



# UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL  
TRAINING COMMAND  
2189 ELROD AVENUE  
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO  
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C475-CSA  
NOV 25 2014

From: Commanding Officer  
To: Head Officer Programs, Marine Corps Recruiting Command (MCRC)  
Assistant Officer Procurements, Western and Eastern Recruiting  
Regions, Marine Corps Recruiting Command Stations, Marine Corps  
Enlisted Commissioning Education Program (MECEP)/Enlisted  
Commissioning Program (ECP)/Reserve ECP (RECP)/Meritorious  
Commissioning Program Reserve (MCPR), Marine Officer Instructors  
(MOI)

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES;  
CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

Ref: (a) MCO P1610.7F w/ CH1  
(b) MARADMIN 235/14 Housing Allowance Procedures for Reserve  
Component  
(c) MCBO 8000.1B  
(d) FY-15 OCS Master Projection Plan Dtd 25 Feb 14  
(e) MARADMIN 588/14 Fiscal Year 2015 ECP, MECEP, MCP-R, and RECP  
Selection Board 2 Results MARADMIN

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

1. Purpose. This letter serves to aid all those involved in the preparation of officer candidates for Officer Candidates Class (OCC)-218 for the winter 2015 training cycle. This letter, along with the OCS website <https://www.trngcmd.usmc.mil/OCS/default.aspx>; contains important information and responses to questions frequently asked by officer candidates.

2. Class Date. No change from ref (d).

Class	Report Date	Graduation	Region Flight Manifest Copy / # of Candidate Drivers Due Date
OCC-218	12 January 2015	20 March 2015	2 January 2015

3. Transportation. Upon arrival at OCS all candidates must be in appropriate civilian attire, e.g. trousers, a collared shirt, and dress shoes. Officer candidates must collect and retain all travel receipts to and from OCS, as they will file a travel claim at The Basic School (TBS), their Officer Selection Station (OSS), or parent command upon their return for travel reimbursement. Officer candidates that have transportation issues or are unable to meet the check-in deadline must call the OCS Officer of the Day (OOD) at (703) 784-2351/2565.

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE  
PRE-SHIP PREPARATION AND REQUIREMENTS

a. Arrival Flight Information. Officer candidates' flights must arrive at Ronald Reagan Washington National Airport (DCA) prior to 1600 on the report date listed above. The Marine Liaison Team at DCA, wearing the Service "C" uniform, will greet officer candidates at the United Services Organization (USO) reception area beginning at 1200. OCS will provide transportation from DCA to OCS during the 1200-1600 arrival window and provide chow to the officer candidates upon their arrival to Brown Field. Officer candidates, who fly into any other airport or arrive at DCA after 1600, may secure transportation via SuperShuttle at their own expense (average cost is \$60.00). SuperShuttle is located in the rental car section within DCA's baggage claim area. If candidates use SuperShuttle, they must contact the OCS OOD prior to departing DCA.

1) Inclement Weather Plan. If weather causes the delay or cancellation of inbound flights, OCS will disseminate an alternate transportation plan via the MCRC Liaison as far out from the arrival window as possible.

2) Individual Delayed Flights. In the event of inclement weather or if an officer candidate's flight is delayed or canceled, they must contact the OCS OOD. These officer candidates will resume their travel upon the next available flight rescheduled through the airline and maintain communication with OCS OOD until their arrival to DCA. Upon final arrival, they must contact the OCS OOD and coordinate transportation via SuperShuttle at their own expense.

b. Departing Flight Information. Officer candidates, who are designated to commission after graduating from OCS, will report to TBS immediately and will not need roundtrip tickets. All other officer candidates must have round trip tickets prior to their arrival to OCS with their return flights scheduled for departure after 1800 on graduation day.

c. MECEP Flights. MECEP officer candidates do not rate per diem or lodging while at OCS; therefore, they will be unable to do 30-day travel vouchers and settle their outstanding GTCC charges. To prevent issues with MECEP candidates receiving 30 and 60 day delinquency notifications, all MECEP candidates need to fly on centrally billed tickets.

d. Privately Owned Vehicles (POV). OCS authorizes all officer candidates attending OCC-218 to drive privately owned vehicles (POVs) to OCS. Officer candidates driving POVs will arrive at OCS between the hours of 1200 and 1600 on the report date in appropriate civilian attire. Officer candidates, who arrive before 1200, will be turned away and instructed to report back during the designated arrival window. At this time, they will be instructed where to park. All drivers must have in their possession a valid driver's license, current vehicle registration, and proof of insurance in order to gain access to MCB Quantico.

