

OFFICER CANDIDATE PRE-SHIP CHECKLIST

(24March16)

Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:
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Circle Program: OCC, PLC-COMB, PLC-JR, PLC-SR, ECP, RECP, MCP-R, MECEP, NROTC, USAFA, USMMA, PLC-LAW	RS/ OSS: DIST: UNIT/NROTC
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CANDIDATE: Complete questions 1-40 (26-40 must be completed by an Officer). Place your initials in the appropriate answer box and provide a detailed explanation when required.

1. Do you possess broken in running shoes no more than three months old? N/A Yes No If no, please explain.
2. Do you possess a sturdy conservative watch? Yes No
3. Do you possess a valid picture ID to take to OCS? Yes No If no, please explain.
4. **OCC ONLY:** Do you have directions to OCS? N/A Yes No
5. **OCC ONLY:** If authorized to drive, do you possess a valid driver's license, registration, auto insurance, and POV Inspection Checklist filled out by your OSO or OIC to be verified by OCS personnel upon arrival? N/A Yes No If no, please explain.
6. If flying, do you have information on the reporting in times and modes of transportation provided by OCS from Ronald Reagan Washington National Airport (DCA) to OCS, and the cost of transportation if you are a late arrival? N/A Yes No If no, please explain.
7. Do you possess a debit or credit card with a minimum of \$500.00 for large/small bag issue? Yes No If no, please explain.
8. Have you granted a Power of Attorney to a trusted family member or friend to handle various financial and/or administrative matters while you are in training and a family care plan (if you have a dependent with special needs)? Yes No If no, please explain.
9. Do you currently or have you ever had any unpaid or paid speeding tickets, moving violations, parking tickets, or any other infractions or fines including those on a college campus? Yes No If yes, please explain when (date), where (city, county, and state), how many, and how much. If you answered yes, did you provide your OSO/MOI/OIC with the supporting documentation? Yes No
10. Do you have any pending legal action against you (civil or criminal, to include minor infractions)? Yes No If yes, please explain.
11. Do you have any pending or scheduled court appearance(s) dates before, during, or after reporting to OCS? Yes No If yes, please explain.
12. Are there any other legal issues in which you are involved? (Jury Duty, Subpoena to Testify, etc.) Yes No If yes, please explain.
13. Have you made your OSO/MOI/OIC/I&I aware of any new minor or major law infractions? Yes No N/A
14. Have you used any drugs deemed illegal by the Marine Corps prior to or during the application/selection process that has not been properly annotated or documented in your paperwork? Yes No Not sure.
If you are not sure, have your OSO/MOI/OIC/I&I explain. All drug use must be properly identified, explained, and documented.
Warning: You will be taking a urinalysis test upon your arrival to OCS. A positive test result will disqualify you from the Marine Corps Officer Program.
15. If you are a PLC or OCC program candidate, have you watched the OCS pre-ship video? N/A Yes No If no, please explain.
16. If you are a college graduate, do you possess a certified copy of your transcript that states degree obtained? N/A Yes No If no, please explain. Do you understand you must have this with you upon checking in to OCS? N/A Yes No
17. If I am in a relationship with an enlisted member of the Armed Forces of the United States of America, I have been counseled by my OSO/MOI/OIC on the Marine Corps policy on fraternization per paragraph 1100.4 of the Marine Corps Manual and understand that marriage to an enlisted member of any service must occur prior to my commissioning. N/A Yes No

ADMINISTRATIVE INFORMATION:

18. **ACTIVE/RESERVE CANDIDATE:** Have you deployed recently? N/A Yes No If yes, did you receive your 30, 60, and 90 day Post-Deployment Health Assessment (MARADMIN 112/07)? N/A Yes No If no, please explain.
19. **ACTIVE DUTY CANDIDATE (ECP/MECEP):** Do you possess the required serviceable uniforms with nametags removed? (For a list of required uniform items see MCBUL 10120 Chapter 7) N/A Yes No If no, please explain.

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20. **ACTIVE DUTY CANDIDATE (ECP/MECEP):** If you are single and in receipt of BAH (own-right), do you understand that if you have PCS orders your BAH (own-right) will be reduced to the BAH Transient rate upon arrival to OCS? (NOTE: If you have TAD orders as a part of the MECEP program your BAH will remain unchanged.) N/A Yes No
If yes, do you have sufficient funds to retain your current lease/mortgage? Yes No If no, please explain.

