



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 1040.43B  
MCRC ON/E  
29 OCT 2015

MARINE CORPS ORDER 1040.43B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS

Ref: (a) Title 10 U.S. Code  
(b) Marine Corps Recruiting Command Officer Commissioning Manual  
(Short Title: MCRC OCM)  
(c) SECNAVINST 5510.30B  
(d) MCO P1070.12K  
(e) MCO 7220.24N  
(f) MCO P1610.7F  
(g) MARADMIN 03/09  
(h) SECNAVINST 5210.8D  
(i) Manual of the Medical Department (ManMed)  
(j) MCO 1040.31  
(k) Selecting, Screening, and Preparing Enlisted Marines for Special  
Duty Assignments and Independent Duties (Short Title: SDAMAN)  
(l) MCO 1542.1H  
(m) Department of Defense Military Pay and Allowances Manual  
(n) Joint Travel Regulation  
(o) SECNAV M-5210.1  
(p) SECNAVINST 5211.5E  
(q) MCO P1900.16

Encl: (1) Enlisted to Officer Commissioning Manual

1. Situation. To set forth the requirements and regulations of the commissioning programs available to the enlisted Marines.

2. Cancellation. Marine Corps Order (MCO) 1040.43A, MCO 1560.15L, MCO 1040R.10L W/CH1, MCO 1530.11G, MCO 1306.17F.

3. Mission. This MCO provides policy for the preparation, administration, and maintenance of Marine Corps enlisted to officer programs in accordance with the references. All Marine Corps commissioning applications shall be written in compliance with this Order. Policy and procedures for each program are contained in the respective chapters within the enclosure.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) These programs are intended to provide an opportunity to gain commissioned status as active duty and unrestricted reserve officers. With the exception of the Meritorious Commissioning Program-Reserve (MCP-R) and

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the Reserve Enlisted Commissioning Program (RECP), all programs provide an aviation option to qualified applicants.

(b) These programs are not intended to serve as a commissioning program for Marines who are better suited to serve as warrant officers.

(c) Marines shall have no more than two opportunities to complete Officer Candidate School (OCS). Marines not physically qualified to complete OCS (e.g. medically disqualified from starting or completing OCS) in their first attempt will be conditionally retained in the respective program if they are not permanently medically disqualified for commissioning by the Bureau of Medicine and Surgery (BUMED). Requests to attend OCS for a second attempt must be endorsed by the Marine's chain of command and approved by Commanding General, Marine Corps Recruiting Command (CG MCRC). Refer to specific program for the administrative requirements for reinstatement.

(2) Concept of Operations

(a) Appropriate correspondence (e.g. Marine Administrative Message [MARADMINs], Marine Corps Bulletin [MCBul], etc.) will be released in accordance with this Order. The messages shall provide any details required to fulfill the needs of the Marine Corps in the current Fiscal Year (FY).

(b) Issue changes to this Order when determined necessary by MCRC.

b. Subordinate Element Mission. The Deputy Commandant, Manpower and Reserve Affairs (M&RA) shall:

(1) Post this directive on all bulletin boards within the M&RA agency.

(2) Ensure all policies and procedures outlined in this Order are upheld and easily accessible.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to MCRC Officer Naval/Enlisted (ON/E) Programs section via the appropriate chain of command.

b. All applicants are required to provide their Electronic Data Interchange Personal Identifier for application purposes. Failure to do so will disqualify the applicant. Personally Identifiable Information (PII) is required to track, identify, and evaluate candidates throughout the application process.

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

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

e. Applicants shall use forms and checklists as directed. Refer to the respective MARADMINs and MCBuls for any updates to forms and checklists. Department of Defense (DD) forms mentioned in this Order are available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm> and Navy/Marine (NAVMC) forms mentioned in this Order with instructions are available at <https://navalforms.documentservices.dla.mil>.

6. 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  
By direction

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Chapter 1

Enlisted To Officer Program Requirements

1. Purpose. To establish the general information and requirements pertaining to all applications for the Enlisted to Officer (E-O) Commissioning Programs.

2. Summary of Revisions. This Order contains a substantial number of changes and should be completely reviewed.

3. Deadlines

a. All eligible applications will be submitted for consideration to selection boards convened by direction of the Commandant of the Marine Corps (CMC), to select the best qualified for commissioning.

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

c. Applications will be mailed to:

COMMANDING GENERAL  
MARINE CORPS RECRUITING COMMAND, (ON/E)  
3280 RUSSELL ROAD  
QUANTICO, VA 22134-5103

4. Eligibility Requirements

a. General Qualifications

(1) Applicants must be a citizen of the United States. Applicants with dual citizenship are required to include a statement in their application stating their willingness to renounce their dual citizenship and turn in their foreign passport if selected for an E-O program.

(2) Applicants must be of exemplary character and have no record of conviction by general or special courts-martial, nor have any record of conviction by a civil court for any offense other than minor traffic violations. The term "conviction" includes a finding of guilt or other pretrial adjudication (including a conditional dismissal of charges, pretrial diversion, plea of nolo contendere, etc.) by a federal, state or foreign court, whether or not a sentence was imposed, the conviction was later expunged, or the record of the court's disposition was sealed. Refer to reference (b) for detailed guidance regarding disclosure of criminal offense dispositions.

(3) Applicants must not have previously failed to complete any military officer program. Applicants dropped at their own request or for physical fitness reasons during training must reapply and will be considered on a case-by-case basis. If recommended for return by the Commanding Officer (CO), medical drops should be retained. Additionally, aviation applicants must not have previously failed any military flight training program.

(4) Applicants must have executed a waiver of rights, if entitled to a restrictive assignment as defined in reference (b). Marines with special

needs must waive their rights to those situations (e.g. HIV, special needs child).

(5) Any non-judicial punishment, summary courts-martial or taken into custody either under a valid warrant or on probable cause that a crime has been committed by civil or military authorities must be fully explained in an addendum page to the application. All minor traffic violations will be annotated and signed on Appendix K of reference (b). All non-traffic arrest violations will be annotated and signed on Appendix L of reference (b).

(6) Applicants who have used illegal/non-prescription drugs (including pre-service) must fully disclose in a handwritten statement the type, number of times used, and inclusive dates on both Appendix J and Appendix M within reference (b). If an applicant has never used illegal/non-prescription drugs, both Appendices are still required.

b. Physical Fitness Scores

(1) Applicants must have attained a minimum score of 225, on the most recent Physical Fitness Test (PFT).

(2) Applicants must have attained a minimum score of 270, on the most recent Combat Fitness Test (CFT).

c. Aptitude Test. Applicants for the program must make independent arrangements to take the Scholastic Aptitude Test (SAT), American College Test (ACT), or Armed Forces Qualification Test (AFQT). Applicants qualifying with an SAT or ACT must include official score reports in their application. Applicants must possess a minimum of one of the following aptitude test scores on their most recent test in order to be eligible to apply:

(1) SAT - minimum combined Math and Critical Reading score of 1000 on the most recent test;

(2) ACT - minimum composite score of 22 on the most recent test; or

(3) AFQT - a minimum score of 74.

(4) No waivers will be considered for test score requirements.

(5) In addition to one of the above, aviation candidates must attain a minimum converted score of four on the Academic Qualification Rating (AQR) and minimum score of six on the Pilot Flight Aptitude Rating (PFAR) portion of the Aviation Selection Test Battery (ASTB) to qualify as a Student Naval Aviator (SNA). Aviation candidates must score a minimum score of 4 on the AQR portion and a minimum score of 6 on the Flight Officer Flight Aptitude Rating (FOFAR) to qualify as a Student Naval Flight Officer (SNFO). Waivers may be considered for one point on either portion of the AQR, PFAR or FOFAR.

d. Ground Candidates. Ground candidates must be at least 20 years of age and less than 30 years of age on date of appointment to commissioned grade. Waivers may be considered by the CG MCRC for ground officers.

e. Aviation Candidates. Aviation candidates must be at least 20 years of age and less than 27 1/2 years of age, on date of appointment to commissioned grade. Aviation opportunities are only available for active

duty Marines. Waivers may be considered by the Deputy Commandant for Aviation, (ASM) via CG MCRC.

5. Precommissioning Training Agreement. Approved candidates are required to participate in officer candidate training for a minimum of four weeks before any voluntary request for disenrollment will be considered. The CO OCS is authorized to effect involuntary disenrollment for cause during any phase of officer candidate training.

6. Security Investigation

a. Secret Qualification. Marine officers are required to maintain secret clearance eligibility. Therefore, all requirements for security clearance eligibility, including dual citizenship and possession of foreign passports must be met by the applicant.

b. Naval Agency Check/Local Check. Per SECNAVINST 5510.30B, reference (c), candidates must have a current National Agency Check with Local Agency Check and Credit Check (NACLIC) conducted by the Office of Personnel Management, or higher level security investigation prior to commissioning. In view of the short training period, the following action will preclude administrative delays in the acceptance of a commission.

c. Prior Security Checks. If there has been a security investigation conducted during the current contract, reenlistment, or extension, no further action is necessary. Include a Security Clearance Verification Letter, Appendix N within reference (b) as evidence of the investigation as an enclosure to the application.

d. Expired Security Investigations. If a security investigation is not current, initiate a personnel security investigation per reference (c).

e. Initiated Security Investigations. If an investigation request has already been initiated, the security officer should indicate the date the request was initiated on Appendix N of reference (b).

f. Disqualifying Information. Applicant must acknowledge in writing that if the NACLIC develops information that disqualifies the applicant as an officer candidate, he or she will be determined ineligible. Marines participating in an E-O program who are denied security clearances, or have a security clearance revoked will be involuntarily disenrolled from the E-O program.

g. Adjudication. The investigation must have been adjudicated as complete, granting a secret clearance before reporting to OCS.

h. Dual Citizenship. Per the guidelines provided by reference (c), applicants with dual citizenship are required to sign the following administrative remarks, in a Page 11 entry, in their service record book and submit as an enclosure in their E-O application:

"I hereby express my willingness to renounce my (list foreign country) citizenship with all rights and privileges, if selected for (name of applicable E-O program). (If applicable) I further agree to turn in my (identify foreign country) passport to (list foreign country) embassy and provide a receipt to my CO, if selected for (name of applicable E-O program)."

i. Administrative Remark. Per guidelines provided by reference (d), COs are required to enter the following administrative remark in their COs endorsement for all applicants and submit in the Marine's E-O application:

"(List Marine's name) has met all requirements for security clearance eligibility per SECNAVINST 5510.30B and MARADMIN 458/04."

j. Security Clearance Verification Letter. Refer to Appendix N, reference (b) for the Security Clearance Verification Letter.

