



# 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  
APR 04 2014

From: Commanding Officer, Officer Candidates School  
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), Naval Reserve Officers Training Corps (NROTC)

Subj: SUMMER 2014 OFFICER CANDIDATES SCHOOL (OCS) COURSE DATES;  
CANDIDATE PRE-SHIP PREPARATION AND REQUIREMENTS

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 Course (OCC)-216 and both 6 week increments during the summer 2014 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. Course Date. Platoon Leaders Class Juniors has been adjusted from previous summer iterations and will now end with a completion ceremony instead of a graduation ceremony, please ensure the candidates for this program are aware of the changes and that tickets are purchased per the revised graduation/completion dates listed below.

Class	Report Date	Graduation / Completion Date	Region Flight Manifest Copy / # of Candidate Drivers Due Date
1st Increment PLC-Srs & NROTC	26 May 2014	3 July 2014	16 May 2014
1st Increment PLC-Jrs	26 May 2014	2 July 2014	16 May 2014
OCC-216	2 June 2014	8 August 2014	23 May 2014
2d Increment PLC-Srs & NROTC	6 July 2014	16 August 2014	27 June 2014
2d Increment PLC-Jrs	6 July 2014	15 August 2014	24 June 2014

3. Transportation. Upon arrival, all candidates must be wearing 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

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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) 784-2351/2352.

a. Arrival Flight Information. Officer candidates' flights must arrive at Ronald Reagan Washington National Airport (DCA), prior to 1700 on the report date listed above. The Marine Liaison Team at DCA wearing the Service "C" uniform will greet officer candidates at DCA's United Services Organization (USO) beginning at 1600. Transportation from DCA to OCS will be provided to the officer candidates from 1600 to 2000. Chow will be provided to the officer candidates upon their arrival to OCS. Officer candidates who fly into any other airport or arrive at DCA after 2000 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 a weather emergency causes the majority of inbound flights to be delayed or canceled, 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 cancelled, 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 therefore 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. Because of this they are unable to do 30 day travel vouchers and settle their outstanding GTCC charges. To prevent issues with MECEP candidates receiving 30 and 60 day delinquencies notifications all MECEP candidates need to fly on central billed tickets.

d. Privately Owned Vehicles (POV). Only officer candidates attending OCC-216 are authorized to drive POVs to OCS. Officer candidates driving POVs will arrive at OCS between the hours of 1600 and 2000 on the report date in appropriate civilian attire. Officer candidates who arrive before 1600 will be turned away and instructed to report back during the designated arrival window. At this time,

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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.

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). The NROTC/MECEP/ECP/RECP/MCPR transportation reports will be finalized by MCRC, Naval and Enlisted to Officer Programs (ON/E). MCRC will provide a consolidated transportation report to the OCS Coordinator of Student Activities (CSA), Captain Daniel A. R. Saraceni at [daniel.saraceni@usmc.mil](mailto:daniel.saraceni@usmc.mil) or Gunnery Sergeant Ramffy O. Galeano at [ramffy.galeano@usmc.mil](mailto:ramffy.galeano@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 two pairs are recommended. 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 tee shirt and shorts to sleep in the first night and also for medical screening prior to the first bag issue. The tee shirt and shorts will be free of writing or images. A small name brand is authorized.

c. Uniform Items. During the summer training cycle candidates will wear the woodland MARPAT uniform for all training events except for graduation. To compensate for possible supply shortages of the desert MARPAT uniform worn for graduation, OCC-216, Platoon Leaders Class (PLC) Seniors, NROTC and all current active and reserve Marines to include IRR Marines within 90 days of their EAS are required to bring one (1) set of the desert MARPAT uniform.

(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)

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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 weeks' worth

(2) In addition to the table above, all current active 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	1
Trousers, MARPAT, Desert	1
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
Inclement Weather 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, one additional set of Woodland MCCUU and one additional set of Desert MCCUU will be issued, at no cost, to those Marines who are still considered on active or Selected Marine Corps Reserve (SMCR) status. All uniform items must be serviceable in accordance with MCO P1020.34G and uniforms deemed unserviceable will be replaced at the Marine's expense. 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

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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.

