marine Corps.

l. Evidence of satisfactory completion of a National Agency Check.

m. Evidence of conditional release for appointment in the U.S. Marine Corps as authorized by competent authority. Conditional releases should allow a minimum of 90 days for processing at Headquarters, U.S. Marine Corps. It should be noted failure to complete Officer Candidates School and/or accept an appointment will result in the applicant's being returned to his previous service.

3. In addition, the applicant must be interviewed by two active duty Marine officers and be administered the physical fitness test (PFT). The reports of interviews to include a specific recommendation and the PFT scores attained will be forwarded directly to the Commandant of the Marine Corps (MRRO-6).

4. Selectees upon acceptance are ordered to report to Officer Candidates School, Marine Corps Development and Education Command, Quantico, Virginia, as officer candidates. Upon successful completion of OCS, selectees will be offered commissions in the U.S. Marine Corps Reserve. No guarantees as to military occupational fields will be made prior to appointment.

3011. ASSIGNMENT TO AVIATION TRAINING FOR MARINE CORPS MIDSHIPMEN FROM THE U.S. NAVAL ACADEMY AND NROTC UNITS

1. Male midshipmen of the U.S. Naval Academy or NROTC who are Marine-options, may request student naval aviator (SNA) or student naval flight officer (SNFO) (Naval Academy only) training prior to commissioning. Requests will be submitted to the Commandant of the Marine Corps (MRRO-6) via the appropriate Marine officer; i.e., the Marine Corps Representative, U.S. Naval Academy or the Marine Officer Instructor. Requests for aviation training must include:

a. Results of AQT/FAR to include place of administration, date of administration, and serial number of answer sheet.

(1) Minimum acceptable score for SNA: AQT/FAR 3/5 (4/6 for NROTC midshipmen)

(2) Minimum acceptable score for SNFO: AQT/FAR 3/5

b. Three copies of SF 88, Report of Medical Examination and two copies of SF 93, Report of Medical History reflecting the results of a current flight physival.

c. An appropriate service agreement as follows (in duplicate);

(1) Student Naval Aviator Training Agreement (Regular Officer)

In connection with my request for assignment to aviation training in the Naval Aviator Program, I agree not to tender my resignation for 54 months from the date of designation as a naval aviator and understand that any resignation submitted prior to completion of that minimum period will normally be rejected.

I further agree, in the event I am separated from flight training as a result of my own request or by reason of academic failure, to an extension of active service equal to the time spent in flight training, to be added to any period of obligated service incurred prior to assignment to aviation training.

_____ _____

Signature of Witnessing Officer Signature of Applicant

_____

Date

(2) Student Naval Aviator Training Agreement (Reserve Officer)

In connection with my request for assignment to aviation training in the Naval Aviator Program, I agree to serve on EAD for 54 months from the date of designation as a naval aviator and understand that a request for release from active duty prior to completion of that minimum period will normally be rejected.

I further agree, in the event I am separated from flight training as a result of my own request or by reason of academic failure, to an extension of active service equal to the time spent in flight training, to be added to any period of obligated service incurred prior to assignment to aviation training.

_____ _____

Signature of Witnessing Officer Signature of Applicant

_____

Date

(3) Student Naval Flight Officer Training Agreement (Regular Officer)

In connection with my request for assignment to aviation training in the Naval Flight Officer Program, I agree not to tender my resignation for 54 months from the date of designation as a naval flight officer and understand that a request for release from active duty prior to completion of that minimum period will normally be rejected.

I further agree, in the event I am separated from naval flight officer training as a result of my own request or by reason of academic failure, to an extension of active service equal to the time spent in aviation training, to be added to any period of obligated service incurred prior to assignment to aviation training.

_____ _____
Signature of Witnessing Officer Signature of Applicant

_____
Date

2. Requests must be forwarded prior to, or with, requests for appointment. Endorsement(s) will include a specific recommendation for approval or disapproval and any other appropriate amplifying information.

3. Applicants will be advised of the final determination in each case by letter from the CMC.

4. Assignment

a. Assignment to aviation training will be made upon successful completion of The Basic School contingent upon achievement of the grading areas of leadership, academics, and military skills.

b. Approved applicants will be assigned MOS 7599 (Student Naval Aviator) or 7580 (Student Naval Flight Officer), as appropriate, upon commissioning.

