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From: Commandant of the Marine Corps
To: Distribution List

Subj: RESERVE OFFICER COMMISSIONING PROGRAMS (SHORT TITLE: ROCP)

Ref: (a) White Letter No. 06-06, 20 October 2006
(b) MCO 1001R.1L
(c) MCRCO 1100.2
(d) MCO 1001.59A
(e) MCO P1070.12K
(f) SECNAV M-5210.1
(g) SECNAVINST 5211.5E
(h) DoDPM (NOTAL) (PAY) Lump Sum Leave (LSL)
(i) MCO 7220.24N
(j) 10 U.S.C. 12205

Encl: (1) Reserve Officer Commissioning Programs Policy Manual

1. Situation

a. This Order establishes policies and procedures for the Reserve Officer Commissioning Programs (ROCP). It sets forth the requirements and regulations whereby qualified civilians and enlisted members of Marine Corps active and reserve components may apply for appointment as an unrestricted commissioned officer in the Selected Marine Corps Reserve (SMCR).

b. Historically, the SMCR has struggled to sufficiently staff company grade billets; specifically lieutenant billets. Previously, the SMCR has relied almost exclusively on prior Active Component (AC) officers leaving the AC after their initial commitment. When AC career designation opportunities increased to nearly 100 percent, the pool of AC company grade officers seeking Reserve Component (RC) opportunities fell drastically. In 2006, SMCR infantry company grade officer staffing reached a low of 13 percent. To address these shortfalls, the Commandant of the Marine Corps (CMC) directed the creation of the ROCP.

c. This Order incorporates previously released guidance from various Marine Corps administrative instructions. No previous Marine Corps Order (MCO) exists.

2. Mission. The mission of the ROCP is to serve as the primary source of SMCR second lieutenant accessions in order to staff SMCR units according to current manning requirements.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Corps must establish manpower manning requirements to optimize employment of the RC as an operational and

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strategic force provider. The intent of the ROCP is to ensure the RC meets company grade officer staffing requirements so that it may sustain a force that is ready, relevant, and responsive.

(2) Concept of Operations. As noted in reference (a), the ROCP consists of three programs: Officer Candidates Class-Reserve (OCC-R), the Reserve Enlisted Commissioning Program (RECP), and the Meritorious Commissioning Program Reserve (MCP-R). With minor variations, the requirements for these reserve officer accession programs will mirror their equivalents in the AC.

(a) Program descriptions

1. The OCC-R program is open to applicants who are seniors at, or graduates of, an accredited college, university, or law school who seek a commission as an unrestricted officer in the RC.

2. RECP affords qualified active and reserve enlisted Marines who are graduates of an accredited college, university, or law school, the opportunity to attain a commission as an unrestricted officer in the RC.

3. MCP-R affords qualified AC and RC enlisted Marines who have completed a minimum of 75 credit hours of post-secondary education from an accredited college, university, or law school, or who have an associate's degree, an opportunity to attain a commission as an unrestricted officer in the RC.

(b) A candidate who has completed the Platoon Leaders Course (PLC) may request a commission as an unrestricted officer in the RC instead of the AC prior to commissioning.

(c) Selected applicants will be assigned to Officer Candidates School (OCS) at Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. Upon completion of the prescribed training and approval by the Secretary of Defense, graduates of OCS are appointed to the rank of second lieutenant and assigned to duty under instruction at The Basic School (TBS).

(d) At the time of commissioning, per reference (b), officers participating in these commissioning programs will incur a new eight-year Mandatory Service Obligation (MSO). Prior enlisted service does not count towards this MSO. Each individual officer's service agreement will establish his/her service obligation in the Ready Reserve, to include required service in the SMCR and any additional service in the Active Reserve (AR), as an Individual Mobilization Augmentee (IMA) or in the Individual Ready Reserve (IRR).

(e) In order to meet the staffing requirements of the SMCR, applicants will be provided a service agreement in which they are either assigned an SMCR unit within a restricted geographical preference, or they may waive the geographical preference of the service agreement. Assignments will be based on the needs of the Marine Corps. Military Occupational Specialties (MOS) are assigned by the Commanding Officer, The Basic School based upon the needs of the SMCR. SMCR unit assignments are made by Reserve Affairs (RA).

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). DC M&RA is responsible for overall program coordination.

(a) Maintain oversight of SMCR junior officer requirements and priorities.

(b) Provide annual commissioning requirements to Marine Corps Recruiting Command (MCRC).

(c) In coordination with Commander, Marine Forces Reserve (COMMARFORRES), review operational requirements and priorities on a quarterly basis to ensure appropriate assignment of MOS and SMCR units.

(d) Reclassify MOS or unit assignment as required due to MOS school failure, injury/rehabilitation, or change in SMCR unit staffing requirements.