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

4. Transportation Report. All recruiting regions will provide the total number of officer candidates traveling, a by-name roster of officer candidates traveling by POV, and flight information using the Marine Corps Recruiting Information Support System (MCRISS). MCRC, Naval and Enlisted to Officer Programs (ON/E), will finalize MECEP/ECP/RECP/MCPR transportation reports. MCRC will provide a consolidated transportation report to the OCS point of contact (POC), Captain Katie R. Petronio at [katie.petronio@usmc.mil](mailto:katie.petronio@usmc.mil) or Gunnery Sergeant Victor L. Rosa at [victor.rosa@usmc.mil](mailto:victor.rosa@usmc.mil) no later than the applicable dates in paragraph 2.

5. Required Items

a. Running Shoes. Officer candidates must bring serviceable running shoes, which must be easily accessible upon arrival at OCS. Running shoes that are less than three months old or have less than 100 miles of wear on them are recommended. One pair of running shoes is mandatory, but OCS recommends two pairs. Minimalist running shoes that accommodate all toes in one compartment are authorized; however, finger-toe shoes that separate toes into compartments are not authorized.

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

c. Uniform Items. During the Winter 2015 training cycle candidates will wear the Desert MARPAT uniform for all training events until the seasonal uniform change. Once the seasonal change occurs, officer candidates will wear the Woodland MARPAT uniform for all training events except for graduation which will be in Desert MARPAT.

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

Item	Qty
Collared Shirt	2 (1 worn)
Undershirt (white)	2 (1 worn)
Business Casual Trousers	2 (1 worn)
Belt	1 (worn)
Dress Shoes	1 pair (worn)
Underwear	5
Sports Bra (female candidates only)	5
Running shoes (3 months or newer preferred)	1 pair (2 pairs are recommended)
Watch (water resistant/rugged)	1
Eye Glasses (contact lenses are not authorized at any time at OCS)	1 pair (2 pairs are recommended)
Basic Toiletries (shower/shave gear)	1 week's worth

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE  
PRE-SHIP PREPARATION AND REQUIREMENTS

(2) In addition to items in paragraph 5.c.(1), all active duty and reserve Marines to include IRR Marines within 90 days of their EAS are required to bring the items in the table below:

Item	Qty
Blouse, MARPAT, Woodland	2
Trousers, MARPAT, Woodland	2
Blouse, MARPAT, Desert	2
Trousers, MARPAT, Desert	2
Service 'A' (full uniform to include ribbons and badges)	1
8-Point Cover, MARPAT, Woodland	1
8-Point Cover, MARPAT, Desert	1
Boonie Cover, MARPAT, Woodland	1
Boonie Cover, MARPAT, Desert	1
Hot Weather Combat Boots (Jungle)	1
Infantry Combat Boots (ICB)	1
Sea Bag	1
Web Belt	2
Web Belt Buckle	2
Green PT Sweat Top	1
Green PT Sweat Bottom	1
PT Shorts (not silkies)	2
Green Skivvy Shirts	6
Underwear (silkies are authorized)	6
Boot Socks (brown or black)	6

(a) Upon arrival at OCS, Marines who are still considered on active duty or Selected Marine Corps Reserve (SMCR) status will receive one additional set of Woodland MCCUU and one additional set of Desert MCCUU, at no cost. All uniform items must be serviceable in accordance with MCO P1020.34G and Marines will replace at their own expense uniforms deemed unserviceable. Prior enlisted Marines will not receive a new issue of boots. IRR Marines, who are less than 90 days past their End of Active Service EAS, have the same uniform requirements as active duty and SMCR Marines. IRR Marines who do not possess these uniform items will purchase them at Cash Sales.

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

d. Service "A". All OCC-218 candidates will stand a Company Commander's Inspection in the Service "A" uniform with garrison cap. All prior enlisted officer candidates of OCC-218 are required to hand carry their current Service "A" uniform to OCS. Those prior enlisted officer candidates earning their commission upon graduating will have the option of converting their Service "A" uniform from enlisted to officer or purchasing new uniforms. Those MECEP Marines not

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE  
PRE-SHIP PREPARATION AND REQUIREMENTS

commissioning will not alter their uniform, but will stand the inspection with their enlisted rank. Platoon gear lockers will be available during in-processing and the training cycle in order to store these items.

e. Boots. Candidates may bring one pair of additional boots to OCS (for a total of three when included with the required/issued pairs). Candidates who wish to bring an additional pair of boots are encouraged to purchase USMC regulation boots prior to arrival at OCS in order to begin a break-in period and to become accustomed to wearing and running in boots prior to arrival. Reference paragraph 3012 of MCO P1020.34G for boot regulations. Further guidance on boot fitting can be found on the OCS website.

f. Money. All candidates will use a debit or credit card with a minimum of \$450 of available funds for the purchase of their bag issue. Candidates should not purchase items prior to arrival. OCS will not lend money or apply a checkage for a candidate bag issue or other required costs. Additionally, candidates should give particular consideration towards bringing enough cash for weekly haircuts and exchange visits through the first liberty weekend. These events can total \$20 per week. OCS recommends candidates bring no less than \$60 and no more than \$100 for these expenses. Candidates that arrive without the required funds may be sent home if the Commanding Officer deems him financially incapable of meeting the procurement requirements necessary to commence training.