Applicant: _____ NROTC ProcStat _____

(Note: Application files are to be arranged with the following documents on the right side of the package with this check-off list on top. Do not send us original birth certificates. File any additional material or documents on the left side of the package.)

- NROTC 4-year scholarship application (DD Form 1893(OS) 1 Mar 75)
- Full length photo (front view, left shoulder forward, to include height/weight). Indicate results of PFT on this page as shown in figure 3-7.
- Copy of Secondary School Record
- Copy of College Transcript (if applicable)
- Reference Questionnaires (3) (NAVCRUIT 1131/8 (8-79) (OS)
- Interview Appraisal Sheets (2) (NAVCRUIT 1100/13 (3-81) S/N 0114-LF-110-0065)
- Certified True Copy of Birth Certificate
- Change of Name Statement (if applicable)
- Evidence of Citizenship (if applicable)
- Police Record Check (if applicable)
- Report of Enlistment, Transfer, or Discharge (if applicable)
- Drug Statement (NAVCRUIT 1131/5 (8-79)
- Marine-Option Profile Sheet (figure 3-13)
- Parent Physical Testing Approval Form (figure 3-5)
- Physician Physical Testing Approval Form (figure 3-6)

If applicant is at present a Marine Corps JROTC student or a member of the Armed Forces, we require comments from the applicant's Senior Marine Instructor or Commanding Officer. (Comments may be accepted by telephone, to include name and grade of individual giving comments. For enlisted Marines, include certified true copies of pages 3, 12, and 23 (or Record of Service page) from the SRB.)

Figure 3-1.--NROTC Application File Check-Off List.

1. Districts designate NROTC processing stations which serve as local NROTC scholarship information, interview, and administration units. Use the following guidelines in administration of the scholarship program:

a. Monitor all A rosters to identify applicants and to ensure that pertinent information is correct as listed and applicants are from your area of responsibility.

b. Monitor all F rosters and the gummed labels which will accompany them to identify new finalists.

c. Notify the CMC (MRRO-6) of any changes required to either A or F rosters.

d. Advise all applicants of their status. Encourage applicants to take either the SAT or ACT and release their scores to the NROTC Scholarship Program (Code 0656).

e. Advise all finalists of their finalist status. No other notification will be made by us or the processing contractor.

f. Provide all finalists with an Applicant Forms Booklet and instructions on its completion.

g. Arrange for interviews and processing appointments with the finalist.

h. Administer the Marine Corps PFT to all finalists or arrange for it to be administered at their school.

i. Compile all necessary documents and information and submit the completed package to the CMC (MRRO-6) <u>within 30 days of declaration as a finalist</u>. All completed books will be sent immediately in order to prevent having a large number of books at the closing date.

j. Coordinate the transfer of Marine-option applicants to the Navy and Navy-option applicants to the USMC, as required (figure 3-6).

k. Coordinate deletion of applicants requesting to be dropped through the CMC (MRRO-6) (figure 3-6).

l. Ensure receipt of scholarship awards folders and arrange for presentations to selectees.

2. <u>Special Processing Instruction</u>. Do not submit original birth certificates or evidence of citizenship (copies only).

3. Ensure a letter of transmittal accompanies all submissions. Include name of applicant and return address of NROTC processing station on the reverse side to ensure return.

Figure 3-2.--NROTC Processing Station Responsibilities

(NROTC PROCESSING STATION HEADING)

_____
Date

Dear Applicant:

Congratulations. The college board test scores you released to the NROTC Scholarship Program have qualified you as a finalist in the competition.

At the time you made application for the NROTC program, you indicated you desired to complete your formal application in the city in which we are located. Accordingly, you are requested to report to _____ on _____ for interviews and completion of the NROTC application package. If this date and time conflicts with your schedule, advise us so a mutually acceptable date may be arranged.

In the future, the Department of Defense Medical Examination Review Board (DoDMERB) in Colorado Springs, Colorado, will advise you by letter of the time and place to report for your physical examination. If you have recently taken an examination scheduled by DoDMERB for another officer program, you will not be reexamined since your examination report is on file.

It is absolutely essential that you make every effort to report for your physical examination as scheduled or ask DoDMERB to reschedule a more convenient time. If you fail to appear for your examination and do not contact DoDMERB, you will not be rescheduled for a physical examination, and they will assume you are no longer interested in applying for a scholarship.