## 7. Tattoos, Brandings, and Piercings

a. Personal Appearance. The Marine Corps takes a conservative approach to personal appearance. Uniform regulations stress that personal appearance is to be conservative and commensurate with the high standards traditionally associated with the Marine Corps. No eccentricities in dress or appearance are permitted because they detract from uniformity and team identity.

b. Professional Appearance. For generations, Marines have served proudly in every region of the world, fulfilling our role as America's ambassadors and defenders of freedom. Marines are recognized around the globe for their military prowess and high standards of bearing and appearance. Excessive tattoos limits world-wide assignability of Marines and detracts from one of the most visible hallmarks of our Corps - our distinguished appearance. The tattoo policy's overall intent is to ensure Marines can be assigned whenever and wherever they are needed and to maintain our professional demeanor and the high standards expected of the Marine Corps.

c. Tattoo Policy. Tattoos and brands continue to be subject to review under certain circumstances to determine if any are prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon the Marine Corps. The following is the existing policy.

(1) Tattoo/brands that are sexist, racist, eccentric or offensive in nature, express association with conduct or substances prohibited by the Marine Corps drug policy and the Uniformed Code of Military Justice (UCMJ), to include tattoos associated with illegal drugs, drug usage, or paraphernalia, are prohibited.

(2) Tattoos/brands that depict vulgar or anti-American content, bring possible discredit to the Marine Corps, or associate the Marine with any extremist group or organization are prohibited.

(3) Tattoos/brands on the head and neck are prohibited.

(4) Tattoos/brands on the wrist and hands are prohibited.

(5) Sleeve tattoos are prohibited. Half sleeve or quarter sleeve tattoos that are visible to the eye when wearing Physical Training (PT) gear are likewise prohibited.

(6) Enlisted Marines with previously grandfathered sleeve tattoos are not eligible for a Marine Corps commissioning or warrant officer programs.

d. Body Art. Tattoos, body piercing, and non-dental tooth crowns are identified as body art.

(1) Four criterias will be used to evaluate tattoos and brands to see if they comply with Marine Corps standards. These criterias are content, location, size, and effect of associating the Marine Corps and the Marine Corps uniform with the tattoo or brand.

(2) In order for the selection board to evaluate the tattoos and brands, the Marine must provide appropriate color photos that clearly identify the tattoo, or brand, along with a description detailing location, size, and number of tattoos. If the applicant is a female and the body marking is not visible in PT gear, a detailed drawing with dimensions will suffice. If the applicant is a male, only the shirt can be removed for a close up photo and any other tattoos must be hand drawn. Applications must include Appendix O of reference (b), Tattoo Screening Form (TSF) and Appendix P of reference (b), Tattoo Statement of Understanding (SOU). Applicants and their commands must reference the current FY MCBul for proper submission procedures.

#### 8. Fraternization

a. Regulations. Navy Regulations, Chapter 11, General Regulations, Section 5 (Rights and Restrictions), Paragraph 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.

b. Prevention. 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, COs are required to ensure that each Marine applying for an E-O program reads and understands the Marine Corps policy on fraternization. Each officer applicant must have a signed Appendix Q from reference (b) and submit in their application.

9. Selective Reenlistment Bonus Payment. A Marine who reenlists after application but prior to selection for one of the E-O programs is not entitled to a Selective Reenlistment Bonus (SRB) award until the selection decision has been made. If a Marine is selected for the program but fails to complete the program, the individual is not entitled to an SRB award incident to the reenlistment. Marines who extend or reenlist for the specific purpose of meeting service requirements for their program are not entitled to an SRB award incident to such reenlistment. Marines should refer to reference (e) for more information regarding SRB policy. Applicants are required to sign the following administrative remarks, in a Page 11 entry, in their service record book and submit in their E-O application:

"I hereby acknowledge that I am not eligible for a SRB while pending selection to (name of specific E-O program). I understand that any extensions or reenlistments for the specific purpose of meeting service requirements for (name of specific E-O program) do not entitle me to an SRB award incident to such reenlistment. If selected to (name of specific E-O program) and do not complete the program, I understand that I am not entitled to an SRB award incident to the reenlistment."

10. Waivers

a. Eligibility Requirements. Waivers of eligibility requirements will not be considered unless otherwise specified. Per Title 10 U.S. Code, reference (a), U.S. citizenship cannot be considered for a waiver.

b. Enlistment Waivers. Previous enlistment waivers must be identified and resubmitted for a commissioning waiver in the Marine's basic application. The CO's endorsement must also address in detail, their rationale for recommending granting the waiver.

c. Disciplinary Action. Requests for waivers for disciplinary action will be considered on a case-by-case basis with appropriate justification and supporting documentation. Service Record Book, Page 11 entries for counseling do not require a waiver.

d. Body Markings. Applicants with body markings, which include tattoos, brandings, body piercing, and body mutilation must include the following. Refer to the current FY MCBul on proper submission procedures.

(1) Close up color photograph of each body marking addressing the content (e.g. what the body marking is and what it means). If the applicant is a female and the body marking is not visible in PT gear, a detailed drawing with dimensions will suffice. If the applicant is a male, only the shirt can be removed for a close up photo. Refer to the current FY MCBul on proper submission procedures.

(2) Location and size. Refer to the current FY MCBul on proper submission procedures.

(3) Number of body markings and date body marking was made. Refer to the current FY MCBul on proper submission procedures.

(4) Full length photo(s) of applicant in PT gear (green shorts, green t-shirt) from each angle (both sides-front-back). Refer to the current FY MCBul on proper submission procedures.

(5) A written description detailing criteria cited by this paragraph of body markings. For markings located in private areas, a drawing of the tattoo is required. CG MCRC is the final adjudicating authority for any tattoo issue involving accessions. Refer to the current FY MCBul on proper submission procedures.

11. Application Process

a. MCBul. Applications will be solicited by an annual MCBul in the 1040 series. All applicants must reference the current FY MCBul for specific application procedures and format guidelines. It is imperative that all information and enclosures required in this Order and the current FY MCBul be included in the application. Include a current digital photograph following the guidance in MCO P1070.12K, reference (d), and the current FY MCBul, regarding promotion photos.

b. Submission Deadline. Applications must reach MCRC ON/E via direct mail only by deadlines established in the current FY MCBul. Electronic applications will not be accepted. No extensions, with the exception of medical documentation will be entertained to include deployed Marines.

Applications received after this date will be returned to the applicant with no action taken and the Marine must reapply to the next available board. Applications without all endorsements, to include their first General Officer's endorsement, will not be considered. The first General Officer in the Marine's chain of command will not forward applications that are not recommended to MCRC.

c. Marital Status. The Marine's marital status must be included on Appendix J within reference (b).

d. Received Applications. For confirmation of receipt of application, applicant must provide an email to the email address listed in the current FY MCBul.

e. Board Report. A board report must be prepared using The Sample Interview Board, Appendix S of reference (b), and submitted as an enclosure to the Marine's application.

f. Academic Certification for Marine Corps Officer Candidate Program. NAVMC 10469, "Academic Certification for Marine Corps Officer Candidate Program," will be completed by the registrar's office of the academic institution that provides the official transcript. Those applying for the E-O programs may submit transcripts in lieu of the NAVMC 10469.

g. Transcripts. All official college transcripts must be submitted with the application. The transcripts must be official, bearing the school seal and the original signature of an authorized official stating the date the degree was conferred. Applicants should request transcripts early enough to ensure receipt by the deadline in the application year.

(1) New transcripts are required with each application.

(2) Costs involved in requesting, transmitting, and handling of transcripts from a university or college will be borne by the applicant.

h. Additional Instructions. Refer to the current FY MCBul and sample application on the MCRC website for all items to be submitted with the application.

## 12. Action of Commanding Officers

a. Screening Board. COs in the chain of command having special courts-martial convening authority will convene a local board to interview each 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, academic potential, characteristics, and communication skills. Appendix R from reference (b) provides a sample local board write up with instructions. The CO's endorsement will be similar in content to that required in the NAVMC 10835, "USMC Fitness Report," detailing the desirability and potential for commissioned service with specific illustrations, if possible, and must include:

(1) A statement of the Marine's eligibility for the program according to the records of the command.

(2) A statement as to the Marine's status regarding actual or expected receipt of Permanent Change of Station (PCS) or Temporary Assigned Duty (TAD) orders.

(3) A statement as to the Marine's End of Active Service (EAS).

(4) A statement, if applicable, pertinent to the applicant's request for a waiver of an eligibility requirement.

(5) One of the following recommendations by the CO, with justification:

(a) Recommend with enthusiasm.

(b) Recommend with confidence.

(c) Recommend with reservation.

(6) If the CO does not recommend the applicant, they will not forward the application.

b. First Endorsement. COs should follow the sample format for the first endorsement reflected in Appendix R within reference (b).

c. Application Checklist. COs will reference the sample application on the MCRC website and ensure a completed copy of the application checklist for all E-O program applications, is forwarded with each application. Any additional material reflecting professional and/or educational activities which might be helpful to the selection board should also be included.

d. PCS Orders. When an applicant or prospective applicant for any E-O program is either in receipt of PCS orders or receives PCS orders after submitting their application, COs will inform the CMC, Manpower Management Enlisted Assignments (MMEA-8) by message that the applicant has applied for an E-O program and the CO requests disposition or delay of pending orders.

e. Body Markings. COs must screen all body markings. The CO must state in the first endorsement as shown below.

"I have viewed the applicant's body markings (must specify the type of body markings). Photographs and a written description of the body markings are provided as an enclosure, and they (are) or (are not) within the Marine Corps standards per the Marine Corps uniform regulations."

f. Removal Recommendations. COs may recommend removal of a Marine from an E-O program prior to detachment from their command, if the Marine becomes the subject of disciplinary action, by submitting a letter of removal with supporting documentation to CG MCRC via the Marine's chain of command up to their first General Officer.

g. Physical Fitness Scores. The applicant's PFT and CFT scores are a key component of the selection process. At a minimum, applicants must have a 225 PFT and a 270 CFT score on the most recent tests. The COs endorsement will list the applicant's PFT score by each event, to include both the raw score and the point value and total score. COs will ensure the Marines's PFT and CFT scores are reported in the Marine Corps Total Forces System and also annotated on Appendix J within reference (b).

h. Fraternization Statement of Understanding. COs are required to ensure that each Marine applying for an enlisted to officer program reads and understands the Marine Corps Policy on fraternization. Additionally, COs will ensure all applicants sign Appendix Q from reference (b) and submit in their application. For information about pre-existing relationships and familial relationships, the Marine applying for an enlisted to officer program should contact their local Staff Judge Advocate Office.

i. Medical Documents. Upon completion of review by the CO, precommissioning medical documents must be included with the application as an enclosure, unless an extension is requested by the established deadline date in the current FY MCBul. COs must closely review Appendix T of reference (b), Common Problems with Medical Forms, to ensure correctness and completeness of all medical forms. Refer to Appendix U of reference (b), Information for COs and the current FY MCBul for any changes and or amplifying details.

### 13. Screening Examinations

a. Education Center. Applicants must contact their local Marine Corps Education Officer, Defense Activity for Non-Traditional Education Support (DANTES) testing section, or the College Entrance Examination Board (CEEB) to determine how to register for the SAT or the ACT if they do not possess a qualifying AFQT.

b. DANTES. Marines are encouraged to use the DANTES testing section onboard their nearest installation. By using a DANTES testing section, military personnel desiring to take the SAT need not wait until one of the national testing dates to take the examination. Applicants for whom the CEEB cannot arrange testing should inform MCRC ON/E in writing, enclosing a copy of the CEEB's correspondence.

c. Test Scores. An applicant whose test scores are not available to the selection board will not be considered for selection.