(e) Manage deviations from the standard training track and adjudicate on a case-by-case basis. Marines who experience gaps in training between TBS and MOS school may be assigned interim on-the-job training (OJT) if feasible.

(f) Develop and approve incentives for critical skills and unit assignments as appropriate.

(g) Coordinate with, and submit budget requirements to Deputy Commandant for Programs and Resources (DC P&R).

(h) Modify contracts to reflect any additional training time necessary due to school failure or injury/rehabilitation as appropriate.

(i) Coordinate with Training and Education Command (TECOM) to make appropriate MOS school seat assignments based upon the Billet Identification Code (BIC) the Marine will fill as an officer.

(j) Solicit newly commissioned lieutenants for voluntary acceptance of up to 12 months Active Duty Operational Support (ADOS), depending on funding availability.

(2) Commanding General, Marine Corps Recruiting Command (CG MCRC)

(a) Attain recruiting goals as assigned by DC M&RA.

(b) Convene formal selection boards for all RECP and MCP-R applicants.

(c) Publish RECP and MCP-R selection board announcements and board results via Marine Administrative (MARADMIN) message.

(d) Inform all OCC-R applicants of their selection status via letter. Provide copies of all letters to the appropriate Officer Selection Officer (OSO).

(e) Issue orders for OCC-R candidates attending OCS.

(f) Coordinate with Reserve Affairs (RA) to offer ROCP candidates a service contract with or without geographic constraints that best serves the needs of the Marine Corps. MCRC will receive annual updates from RA regarding RC requirements to guide the development of recruiting priorities and district allocation that are based upon major geographic areas.

(g) Provide quarterly recruiting updates to RA on the status of the ROCP mission.

(h) Maintain responsibility for the active procurement of applicants to the ROCP and ensure implementation is consistent with reference (c).

(3) Commander, Marine Forces Reserve (COMMARFORRES)

(a) SMCR units will assist MCP-R and RECP applicants in preparing their packages and provide a unit commander endorsement as appropriate. Additionally, the SMCR unit will ensure that the applicant has sufficient obligated service to meet the minimum program requirements to which applied.

(b) Upon receipt of the CMC letter directing the transfer of a member, commanding officers of SMCR units, Operational Sponsors (OpSponsors) of Individual Mobilization Augmentees, or Director, Marine Corps Individual Reserve Support Activity (MCIRSA) for Individual Ready Reserve (IRR) Marines will transfer the individual to the Reserve Officer Candidate Accounting Unit, Officer Candidates School, MCCDC, Quantico, Virginia.

(c) Commanding Officers, OpSponsors, or Director, MCIRSA will advise the CG, MCRC of an applicant's decision to withdraw from the program by message, followed by the applicant's signed and witnessed statement.

(d) Process AR and AC Marines who are selected for the RECP or MCP-R programs into the IRR prior to assignment to active duty for training at OCS.

(e) Assist IRR Marines applying for MCP-R and RECP in the preparation of his/her package as appropriate, and provide an appropriate unit commander endorsement. IRR Marines are directed to submit applications via the Director, MCIRSA and the Commanding General, Force Headquarters Group.

(f) Issue orders for MCP-R and RECP candidates attending OCS.

(4) Commanding General, Training and Education Command (CG, TECOM)

(a) OCS.

1. Provide school seat availability for selected candidates to MCRC. Upon the candidates successful commissioning as second lieutenants, OCS will coordinate with RA in order to provide orders to TBS in the Marine Reserve Order Writing System (MROWS).

2. Upon completion of an Officer Candidates Class, ensure the proper education code is entered into the Unit Diary/Marine Integrated Personnel System for Marines commissioned under the MCP-R program.

3. Establish a new accession record for OCC-R candidates in Marine Corps Total Force System.

4. Use the following source of entry codes for the associated commissioning program: Use "RO" for OCC-R, "RP" for PLC-Reserve contract conversion, "RR" for RECP, and "RM" for MCP-R. The source of entry code "4D" for Civilian College Graduate - Reserve Direct Commissioning Program (DCP) is no longer valid.

(b) TBS.

1. Evaluate Reserve officers throughout the Basic Officers Course to ensure MOS assignment is based upon individual performance and their potential to serve in a particular MOS. Additionally, coordinate with RA to ensure reserve force manpower requirements identified by RA are met. MOS and

SMCR unit assignments will be coordinated with RA, and will not result in a projected excess inventory of officers at a unit by MOS without approval of Director, RA.

2. Upon successful completion of the Basic Officer Course, provide detaching endorsement directing the officer to his/her MOS school for further instruction.

(c) MOS-Producing Schools. Train RC officers in their assigned MOS. Upon graduation, provide orders directing the officers to their SMCR units for duty. When the officers have completed the requirements for their MOS, the school administrative section will ensure that a DD 214, "Certificate of Release or Discharge from Active Duty" and NAVMC 11060, "Separation/Travel Pay Certificate" are completed for each Reserve officer, and that all transition requirements are met.