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

6. Fitness Reports. Officer candidates who are active duty or reserve sergeants and above will receive a non-observed FD or GC report when departing OCS. The candidate's parent command is responsible for giving them a TD report before reporting to OCS. An officer candidate will not receive an adverse report unless the candidate's disenrollment meets the criteria in MCO P1610.7F (PES) paragraph 5001.3.d.(6). Those disenrolled due to an unsatisfactory evaluation of OCS standards do not normally meet this criterion.

7. Medical. Ensure all current candidate commissioning physicals are included in the medical record prior to check-in at OCS. In addition, candidates that fall under the outlined commissioning programs must have the following documentation in their medical record:

a. OCC, and PLC-Comb. All NAVMED 6120/3 (annual certificate of physical condition) must be completed every year after the initial

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

commissioning physical, including a current certificate (within one year). Appropriate administrative personnel in the unit must sign the NAVMED 6120/3. An initial commissioning physical will be considered invalid if there is a lapse in completion of required annual certificates and the candidate will need to complete a new physical prior to arriving at OCS.

b. Active duty and SMCR candidates. Active duty and SMCR candidates must possess a completed and current (within one year) Preventative Health Assessment (PHA). MECEP candidates reporting from NROTC units may use the NAVMED 6120/3 if necessary.

c. Copies of physician treatment records. Significant medical conditions that have developed before or after enrollment must be included in the candidate's medical record even if the Bureau of Medicine (BUMED) granted a waiver. Recently several candidates did not induct into training because they failed to produce the appropriate documentation/BUMED Waiver, and thus, OCS Medical ruled them not physically qualified. Officer candidates who have undergone corrective laser eye surgery must have had the surgery 180 days prior to report date and include post-surgical follow-ups in the medical record regardless of when the surgery took place. Documentation must state that the candidate is free of any post surgical complications, demonstrates vision stability, and does not require use of ophthalmic medications or treatments.

d. Shot records. Officer candidates need current shot records to provide proof of current immunizations and prevent an officer candidate from receiving multiple immunizations. The shot records should be signed by a licensed medical professional and hand carried with the candidate upon check-in.

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

f. Medical Records/Service Record Books (SRBs). All active duty and SMCR officer candidates must hand-carry their medical records and SRBs (if not already scanned into their OMPF) when reporting to OCS. All other officer candidates need to forward their medical records and OQRs (if applicable) to the OCS MCRC Liaison, Master Sergeant Hassek, 2189 Elrod Ave, Quantico, VA 22134. It is highly recommended that copies of mailed records or hand carried be retained at the forwarding unit. In order to facilitate prior screening of medical records, records are due to OCS MCRC Liaison no later than 22 December 2014.

g. Aviation contracts. Candidates who are anticipating commissioning upon completion of OCS must have their aviation-related physicals and medical follow-ups completed prior to arriving at OCS. The Bradley Branch Health Clinic is not staffed with a flight surgeon or specialty providers to assist with completion of flight physicals. All flight physical issues must be resolved prior to arriving at OCS

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE  
PRE-SHIP PREPARATION AND REQUIREMENTS

and concerns need to be addressed to the Head of Officer Programs,  
MCRC.

h. Eye glasses. Officer candidates who wear glasses will bring a minimum of one pair of non-eccentric glasses with them for training. To the greatest extent possible prior service and prior candidates should bring their military issue glasses in order to streamline the issue process; two pairs are recommended. Officer candidates will neither arrive at OCS wearing contact lenses nor wear contact lenses at any time while at OCS. The Bradley Branch Health Clinic will issue military eyeglasses within 7 to 10 days of arrival, depending on the complexity of the prescription. In order to receive military issue eyeglasses, candidates must hand-carry their current eyeglass prescription (within one year) or wear/take a pair of glasses so Optometry can scan the prescription. The Bradley Branch Health Clinic will not process faxed-in prescriptions.