### 14. Transfer of Pending Applicants

a. Temporary Duty Under Instruction. Marines under Temporary Duty Under Instruction (TEMINS) orders, 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 CG MCRC.

b. PCS Orders. The CO of an applicant who receives PCS orders, after submission of an application and prior to notification of final disposition by MCRC, will request resolution by message to the CMC (MMEA-8).

### 15. Withdrawal of Application

a. Written Notification. Applicants must submit written notification through their chain of command for withdrawal of application to the CG MCRC, should they no longer desire consideration.

b. Positive Receipt of Orders. Candidates in receipt of orders to officer candidate training who desire to withdraw may do so, but only prior to executing their orders. COs will advise MCRC ON/E of such withdrawal by correspondence which includes the applicant's signed and witnessed withdrawal statement.

16. Selected Marines. Board results will be announced via MARADMIN. Refer to current FY MCBul for details.

17. Approved Officer Candidates. Selected Marines will attend a 10 week Officer Candidates Class (OCC), as assigned by MCRC ON/E. Every attempt will be made to enroll selectees in the next available OCS class. Marines will attend OCS on either TAD or TEMINS orders as determined by program and marital status. Refer to current FY MCBul for details.

a. Selection Board. The E-O selection board will convene per the current FY MCBul.

b. Selection Criteria. The board will select those Marines found to be best qualified on the basis of the whole person concept, including, but not limited to, the substance of the application, the interview board report, the recommendation of the CO, previous and current academic achievements, past performance as a Marine, and future potential to become a Marine officer.

c. Attending OCS. Full time enrollment includes summer semesters. E-O program participants are considered candidates while attending OCS, and are entitled to pay and allowances commensurate with the enlisted grade shown on the original orders to OCS, but not less than that prescribed for a sergeant.

d. Failure to Complete OCS. Marines who fail to successfully complete a E-O program for any reason will be disenrolled and be required to serve the remainder of their contractual enlisted obligation in the Marine Corps. Disenrolled Marines will not be released from their incurred additional contractual obligation to participate in officer programs in other branches of the service.

e. Official Military Personnel File. Per references (g) and (h), each Marine is responsible for ensuring the accuracy and completeness of their Official Military Personnel File (OMPF). Refer to the current FY MCBul for specific guidance.

f. Overseas Contingencies. The current FY MCBul will address the application process for Marines that are participating in any overseas contingencies.

18. Records Disposition

a. Marine Corps Recruiting Information Support System. Upon receipt by MCRC ON/E, pertinent information from the application and supporting documents will be incorporated into a Database Management System (DBMS). The record will be resident in the DBMS until it is archived. Additionally, a paper report will become a permanent (SSIC 1040) file governed by reference (h).

b. Nonselects. Marines who were not selected should contact the enlisted career counselor unit (MMRP-50) to gain insight on improving their competitiveness and receive an evaluation of their official military personnel file. Due to the confidentiality of the selection board process, specific reasons for non selection cannot be provided. Applications and supporting documents of nonselectees will be destroyed 90 days after final decision of the selection board.

c. COs Action. COs who submit the first endorsement will retain a record copy of the application and supporting documents for one year from the date of the endorsement.

19. Dissemination. COs are directed to give widest dissemination of this Order and to ensure that its provisions are fully understood by the personnel within their commands.

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## Chapter 2

### Marine Corps Enlisted Commissioning Education Program

1. Purpose. To set forth the requirements and regulations pertaining to applications for and administration of the Marine Corps Enlisted Commissioning Education Program (MECEP). The MECEP allows qualified enlisted Marines in the regular Marine Corps to apply for assignment to OCS, obtain a baccalaureate degree through a Naval Reserve Officers Training Corps (NROTC) affiliated college or university, and obtain a commission in the Marine Corps.

#### 2. Information

a. Overview. MECEP is an enlisted to officer commissioning program designed to provide outstanding enlisted Marines the opportunity to serve as Marine Corps officers. The MECEP is open to all active duty and active reserve (AR) Marines who meet the eligibility requirements of paragraph four. MECEP is not intended to serve as a commissioning program for Marines who are better suited to serve as warrant officers.

b. Selected Marines will be eligible to receive a commission after successful completion of OCS and a baccalaureate degree. They will be ordered to attend The Basic School (TBS) upon commissioning.

#### 3. Eligibility Requirements

##### a. Education

(1) Applicants must be a high school graduate or must have completed a minimum of two years of high school and have successfully passed the General Educational Development High School level test.

(2) The following minimum college credit hour requirement is established:

a. Three credits of entry level math or science;

b. Three credits of entry level english;

c. Six credits of any other college class;

d. A total of twelve credit hours.

e. Credits must be actual college courses taken either at community college, traditional college or university, or online college. College Level Examination Program, Sailor/Marine American Council on Education Registry Transcript credits, and credits earned in a high school will not count towards this requirement.

f. No waivers will be considered for education requirements.

b. Obligated Service. Marines must agree to reenlist or extend as necessary to have at least six years of obligated service in the regular Marine Corps after graduating from OCS and prior to detaching from his or her parent command. Marines are required to maintain a four-year obligated service commitment during the entirety of enrollment in MECEP. Marines

cannot execute PCS orders from their parent command until enlistment or extension is approved.

c. Physical Requirements

(1) Ground Officer Applicants. Must be found physically qualified for appointment to commissioned grade in the USMC per the standards set forth in ManMed, reference (i). Medical waivers may be considered under the policy described in paragraph 15-3 of reference (i).

(2) Naval Aviator and Naval Flight Officer Applicants. Must be found physically qualified and aeronautically adapted for duty involving actual control of aircraft and qualified for appointment to commissioned grade.

d. Service Requirements

(1) Marines must have a minimum of three years of active service and one year remaining on their current enlistment or extension from the date of the selection board convening. Having less than one year remaining on their current enlistment prior to the selection board convening, will make any applicant, regardless of E-O program, ineligible for consideration.

(2) AR Marines must be within six months of their current EAS from the date of the selection board convening in order to receive favorable consideration for a conditional release.

(3) AR Marines must be approved for augmentation into the regular Marine Corps. Participation is contingent upon conditional release from the AR program by the CMC (Reserve Affairs Personnel Manpower Branch [RAM]) and MMEA approval of their augmentation request. Approved DD 368, Requests for Conditional Release, from RAM must accompany all AR applications. Applications received at MCRC ON/E that do not contain an approved DD 368 will not be considered. Applications must be submitted to CMC, RAM via the chain of command identified in references (i) and (b) to include a DD 368. If selected, AR Marines will be non-competitively transferred to the Active Component (AC), coordinated by RAM-3.

(4) Grade. Applicants must be a sergeant or above at the time of application. No waivers will be considered for rank requirements.

(5) Age. Ground candidates must be at least 20 years of age and less than 30 years of age on date of appointment to commissioned grade. Aviation candidates must be at least 20 years of age and less than 27 1/2 years of age, waivable to 29 years of age, on date of appointment to commissioned grade. Waivers or exceptions to policy may be considered by the CG MCRC up to the age of 35 for ground officers.

e. Previous Failures. Applicants must not have previously failed to complete any military officer program. Applicants dropped at their own request or for physical reasons during training must reapply and will be considered on a case-by-case basis. Additionally, aviation applicants must not have previously failed any military flight training program.

f. Deployability. Applicants must be available for world-wide assignment and qualified to reenlist per MCO 1040.31, reference (j), as applicable.

4. Active Reservists

a. EAS. AR Marines must meet time in service requirements and be within six months of their EAS to apply. Requests submitted outside these parameters will not be considered.

b. Conditional Release. AR Marines applying for MECEP must be willing to accept release from the AR program and request for conditional release DD 368 from the AR program. The DD 368 will accompany the Marine's administrative action form addressed to Headquarters, Marine Corps, Manpower and Reserve Affairs (RAM-2). An approved DD 368 must be included in Marine's application and received by MCRC before the deadline date.

5. Action Of COs

a. Financial Qualification. Applicants must be found financially qualified for assignment to independent duty. COs are requested to complete Appendix V of reference (b), the Independent Duty CO's Financial Worksheet, per reference (k) and include with the application. Commands will discuss with the applicant the cost of living in an independent duty area; the cost of tuition and expenses incurred while attending college; and the applicant's plan for paying education expenses. Attention should be focused on the Montgomery GI Bill-Active Duty and the Post-9/11 GI-Bill as per references (m) and (n). Grants and student loans are also encouraged. The Marine Corps Tuition Assistance Program cannot be used. Applicants should contact the Marine for Life Program located at Marine Corps Base (MCB) Quantico for information on how to apply for their military education benefits before contacting the veterans representative at the college/university. A statement regarding the completion of the financial counseling and the Marine's financial suitability for assignment to an independent duty area shall be included in the CO's endorsement and annotated on Appendix V within reference (b).

b. Appendices. COs will ensure that all appendices identified on the application checklist that are applicable to their Marines are completed and included in the application.

6. Pertinent Information

a. NROTC Participation. All Marines selected for participation in the MECEP shall attend a NROTC participating school, to include cross-town affiliates and consortiums. This does not include attendance at a two year institution. Marines must be accepted to a four-year degree awarding institution. Refer to the current FY MARADMIN for website address for affiliated colleges/universities to apply.

b. Reporting. The current FY MCBul shall determine the opportunity for Marines to report to either the Spring, Summer, or Fall semester. Applicants are highly encouraged to start the application process early, and if possible, provide acceptance letters to an approved school with their application. If an applicant receives acceptance after forwarding an application, the applicant may forward a copy of their acceptance to MCRC ON/E to be included in their application.

c. Promotions. Promotion opportunities remain uninterrupted and are non-competitive while participating in MECEP.

d. Pay and Allowances. Selectees receive full pay and allowances, excluding proficiency pay, while participating in MECEP.

e. Contracts. Applicants must agree to extend, reenlist, or augment to have six years of obligated service in the regular Marine Corps prior to detaching from their parent command.

f. Educational Expenses. All educational costs, to include tuition, fees, and books are the responsibility of the individual participant. Marines should contact the Marine for Life Program, referenced before contacting the Marine Officer Instructor (MOI) at their future university to inquire about the use of their GI Bill, Post 9-11 GI Bill benefits or any other financial aid available. Marines need to consider the cost of living in the area they would reside and the tuition costs at schools to which they intend to apply. When computing the financial worksheet, projected school costs and education benefits must be included on Appendix V of reference (b) or acknowledged in naval letter format. MECEP participants will be disenrolled if they cannot meet financial obligations.

g. Academic Requirements. Students are expected to complete their academic requirements in the most expedient means possible. Pursuit of double majors is authorized provided that the second can be completed simultaneously and the time required is no longer than that required for a single degree.

h. Academic Schedule. Marines participating in MECEP are required to maintain a full-time academic schedule that meets the college or university's full-time student status and enable them to graduate in the most expedient means possible. MECEP students are expected to graduate in four years or less, and maintain a 2.50 grade point average. Degrees requiring five years to complete are not authorized. Applicants may request a waiver for the pursuit of a technical five-year degree. Marines are not authorized to attend graduate school. MECEP Marines will not be authorized PCS moves to transfer to another college or university from which originally enrolled, unless within the same consortium. Approved moves will be personally funded by the MECEP Marine.

i. Administrative Control. While attending school, all MECEP participants will be carried on the rolls of the nearest Marine Corps activity in the vicinity of the academic institution. Administrative and disciplinary jurisdiction will be given to the CO/or Professor of Naval Science (PNS) of the NROTC unit at the academic institution. All matters relating to military personnel administration will be the responsibility of the Marine Corps activity.

j. Post OCS. Upon completion of OCS, MECEP on-campus training, physical qualification, and receipt of a baccalaureate degree, participants will be commissioned as second lieutenants in the Marine Corps. Enlisted contracts to include any extensions are vacated and the officer is required to serve a minimum of four years of active duty.

k. Applicants requesting SNA and SNFO, once at an NROTC Unit and eligible, must submit the NAVMC 11878, "Marine Enlisted Commissioning Education Program Student Naval Aviator Service Agreement," or NAVMC 11879, "Marine Enlisted Commissioning Education Program Student Naval Flight Officer Service Agreement," in addition to NAVMC 11877, "Marine Enlisted

Commissioning Education Program Ground Service Agreement," in the event they are deemed medically unqualified for aviation.