(5) Total Force Structure Division (TFSD). TFSD is responsible for the development, validation, and management of all force structure in the Marine Corps.

(6) Deputy Commandant for Programs and Resources (DC P&R). DC P&R will, upon receipt of the annual reserve officer accessions plan from M&RA, submit an integrated, balanced, and defensible budget for each future fiscal year in accordance with Program Objective Memorandum (POM) guidance.

4. Administration and Logistics

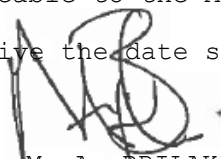
a. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (f) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per reference (g). Any unauthorized review, use, disclosure or distribution is prohibited.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


M. A. BRILAKIS
Deputy Commandant for
Manpower and Reserve Affairs

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Chapter 1

General Information for ROCP

1. Eligibility for all Programs. Applicants for assignment to an Officer Candidate Class (OCC) under the provisions of this Order must meet the eligibility requirements as described by Marine Corps Recruiting Command in reference (c).

2. Service Obligation. Officers participating in Reserve Component (RC) commissioning programs incur an eight-year Military Service Obligation (MSO) at the time of commissioning of which a minimum of four years will be served in the Selected Marine Corps Reserve (SMCR). An additional service obligation may be required with certain MOSs. Each individual's service agreement (NAVMC 11534, "Service Agreement (1100) Officer Candidate Class (Reserve)- Ground") will establish the obligated time. Time spent in training at TBS and MOS school will count toward the MSO. Prior enlisted service does not count towards the MSO (e.g. Return to Active Duty).

3. Assignment

a. Most MOSs are available for assignment via these accession programs excluding legal, public affairs, navigation officer (73xx), and aviation (75xx) career fields.

b. All applicants will be offered a service contract, which contains the choice between restricted or unrestricted geographic preference. SMCR lieutenant with an unrestricted geographic preference service contract, will be assigned an MOS and unit base on the same criteria as an Active Component (AC) lieutenant, the needs of the Marine Corps and TBS performance. Those applicants with little or no flexibility on geographic location, preferences and priorities can be requested during the application process. However, MOS assignment must remain consistent with the lieutenant's proficiency and performance observed at TBS as well as SMCR MOS requirements. Therefore, the final authority on MOS assignments will remain with the Director, RA.

c. For RECP and MCP-R applicants making geographic preference requests, the applicants will identify their geographic preference via the application package. OCC-R applicants will make their request via their respective Officer Selection Officer (OSO). The needs of the Marine Corps are best met by the applicants with an unrestricted geographical preference or those applicants selecting an MOS/unit combination which aligns with RA determined district allocation priorities.

4. Officer Candidates School

a. Applicants accepted into this program will be required to attend Officer Candidates School, a ten-week Officer Candidates Class conducted at the Marine Corps Combat Development Command (MCCDC), Quantico, Virginia.

b. Selected applicants must agree to participate in such training for a minimum period as specified in their current service agreement, unless sooner disenrolled for cause.

c. The Commanding Officer, OCS, is authorized to effect involuntary disenrollment for cause during any phase of officer candidate training.

d. Selectees will be transferred via initial active duty for training orders to the Commanding General, MCCDC, Quantico, Virginia.

e. Candidate Requirements. See reference (c) for information on reporting to OCS, uniform requirements, dental and medical requirements, changes in status, claiming dependents, etc.

5. Appointment to Commissioned Grade

a. Candidates who successfully complete OCS will be appointed to the grade of second lieutenant in the Selected Reserve. All officers so appointed will be further assigned to TBS for commissioned officer training. Upon successful completion of TBS, the Reserve officers will be assigned directly to their assigned follow-on MOS school.

b. Upon completion of MOS school, the new officer will be released from initial active duty for training and report to the SMCR billet that he/she was selected to fill during TBS.

6. Awaiting School. Every effort will be made to limit the amount of time that the Reserve officer spends between schools. In those cases where a significant amount of time between schools is unavoidable, RA may direct the lieutenant to perform (OJT) at a location determined by RA.