8. Administrative. MCB Quantico IPAC, Student Branch is responsible for all administrative matters pertaining to the pay and entitlements of officer candidates. All officer candidates are encouraged to read reference (b) (reservist only) and reference (e) which selected them to their program for additional information on entitlements. These MARADMINS can be located at web address:  
[www.marines.mil/News/Messages/MARADMINS](http://www.marines.mil/News/Messages/MARADMINS).

a. MECEP officer candidates will not break their domicile lease, move their dependents or house hold goods to Quantico, or initiate departure from base housing. MECEP officer candidates who are authorized Basic Allowance for Housing (BAH) at their present command will continue to receive BAH at their current duty station rate. MECEP officer candidates will return to their parent command to execute Permanent Change of Station (PCS) orders to the assigned NROTC unit upon meeting all enlistment requirements as outlined in reference (e) which selected them to their program.

b. ECP and MCP-R Marines will receive PCS orders to The Basic School (TBS) and will attend OCS in Temporary Duty Under Instruction (TEMINS) status. On completion of OCS these Marines will receive continuation orders taking them from OCS to TBS, both programs report directly to TBS from OCS.

1) All ECP selects should terminate lease agreements and store Household Goods (HHG) in temporary storage per MARADMIN 029/11 {due to the unique nature of the ECP program, selects will fall under the special duty assignment (SDA) guidance in this MARADMIN}. Upon successful completion of OCS, the HHG will be transported to TBS.

2) Due to the MARADMIN not directly applying to ECP and MCP-R selects, the Web Orders directing selects to report to OCS will be the master document for the individual. ECP and MCP-R Selects with questions should contact Officer Naval/Enlisted Programs (ON/E) at 703-784-9446/7/8; DSN 278-9446.

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE  
PRE-SHIP PREPARATION AND REQUIREMENTS

c. If an officer candidate's family members are staying at an address other than the candidates home of record, e.g. parents/in-laws, they should provide that address to OCS during in-processing. Single reserve component officer candidates will be required to provide a valid rental/lease or mortgage agreement in order to receive BAH without dependents during OCS, in accordance with MARADMIN 305/08.

d. All officer candidates, to include active duty/SMCR Marines, will hand carry a manila envelope labeled in the top right corner with the last name, first name, middle initial, date of birth and last four digits of their social security number. Failure to include any of the below documentation may result in delayed payment. No medical information should be contained in this envelope. The following will be enclosed in the envelope:

(1) Copy of their orders.

(2) Completed SF 1199a, Electronic Funds Transfer (EFT) form [see Encl (2)] for a current savings and/or checking account **with a voided check or deposit slip**. OCS highly recommends this form be filled out electronically to prevent pay issues from occurring.

(3) Copies of their birth certificate and Social Security Card.

(4) Documentation for all dependents including certified true copies of birth certificates for spouses and all children. Birth verification letters (with footprints) will be accepted for newborns.

(5) All married officer candidates will include a valid marriage license, or a marriage certificate and the receipt that shows they paid for the license. If the candidate's spouse changed their name following the marriage, a copy of their social security card should be included to accurately show their current full name.

(6) A valid state issued driver's license or Social Security Card with spouse's name change is required to change a candidate's spouse's name.

(7) All single reserve component candidates will include a copy of mortgage documentation or a valid lease agreement in accordance with reference (b).

e. Officer candidates who are prior military service members and officer candidates who are married to current or prior military service members must bring all copies of the service member's DD Form 214(s). Officer candidates must provide their active duty spouse's social security number, most current LES (only if spouse belongs to different Service than Marine Corps), and current unit information. This documentation should be included in the manila envelope.

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

f. MECEP officer candidates will provide a full copy of their DTS travel claim, including DD Form 1610 and the itemized printout of the daily cost. While enrolled at OCS, MECEP officer candidates will receive the Discounted Meal Rate (DMR) as they are required to eat at Bobo Dining Facility. Parent commands should also be aware that a DMR deduction will be started and run via unit diary entry while assigned to OCS. Meals and lodging are directed and provided for the officer candidate. MECEP officer candidates are encouraged to read reference (e) which selected them to their program for additional information on entitlements.

g. Moment of Truth. Officer candidates will conduct a "Moment of Truth," where they will be given an opportunity to divulge any information that may prevent them from being fully qualified to receive a commission. Officer candidates are reminded that concealing information to deceive or mislead will constitute a fraudulent contract. Enclosure (1) covers the most common admissions identified prior to arriving at OCS.

9. Fraternization. All candidates will understand the Marine Corps and OCS policy regarding fraternization. Candidates intending to marry prior to commissioning due to relationships with enlisted service members or other reasons must do so prior to reporting to OCS if they will be receiving a commission following graduation (ECP, OCC and OCCR candidates). Candidates will not be granted extra time to plan or execute a wedding outside scheduled liberty periods while at OCS.