#### 7. Request For Appointment Procedures

a. Submission of Request For Appointment. At least 120 days prior to appointment, each student will coordinate with their MOI and forward a Request for Appointment (RFA) for commissioning as a second lieutenant in the Marine Corps. By first endorsement, the CO of the NROTC unit will indicate the date of graduation, the projected commissioning date, the date of completion of summer training, and a statement as to whether or not the individual is recommended for appointment in the Marine Corps.

b. Appointmentment. Upon graduation, students will be appointed second lieutenants and issued PCS orders to TBS.

c. MECEP Service Agreement. Per the Service Agreement, the officer is required to serve at least eight years in the Marine Corps from the date of appointment to commissioned grade, with a minimum of four years on active duty. 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. A resignation of a 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.

#### 8. Naval Aviator And Naval Flight Officer Training

##### a. Eligibility

(1) Underclassman at a NROTC unit, to include MECEP Marines, may submit an aviation guarantee request as early as the completion of their first semester on campus and up until the second semester of their junior year.

(2) Seniors must submit an aviation guarantee request in conjunction with their RFA package, to include a physically qualified Naval Aerospace Medical Institute (NAMI) letter.

##### b. Qualifications

(1) Personnel assigned to flight training must meet the criteria defined in reference (1).

(2) To ensure prospective commissioned officers meet the required mental and physical qualifications for flight training, the following actions will be completed on all aviation applications:

(a) Completion of a flight physical examination per reference (e), Chapter 15, Section V.

(b) Satisfactory completion of the ASTB. Aviation selection tests may be administered by the Marine Officer Selection Officer (OSO), MOI, and designated naval flight surgeons. Applicants must attain the minimum score of four on the AQR portion and six on the PFAR or FOFAR portions. Examinees that would like to improve their scores on the ASTB must wait until

the 91st day following their initial attempt. A third and final attempt is authorized on the 91st day following the second retest. Examinees will only be authorized three attempts to successfully pass the ASTB in a lifetime.

(c) Completion of proper service agreement. Reference NAVMC 11878, "Marine Enlisted Commissioning Education Program Student Naval Aviator Service Agreement," or NAVMC 11879, "Marine Enlisted Commissioning Education Program Student Naval Flight Officer Service Agreement," in addition to NAVMC 11877, "Marine Enlisted Commissioning Education Program Ground Service Agreement,".

c. Assignments

(1) Aviation candidates, upon commissioning, will be assigned to TBS prior to flight training.

(2) Ground officers attending TBS may request assignment to an aviation training program as part of the competitive Military Occupational Specialty (MOS) assignment process at TBS. Those qualified will be evaluated along with their contemporaries, on the basis of demonstrated performance at TBS.

9. Reserve Applicability. MECEP is applicable to the AR of the Marine Corps.

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## Chapter 3

### Enlisted Commissioning Program

1. Purpose. To set forth the requirements and regulations pertaining to applications of the Enlisted Commissioning Program (ECP). The ECP allows qualified enlisted Marines in the Regular Marine Corps and in the AR Program to apply for assignment to OCS and subsequent appointment as an unrestricted commissioned officer.

2. Information. ECP is an enlisted to officer commissioning program designed to provide outstanding enlisted Marines the opportunity to serve as Marine Corps officers. The program also provides an aviation option to qualified applicants. ECP is open to all active duty Marines who meet the eligibility of paragraph four. ECP is not intended to serve as a commissioning program for Marines who are better suited to serve as warrant officers.

#### 3. Eligibility Requirements

a. Education. Applicants 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 U.S. Department of Education's Office of Post-secondary Education (OPE) at (<https://ope.ed.gov/accreditation/>).

b. Obligated Service. Applicants must have at least twelve months remaining on their current enlistment or extension from the date of the selection board convening.

#### c. Service Requirements

(1) Personnel of the regular Marine Corps applying for the ECP program must have a minimum of one year active Marine Corps service and have attained the rank of lance corporal. The minimum active duty requirement may be waived for exceptionally well qualified recruit training graduates based on the recommendation from the CG of the Marine Corps Recruit Depot. The rank requirement is not waivable.

(2) AR Marines must be approved for augmentation into the regular Marine Corps. Participation is contingent upon conditional release from the AR program by the CMC, RAM and MMEA approval of their augmentation request. Approved requests for conditional release DD 368 from RAM must accompany all AR applications. Applications received at MCRC ON/E that do not contain an approved DD 368 will not be considered. Applications must be submitted to CMC, RAM via the chain of command identified in references (b) and (d) to include a DD 368, Inter-Service Transfer. If selected, AR Marines will be non-competitively transferred to the AC, coordinated by RAM-3.

#### 4. Active Reservists

a. EAS. AR Marines must meet time in service requirements and be within six months of their EAS from the selection board convening to apply. Requests submitted outside these parameters will be considered on a case-by-case basis on AR manpower requirements.

b. Conditional Release. AR Marines applying for ECP must be willing to accept release from the AR program and request for conditional release DD 368 from the AR program. Applications received that do not contain an approved DD 368 will not be considered. The DD will accompany the Marine's Administrative Action Form addressed to Headquarters, Marine Corps, Manpower and Reserve Affairs (RAM-2). The approved DD Form 368 must be included in Marine's application and received by MCRC before the start of the selection board. If selected, AR Marines will be non-competitively augmented to the active component at the time of selection. MMEA-6 and the Marine's career planner will coordinate the augmentation.

c. Appendices. Applicants will ensure that all appendices identified on the application checklist that are applicable, are completed and included in the application.

#### 5. Appointment To Commissioned Grade

a. Completion of OCS. Candidates who successfully complete OCS and who are recommended by CG MCRC will be appointed to the grade of second lieutenant in the USMC. All newly appointed officers will be further assigned to TBS for commissioned officer training.

b. Service Agreement. Per the Service Agreement, the officer is required to serve at least eight years in the Marine Corps from the date of appointment to commissioned grade. A minimum of four-years will be served on active duty. 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. A resignation of a 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.

#### 6. Naval Aviator and Naval Flight Officer Training

##### a. Qualifications

(1) Personnel assigned to flight training must meet the criteria defined in reference (1).

(2) To ensure prospective commissioned officers meet the required mental and physical qualifications for flight training, the following actions will be completed on all aviation applications:

(a) Completion of a flight physical examination per reference (i), Chapter 15, Section V.

(b) Satisfactory completion of the ASTB. Aviation selection tests may be administered by OSO or designated naval flight surgeons. Applicants must attain the minimum score of 4/6 on the AQR/PFAR/FOFAR. Examinees that would like to improve their scores on the ASTB must wait until the 91st day following their initial attempt. A third and final attempt is authorized on the 91st day following the second retest. Examinees will only be authorized three attempts to successfully pass the ASTB in a lifetime.

(c) Completion of proper service agreement. Reference NAVMC 11873, "Enlisted Commissioning Program Student Naval Aviator Service Agreement," or NAVMC 11874, "Enlisted Commissioning Program Student Naval

Flight Officer Service Agreement," in addition to NAVMC 11872, "Enlisted Commissioning Program Ground Service Agreement."

b. Assignments

(1) Aviation candidates, upon commissioning, will be assigned to TBS prior to flight training.

(2) Ground officers attending TBS may request assignment to an aviation training program as part of the competitive MOS assignment process at TBS. Those qualified will be evaluated along with their contemporaries on the basis of demonstrated performance at TBS.

7. Reserve Applicability. ECP is applicable to the AR of the Marine Corps.

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## Chapter 4

### Reserve Enlisted Commissioning Program

1. Purpose. To set forth the requirements and regulations pertaining to applications of the RECP. The RECP allows qualified enlisted Marines in the Selected Marine Corps Reserve (SMCR) to apply for assignment to OCS and subsequent appointment as an unrestricted commissioned officer in the SMCR, other than AR.

#### 2. Information

a. Overview. The RECP is a program that affords exceptionally qualified enlisted Reserve Marines the opportunity to attain appointments in the commissioned officer corps. This program is not intended to serve as a commissioning program for Marines who are better suited to serve as staff noncommissioned officers or reserve warrant officers.

b. Active Duty. Every attempt will be made for RECP commissioned officers to remain on active duty for the entirety of time as they execute orders to OCS, complete their MOS school, and return to their Reserve unit. Only when there is a significant gap between TBS graduation and the convening date of MOS schools will an RECP second lieutenant be transferred back to SMCR status while awaiting training. Failure to successfully complete an MOS producing school within one year after completing TBS will result in the officer being processed for involuntary separation.

c. Appointment. Selected Marines will be eligible to receive a commission after successful completion of OCS and will be ordered to attend TBS.

#### 3. Eligibility Requirements

a. Education. Applicants 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 U.S. Department of Education's Office of Post-secondary Education (OPE) at (<https://ope.ed.gov/accreditation/>).

#### b. Obligated Service

(1) Reserve Component (RC) applicants must have completed 12 months Time In Service (TIS). AR Marines who apply and are selected will be transferred to the Inactive 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 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.

(2) 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 a EAS date within one-year of the selection board convening. Marines may seek a conditional release DD 368 via their AC chain of command if the desired OCC convening date occurs prior to the Marine's active duty EAS.

c. Physical Requirements. Applicants must be found physically qualified for appointment to commissioned grade in the USMC per the standards set forth in reference (i). Medical waivers may be considered under the policy described in paragraph 15-3 of reference (i).

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.

(3) Have at least 36 months continuous service in the SMCR or have served on active duty for a period of 36 months or more, and be currently serving in a drilling unit of the SMCR not on active duty.

4. Lump Sum Leave. Refer to reference (m) regarding entitlement to a Lump Sum Leave (LSL) payment if selected for the RECP.