7. Active Duty Operational Support (ADOS)

a. The ADOS program provides SMCR personnel of appropriate grades and skills to support augmentation requirements for Active and Reserve forces to accomplish special projects and to meet operational, administrative, and exercise support requirements of short-term duration. The ADOS program is not authorized to improve the potential for augmentation, achieve active duty retirement eligibility, or to create a career status.

b. For officers commissioned through ROCP, active duty experience is critical for their professional development, and reserve officers are highly encouraged to seek out and accept periods of active duty.

c. During times when operational tempo is high and SMCR units are frequently mobilized, many reserve officers will have the opportunity to accept ADOS orders prior to receiving mobilization orders with a deploying unit. Lieutenants can volunteer to deploy with an SMCR unit other than their own if their parent SMCR unit is not scheduled to deploy within three years of the reserve officer completing MOS school.

d. Officers with no opportunities to deploy with their parent command and who do not voluntarily transfer to a deploying SMCR unit may also be permitted to accept voluntary ADOS orders with an AC operational unit for one year at the discretion of COMMARFORRES and dependent on funding availability.

e. See reference (d) for more information on ADOS.

Chapter 2

Officer Candidates Class Reserve (OCC-R)

1. Description

a. OCC-R applicants are qualified civilian college seniors or graduates (or enlisted members of other services) who have a bachelor's degree from an accredited college or university and are accessed into the SMCR via an Officer Selection Officer (OSO). Successful candidates are commissioned as second lieutenants and serve in an SMCR unit upon completion of all required training; OCS, TBS, and an appropriate MOS school.

b. The OCC-R program is an additional category of the overall OCC program as found in reference (c). The requirements will mirror those listed in reference (c) with the exceptions being the component in which the appointment is made and the contracts that are available.

2. OCC-R Eligibility. Candidates must have satisfactorily earned a baccalaureate level degree from a regionally or nationally accredited college or university prior to applying for the program. Refer to The Council for Higher Education (CHEA) website at <http://www.chea.org/Directories/index.asp>.

3. Officer Commissioning Manual. Application procedures, duties of the OSO, notification procedures, and all other requirements and pertinent information associated with the OCC-R program are in accordance with reference (c). Refer to the OCC (Ground) section.

Chapter 3

Reserve Enlisted Commissioning Program (RECP)

1. RECP Description. The RECP affords qualified enlisted active duty or reserve Marines the opportunity to attain an unrestricted officer commission in the SMCR. It replaced the Direct Commissioning Program (DCP) in April 2004.

2. RECP-Specific Eligibility. Applicants for assignment to an officer candidates class (OCC) under the provisions of this Order must meet the following requirements as well as all those listed in reference (c).

a. Must have satisfactorily earned a baccalaureate level degree from a regionally or nationally accredited college or university prior to applying for the program. Refer to The CHEA website at <http://www.chea.org/Directories/index.asp>.

b. Must be at least 20 years of age and less than 30 years of age on date of appointment to commissioned grade. The law requires an applicant to be able to complete 20 years of active commissioned service before his sixty-second birthday. Waivers may be considered by CG, MCRC up to the age of 35 for ground officers.

c. Reserve Component (RC) applicants must have completed 12 months' time in service. AR Marines who apply and are selected will be transferred to the Individual Ready Reserve (IRR) prior to assignment to active duty for training at OCS and will be assigned to a SMCR unit upon completion of all training. Former AR enlisted Marines are not guaranteed accession in the AR program and must be competitively selected by an AR officer accession board upon completion of their SMCR commitment.

d. Active Component (AC) applicants must have completed a minimum of 12 months of active duty service before applying for a reserve commission via RECP. AC applicants must have an expiration of active service (EAS) date within one-year of the OCC for which they wish to attend. Marines may seek a conditional release (DD 368, "Request for Conditional Release") via their AC chain of command if the desired OCC convening date occurs prior to the Marine's EAS.

e. Service Requirements. At the time of application, the applicant must meet the following requirements:

- (1) Hold the rank of corporal or above.
- (2) Have a record of excellent to outstanding service.

3. Application Process

a. Regular announcements are published via MARADMIN to include specifics regarding program eligibility, application instructions, and vacancies.

b. RECP and MCP-R applicants are responsible for the complete and accurate submission of application packages to their chain of command for forwarding to MCRC. Application procedures and requirements are outlined in the announcement MARADMIN and its references.

c. As part of the application process, the individual is required to indicate the city and state of their intended residence at the completion of training. This facilitates the MOS and unit assignment of the individual by Headquarters Marine Corps unless the applicant chooses to waive geographic preference.

d. All applications will be considered by a formal selection board convened at MCRC, by direction of the CMC, to select the best qualified for commissioning.

e. Selection boards convene a maximum of three times per year. An annual selection board schedule will be released via MARADMIN announcing the application deadlines, board convening dates, and training periods.

f. Submit applications (ORIGINAL ONLY) using the sample formats and forms located on the MCRC website at www.mcrc.marines.mil under Officer Programs. Include a current photograph following the guidance in reference (e) regarding promotion photos.

g. Applications must be submitted by the published deadline in the annual MARADMIN message. Submit original applications to:

Commanding General
Marine Corps Recruiting Command (ON/E)
3280 Russell Road
Quantico, VA 22134-5103

h. Individual Mobilization Augmentee (IMA) Marines will submit applications via their appropriate OpSponsor's chain of command.

i. IRR Marines will submit applications via the Director, MCIRSA.

j. Endorsements and Adverse Comments

(1) RC and AC application packages will be endorsed by the applicant's appropriate chain of command, including the first General Officer in the Marine's chain of command.