21. **OVERSEAS ECP CANDIDATES ONLY:** Do you understand that movements of dependents and household goods is authorized to port of entry (U.S. only) until OCS is completed and should take place prior to reporting to OCS (failure to do so will result in the candidate paying for flight to/from overseas station following OCS)? N/A Yes No If no, please explain.

22. **SMCR CANDIDATE:** Has the candidate's transfer orders to OCS been provided to the appropriate admin support station (e.g. I&I Unit)? N/A Yes No If no, please explain.

23. **SMCR CANDIDATE:** Have the required unit diary entries been completed, particularly the transfer entry? N/A Yes No Unit Diary Number _____ Transfer Date _____

24. **SMCR CANDIDATE:** Have all of your unserviceable items been surveyed? (NOTE: MCO P10120.28G, Reservists can survey unserviceable items) N/A Yes No If no, please explain.

25. **RETURNING PLC SENIORS:** Do you have all of your issued uniform items to bring with you to OCS? N/A Yes No
If no, please explain.

OSO/MOI/OIC: YOU MUST COMPLETE QUESTIONS 26-37. PLACE A CHECK IN THE APPROPRIATE BOX ALONG WITH YOUR INITIALS AND PROVIDE A DETAILED EXPLANATION WHEN REQUIRED.

26. Does the candidate have a copy of their orders sending them to OCS? Yes No If no, please explain. Int. _____

27. Have you instructed the candidate on proper civilian attire for check in at OCS? Yes No If no, please explain. Int. _____

28. What is the candidate's most current PFT score? (Must be within 45 days of shipping): Int. _____
Pull-ups/ flex arm hang _____ Crunches _____ Run _____ Score _____ Date _____

29. What is the candidate's current height, weight, and body fat %. HT _____ WT _____ Max Weight _____
Body fat percentage _____ % Date _____
Does the candidate meet the Marine Corps height/weight/body fat standards according to MCO 6110.3 W/CH1 (Final) Yes No Int. _____

30. **SMCR CANDIDATE:** Have the candidate's transfer orders to OCS been provided to the appropriate admin support station (e.g. I&I Unit)? N/A Yes No If no, please explain. Int. _____

31. **CANDIDATE WHO WAS A MEMBER OF A DIFFERENT SERVICE:** Has the OSS received the appropriate Release of Service documents from the other military service that allow the candidate to be contracted into the USMC and shipped to OCS (e.g. DD 214 RE-1A or a signed DD 368)? N/A Yes No If no, please explain. Int. _____

32. **DUAL CITIZEN:** Has the candidate documented the surrender of their foreign passport and their willingness to renounce citizenship to foreign country? N/A Yes No
If no, please explain. Int. _____

33. Have you provided your phone number and the OCS duty phone number to the candidate? Yes No If no, ensure this information is provided by shipping day. The OCS contact number is (703) 784-2351/52. Int. _____

34. **OPM:** Do you have a case number from OPM? N/A Yes No Case # _____

35. Have you informed the candidate that he or she MUST bring a completed direct deposit form SF 1199a and voided check with them to OCS? Yes No Int. _____

36. Have you made the candidate aware that if he or she has not been 100% truthful in their application, during their subsequent selection, and/or induction at OCS they will be sent home from OCS and may be found unfit to return? Yes No Int. _____

37. Has the candidate been briefed that if there are any changes in their status (medical, moral, or otherwise) they must notify their OSO/MOI/OIC immediately? And, that they are not authorized to report to OCS with any unresolved medical or moral issues. Yes No Int. _____

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MEDICAL ITEMS: THE FOLLOWING THREE QUESTIONS ADDRESS ANY CHANGES IN MEDICAL STATUS SINCE THE CANDIDATE'S LAST ADMINISTERED PHYSICAL AND/OR ANNUAL ASSESSMENT. IF "YES" FOR ANY QUESTION, PLEASE ATTACH SUBSTANTIATING MEDICAL DOCUMENTS.

38. Has the candidate experienced any significant changes in health to include hospital admission, skin condition, cyst development, pregnancy, PRK, Lasik, musculoskeletal injury, and/or surgery? Yes No Int. ____ If Yes, has the change in health in any way affected the candidate's ability to train and prepare for OCS?

39. Has the candidate taken over the counter medication and/or prescribed narcotics for any chronic medical issue? ? Yes No Int. ____

40. Are all annual certificates/DD form 2807-1/PHA available and show continuity since the original physical exam not exceeding a total of five years? Yes No Int. ____

CERTIFICATION

This pre-ship checklist was answered to the best of the candidate's and interviewing officer's knowledge. The officer candidate is qualified to attend OCS.

Candidate's Signature: _____ Date: _____
Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____
Print Name: _____