5. Application Process

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

b. Individual Mobilization Augments. Individual Mobilization Augmentee (IMA) Marines will submit applications via their sponsor's chain of command.

c. Inactive Ready Reserve (IRR). IRR Marines will submit applications via Manpower, Marine Forces Reserve.

d. MOS Assignment. MOS assignment for reserve officers will be completed at TBS.

e. Additional Instructions. Refer to the checklist and sample application on the MCRC website for all items to be submitted; along with instructions.

6. Training Requirements. Marines selected for RECP will be assigned to OCS in Quantico, VA to attend the appropriate OCC. Upon successful completion of OCS, an RECP participant will be commissioned a second lieutenant in the Marine Corps Reserve and assigned to the next available course of instruction at TBS. Upon graduation from TBS, reserve lieutenants will be assigned to their appropriate MOS school based on MOS designation.

7. MOS Assignment. CMC (RA), in coordination with TBS, will assign reserve lieutenants to their initial SMCR unit based on the same criteria identified in paragraph six of this chapter.

8. SMCR Unit Assignment. CMC (RA), in coordination with TBS, will assign reserve lieutenants to their initial SMCR unit based on the same criteria identified in paragraph six of this chapter.

9. Selected Reserves Service Obligation. The Selected Reserve service obligation is 48 months of commissioned service. The time spent in training at TBS and MOS school will count toward the 48 month requirement.

10. Action Of COs

a. Appendices. COs will ensure that all appendices identified on the application checklist that are applicable to their Marines are completed and included in the application.

b. Application. Include the completed service agreement and SOU as enclosures to the application.

11. Appointment To Commissioned Grade

a. Completion of OCS. Candidates who successfully complete OCS and who are recommended by CG MCRC will be appointed to the grade of second lieutenant in the USMCR. All newly appointed officers will be further assigned to TBS for commissioned officer training.

b. Service Agreement. Per the Service Agreement, the officer is required to serve at least eight years in the Marine Corps from the date of appointment to commissioned grade. 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. A resignation of a 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.

c. MOS School Assignment. Reserve Affairs Personnel Plans and Policy (RAP) Headquarters Marine Corps (HQMC) will make appropriate MOS School seat assignments based on the billet MOS corresponding to the table of organization line number the Marine will fill as an officer.

12. Unsuccessful Candidates. 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.

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## Chapter 5

### Meritorious Commissioning Program - Reserve

1. Purpose. To set forth the requirements and regulations pertaining to applications for the MCP-R. The MCP-R allows qualified members of the SMCR to apply for assignment to OCS and subsequent appointment to unrestricted commissioned officer grade in the SMCR, other than AR.

#### 2. Information

a. Overview. MCP-R is an enlisted to officer commissioning program designed to provide outstanding enlisted Marines the opportunity to serve as Marine Corps officers in the SMCR. The MCP-R program affords exceptionally qualified enlisted Reserve Marines who possess an associates degree or 75 semester hours to attend OCS and commission without a baccalaureate degree. Newly commissioned second lieutenants must possess a degree prior to being promoted to captain. This program is not intended to serve as a commissioning program for Marines who are better suited to serve as staff noncommissioned officers or warrant officers.

b. Active Duty. Every attempt will be made for MCP-R commissioned officers to remain on active duty throughout the duration of the time they execute orders to OCS, complete their MOS school, and return to their reserve unit. Only when there is a significant gap between TBS graduation and the convening date of MOS schools will a MCP-R second lieutenant be transferred back to SMCR status while awaiting training. Failure to successfully complete an MOS producing school within one year after completing TBS will result in the officer being processed for involuntary separation.

c. Selected Marines will be eligible to receive a commission after successful completion of OCS and will be ordered to attend TBS.

#### 3. Eligibility Requirements

##### a. General Qualifications

(1) MCP-R allows COs to nominate highly qualified Marines, RC and AC, who do not possess a baccalaureate degree but who have demonstrated exceptional leadership potential, for assignment to OCS and subsequent commissioning in the Marine Corps Reserve.

(2) 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.

(3) RC applicants must have completed 12 months of reserve service in the Selected Reserves of the Marine Corps Ready Reserve and have at least 12 months remaining on their current reserve enlistment or extension from the date of the selection board convening. Prior service enlisted Marines must have completed a minimum of 12 months of reserve service in the Selected Reserve or active duty service in the AC with 12 months remaining on their current reserve enlistment or extension from the date of the selection board convening. 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 their commitment to their respective SMCR units and competitive selection by an AR officer accession board.

(4) 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 selection board convening. Marines may seek a conditional release via their AC chain of command if the desired OCC convening date occurs prior to the Marine's active duty EAS.

b. Education. MCP-R applicants must have satisfactorily earned an associate level degree or completed 75 semester hours or more of college work at a regionally or nationally accredited college or university prior to applying for the program. Courses will not be counted more than once towards the cumulative total requirement minimum (multiple course hours will not be counted for courses that are repeated). Refer to the U.S. Department of Education's Office of Post-secondary Education (OPE) at (<https://ope.ed.gov/accreditation/>).

c. Obligated Service

(1) RC must have completed 12 months TIS. 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 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.

(2) 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 a EAS date within one-year of the selection board convening. Marines may seek a conditional release DD 368 via their AC chain of command if the desired OCC convening date occurs prior to the Marine's active duty EAS.

d. Physical Requirements. Must be found physically qualified for appointment to commissioned grade in the USMC per the standards set forth in the references. Medical waivers may be considered under the policy described in the references.

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) Have at least 36 months continuous service in the SMCR; or have served on active duty for a period of three years or more, and be currently serving in a drilling unit of the SMCR not on active duty.

4. Application Process

a. MARFORRES Endorsement. RC Marines who are members of SMCR units do not require endorsement by the CO MARFORRES prior to submission to MCRC; unless they are a member of the MARFORRES staff or a MARFORRES level unit.

b. Individual Mobilization Augmentees (IMAs). IMA Marines will submit applications via their sponsor's chain of command.

c. Inactive Ready Reserve. IRR Marines will submit applications via MARFORRES.

d. MOS Assignment. MOS assignment for reserve officers will be completed at TBS.

e. Additional Instructions. Refer to the checklist and sample application for all items to be submitted; along with instructions.

5. Training Requirements. Marines selected for MCP-R will be assigned to OCS in Quantico, VA to attend the appropriate OCC. Upon successful completion of OCS, an MCP-R participant will be commissioned a second lieutenant in the Marine Corps Reserve and assigned to the next available course of instruction at TBS. Upon graduation from TBS, reserve second lieutenants will be assigned to their appropriate MOS school based on MOS designation.

6. MOS Assignment. CMC (RA), in coordination with TBS, will assign reserve second lieutenants their MOS based on input taken from the application, interviews with and observations of the second lieutenant during training, and final verification of unit/billet requirements.

7. SMCR Unit Assignment. CMC (RA), in coordination with TBS, will assign reserve second lieutenants to their initial SMCR unit based on the same criteria identified in paragraph five of this chapter.

8. Selected Reserves Service Obligation. The selected reserve service obligation is four years (48 months) of commissioned service. The time spent in training at TBS and MOS school will count toward the 48 month requirement.

9. Actions of COs

a. Appendices. COs will ensure that all appendices identified on the application checklist that are applicable to their Marines are completed and included in the application.

b. Application. Include the completed service agreement and SOU as enclosures to the application.

10. Approved Officer Candidates. Selected Marines will attend a 10-week OCC, as assigned by MCRC ON/E. Every attempt will be made to enroll selectees in the next available OCS class. Marines will attend OCS on TEMINS orders.

11. Pertinent Information

a. Completion of OCS. MCP-R applicants will be commissioned as second lieutenants upon successful completion and graduation from OCS per Title 10 U.S. Code, reference (a), section 12205. Reserve officers commissioned via MCP-R will not be eligible for appointment beyond the rank of first lieutenant until they have completed all baccalaureate degree requirements.

b. Service Agreement. Per the MCP-R Service Agreement, the officer is required to serve at least eight years in the Marine Corps from the date of

appointment to commissioned grade. 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. A resignation of a 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.

c. MOS School Assignment. RAP will make appropriate MOS School seat assignments based on the billet MOS corresponding to the table of organization line number the Marine will fill as an officer.

12. Unsuccessful Candidates. 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.

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## Chapter 6

### Application for Nomination to the United States Naval Academy and Naval Academy Preparatory School

1. Purpose. To set forth the requirements and regulations pertaining for enlisted Marines of the Regular Marine Corps and Marine Corps Reserve to apply for appointment to the United States Naval Academy (USNA) and the Naval Academy Preparatory School (NAPS). Annual updates on applications will be promulgated by MARADMIN.

#### 2. Information

a. United States Naval Academy (USNA). The USNA at Annapolis, Maryland, offers an outstanding career opportunity for qualified Marines as officers in the USMC or United States Navy (USN). Students at the USNA are Midshipmen, USN, receiving midshipmen pay, tuition, room, and board. Upon graduation, they receive a Bachelor of Science degree and a commission in the USMC or USN. Graduates are obligated to serve at least five years on active duty.

b. Naval Academy Preparatory School (NAPS). The NAPS, located in Newport, Rhode Island, provides ten months of intensive instruction in preparation for the academic, military, and PT curriculums at the USNA. Although attendance at NAPS is not mandatory, in the past many Marine appointments to the USNA have been awarded to those graduates of NAPS who are recommended and qualified for such appointment.

c. Consideration. In order to be considered for the USNA, to include the NAPS, if desired, all applicants must comply with the instructions in the current FY MCBul to become a candidate for nomination. Each nominee will be required to take a medical examination prior to becoming qualified for appointment.

d. United States Naval Academy (USNA) Non-Selects. Those applicants not selected for a direct appointment to the USNA may be considered for admission to the NAPS if the Marine is eligible.

e. Selection. In order to select those candidates who have the necessary qualifications to successfully complete the academic and physical demands associated with this program, detailed nominating, screening, and selection procedures are required. This Order, as supplemented by an annual MCBul, provides guidance to ensure selection of only the best qualified Marines for participation in this program.

f. Processing Applications. One of the most significant actions that COs can take to ensure success of this program is to process applications as expeditiously as possible. COs must refer to the current FY MCBul for specific application procedures and format guidelines. COs or individual Marines should communicate directly with the point of contact listed in the current FY MCBul if more specific information is desired.

#### 3. Eligibility Requirements

a. General Qualifications. To be eligible for a nomination for admission to the USNA, an applicant must be:

- (1) A citizen of the United States,

(2) Of good moral character,

(3) At least 17 and not past their 23rd birthday on 1 July of the year they would enter the academy,

(4) Unmarried, not pregnant, and have no dependent children for which they are legally responsible,

(5) An acceptable score on the SAT or ACT tests. Testing minimums, as well as other academic requirements, are listed in the annual FY MCBul,

(6) Medically qualified in accordance with reference (i),

(a) Visual acuity qualifying standard is 20/20 in each eye. Waivers may be granted to a limited number of candidates with exceptional scholastic and leadership achievements whose eyes are without excessive refractive error and will correct to 20/20 with conventional prescription lenses,

(b) Normal color vision is required.