(2) RC Marines who are members of SMCR units do not require endorsement by the Commander, Marine Forces Reserve (COMMARFORRES) prior to submission to MCRC unless they are a member of MARFORRES staff.

(3) Reference (e) sets forth circumstances by which a Marine is entitled to comment on unfavorable forwarding endorsements on requests for special duty, training, etc. The applicant must be counseled as to the nature and content of the endorsement.

k. Withdrawal of Application

(1) Applicants must submit written notification of withdrawal of the application to the CG, MCRC (ON/E) should they no longer desire consideration.

(2) Candidates in receipt of orders to officer candidate training who desire to withdraw may do so, but only prior to executing their orders. Commanding officers must advise the CG, MCRC (ON/E) of such withdrawal by message, followed by the applicant's signed and witnessed statement.

4. Actions of Commanding Officer

a. Commanding officers (CO) are responsible for exercising close and continuous supervision over these programs while ensuring all eligible enlisted Marines are afforded the opportunity to apply for RECP. MCP-R presupposes a nomination of a highly qualified Marine. Nomination packages should not be forwarded unless the Marine is highly recommended.

b. COs of SMCR units or a CO in the chain of command having special court-martial convening authority will convene a local board to interview the applicant. If possible, the board will consist of at least three officers. The board will interview the applicant and make an appropriate recommendation to the convening authority concerning the applicant's potential for commissioned service, characteristics, and communication skills. COs will forward a copy of the Interview Board Report in the format provided by reference (c), as part of the application package to the first general officer in the Marine's chain of command. The general officer will endorse the report and forward all packages to COMMARFORRES for final endorsement prior to submission to the CG, MCRC (ON/E).

c. COs should follow the sample format for the first endorsement located on the MCRC website at www.mcrc.marines.mil under Officer Programs. Requests for exception to policy waivers, including renewal of enlistment waivers, must be fully justified by the CO.

d. Should a CO desire to modify the original endorsement, the CG, MCRC (ON/E), shall be informed immediately.

e. Subsequent to submission of an application, should a weight gain or loss, injury or illness occur that affects the individual's physical qualifications for commissioning, obtain a medical consultation and forward the results immediately to the CG, MCRC (ON/E).

f. If, at any time after submission of an application, an applicant (pending or approved) is the subject of an investigation or disciplinary action, notify the CG, MCRC (ON/E) immediately.

g. COs must ensure completion of the Officer Candidate Pre-ship Checklist, and that it is mailed to OCS 30 days prior to Marines departing for OCS.

h. If an applicant receives permanent change of station (PCS) orders after submission of an application and prior to notification of final disposition by MCRC, the CO will request resolution by message to the CMC (MMEA) and info the CG, MCRC (ON/E).

5. Notification. Applicants will be notified of selection board results via MARADMIN and letter forwarded via the CO of the member's SMCR unit. The approval letter will direct the transfer of the member, by service record book (SRB), to the Reserve Officer Candidate Accounting Unit, Officer Candidates School, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. A copy of the letter will be forwarded to the district CO and the OSO concerned. Ineligible applications will be returned without further action.

6. Active Reserve. AR Marines who apply and are selected will be transferred to the IRR prior to assignment to initial active duty for training at OCS and will be assigned to a SMCR unit upon completion of all training. Former AR Marines may return to an AR status upon completion of their commitment to their respective SMCR units and competitive selection by an AR Officer Accession Board.

7. Training Failure

a. OCS. Candidates who do not complete pre-commissioning training will be reassigned as follows:

(1) Active duty personnel will return to the AC and be required to complete their statutory obligation.

(2) Former AR enlisted Marines will remain in an IRR status. A former AR enlisted Marine will not be returned to active duty with the AR Program unless subsequently re-selected for AR accession.

(3) Personnel who have a legal obligation to the SMCR will be released from active duty and transferred to the SMCR for completion of their statutory obligation. Those members with mandatory participation requirements remaining will be released from active duty and transferred to their original SMCR unit. If no MSO remains, Marines may be discharged or may be able to continue to serve as an enlisted Marine.

b. TBS. Failure to successfully complete TBS will result in the officer being released from active duty, reverting back to the highest enlisted rank held with all time-in-grade credited, and being transferred to the RC or AC as appropriate for completion of their statutory obligation if a MSO remains. In cases where no MSO remains, the officer will be administratively separated.

c. MOS-producing School. Each officer has an obligation to begin an MOS school upon completion of TBS. Failure to do so or failure to complete MOS-producing school will necessitate either a reassignment of MOS by RA or administrative separation from the Marine Corps. In cases where the MOS is reassigned, obligated service time may be increased for that officer.