All travel expenses incident to reporting in compliance with this letter, as well as any hotel and living expenses, must be borne by you. Every effort will be made to complete your processing including personal interviews in 1 day. Nevertheless, you should be prepared to remain overnight, if necessary.

Please complete the forms contained in the enclosed booklet under the instructions. Bring this booklet plus the other documents which you are required to submit, when you report for processing.

If at the time you receive this letter you desire to be processed at another recruiting station nearer to your present address, please return this letter promptly with your request to be rescheduled at another recruiting station for processing. A list of the processing stations is contained in the NROTC bulletin. We appreciate your interest in the Navy-Marine Corps NROTC Scholarship Program. Good luck in the forthcoming competition.

Sincerely,

Figure 3-3.--Sample Finalist Notification Letter.

(NROTC PROCESSING STATION HEADING)

_____
Date

From: (Applicant's Name and SSN)
To: Commandant of the Marine Corps (MRRO-6)

Subj: Request for Withdrawal from Consideration as a Marine-Option (DOR/Transfer to Navy)

1. I request my NROTC Processing Station be changed to _____*/

2. I request my application be withdrawn from further consideration for a Marine-option scholarship for the following reason(s):

_____
Signature of Applicant

_____
Typed Name of Applicant

*Enter appropriate code

Figure 3-4.--Request for Withdrawal from Consideration as a Marine-Option.

1. I understand _____* is applying for the Marine -option portion of the NROTC Scholarship Program. I further understand that in order to qualify for consideration for a Marine-option NROTC Scholarship, my son/daughter is required to take the Marine Corps PFT, consisting of: (enter appropriate male/female PFT events)

_____

2. To the best of my knowledge, I certify_____* is in good health and has my permission to take the above listed events of the Marine Corps PFT.

_____
(Parent's Signature)

_____
Date

*Enter full name of applicant.

Figure 3-5.--NROTC Marine-Option Scholarship Application Parent Physical Testing Approval Form.

1. I understand _____* is applying for the Marine-option portion of the NROTC Scholarship Program. I further understand that in order to qualify for consideration for a Marine-option NROTC Scholarship, the applicant is required to take the Marine Corps PFT, consisting of: (enter appropriate male/female PFT events) _____

2. I certify _____* is in good health and physically able to perform the above listed events.

_____
(Physician's signature)

_____
Date

*Enter full name of applicant.

Figure 3-6.--NROTC Marine-Option Scholarship Application Physician Physical Testing Approval Form.

PHOTO (FRONT VIEW, LEFT SHOULDER FORWARD) DATE PHOTO TAKEN _____

PFT (TEST DATE)	NUMBER/TIME	SCORE
Pullups/Flex Arm Hang	_____	_____
Situps	_____	_____
Run	_____	_____
Total Score		_____

Height _____ inches

Weight _____ pounds

Corrective lenses used: Yes ___ No ___

Name of Applicant _____

SSN _____ NROTC Processing Station _____

Figure 3-7.--Photograph Page.

I. Objective. Within a short period of time, the interviewer is expected to assess:

1. Applicant's personality.

2. Motivation toward the NROTC program.

3. Motivation toward the Marine Corps.

4. Potential as a Marine Corps officer.

5. Physical status.

6. Ability to meet minimum NROTC physical requirements.

7. Present status of application papers.

II. Guidelines

1. The interviewer should keep in mind the NROTC scholarship applicant is often a younger individual (high school student) than the interviewer might normally interview. Goals, aspirations and outlook may not be as well identified, thought out, or developed as a college student or graduate.

2. Review applicant's jacket briefly before the meeting but do not hesitate to ask for information.

3. Introduce yourself. Be friendly and try to put the applicant at ease.

4. Using the interview sheet as a guide, observe and evaluate the following:

a. Physical appearance.

b. Handshake.

c. Eye contact.

d. Signs of unusual nervousness (excessive perspiration, chewed fingernails).

e. Ability to control nervousness and appear calm.

f. Clothing.

g. Mannerisms.

h. Voice tone and control.

i. Posture.

j. Attitude (submissive, cocky, arrogant, cooperative, flip).

Note: The interviewer should not mark the form in the applicant's presence but complete it immediately after the applicant leaves.