(c) If an applicant is found to be reasonably qualified scholastically then the Director, Department of Defense Medical Examination Review Board, will schedule the Marine for the service academy qualifying medical examination.

(7) Recommended by their CO.

b. Academics. COs should not attempt to evaluate a high school record or other academic credentials unless the information available indicates that the candidate is obviously not qualified. An applicant should have sufficient high school and college preparation as detailed in paragraph five below. Marines who have attended college and were on academic probation and/or withdrew while on probation, or while in attendance had failing grades should not apply unless they subsequently earned acceptable grades from a college in those subjects where failing grades were received. Justification for the low grades must be included with the application.

4. Scholastic Requirements. Scholastic qualification, which is determined by the USNA, is listed in the annual FY MCBul but is generally based upon:

a. Transcripts. An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability. Grades below "C" are not creditable. Recommendations of high school authorities who have carefully supervised the applicant's undergraduate preparation may also be required. Recommendations from teachers may not be required for those applicants who have been out of school for greater than one year as of the application date.

b. Aptitude Test. An acceptable score on the SAT or ACT is required. It is the nominee's personal responsibility to register for SAT or ACT tests and to request that the test results be sent to the USNA. Applicants are encouraged to take one or both of these examinations at the earliest opportunity. If the nominee has already taken the SAT or ACT and did not indicate when registering for the test that the test scores should be released to the USNA, the Marine should write to the appropriate testing agency and request that they be released. It is strongly recommended that

all nominees take the tests more than once to improve their opportunities for selection. Detailed information and registration forms for the tests may be obtained from any high school guidance counselor, the base education office or by writing to:

SAT: The College Entrance Examination Board  
Box 592  
Princeton, NJ 08540

ACT: The American College Testing Program  
Box 414  
Iowa City, IA 52240

## 5. Service Obligation

### a. Extensions

(1) If offered an appointment to the USNA, Marines must extend their enlistment and or active duty agreement in order to have a minimum of 24 months of obligated service remaining as of 1 July of the entering year. In the case of Marines on active duty, extensions of enlistment and or active duty agreements may be executed for periods of less than one year in order to achieve 24 months of obligated service. Reserve Marines must have a minimum of 24 months of obligated service as of 1 July of the year they report to the the USNA.

(2) Marines selected for the NAPS will be required to have a minimum of 24 months of obligated service remaining as of 1 July of the year in which reporting to the NAPS. A voluntary extension must be executed prior to or on the date of expiration of enlistment. Upon completion of the NAPS training and appointment to the USNA, each Marine will be required to have a minimum of 24 months of obligated service as of 1 July of the year in which beginning studies at the USNA. Reserve Marines will be ordered to extended active duty for such time as necessary to complete all requirements for the NAPS.

b. Mailing Address. Nominees are requested to notify the Nominations and Appointments Office, USNA, of any change in mailing address and receipt of transfer orders. Those nominees who are not selected for appointment to the academy will be notified of selection to attend the NAPS.

6. Withdrawal. An applicant may withdraw from consideration any time prior to transfer from the present duty station to USNA/NAPS. A candidate wishing to withdraw should not be encouraged to accept orders. Should there be a marked drop in the overall performance of the candidate, or violations against the UCMJ, the CO will advise the Superintendent, USNA, via the point of contact in the annual FY MCBul. Any applicant in this category will be held by the parent command until a final determination has been made by the Superintendent, USNA, regarding the application.

## 7. Transfer Policy

a. PCS Orders. Candidates for the USNA or NAPS receiving PCS orders for execution during the months of May, June, or July subsequent to submission of a request for this program should not normally be transferred until officially notified of selection or nonselection. If a transfer directive is received, the CO shall notify the CMC that the Marine has applied for appointment to the USNA, or NAPS and that orders are being held until

notification of selection or nonselection is received. Upon notification of selection or nonselection, Marines will be issued orders modifying their assignment to the USNA/NAPS, or will carry out their basic orders as appropriate.

b. Transferred. Transfer directives will be issued by CMC. COs shall ensure that no Marine ordered to the USNA or NAPS is transferred without the obligated service as stated in paragraph 6104. These orders may be declined if the Marine no longer desires to attend the USNA.

8. Administrative Processing Requirements. Additional administrative processing requirements and instructions regarding assignment to the USNA or NAPS, and graduation are contained in chapter seven of this Order.

9. Action

a. Individual Marine

(1) Marines will submit requests for nomination to the USNA utilizing the format of Figure 6-1 and in compliance with the annual FY MCBul instructions. Requests should be submitted in time for the CO to forward the request to the Superintendent, USNA by 31 January of the year of admission of the next class.

(2) Applicants are also encouraged to make application for a nomination to both of their Senators and the Representative from their congressional district, although the majority of applicants who are offered an appointment qualify under the Secretary of the Navy nomination. Applications should be made to the congressional sponsors as soon as possible to enhance the opportunity for selection for a congressional nomination.

b. Commanding Officers (COs)

(1) COs will give personal attention to this program so that all who have the potential and are strongly motivated toward careers as officers in the naval service are recommended.

(2) COs will encourage interested and eligible Marines to apply.

(3) COs will ensure that the original and one copy of the application are properly prepared and endorsed using the format of Figure 6-2 and forwarded per the instructions listed in the annual FY MCBul.

(4) At the earliest opportunity, COs will request that high school and college (if appropriate) transcripts be sent to the USNA. NAVMC 10469 "Academic Certification for Marine Corps Officer Candidate Program," should be used for this purpose.

(5) Interview the applicant personally, refer to section 1111 in this Order as a guide.

c. Notice of Nomination. The Superintendent, USNA, upon receipt of the application, will issue a notice of nomination and a complete package of candidate instructions of those applicants whose requests for nomination are approved.

d. Notification of Appointments. MCRC will notify the total force of appointed Marines via an annual FY MCBul, and coordinate all requests for orders to attend the USNA and NAPS.

10. Guide for use by CO. The outline contained in this counseling guide is intended to assist COs interviewing enlisted applicants for the USNA and the NAPS. As preface to the guide, COs should also benefit from random comments growing out of recent experience in the enlisted program.

a. Personal Interest. Having a personal interest will pay dividends. It is just as necessary to identify and encourage the likely prospect as it is to isolate and discourage the unlikely prospect. The prospect must volunteer freely if the program is to continue to produce applicants who will subsequently develop into good candidates and outstanding midshipmen.

b. Attitude. Desire and enthusiasm are definite assets but there is no substitute for scholarship. Scholarship, however, will not assure success unless accompanied by dedication.

c. Decisiveness. The human element cannot be discounted. While it may be normal for an applicant in the senior teenage group to change his or her mind about a career, the service member who delays the decision until enrolled in the preparatory school risks unpopularity for this action and embarrassment of being returned to their former organization.

d. Declining Opportunity. Any prospective applicant who declines the opportunity, or any applicant who desires to withdraw, shall be permitted this option.

#### 11. Counseling Guide

a. Questioning. The applicant should be closely questioned as to the sincerity of their intentions to pursue diligently the course at the NAPS, to graduate from the USNA, and to serve as an officer in the naval service.

b. Degree Programs. The USNA offers a bachelor of science degree with major subjects in most generally recognized areas, such as mathematics, engineering science, management, etc. It forms a basis for both graduate and further professional development.

c. Nominations. If the applicant is accepted as a nominee for admission to the USNA and/or for student training at the NAPS, they must realize they commit themselves to a struggle in a competitive field with other enlisted applicants. They should apply to their United States Senators and their Representative in Congress. It is beneficial for a candidate to the USNA to hold more than one nomination simultaneously.

d. Career Opportunities. Inform the applicant of the career opportunities afforded the Navy and Marine Corps officer and that graduating from the USNA carries with it an obligation to accept a Reserve commission, and to serve an eight year military service obligation of which at least five years must be on active duty.

e. Prior Academic Performance. The applicant's previous academic record is important. In satisfying the academic requirements for admission to the USNA, secondary school record, including class standing, is used in

conjunction with college board scores. Below average performance in high school or in college would result in disqualification.

f. ACT/SAT. It is particularly important to ascertain as early as possible if the applicant has previously taken the SAT and/or ACT. If so, the test scores should be listed on the high school transcript; if not, the applicant should write directly to the SAT/ACT address listed in the basic Order. In all cases, applicants should be encouraged to take one or both tests as often as possible through January of the year of entrance. The highest score ever achieved on either test is used in evaluating competitiveness for admission into the USNA.

g. Whole Marine Concept. The applicant should be advised that, as a competitor, final selection for appointment will be made on the basis of all around ability and their record of performance at the NAPS. Attendance at the NAPS does not in itself guarantee qualification for, or admission to, the USNA.

h. USNA Catalog. The applicant should review the USNA Catalog on the United States Naval Academy Admissions website. Applicants should be aware of the general nature of the course of instruction at the NAPS, in which all candidates must demonstrate a continuing proficiency in high school and college mathematics, physics, chemistry, basic computer and English courses. Study hall is mandatory five evenings each week, and extra instruction or assistance is available for students who desire it.

i. NAPS. Candidates at the NAPS are tested periodically in academic subjects and physical aptitude (strength and vigor), and are evaluated constantly for military aptitude and degree of dedication for a service career.

j. USNA. The candidate should understand that, although similar in spirit and common purpose, the NAPS differs in many respects from Annapolis. For instance, because of lack of an upper class, there are not the same pressing tensions as at the USNA. The NAPS should be thought of as a transition to the life of a midshipman.

k. Disenrollment. The applicant should know that, if disenrolled for any reason from the NAPS, they lose the Secretary of the Navy's nomination to the USNA and may be reassigned for duty elsewhere.

l. Approved Applicants. Approved applicants transferred to the NAPS are still members of the service, receive pay and allowances in their respective pay grades, and are subject to the UCMJ just as they would be at any other duty station.

m. Financial Responsibility. COs should counsel the Marine on the financial reality of being a midshipman. Midshipmen are not paid enough to provide assistance to any member of their families.

n. Marital Status. Candidates must agree to remain unmarried until they have completed four years of study at the USNA and receive their commission in the naval service.

Sample Format for Letter of Application

From: (Grade, name, social security number, MOS and branch)  
To: Superintendent, U.S. Naval Academy, 117 Decatur Rd, Annapolis MD 21402  
(Attn: Nominations and Appointments Office)  
Via: Commanding Officer (complete mailing address, ZIP Code)  
Subj: APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY AND NAVAL ACADEMY  
PREPARATORY SCHOOL  
Ref: (a) MCO 1040.43B

1. In accordance with the reference, I hereby request a Secretary of the Navy nomination under the \_\_\_\_\_ Regular or Reserve appointment to the Naval Academy for the class entering in July 20\_\_ . I have read the reference and understand the requirements for appointment to the Naval Academy by the Secretary of the Navy under the Naval and Marine Corps Regular/Reserve Program. I am prepared to fulfill these requirements and hereby apply to compete for such appointment.