8. Transfer of Pending Applicants. Marines undergoing temporary duty under instruction (TEMINS), whose applications have been completed and forwarded, will not be placed in a hold status by the field command pending final disposition of the application by the CG, MCRC.

9. Lump Sum Leave (LSL). Refer to reference (f) regarding entitlement to a LSL payment if selected for RECP or MCP-R.

10. Selective Reenlistment Bonus Payment (SRBP). An application for an enlisted-to-officer commissioning program is not a bar to bonus entitlement for either the initial payment or the anniversary installment payment. Generally, upon appointment as an officer, further payments cease, but recoupment is not required. Reference (i) provides further definitive guidance and should be consulted directly.

11. Records Disposition

a. Pertinent information from NAVMC 11505, "Reserve Enlisted Commissioning Program (RECP) Application" and supporting documents will be incorporated into an automated database system upon receipt by the CG, MCRC (ON/E). The record will be resident in the database system until it is archived. Additionally, a paper report from the database will be filed for historical purposes.

b. Applications and supporting documents of selectees will be retained until incorporated into the Official Military Personnel File (OMPF).

c. Applications of individuals not selected will be destroyed shortly after final decision of the selection board with the exception of official transcripts. Official transcripts will be forwarded to Headquarters, U.S. Marine Corps, Manpower Management Records and Performance (MMRP-20) for inclusion in the Marine's OMPF.

d. CO's record copy of an applicant's file must be retained for one year after the selection board's decision and then destroyed.

12. Fraternization

a. The Marine Corps has had great success with grow-our-own enlisted-to-officer programs. These successful programs give the Marine Corps a broad based, highly experienced officer Corps.

b. U.S. Navy Regulations, Chapter 11, General Regulations, Section 5 (Rights and Restrictions) par. 1165 (Fraternization Prohibited) states, "Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate longstanding traditions of the Naval Service." Fraternalization may be charged as an offense under the Uniform Code of Military Justice (UCMJ). The only exceptions are familial relationships, defined as marriages that occur prior to the date of commission or appointment and relationships between parents and children or between siblings.

c. To prevent fraternization or the appearance of fraternization, it is imperative that our enlisted Marines are briefed on the Marine Corps guidelines relating to fraternization. Therefore, commanders are required to ensure that each Marine applying for an enlisted to officer program reads and understands the Marine Corps policy on fraternization. Each Marine must sign a page 11 entry and submit a certified true copy as part of the application:

"I have read and understand the Marine Corps policy on fraternization. I understand that, as a commissioned or warrant officer, I will be required to conduct myself as an officer with respect to all enlisted personnel, of any service, at all times. Specifically, I understand that I may have to make significant changes in my current personal relationships with other service members if I become an officer. I also understand that fraternization is an offense under the UCMJ, and that the prohibition of fraternization does not make an exception for pre-existing relationships other than marriages that took place prior to my date of commission or appointment to warrant officer or other family relationships, such as that between parents and children or between siblings."

Chapter 4

Meritorious Commissioning Program - Reserve (MCP-R)

1. MCP-R Description. The MCP-R program was implemented in October 2006. enlisted Marines the opportunity to serve as Marine Corps officers in the SMCR prior to completing a baccalaureate degree.

a. MCP-R applicants will be commissioned as second lieutenants upon successful completion and graduation from OCS per reference (j).

b. Reserve officers commissioned via the MCP-R program are not eligible for appointment beyond the rank of first lieutenant until they have completed all baccalaureate degree requirements.

2. MCP-R Specific Eligibility

a. MCP-R applicants must have satisfactorily earned an associate level degree or completed 75 semester hours or more of unduplicated college work at a regionally accredited college or university. Nontraditional credits given for tests (i.e., CLEP, DANTES, etc.), service schools, or MCI courses cannot be included in the initial minimum requirement, unless they are included into an associate level degree. Courses will not be counted more than once towards the cumulative total requirements minimum. Multiple course hours will not be counted for courses that are repeated. Waivers will be considered on a case-by-case basis down to 60 semester hours for highly qualified nominees. Subsequent to commissioning, it will be incumbent on the Marine to continue progressing toward a 4-year baccalaureate degree to be competitive for promotion.

b. Applicants must have completed 36 months of service and have at least 12 months remaining on their current enlistment or extension on the date of application. AR Marines who apply and are selected will be transferred to the (IRR) prior to assignment to active duty for training at OCS and will be assigned to an SMCR unit upon completion of a Military Occupational Specialty (MOS) producing school.

c. AC applicants must have completed a minimum of 12 months of active duty service before applying for a reserve commission via MCP-R. AC applicants must have an EAS date within one year of the OCC for which they wish to attend. Marines may seek a conditional release via their AC chain of command if the desired OCC convening date occurs prior to the Marine's EAS.

d. Service Requirements. At the time of application, the applicant must meet the following requirements:

(1) Hold the rank of corporal or above.