III. The Interview

1. Start the interview with questions the applicant is sure to be familiar with: i.e., family, school, sports, etc. Remember the objective is for the applicant to talk, not the interviewer. Progress to more searching questions requiring opinion

Figure 3-8.--The Marine-option NROTC Scholarship Finalist Interview Guide.

and some thoughtful responses. The following topics should both elicit responses and provide needed information (we do not anticipate all topics can be completed).

a. Family.

b. Work experience.

c. Extracurricular activities:

Sports, clubs, student government, positions held, hobbies and recreation, reading interests.

d. High school performance:

Grades, class standing, SAT/ACT, curriculum and major interest, effort required for grades.

e. Current events interest.

2. How did the applicant become interested in ROTC? Why USMC? What other scholarship program/service academies has the applicant applied for?

3. Does the applicant have any Marine Corps acquaintances or family associations?

4. How important is the scholarship in regards to attending college? What are their plans if not selected for a scholarship? Have they considered the NROTC College Program? What about a military enlistment? Note: Financial need is a bonafide reason for application, as this is one of the main advertising and selling points of the program.

5. What does the applicant know about Marine Corps life? Officer, enlisted, mission, etc. Women applicants should be aware that nursing is not an option available to them.

6. What career interest does the applicant have? Anticipated length of service? Air/ground MOS?

7. Introduce the subject of drug abuse - watch reaction and willingness to discuss.

8. What is the applicant's college plans? Major or field of interest? Is this supported by high school work and grades?

IV. <u>Special Instructions for the Interview of Enlisted Marines</u>

1. An enlisted Marine requires a statement from the commanding officer regarding performance of duty and general potential as a Marine Corps officer. We recommend the interviews be conducted by two officers other than the Marine's commanding officer.

2. The interview itself should concentrate on the motivation towards the Marine Corps, the potential as Marine officers, the career nature of the program, and the status of the college application and physical examination.

3. All applications from enlisted Marines will include current duty station and rotation tour date in order to expedite the mailing of necessary correspondence.

Figure 3-8.--The Marine-option NROTC Scholarship Finalist Interview Guide--Continued.

1. Advantages in Selecting the Scholarship Program

a. Monetary. One of the majors appeals and selling points of the scholarship program is the financial assistance provided to students to help defray the cost of a college education. For middle and lower income families, the financial burden becomes a major factor in whether a son or daughter attends the college of their choice or even attends college at all. More often than not, the parent is more aware of, and more receptive to discussion of, the monetary aspect.

(1) Tuition. The NROTC scholarship pays all tuition costs for 40 months of undergraduate college work at any of the colleges or universities participating in the Program. Naturally, the value of the scholarship will vary with the tuition charged by various schools, depending on whether they are state or private schools, and whether, the student is a resident or out-of-state attendee.

(2) Books. The cost of college textbooks is also a significant factor. NROTC scholarship students are provided all required textbooks, on a loan basis, by the NROTC, unit to which they belong.

(3) Fees. Supplementary college fees, such as lab fees, registration fees, student association fees, diploma and graduation costs, are covered by the scholarship.

(4) Stipend. The student will receive $100 a month in the form of a nontaxable subsistence allowance. While this allowance may not completely defray the cost of room and board or other expenses, it will provide significant assistance in this area. The allowance is paid during the normal school year of 40 months.

(5) Uniforms. All required uniforms for drill and naval science classes are provided.

(6) Summer Cruise Active Duty Pay. Midshipmen attend summer training cruises or training periods during the summers following their freshman, sophomore, and junior years. While participating in summer training, they are paid one-half of the base pay of a second lieutenant (or ensign) for the length of the training period.

Note: As mentioned, tuition and other expenses vary from school to school. An average cash value of $50,000 has been determined for the NROTC Navy-Marine Corps Scholarship.

b. Military Career. There are a number of advantages to be gained through participation in the NROTC Program for those students interested in a military career.

(1) Regular Commission. The most important advantage gained through successful completion of the NROTC scholarship Program is the Regular commission as a second lieutenant in the Marine Corps. This is an obvious advantage for the individual desiring a military career.

(2) Precommissioning Exposure. Participation in the NROTC Scholarship Program, which includes three summers of active duty experience, provides the NROTC graduate with the most extensive precommissioning preparation available. (USNA midshipmen do not attend Marine Corps OCS training although some Marine orientation is provided.) On the average, NROTC graduates are better prepared both mentally and physically, for the course of study at The Basic School, which follows college graduation. Due to the extensive orientation opportunities and courses of study which are part of the NROTC Program, NROTC midshipmen receive valuable early exposure to the various aspects of military life.