10. Weapons. Per reference (c), officer candidates will not transport personal weapons (knives, firearms, ammunition, etc.) to OCS nor will these items be stored in officer candidates' vehicles while in a student status.

11. Pre-ship checklist. Officer candidates will complete enclosure (1), in its entirety and upload to the MCRC portal (HQ G3/Officer Programs) located at [\[http://www.mcrc.marines.mil/UnitHome/OfficerPrograms.aspx\]](http://www.mcrc.marines.mil/UnitHome/OfficerPrograms.aspx). Dates for submission for OCC-218 are no later than 14 December 2014.

12. The MECEP/ECP/RECP/MCPR pre-ship checklists will be forwarded, via FAX to (703) 432-9322, or scanned via e-mail to their respective program coordinators listed below NLT the dates identified for the increment the candidate will attend. **MCRC (OP) requires Commanding Officers/OSOs/MOIs to review enclosure (1) with candidates during their pre-shipping evolution.**

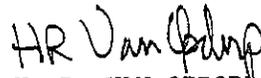
a. MECEP: [troi.spencer@marines.usmc.mil](mailto:troi.spencer@marines.usmc.mil)

b. ECP/RECP/MCP-R: [troi.spencer@marines.usmc.mil](mailto:troi.spencer@marines.usmc.mil)

13. For all questions concerning candidate information please contact the Coordinator of Student Activities, Captain Katie R. Petronio, [katie.petronio@usmc.mil](mailto:katie.petronio@usmc.mil) at DSN 278-3223 or commercial (703)784-3223 or

Subj: WINTER 2015 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES; CANDIDATE  
PRE-SHIP PREPARATION AND REQUIREMENTS

the Student Activities Section Chief, Gunnery Sergeant Victor L. Rosa,  
[victor.rosa@usmc.mil](mailto:victor.rosa@usmc.mil), at DSN 278-2077 or commercial (703) 784-2077.  
For questions or issues occurring after hours please contact the OCS  
Duty at 703-432-6050.

  
H. R. VAN OPDORP

## OFFICER CANDIDATE PRE-SHIP CHECKLIST (Nov 14 Rev)

Candidate Name (Last, First, MI)	OSO/ MOI/ OIC/I&I Name
Circle Program: OCC, PLC-COMB, PLC-JR, PLC-SR, ECP, RECP, MCP-R, MECEP, NROTC, USAFA, USMMA, PLC-LAW	RS/ OSS: DIST: UNIT/NROTC

**CANDIDATE: Complete questions 1-72 (73-90 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 sturdy running shoes less than one month old?  N/A  Yes  No If no, please explain.
2. Did you purchase your running shoes from a running specific store?  N/A  Yes  No If no, please explain.
3. Have you been running in boots (how much per week and mileage)?  Yes  No \_\_\_\_\_
4. Do you possess a sturdy conservative watch?  Yes  No
5. Do you possess toiletries, sunscreen, and underwear sufficient for two weeks of training?  Yes  No  
If no, will you have them on arrival at OCS?
6. Do you possess a valid picture ID to take to OCS?  Yes  No If no, please explain.
7. If authorized to drive, do you have directions to OCS?  N/A  Yes  No
8. 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.
9. 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.
10. Do you possess a debit or credit card with a minimum of \$450.00 for large/small bag issue and incidental expenses (cab fare/haircuts, etc), or have access to cash? (Large/Small bag issue will accept cash, credit card or money order only – no personal checks; returning PLC Seniors are required to re-purchase the large/small bag issue regardless whether or not they bring the items with them.)  Yes  No If no, please explain.
11. Do you have any significant debts?  Yes  No If yes, please explain.
12. Are your monthly payments to all creditors current?  N/A  Yes  No If no, please explain.
13. 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?  Yes  No If no, please explain.
14. 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
15. Have you ever been arrested or cited by city, county, state, or federal police to include campus police?  Yes  No If yes, please explain and give the city, county, state, date, and circumstances surrounding the incident. Did you receive a waiver(s) for the incident(s)?  N/A  Yes  No
16. Do you have any pending legal action against you (civil or criminal, to include minor infractions)?  Yes  No If yes, please explain.
17. Do you have any pending or scheduled court appearance(s) dates before, during, or after reporting to OCS?  Yes  No If yes, please explain.
18. Are there any other legal issues in which you are involved? (Jury Duty, Subpoena to Testify, etc.)  Yes  No If yes, please explain.
19. Have you made your OSO/MOI/OIC/I&I aware of all your minor or major law infractions?  Yes  No
20. 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.
21. Are you aware if you are found not to be 100% truthful in your moral disclosure(s) to the Marine Corps that you may be denied or disenrolled from training at OCS?  Yes  No