2. The following pertinent information is provided:

- a. I am a citizen of the United States.
- b. I am not married and have no dependent children.
- c. Date of birth:
- d. Available Test Scores:
  - SAT: Verbal
  - Math
  - ACT: English
  - Math
- e. Date of enlistment: (AFADBD)
- f. Home address:
- g. Present duty address:
- h. Duty Phone: Home Phone:
- i. Date of high school graduation:

3. I now hold the following type of nomination to the Naval Academy: (None, Presidential, Congressional, etc.)

4. My educational background is as follows:

- a. High School  
Inclusive Graduate Class Standing  
Name Address Dates (Yes/No) (If Available)

Figure 6-1.--Sample Format for Letter of Application

b. College

Inclusive Graduate

Name Address Dates (Yes/No) Major

Include reason(s) for leaving college, if applicable in this subparagraph

c. Service Schools

Course No. of Year Final Standing No. Completed

Title Weeks Completed Grade in Class (Yes/No)

d. Schooling and Training Other Than Full-Time. Include Marine Corps-sponsored extension courses and other correspondence courses. Include a transcript if attending a civilian institution.

Course Date

Title Sponsor Completed Final Grade

5. I have participated in extracurricular activities as follows:

(List sports, hobbies, group activities, etc., including positions of leadership held.)

6. I (have) (have not) previously been a candidate for a service academy. I (have) (have not) previously attended a preparatory school sponsored by a military service.

7. My ethnic origin is \_\_\_\_\_. (i.e., Black, Caucasian, Hispanic, etc.)

8. Civilian Violations. All civilian arrests including traffic offenses or apprehensions regardless of amount of fine. If None, Date Place Charge Fine or Sentence So State

9. Military Discipline

a. All nonjudicial punishment within past 2 years. Date Place Charge Sentence If None, So State

b. All courts-martial (summary, special, general). Date Place Charge Sentence

10. Other pertinent data is as follows: (List decorations and awards, meritorious masts, letters of commendation, special qualifications, or other matters pertinent to the application.)

11. In the event that I am not selected for direct appointment to the Naval Academy, I (do/do not) wish to be considered for admission to the Naval Academy Preparatory School with the next convening class.

Signature

Figure 6-1.--Sample Format for Letter of Application--Continued

Sample Format for Commanding Officer's Endorsement

FIRST ENDORSEMENT on Ltr of

From: Commanding Officer

To: Superintendent, U.S. Naval Academy, 117 Decatur Rd, (Attn:  
Nominations and Appointments Office), Annapolis, MD 21402

Subj: APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY AND NAVAL ACADEMY  
PREPARATORY SCHOOL

1. Forwarded, recommending (approval) (disapproval) for direct appointment to the Naval Academy.

2. The information contained in paragraph 2 of the basic letter has been verified from records available at this organization. Average marks in the applicant's current enlistment are: Proficiency Conduct.

3. (Use this paragraph for comments concerning commanding officer's evaluation of motivation and suitability of the applicant for a career as a naval officer.)

\*4. In the event of nonselection for a direct appointment, the applicant (is/is not) recommended for admission to the Naval Academy Preparatory School.

(Signature)

\*This paragraph is to be completed only on those applicants requesting consideration for the Naval Academy Preparatory School. Personnel applying for the NAPS must not have passed their 21<sup>st</sup> birthday on 1 July of the year they will enter NAPS.

Figure 6-2.—Sample Format for Commanding Officer's Endorsement

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## Chapter 7

### Administration of Active Duty Marines, Appointed Midshipmen or Cadets in Service Academies, or Naval Reserve Officers Training Corps Units

1. Purpose. To provide administrative instructions regarding the appointment of enlisted Marines as midshipmen or cadets at a Service Academy (SA) or NROTC unit and subsequent appointment to commissioned grade, reassignment, transfer, or discharge, as applicable. The SAs are the USNA, United States Military Academy (USMA), United States Air Force Academy (USAFA), the United States Coast Guard Academy (USCGA), and the United States Merchant Marine Academy (USMMA).

#### 2. Information

a. Overview. These programs provide the opportunity for outstanding enlisted Marines to attend SAs and NROTC units enables them to receive a baccalaureate degree and a commission in the Regular Marine Corps.

b. SA Selection Process. Appointment to the USNA does not guarantee that a midshipman will be commissioned into the Marine Corps. All midshipmen are subject to the Academy's service selection process.

c. Acceptance of Appointment. Reference (a) provides that the enlistment or period of obligated service of a member of the armed forces who accepts an appointment as a midshipman at the USNA, cadet at the USMA or the USAFA, or as a cadet at the USCGA, or in the Naval Reserve shall not be terminated because of acceptance of that appointment.

d. Separation. In the event a Marine is separated from an SA or a midshipman training program for a reason other than physical disability or the acceptance of a commission, the appointment as a midshipman or cadet shall be terminated and the enlisted status resumed.

e. Service Obligations. The period of time served as a midshipman or cadet shall be considered as time served on a Marine Corps enlistment. Completion of a service obligation acquired by a prior enlistment in no way exempts a terminated midshipman or cadet from any additional active duty service obligation incurred as a result of attendance at an SA or participation in an NROTC program.

#### 3. Policy Governing Attendance At A Service Academy

a. Agreement. Reference (b) (Statement of Agreement), will be executed prior to the transferring of a Marine designated to attend an SA. The agreement will be witnessed by an officer, the original will be forwarded to the CMC and a copy placed in the Marine's service record book.

b. Release from Active Duty. Upon the Marine's acceptance of appointment at an SA, the reporting unit will ensure that the Marine is released from active duty and transferred to the IRR for the purpose of entering the appropriate SA or NROTC unit. Contact MARFORRES for the closest Marine activity. Chapter seven of this Order provides administrative instructions for reserve Marines.

(1) A DD 214, Certificate of Release or Discharge from Active Duty, will be prepared in accordance with reference (q), Marine Corps Separations

Manual (MARCORSEPMAN). Blocks 11a, 11c, and 15c of the form will be completed in the following manner:

- (a) Block 11a. Change of Status/Release from Active Duty.
- (b) Block 11c. (a) To enter U.S. (enter name of SA).
- (c) Block 15c. RE-1A.

(2) The release from active duty is reported by unit diary in accordance with reference (r).

c. Issuance of Orders. Orders will be issued directing the Marine to report to the Marine Corps activity which supports the SA by an authority provided by the CMC (MMEA-85). Upon transfer, the Marine's service records will be hand carried to the SA. Transferring units will report the transfer of the Marine, and the gaining unit will join the Marine in accordance with reference (r).

d. Pay and Allowances. Active duty pay and allowance will be paid through the day prior to the date of acceptance of appointment to the SA. Lump Sum Leave (LSL) settlement is authorized. All accrued leave must be settled (used or sold) prior to the Marine being released from active duty.

e. Travel. Marines assigned to a preparatory school are entitled to normal PCS travel allowances. Marines entering the USNA, USMA, USAFA, USMMA, or USCGA are entitled to PCS allowance for travel actually performed, not to exceed the official distance between the member's duty station and the SA involved. Travel allowance to the place from which ordered to active duty or home of record is not authorized for such members (Reference (n) applies).

f. Expiration of Enlistment

(1) Marines will be required to have a minimum of 24 months of obligated service as of 1 July of the year in which reporting to the SA. If required, an extension of enlistment will be executed in accordance with reference (j), Career Planning and Development Guide.

(2) The unserved portion of the enlistment obligation or the period of obligated service does not terminate by a Marine entering a midshipman or cadet status. While attending the SA the Marine honors the contract, and until the expiration of the enlistment obligation, the Marine is subject to recall to active or reserve duty if the SA appointment is prematurely terminated for reasons other than physical disability. Completion of a service obligation acquired by a prior enlistment in no way exempts a terminated midshipman or cadet from any additional active duty service obligation incurred as a result of attendance at a SA.

g. Graduation and Commissioning. Upon successful completion of the Academy and acceptance of a commission in one of the services, the enlisted contract will be terminated if not already terminated through normal expiration.

4. Policy Governing Assignment to a Preparatory School. Prior to being assigned to the USNA, USMA, or USAFA, a Marine may be designated to attend the academy's preparatory school. While attending a preparatory school, Marines remain in an active duty status. All occurrences during attendance

at the preparatory school, such as an extension of enlistment becoming effective, must be reported on the unit diary. Additionally, Marines will receive appropriate pay and allowances and promotion opportunities.

a. Obligated Service Requirements. Active duty Marines will be required to have a minimum of 24 months of obligated service as of 1 July of the year in which reporting to the preparatory school.

b. Failure. Marines failing to successfully complete the preparatory school will be transferred in accordance with orders issued by MMEA-85.

c. Reporting to SA. Upon successful completion of the preparatory school and nomination for an appointment as a midshipman or cadet, the Marine will be transferred to the designated SA in accordance with orders issued by the reporting unit having administrative responsibilities for Marines attending the preparatory school.

5. Policy Governing Attendance in the Naval Reserve Officers Training Corps (NROTC) Scholarship Program. The following information applies to Marines who are selected for appointment and who attend the NROTC Scholarship Program.

a. Preparatory School. A service preparatory school is not available for the NROTC Scholarship Program.

b. Agreement. The Statement of Agreement listed in reference (b) will be executed prior to the transferring of a Marine designated to attend a NROTC unit. The original agreement will be forwarded to the CMC (MMSB), and a copy placed in the Marine's service record book.

c. Release from Active Duty. The receiving NROTC unit is responsible to ensure the following, using the Marine organization (e.g., Inspector-Instructor (I-I) Staff, Marine barracks) which supports the unit:

(1) A Marine attending the NROTC scholarship program will be joined in accordance with reference (r).

(2) Upon the Marine's acceptance of appointment to an NROTC unit, the reporting unit will ensure that the Marine is released from active duty and transferred to the IRR or the purpose of entering the NROTC scholarship program.

(3) The effective date of release and transfer is the day prior to the date of the acceptance of the appointment.

(4) Active duty pay, allowances, and leave settlement will be paid through the day prior to the date of the acceptance of the appointment to the NROTC unit.

(5) A DD 214, will be prepared in accordance with MCO P1900.16, MARCORSEPMAN. Blocks 11a, 11c, and 15c of the form will be completed in the following manner:

(a) Block 11a. Change of Status/Release from Active Duty.

(b) Block 11c. (a) To enter NROTC Scholarship

(c) Block 15c. RE-1A.

(6) The release from active duty is reported by unit diary in accordance with reference (r).

d. Issuance of Orders

(1) Orders will be issued directing the Marine to report to the Marine Corps Activity which supports the NROTC unit by an authority provided by MMEA-85.

(2) Marine service records should be available via Marine On-Line (MOL) and the electronic OMPF. If a Marine's service record has not been scanned, it will be hand carried to the joining unit.