(2) Have a record of excellent to outstanding service.

e. Enlisted Marines who hold a 4-year degree are not eligible for MCP-R.

3. Application Process

a. Regular announcements are published via MARADMIN to include specifics regarding program eligibility, application instructions, and vacancies.

b. RECP and MCP-R applicants are responsible for the complete and accurate submission of application packages to their chain of command for forwarding to MCRC. Application procedures and requirements are outlined in the announcement MARADMIN and its references.

c. As part of the application process, the individual is required to indicate the city and state of their intended residence at the completion of training. This facilitates the MOS and unit assignment of the individual by Headquarters Marine Corps unless the applicant chooses to waive geographic preference.

d. All applications will be considered by a formal selection board convened at MCRC, by direction of the CMC, to select the best qualified for commissioning.

e. Selection boards convene a maximum of three times per year. An annual selection board schedule will be released via MARADMIN announcing the application deadlines, board convening dates, and training periods.

f. Submit applications (ORIGINAL ONLY) using the sample formats and forms located on the MCRC website at www.mcrc.marines.mil under Officer Programs. Include a current photograph following the guidance in reference (e) regarding promotion photos.

g. Applications must be submitted by the published deadline in the annual MARADMIN message. Submit original applications to:

Commanding General
Marine Corps Recruiting Command (ON/E)
3280 Russell Road
Quantico, VA 22134-5103

h. Individual Mobilization Augmentee (IMA) Marines will submit applications via their appropriate OpSponsor's chain of command.

i. IRR Marines will submit applications via the Director, MCIRSA.

j. Endorsements and Adverse Comments

(1) RC and AC application packages will be endorsed by the applicant's appropriate chain of command, including the first General Officer in the Marine's chain of command.

(2) RC Marines who are members of SMCR units do not require endorsement by the Commander, Marine Forces Reserve (COMMARFORRES) prior to submission to MCRC unless they are a member of MARFORRES staff.

(3) Reference (e) sets forth circumstances by which a Marine is entitled to comment on unfavorable forwarding endorsements on requests for special duty, training, etc. The applicant must be counseled as to the nature and content of the endorsement.

k. Withdrawal of Application

(1) Applicants must submit written notification of withdrawal of the application to the CG, MCRC (ON/E) should they no longer desire consideration.

(2) Candidates in receipt of orders to officer candidate training who desire to withdraw may do so, but only prior to executing their orders. Commanding officers must advise the CG, MCRC (ON/E) of such withdrawal by message, followed by the applicant's signed and witnessed statement.

4. Actions of Commanding Officer

a. Commanding officers (CO) are responsible for exercising close and continuous supervision over these programs while ensuring all eligible enlisted Marines are afforded the opportunity to apply for RECP. MCP-R presupposes a nomination of a highly qualified Marine. Nomination packages should not be forwarded unless the Marine is highly recommended.

b. COs of SMCR units or a CO in the chain of command having special court-martial convening authority will convene a local board to interview the applicant. If possible, the board will consist of at least three officers. The board will interview the applicant and make an appropriate recommendation to the convening authority concerning the applicant's potential for commissioned service, characteristics, and communication skills. COs will forward a copy of the Interview Board Report in the format provided by reference (c), as part of the application package to the first general officer in the Marine's chain of command. The general officer will endorse the report and forward all packages to COMMARFORRES for final endorsement prior to submission to the CG, MCRC (ON/E).

c. COs should follow the sample format for the first endorsement located on the MCRC website at www.mcrc.marines.mil under Officer Programs. Requests for exception to policy waivers, including renewal of enlistment waivers, must be fully justified by the CO.

d. Should a CO desire to modify the original endorsement, the CG, MCRC (ON/E), shall be informed immediately.

e. Subsequent to submission of an application, should a weight gain or loss, injury or illness occur that affects the individual's physical qualifications for commissioning, obtain a medical consultation and forward the results immediately to the CG, MCRC (ON/E).

f. If, at any time after submission of an application, an applicant (pending or approved) is the subject of an investigation or disciplinary action, notify the CG, MCRC (ON/E) immediately.

g. COs must ensure completion of the Officer Candidate Pre-ship Checklist, and that it is mailed to OCS 30 days prior to Marines departing for OCS.

h. If an applicant receives permanent change of station (PCS) orders after submission of an application and prior to notification of final disposition by MCRC, the CO will request resolution by message to the CMC (MMEA) and info the CG, MCRC (ON/E).