# OFFICER CANDIDATE PRE-SHIP CHECKLIST

(Nov 14 Rev)

Candidate Name (Last, First, MI)	OSO/ MOI/ OIC/I&I:
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22. Do you have a Family Care Plan and Power of Attorney in place for the custody/care of your dependents while you are in training?  
 N/A  Yes  No If no, please explain.
23. Does your family (to include direct dependents, parents, and siblings) have any recent or imminent health care, personal care, employment or mental concerns that could disrupt your training at OCS?  Yes  No If yes, please explain.
24. Do you have children, dependents, siblings, or family members that have special needs?  Yes  No If yes, do they have a family care plan in place so as not to disrupt your training at OCS?
25. Are you recently divorced, separated, or broken-up from a serious relationship?  Yes  No If yes, please explain.
26. Has there been a recent death of family members or friends?  Yes  No If yes, please explain.
27. Is your family (parents/spouse) supportive of your decision to become a Marine Officer?  N/A  Yes  No If no, please explain.
28. 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.
29. 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.
30. I understand that I am contractually obligated to complete a minimum of four weeks of training at OCS before I can ask to drop on request.  
 Yes  No
31. I understand that if I decline or request to delay my commission upon graduation from OCS my contract will be voided and will result in competing for another contract in the program desired.  Yes  No
32. Is there anything that you feel would prevent you from accepting your commission as a Second Lieutenant in the U. S. Marine Corps.  
 Yes  No If yes, please explain.
33. I understand that I am not authorized to get married while attending OCS.  Yes  No
34. 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

## 35. FLIGHT CONTRACTS ONLY:

- a. Service agreements signed on and prior to 1 November 2009: Fixed wing aviators incur an eight year obligation and rotary wing aviators incur a six year obligation upon completion of flight school. Do you understand this service obligation requirement?  N/A  Yes  No
- b. Service agreements signed on and after 2 November 2009: All Student Naval Aviators (SNA) regardless of aircraft (fixed/rotary) incur an eight year obligation from the effective date of designation as a SNA. Do you understand this service obligation requirement?  N/A  Yes  No
- c. Service agreements signed on and after 2 November 2009: All Naval Flight Officers (NFO) regardless of aircraft (fixed/rotary) incur a six year obligation from the effective date of designation as a NFO. Do you understand this service obligation requirement?  N/A  Yes  No
- d. Service agreements signed on and prior to 1 November 2009: If your flight contract is disapproved following commissioning you will remain obligated, under contract, to serve 3.5 years as a ground officer. Do you understand this service obligation requirement?  N/A  Yes  No
- e. Service agreements signed on and after 2 November 2009: If your flight contract is disapproved following commissioning you will remain obligated, under contract, to serve 4 years as a ground officer. Do you understand this service obligation requirement?  N/A  Yes  No

## MEDICAL INFORMATION:

36. Have you had a military physical exam within the last two years?  Yes  No Month \_\_\_\_\_ Year \_\_\_\_\_
37. Have you completed, and do you have in your possession all your NAVMED 6120/3s (Annual Certificates of Physical Condition), including one completed within the year?  N/A  Yes  No
38. Have you suffered any injuries or illnesses since your last physical (to include minor pain or illness)?  Yes  No If yes, please explain.