(3) Aviation Guarantee. NROTC male midshipmen who are interested in becoming aviators may receive guaranteed assignment to aviation training, pending available quotas. If physically qualified and aeronautically adept, midshipmen with aviation guarantees will attend flight training at Pensacola following successful completion of The Basic School.

Figure 3-9.--The NROTC Navy-Marine Corps Scholarship Program.

c. General. There are a number of other advantages to the scholarship program which provide added incentive for potential applicants.

(1) Choice of College. Applicants for the scholarship program may indicate a preference of up to six schools from the list of participating colleges and universities. The colleges which participate in the NROTC Program represent some of the finest and most popular institutions, both state and private, in the country.

(2) Travel. Through an orientation visit program and summer training activities, the midshipman has a number of opportunities for travel. A limited number of students are assigned to Navy ships cruising the Mediterranean or Far East during summer training, and the opportunity also exists to participate in an exchange program with other nations.

2. Explanation of the Scholarship Program and NROTC. While a parent is more often interested in the monetary aspects of the scholarship program, a potential applicant wants to know what they are getting into and what they can expect.

a. The NROTC Environment. While the NROTC environment varies from school to school depending on the campus environment and other factors, there are certain basic requirements and elements of the program which are common to each NROTC unit.

(1) Midshipmen will enroll in naval science courses and participate in at least one drill period a week as a basic requirement. Each unit generally has a number of extracurricular functions, activities, and projects available to its members on a voluntary basis. These include special drill teams, rifle and pistol teams, clubs and social functions, as well as trips and orientation visits to military bases and units.

(2) During their first two summer training periods, the midshipmen will be assigned either aboard ship or to naval installations and will perform in a variety of assignments and undergo individual and group training. Such wide ranging assignments are designed to enhance their knowledge of how the military works and to improve their understanding of the Navy and Marine Corps team.

(3) Beginning with their second class or junior year, the Marine-option midshipmen will enter Marine-oriented environment which is unique in its activities and responsibilities. They will attend specialized precommissioning Marine Corps training at Quantico, Virginia, the summer before their senior year. More importantly, they will further their development and appreciation of what it means to be a Marine. They will receive Marine-oriented classroom training and will be assigned to positions of responsibility within the midshipman battalion. Upon commissioning, they will be assigned to The Basic School at Quantico, Virginia.

b. Obligation

(1) Upon acceptance of the scholarship and swearing in as a midshipman, participants are expected to complete all naval science requirements to graduate with a baccalaureate degree within a specified period of time, and to accept a commission in either the Navy or Marine Corps.

(2) Upon graduation and acceptance of a commission, they will be obligated to perform a minimum of 4 years active duty.

(3) Should they break their NROTC agreement prior to graduation and commissioning for reasons other than those beyond their control, they may be called to active duty in an enlisted status for not more than 4 years.

Figure 3-9.--The NROTC Navy-Marine Corps Scholarship Program--Continued.

CODE	COLLEGE NAME
86	Arizona (University of)
01	Auburn University
85	Boston University
03	California (University of, Berkeley)
04	California (University of, Los Angeles)
	Carnegie-Mellon University
56	The Citadel
05	Colorado (University of)
07	Cornell University
09	Duke University
64	Florida A&M University
60	Florida (University of)
87	George Washington University
10	Georgia Institute of Technology
81	Hampton Institute
12	Holy Cross (College of the)
13	Idaho (University of)
14	Illinois Institute of Technology
15	Illinois (University of)
16	Iowa State University
57	Jacksonville University
17	Kansas (University of)
70	Maine Maritime Academy
19	Marquette University
53	Massachusetts Institute of Technology
88	Memphis State University
20	Miami University (Ohio)
21	Michigan (University of)
22	Minnesota (University of)
23	Mississippi (University of)
24	Missouri (University of)
	Morehouse (AUC)
25	Nebraska (University of)
26	New Mexico (University of)
66	New York (State university of, Maritime College)
81	Norfolk State University
27	North Carolina (University of)/NC State
28	Northwestern University
89	Norwich University
30	Ohio State University
31	Oklahoma (University of)
81	Old Dominion University
32	Oregon State University
33	Pennsylvania State University
34	Pennsylvania (University of)
55	Prairie View A&M University
36	Purdue University
37	Rensselaer Polytechnic Institute
38	Rice University
39	Rochester (University of)
82	San Diego State University
82	San Diego (University of)
58	Savannah State College
40	South Carolina (University of)
41	Southern California (University of)
59	Southern university and A&M College
61	Texas A&M University
43	Texas (University of)
67	Texas Tech University
45	Tulane University
46	Utah (University of)
47	Vanderbilt University

Figure 3-10.--NROTC College Codes.