5. Notification. Applicants will be notified of selection board results via MARADMIN and letter forwarded via the CO of the member's SMCR unit. The approval letter will direct the transfer of the member, by service record book (SRB), to the Reserve Officer Candidate Accounting Unit, Officer Candidates School, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. A copy of the letter will be forwarded to the district CO and the OSO concerned. Ineligible applications will be returned without further action.

6. Active Reserve. AR Marines who apply and are selected will be transferred to the IRR prior to assignment to initial active duty for training at OCS and will be assigned to a SMCR unit upon completion of all training. Former AR Marines may return to an AR status upon completion of their commitment to their respective SMCR units and competitive selection by an AR Officer Accession Board.

7. Training Failure

a. OCS. Candidates who do not complete pre-commissioning training will be reassigned as follows:

(1) Active duty personnel will return to the AC and be required to complete their statutory obligation.

(2) Former AR enlisted Marines will remain in an IRR status. A former AR enlisted Marine will not be returned to active duty with the AR Program unless subsequently re-selected for AR accession.

(3) Personnel who have a legal obligation to the SMCR will be released from active duty and transferred to the SMCR for completion of their statutory obligation. Those members with mandatory participation requirements remaining will be released from active duty and transferred to their original SMCR unit. If no MSO remains, Marines may be discharged or may be able to continue to serve as an enlisted Marine.

b. TBS. Failure to successfully complete TBS will result in the officer being released from active duty, reverting back to the highest enlisted rank held with all time-in-grade credited, and being transferred to the RC or AC as appropriate for completion of their statutory obligation if a MSO remains. In cases where no MSO remains, the officer will be administratively separated.

c. MOS-producing School. Each officer has an obligation to begin an MOS school upon completion of TBS. Failure to do so or failure to complete MOS-producing school will necessitate either a reassignment of MOS by RA or administrative separation from the Marine Corps. In cases where the MOS is reassigned, obligated servicetime may be increased for that officer.

8. Transfer of Pending Applicants. Marines undergoing temporary duty under instruction (TEMINS), whose applications have been completed and forwarded, will not be placed in a hold status by the field command pending final disposition of the application by the CG, MCRC.

9. Lump Sum Leave (LSL). Refer to reference (h) regarding entitlement to a LSL payment if selected for RECP or MCP-R.

10. Selective Reenlistment Bonus Payment (SRBP). An application for an enlisted-to-officer commissioning program is not a bar to bonus entitlement for either the initial payment or the anniversary installment payment. Generally, upon appointment as an officer, further payments cease, but recoupment is not required. Reference (i) provides further definitive guidance and should be consulted directly.

11. Records Disposition

a. Pertinent information from NAVMC 11505 and supporting documents will be incorporated into an automated database system upon receipt by the CG, MCRC (ON/E). The record will be resident in the database system until it is archived. Additionally, a paper report from the database will be filed for historical purposes.

b. Applications and supporting documents of selectees will be retained until incorporated into the Official Military Personnel File (OMPF).

c. Applications of individuals not selected will be destroyed shortly after final decision of the selection board with the exception of official transcripts. Official transcripts will be forwarded to Headquarters, U.S. Marine Corps, Manpower Management Records and Performance (MMRP-20) for inclusion in the Marine's OMPF.

d. CO's record copy of an applicant's file must be retained for one year after the selection board's decision and then destroyed.

12. Fraternization

a. The Marine Corps has had great success with grow-our-own enlisted-to-officer programs. These successful programs give the Marine Corps a broad based, highly experienced officer Corps.

b. U.S. Navy Regulations, Chapter 11, General Regulations, Section 5 (Rights and Restrictions) par. 1165 (Fraternization Prohibited) states, "Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate longstanding traditions of the Naval Service." Fraternalization may be charged as an offense under the UCMJ. The only exceptions are familial relationships, defined as marriages that occur prior to the date of commission or appointment and relationships between parents and children or between siblings.

c. To prevent fraternization or the appearance of fraternization, it is imperative that our enlisted Marines are briefed on the Marine Corps guidelines relating to fraternization. Therefore, commanders are required to ensure that each Marine applying for an enlisted to officer program reads and understands the Marine Corps policy on fraternization. Each Marine must sign a page 11 entry and submit a certified true copy as part of the application:

"I have read and understand the Marine Corps policy on fraternization. I understand that, as a commissioned or warrant officer, I will be required to conduct myself as an officer with respect to all enlisted personnel, of any service, at all times. Specifically, I understand that I may have to make significant changes in my current personal relationships with other service members if I become an officer. I also understand that

fraternization is an offense under the UCMJ, and that the prohibition of fraternization does not make an exception for pre-existing relationships other than marriages that took place prior to my date of commission or appointment to warrant officer or other family relationships, such as that between parents and children or between siblings."