**OFFICER CANDIDATE PRE-SHIP CHECKLIST**  
**(Nov 14 Rev)**

Candidate Name (Last, First, MI)	OSO/ MOI/ OIC/ I&I:
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39. In regard to question # 38, if medical treatment or therapy was required, do you understand that you must bring those documents to OCS?  
 N/A  Yes  No If no, please explain.
40. In regard to question # 38, if an injury or illness required medical treatment or therapy, did the treatment or therapy prevent you from physically preparing for OCS for the previous six weeks?  N/A  Yes  No If yes, please explain.
41. Do you have any medical conditions, either currently or in the past, that have not been revealed?  Yes  No If yes, please explain.
42. Do you have a copy of your current immunizations records and do you understand that you must bring a copy with you to OCS?  
 Yes  No If no, please explain.
43. Have you had any vision correction surgery (e.g. PRK/LASIK) surgery in the last 180 days and do you understand that you must bring those documents to OCS?  N/A  Yes  No If yes, please explain.
44. Do you have all of your medical records to include a complete physical, shot records, and medical documentation for all waivers (or will you have them prior to shipping to OCS)?  Yes  No If no, please explain.
45. If commissioning, have you completed your dental screening?  Yes  No If no, please explain.
46. Have you seen a dentist in the last 60 days? (NOTE: Returning PLC Seniors do not need to have a dental screening until they are ready to accept their commission.)  N/A  Yes  No If no, please explain.
47. Are you currently under or do you have any pending orthodontic care?  N/A  Yes  No If yes, please explain.
48. OCS will not induct candidates with braces; if you have braces you must have them removed prior to shipping to OCS. Do you understand this requirement?  N/A  Yes  No
49. Do you possess a current (within one year) prescription for glasses to be submitted to OCS during in processing (this prescription will be used to produce military issued glasses at OCS)? Contact lenses are not authorized for use at OCS at any time.  N/A  Yes  No If no, please explain.
50. Do you possess a pair of sturdy civilian glasses that can be used during the first 7-10 days of training at OCS? Contact lenses are not authorized for use at OCS at any time.  N/A  Yes  No If no, please explain.
51. Do you possess a sturdy, small (conservative in style), black headband to hold your glasses in place?  N/A  Yes  No
52. Have you added any tattoos since completing your last physical and/or prior to reporting to OCS?  N/A  Yes  No If yes, please explain.
53. You will be administered a urinalysis upon reporting to OCS. Is there any reason why you should not pass it?  Yes  No  
If yes, please explain.
54. Are you currently under any doctor's care or are you currently taking any medication that has been prescribed by a doctor?  Yes  No  
If yes, please explain.
55. Are you currently taking any non-prescription or over the counter medication for any illness or alignment previously diagnosed or not diagnosed by a doctor or physician?  Yes  No If yes, please explain.
56. Are you aware that if you are found not to be 100% truthful in your medical disclosure(s) to the Marine Corps that you may be denied or disenrolled from training at OCS?  Yes  No
57. **MECEP/RECP/SMCR/RESERVISTS:** Do you have all of your medical records to include a complete physical, shot records, and medical documentation for all waivers?  N/A  Yes  No If no, please explain.
58. **MECEP/R-ECP/SMCR/RESERVISTS:** Do you have a current (within one year) Preventative Health Assessment (PHA) in your medical record?  N/A  Yes  No
59. **FEMALES ONLY:** If you will be commissioned within one year of graduating OCS or you are over the age of 21, do you have a copy of a current (within the last two years) Pap smear result from your doctor?  N/A  Yes  No If no, please explain.
60. **FEMALES ONLY:** Do you have any reason to believe you are currently pregnant?  N/A  Yes  No If yes, please explain.

**OFFICER CANDIDATE PRE-SHIP CHECKLIST  
(Nov 14 Rev)**

Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:
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61. **FLIGHT CONTRACTS ONLY:** All aviation contract candidates must have their aviation-related physicals and medical follow-ups completed **prior** to arriving at OCS. The Bradley Branch Health Clinic/OCS is not staffed with a flight surgeon or specialty providers to assist with completion of flight physicals. Do you understand that all flight physical issues must be resolved prior to arriving at OCS?  N/A  Yes  No If no, please explain.

62. **MECEP/ECP/SMCR/RESERVISTS:** Will you have your SRB/Medical records in hand to take with you to OCS?  N/A  Yes  No If no, please explain.

**ADMINISTRATIVE INFORMATION:**

63. **OCC PROGAM CANDIDATE:** Were you previously a member of the PLC or NROTC program?  N/A  Yes  No If yes, did you receive monies from the Financial Assistance Program (FAP) and/or the Marine Corps Tuition Assistance Program (MCTAP)?  N/A  Yes  No

64. **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.

65. **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.

66. **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.

67. **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.

68. **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.

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

70. **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.

71. **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.

72. **MEMBER OF A DIFFERENT SERVICE:** Have you provided the OSO the appropriate Release of Service documents from the other military service that allows you to be contracted into the USMC prior to being shipped to OCS?  N/A  Yes  No If no, please explain.

**OSO/MOI/OIC: YOU MUST COMPLETE QUESTIONS 73-90. PLACE A CHECK IN THE APPROPRIATE BOX ALONG WITH YOUR INITIALS AND PROVIDE A DETAILED EXPLANATION WHEN REQUIRED.**

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

74. Have you instructed the candidate on proper civilian attire while at OCS?  Yes  No If no, please explain. Int. \_\_\_\_\_

75. What is the candidate's most current PFT score? (Must be within 30 days of shipping): Int. \_\_\_\_\_  
Pull-ups/ flex arm hang \_\_\_\_\_ Crunches \_\_\_\_\_ Run \_\_\_\_\_ Score \_\_\_\_\_ Date \_\_\_\_\_

**OCS Shipping Minimums: 8 pull ups for males/50 sec flex arm for females; 70 crunches; 24:00 for males/ 27:00 for females**