48	Villanova University
84	Virginia Polytechnic Institute
49	Virginia (University of)
50	Washington (University of)
51	Wisconsin (University of)

Figure 3-10.--NROTC College Codes--Continued.

_____ has been selected by the Commandant of the Marine Corps as a recipient of the Marine Corps-option NROTC scholarship at one of the NROTC units throughout the country. During November (or February, as appropriate), _____ competed with high school students from all across the country and was one of the those found to be the most qualified for this award. When _____ _____ enters college this fall as a Marine-option midshipman, the scholarship, valued at more than $50,000 will pay the cost of tuition, books, and other educational fees. In addition, they will receive uniforms and $100 a month. Upon completion of the naval science requirements, and graduation from college, _____ _____ will be commissioned a second lieutenant in the United States Marine Corps.

_____, the Commandant of the Marine Corps extends his personal congratulations and best wishes upon entering college this fall.

NOTE: The blanks above are provided for the recipient’s name.

Figure 3-11.--Suggested Remarks for the Presentation of the Scholarship Award.

American College Test - The ACT is given throughout the year but October is tbe last testing date for an applicant to be tested in order to release their scores and be declared a finalist.

Applicant - Any individual who sends the completed NROTC Navy-Marine Corps scholarship application form with the Marine-option checked is considered as an applicant.

Chief of Naval Education and Training (CNET) - CNET handles the placement and assignment of all scholarship recipients to NROTC colleges and universities. They are the overall NROTC Program manager.

Completed Finalist Application - A completed finalist application is an Applicant Forms Booklet which has been completed, and received by the CMC (MRRO-6).

Department of Defense Medical Examination Review Board (DoDMERB) - As applicants become finalists, they are scheduled for a physical examination by DoDMERB. Once the physical has been reviewed they are considered to be qualified, not physically qualified, or in a remedial status. Those who are not physically qualified and on remedial, receive letters explaining their deficiency. All inquiries about the physical status should be directed to DoDMERB, telephone, commercial (Area Code 303) 472-3562, AUTOVON 259-3562.

Finalist - Any applicant who has their SAT/ACT test scores released to the NROTC Scholarship Program (Code 0656) and has a qualifying score on either of the tests is considered a finalist.

Scholastic Aptitude Test - The SAT is given throughout the year but November is the last testing date for an applicant to be tested in order to release their scores and be declared a finalist.

Scholarship Selectee - A finalist will be considered a selectee if the Scholarship Selection Board selects the finalist for a scholarship.

Figure 3-12.--Glossary of Terms Used with the NROTC Program.

1. Block(s)	Information	Explanation
2-10	SSN	Insert SSN in the nine blocks provided.
11-28	Name	Insert last name, first name, middle initial, skipping a block between each.
29-32	Rank in Class	Insert the finalist's class standing.
33-36	Class Size	Insert the total number in the class.
37-38	High School Rating (HSR)	Leave blank if class rank and class size is available. If not available, insert two digit number per MPPM, volume 3, figure 3-13.
39	Sex	Insert 1 for male, 2 for female.
40	Interview #1	Insert the higher(est) of the two (or three) numerical ratings of "Potential as a Career Naval Officer" block from the Interviewer's Appraisal Sheet.
41-42	N/A	N/A
43-54	Finalist's Choice of Colleges	Insert minimum of one and a maximum of six choices per, MPPM, volume 3, figure 3-10. If the applicant desires to make only three choices, blocks #4, #5, and #6 should be left blank.
55-67	Profile Information	(#1 through #13). See profile information instructions on lower half of profile sheet.

(Note: If the answers to questions #3 and #6 are "NO," which would be indicated by inserting the numeral "2" in those blocks, then blocks #4 and #7 should be left blank.)

Figure 3-13.--Instructions for Completion of the Marine Corps-Option Profile Sheet.