(3) Transferring units will report the transfer of the Marine, and the gaining unit will join the Marine in accordance with reference (r).

e. Pay and Allowances. Active duty pay and allowance will be paid through the day prior to the date of acceptance of appointment to the NROTC unit. LSL settlement is authorized. All accrued leave must be settled (used or sold) prior to the Marine being released from active duty.

f. Travel. Marines entering the NROTC Scholarship Program are entitled to travel allowances from their last duty station to the NROTC unit.

g. Expiration of Enlistment. Active duty Marines will be required to have a minimum of 24 months of obligated service as of 1 September of the year in which reporting to the NROTC unit. Should a Marine be prematurely disenrolled for reasons other than physical disability or acceptance of a commission, they will be considered for assignment subject to the following conditions:

(1) Marines disenrolled during the first year of participation in the NROTC Scholarship Program will complete that time not served on their original enlistment contract remaining at the time they were released from active duty to accept an NROTC scholarship.

(2) Marines disenrolled during the last three years of participation in the NROTC scholarship program are subject to assignment to active duty for a period of at least two years. Marines who complete the NROTC scholarship program but decline to accept a commission will be ordered to active duty for a period of four years.

h. Graduation and Commissioning. Upon successful completion of the NROTC scholarship program and the acceptance of a commission in the naval service, the enlistment contract will be terminated if not already terminated through normal expiration.

6. Policy for Marines who Receive a Scholarship to Attend an Army or Air Force ROTC Unit

a. Acceptance. Marines who are notified of their acceptance to an Army or Air Force ROTC unit, should notify MMEA-85 immediately, through their chain of command.

b. Discharged from Active Duty. The orders will indicate that the Marine will be processed in accordance with this Order except that the Marine will be discharged rather than released from active duty to accept the appointment.

7. Administrative and Reporting Responsibilities. Units designated as having administrative or reporting responsibilities for Marines attending the NROTC scholarship program, the SAs, or SA preparatory schools will process the subject Marine as specified in this chapter.

8. Policy Governing Marines in the NROTC College Program (Non-Subsidized)

a. Overview. NROTC College Program Basic is available to those that participate for the first two years of NROTC but do not contract for the purposes of pursuing a commission. NROTC College Program Advance Standing is available to those that remain in the NROTC unit for the purposes of pursuing a commission and receive a monthly stipend.

b. Selected Marine Corps Reserve (SMCR)

(1) SMCR Marines may participate in NROTC College Program Basic while remaining affiliated with SMCR.

(2) SMCR Marines that accept College Program Advance Standing will be contracted into the NROTC for the purposes of pursuing a commission. This can only be accomplished for the last two years of a baccalaureate degree.

(a) Should the Marine be prematurely disenrolled after signing an NROTC contract for reasons other than physical disability or acceptance of a commission, the Marine will be eligible for assignment.

(b) Marines disenrolled during the third or fourth year of participation in the NROTC College Program Advance Standing are subject to assignment to active duty for a period of two years. Marines who complete the course of instruction and decline an appointment as a commissioned officer will be ordered to active duty for a period of four years.

c. Selective Reserve Incentive Program. SMCR members who contract as College Program Advance Standing and have been awarded a Selective Reserve Incentive Program (SRIP) bonus will be dropped from the SRIP and recoupment will be accomplished by the parent SMCR unit in accordance with reference (e) if required.

d. Marines on active duty are not eligible to participate in the NROTC College Program but may apply for the NROTC four-year scholarship program. The current FY MCBul in the 1120 series applies.

9. Academy Superintendents and NROTC COs. By copy hereof, the superintendents of the SAs and COs of NROTC units are requested to process enlisted Marines as specified in this chapter when the Marine's appointment as a midshipman or cadet is terminated.

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Chapter 8

Naval Reserve Officers Training Corps and Service Academies Administration  
for Reserve Marines

1. Purpose. To provide detailed administrative procedures specific to reserve Marines that apply and are accepted to a SA or NROTC unit.
2. Information. The following applies for the administration of reserve Marines in addition to the information provided in chapters six and seven of this Order.
3. Expiration of Enlistment Policy for Attendance at a SA. Reserve Marines must have a minimum of 24 months of obligated service as of 1 July of the year they report to the SA.
4. Policy Governing Assignment to a Preparatory School. Members of the Marine Corps Reserve must be serving on active duty or be a satisfactorily participating member of the SMCR, between the ages of 17 to 21. Reserve Marines will be ordered to extended active duty for such time as necessary to complete all requirements for the preparatory school.
5. Expiration of Enlistment Policy for Attendance in the NROTC Scholarship Program. Reserve Marines will be ordered to extended active duty for a minimum of 24 months of obligated service as of 1 September of the year they report to the NROTC unit.
6. Reserve Marine Administrative Instructions Governing Attendance at an SA or SA Preparatory School. The following instructions pertain to members of the Marine Corps Reserve who are serving in an SMCR unit, selected for appointment to and attend an SA or SA preparatory school.
  - a. Responsibilities of the Transferring Unit. The parent SMCR unit at the time of transfer will ensure that:
    - (1) A Marine designated to attend a SA must have a minimum of 24 months of obligated service as of 1 July of the year in which reporting to the SA. In addition, the agreement shown in reference (b) (Statement of Agreement) will be executed prior to transfer. The agreement will be witnessed by an officer, the original forwarded to the CMC, MMSB and a copy placed in the Marine's service record.
    - (2) A Marine designated to attend a SA preparatory school is ordered to extended active duty for 24 months or such time as necessary to complete all requirements for the preparatory school.
    - (3) Orders will be issued directing the Marine to report to the Marine Corps activity which supports the SA or SA preparatory school by an authority provided by MARFORRES (G-1). The "award" letter from the SA or MARADMIN released from MCRC that notifies the Marine of their selection will serve as notice to the transferring unit to generate Inactive Duty for Training (IDT) orders to the closest Marine Corps activity.
    - (4) Marine service records should be available via MOL and the OMPF if a Marine's service record has not been scanned, it will be hand carried to the joining unit.

(5) Transfers are reported in accordance with reference (r). If assistance is required, contact MARFORRES G-1.

b. Responsibilities of Joining Unit

(1) Preparatory School Candidates

(a) Preparatory school candidates will be joined in accordance with reference (r).

(b) While attending the preparatory school, the Marine remains in an active duty status. All occurrences during attendance at the preparatory school, such as an extension of enlistment becoming effective, must be reported on the unit diary.

(c) Prior to release from the preparatory school and transfer to a SA, ensure the Marine has a minimum of 24 months of obligated service remaining as of 1 July of the year in which reporting to the SA.

(d) Upon release from the preparatory school, the Marine will be transferred in accordance with orders issued by the reporting unit. If assistance is needed, contact MARFORRES G-1.

(e) If Marines are disenrolled from the preparatory school prior to completion, the joining unit should contact MARFORRES G-1 for transfer instructions. Marines will be ordered back to their original unit or as designated by MARFORRES G-1.

(2) SA Appointees

(a) A Marine attending a SA will be joined in accordance with reference (r).

(b) Upon the Marine's acceptance of appointment to a SA the reporting unit will ensure that the Marine is released from active duty, if reporting from a preparatory school, and transferred to the IRR for the purpose of entering a SA. If assistance is required for transfer to the IRR, contact MARFORRES G-1.

(c) The reporting unit must notify MARFORRES in order to transfer the Marine to the appropriate IRR reporting unit code (RUC) (88801/86974).

(d) The effective release and transfer date is the day prior to the appointment acceptance date (not to precede the date of joining).

(e) Active duty pay, if reporting from a preparatory school; allowances, and leave settlement will be paid through the day prior to the date of the acceptance of the appointment to the SA.

(f) A DD 214 will be prepared in accordance with MCO P1900.16, MARCORSEPMAN. Blocks 11a, 11c, and 15c of the form will be completed in the following manner:

1. Block 11a. Change of Status/Release from Active Duty.
2. Block 11c. (a) To enter U.S. (enter name of service academy).

3. Block 15c. RE-1A.

4. The release from active duty, if reporting from a preparatory school, is reported by unit diary in accordance with reference (r).

c. Responsibilities of Manpower, MARFORRES. Discharge inactive duty Marines attending an SA upon the expiration of their service obligation or the acceptance of a commission. Coordinate with joining units, as necessary, to affect transfer to IRR. Assign disenrolled Marines to appropriate SMCR units.

d. Action by the SA. Coordinate with the joining unit (closest Marine Corps activity) to affect necessary Marine administrative requirements.

(1) When an inactive duty Marine's appointment is terminated by commissioning, or physical disability, forward to the MARFORRES G-1, a copy of the releasing order, applicable documents, and a forwarding address of the individual concerned.

(2) When an inactive duty Marine's appointment is terminated for any other reason, coordinate with the closest Marine Corps activity to ensure the Marine is available to transfer to an assigned SMCR unit, as appropriate.

7. Reserve Marine Administrative Instructions Governing Attendance in the NROTC Scholarship Program. The following instructions pertain to members of the Marine Corps Reserve who are serving in an SMCR unit, selected for appointment to and attend the NROTC scholarship program.

a. Responsibilities of the Transferring Unit. The parent unit at the time of transfer will ensure that:

(1) A Marine designated to attend the NROTC scholarship program has a minimum of 24 months of obligated service as of 1 September of the year in which reporting to the NROTC unit. In addition, the agreement shown in reference (b) (Statement of Agreement) is executed prior to transfer. The agreement will be witnessed by an officer, the original forwarded to the HQMC, CMC (MMSB) and a copy placed in the Marine's service record book.

(2) Orders will be issued directing the Marine to report to the Marine Corps activity which supports the NROTC unit by an authority provided by MARFORRES (G-1). The "award" letter from MCRC that notifies the Marine of their selection will serve as notice to the transferring unit to generate Inactive Duty for Training (IDT) orders to the closest Marine Corps activity.

(3) Marine service records are available via MOL and the OMPF. If a Marine's service record has not been scanned, it will be hand carried to the joining unit.

(4) Transfers are reported in accordance with reference (r).

b. Responsibilities of the Joining Unit. The receiving NROTC unit is responsible to ensure the following, using the Marine organization (e.g., I-I Staff, Marine barracks) which supports the unit:

(1) A Marine in the NROTC scholarship program will be joined in accordance with reference (r).

(2) The reporting unit will ensure that the Marine is released from active duty and transferred to the IRR for the purpose of entering the NROTC Scholarship Program upon the Marine's acceptance of appointment to an NROTC unit. The reporting unit must notify MARFORRES in order to transfer the Marine to the appropriate IRR RUC (8801/86974)

(3) The effective release and transfer date is the day prior to the appointment acceptance date.

(4) Active duty pay, allowances, and leave settlement will be paid through the day prior to the date of the acceptance of the appointment to the NROTC unit.

(5) A DD 214 will be prepared in accordance with MCO P1900.16, MARCORSEPMAN. Blocks 11a, 11c, and 15c of the form will be completed in the following manner:

(a) Block 11a. Change of Status/Release from Active Duty.

(b) Block 11c. (a) To enter NROTC Scholarship Program.

(c) Block 15c. RE-1A.

(6) The release from active duty is reported by unit diary in accordance with reference (r).

c. Responsibilities MARFORRES. Discharge inactive duty Marines attending an NROTC unit upon the expiration of their service obligation or the acceptance of a commission. Coordinate with joining units, as necessary, to affect transfer to IRR. Assign disenrolled Marines to appropriate SMCR units.