76. What is the candidate's current height, weight, and body fat %. HT \_\_\_\_\_ WT \_\_\_\_\_ Max Weight \_\_\_\_\_  
Body fat percentage \_\_\_\_\_ % Date \_\_\_\_\_ **If you are within 5lbs of max weight submit body fat photos.**  
Does the candidate meet the Marine Corps height/weight/body fat standards according to MCO 6110.3 W/CHI (Final)  Yes  No Int. \_\_\_\_\_

77. **AVIATION OPTION:** Are any additional tests or final approvals/documents needed?  N/A  Yes  No If yes, please explain. Int. \_\_\_\_\_

**OFFICER CANDIDATE PRE-SHIP CHECKLIST  
(Nov 14 Rev)**

Candidate Name(Last, First, MI)	OSO/ MOI/ OIC/I&I:
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78. **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.\_\_\_\_

79. **ACTIVE DUTY/SMCR CANDIDATES:** Will a TD Fitness Report or Pro/Cons be completed before the candidate reports to OCS?  
 N/A  Yes  No If no, please explain. Int.\_\_\_\_

80. **SMCR CANDIDATE:** Has the candidate's admin support station been informed that they need to make the required Unit Diary entries, particularly the transfer entry?  N/A  Yes  No If no, please explain. Int.\_\_\_\_

Unit Diary Number \_\_\_\_\_ Transfer Date \_\_\_\_\_

81. **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.\_\_\_\_

82. **DUAL CITIZEN:** If a dual citizen, has the candidate documented and renounced citizenship of the foreign country?  N/A  Yes  No  
 If no, please explain. Int.\_\_\_\_

83. 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.\_\_\_\_

84. Have you reviewed and candidate's 100 word essay and OSO evaluation form 1530?  Yes  No If yes, does the candidate communicate well in writing? (**Does not apply for Enlisted to Officer or NROTC candidates**).  N/A  Yes  No Int.\_\_\_\_

85. Do you know of anything that would prevent this candidate from starting training at OCS?  Yes  No If yes, please explain. Int.\_\_\_\_

86. **OPM:** Do you have a case number from OPM?  N/A  Yes  No Case # \_\_\_\_\_

87. **DIRECT DEPOSIT:** Does the candidate have a valid savings/checking account?  Yes  No Int.\_\_\_\_

88. 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.\_\_\_\_

89. 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.\_\_\_\_

90. 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.\_\_\_\_

**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: \_\_\_\_\_

**If you were required to explain any of your answers above please provide that information on a supplemental sheet.**







**BURDEN ESTIMATE STATEMENT**

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Records Management Branch, Room 135, 3700 East-West Highway, Hyattsville, MD 20782. THIS ADDRESS SHOULD ONLY BE USED FOR COMMENTS AND/OR SUGGESTIONS CONCERNING THE AMOUNT OF TIME SPENT TO COLLECT THIS DATA. DO NOT SEND THE COMPLETED PAPERWORK TO THE ADDRESS ABOVE FOR PROCESSING.

**PRIVACY ACT NOTICE**

Collection of the information in this Direct Deposit Sign-Up form is authorized by 5 U.S.C. § 552a, 31 U.S.C. § 3332(g), and Executive Order 9397 (November 22, 1943). Your social security number and the other information requested will allow the federal government to process your direct deposit. Your social security number is requested to ensure the accurate identification and retention of records pertaining to you and to distinguish you from other recipients of federal payments. This information will be disclosed to the Department of the Treasury and its fiscal and financial agents, and other federal agencies, as necessary to process your direct deposit. This information may also be disclosed to a court, congressional committee or another government agency as authorized or required to verify your receipt of federal payments. Although providing the requested information is voluntary, your direct deposit cannot be processed without it.

**PLEASE READ THIS CAREFULLY**

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

**INFORMATION FOUND ON CHECKS**

Most of the information needed to complete boxes A and F in Section 1 is printed on your government check:

- (A)** Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (F)** Type of payment is printed to the left of the amount.

<b>United States Treasury</b>		15-51 000	Check No. 0000 415785
	Month Day Year 08 31 84	KANSAS CITY, MO	
Pay to the order of	JOHN DOE 123 BRISTOL STREET HAWKINS BRANCH TX 76543	28 28 VA COMP	DOLLARS CTS \$****100 00
	<b>(A)</b>	<b>(F)</b>	
<b>NOT NEGOTIABLE</b>			
⑈00000518⑈ 041571926⑈			

**SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS**

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

**CANCELLATION**

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

**CHANGING RECEIVING FINANCIAL INSTITUTIONS**

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

**FALSE STATEMENTS OR FRAUDULENT CLAIMS**

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.