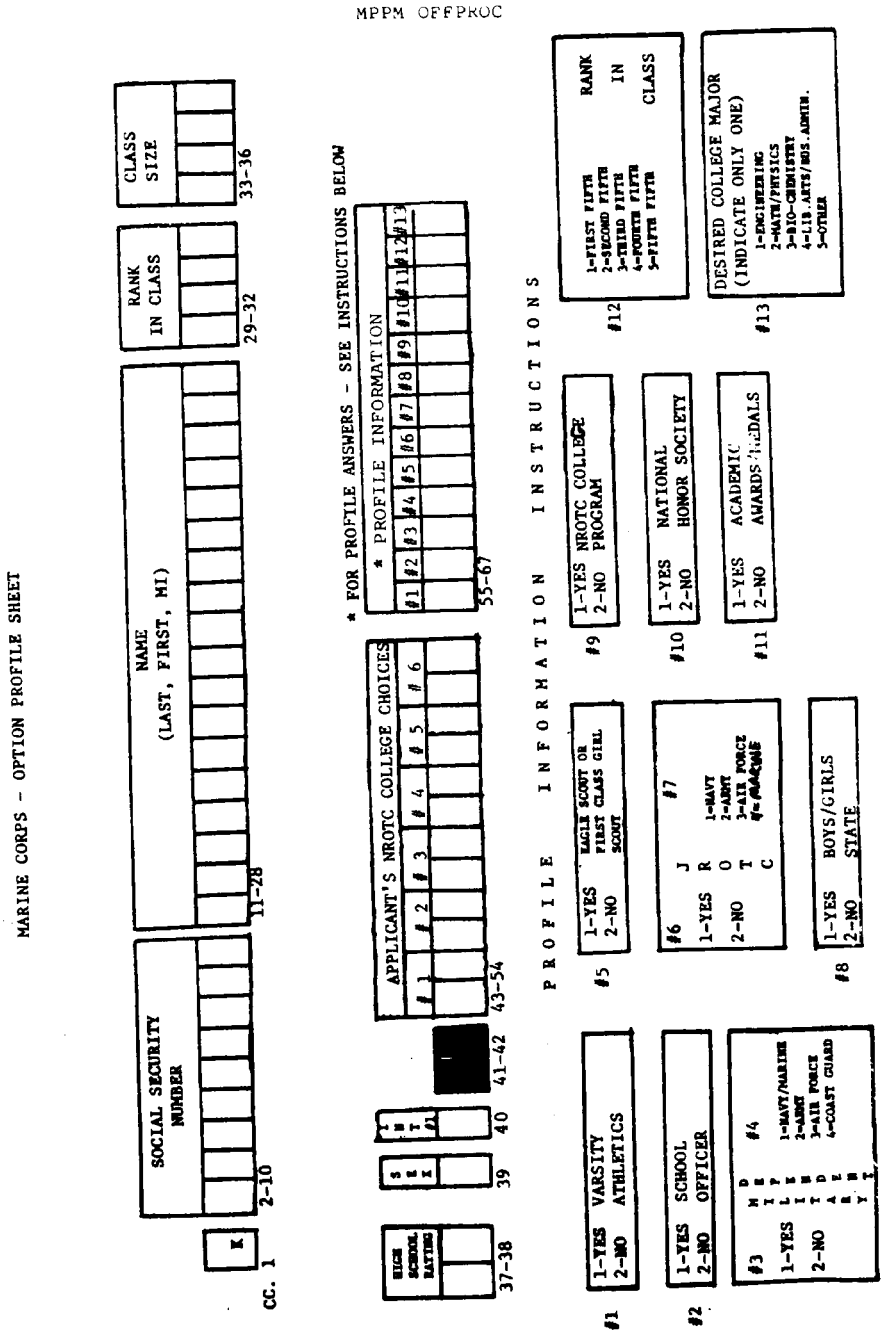

Figure 3-13.--Instructions for Completion of the Marine Corps-Option Profile Sheet--Continued.

The self reported high school rank in class indicated as a percent to the nearest higher whole number. For example, a self reported rank of 7 in a class of 95 would be reported as 08. If no class rank is indicated on the application but the grade point average is reported, the following conversion scale is to be used:

4.0	=	1
3.7 - 3.99	=	3
3.4 - 3.69	=	5
3.2 - 3.39	=	11
2.9 - 3.19	=	19
2.6 - 2.89	=	30
2.2 - 2.59	=	44
1.9 - 2.19	=	58
1.6 - 1.89	=	74
1.2 - 1.59	=	90
1.19 and below	=	99

Figure 3-14.--NROTC Grade Point Average Conversion Scale.