(3) **PLC Seniors** returning to OCS are required to bring the items in the table below in addition to the items in paragraph 5.c.1:

Item	Qty
Blouse, MARPAT, Woodland	2
Trousers, MARPAT, Woodland	2
Blouse, MARPAT, Desert	1
Trousers, MARPAT, Desert	1
8-Point Cover, MARPAT, Woodland	2
8-Point Cover, MARPAT, Desert	1
Boonie Cover, MARPAT, Woodland	1
Hot Weather Combat Boots (Jungle)	1
Inclement Weather 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)	1
Green Skivvy Shirts (3 can be synthetic)	6
Underwear (silkies are authorized)	6
Boot Socks (brown or black)	6

(4) **NROTC Students** are required to bring the items in the table below in addition to the items in paragraph 5.c.1: This table has been updated from Summer 2013, most significantly the requirement for Woodland MARPAT has been increased to 3 sets and Desert MARPAT has been reduced to 1 set.

Item	Qty
Blouse, MARPAT, Woodland	3
Trousers, MARPAT, Woodland	3
Blouse, MARPAT, Desert	1
Trousers, MARPAT, Desert	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
Inclement Weather 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

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Green Skivvy Shirts	6
Underwear (silgies are authorized)	6
Boot Socks (brown or black)	6

d. Service "A". All OCC-216 candidates will stand a Company Commander's Inspection in the Service "A" uniform with garrison cover. All prior enlisted officer candidates of OCC-216 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 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. Items are not to be purchased prior to arrival. OCS will not lend money or apply a checkage for a candidates 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. Candidates are recommended to 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 or her financially incapable of meeting the initial procurement requirements for items 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 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

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will not receive an adverse report unless the candidates 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. NROTC, OCC, and PLC. All NAVMED 6120/3 (annual certificate of physical condition) must be completed every year after the initial commissioning physical, including a current certificate (within one year). The NAVMED 6120/3 must be signed by the appropriate administrative personnel in the unit. An initial commissioning physical will be considered invalid if there is a lapse in completion of required annual certificates and a new physical will need to be completed 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 candidates medical record even if the Bureau of Medicine (BUMED) granted a waiver. Officer candidates who have undergone corrective laser eye surgery must 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. Current shot records are needed 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 Pagaragan, 2189 Elrod Ave, Quantico, VA 22134. It is highly recommended that copies of mailed records or hand carried be retained at the forwarding unit. Dates for submission are:

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1) First Increment and OCC-216, medical records and OQRs (if applicable), no later than 5 May 2014.

2) Second Increment, medical records and OQRs (if applicable), no later than 16 June 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 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 MARADMIN 305/08 and the Fiscal Year 2014 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN 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 the Fiscal Year 2014 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN which selected them to their program.

b. ECP and MCP-R Marines will received 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

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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.

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 her name following the marriage, a copy of her social security card should be included to accurately show her current full name.

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(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 MARADMIN 305/08.

e. Officer candidates that are prior military service members and officer candidates that 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 service spouse's social security number and current unit information. This documentation should be included in the manila envelope.

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 the Fiscal Year 2014 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN 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) has been updated in order to ensure the most common admissions are identified prior to arriving at OCS.

9. Fraternization. All candidates will understand the Marine Corps and OCS policy regarding fraternization. Candidates will not be granted extra time to plan or execute a wedding outside scheduled liberty periods. If commissioning at the conclusion of OCS, candidates intending to marry prior to commissioning should do so prior to reporting to OCS.

10. Weapons. Officer candidates will not transport personal weapons (knives, firearms, ammunition, etc.) to OCS. Per MCB Quantico Order 8000.1A weapons will not be stored in officer candidates' vehicles.

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>]. Dates for submission are:

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- a. First Increment, no later than 26 April 2014.
- b. OCC-216, no later than 2 May 2014.
- c. Second Increment, no later than 6 June 2014.

12. The NROTC/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. NROTC: jeanette.northan@marines.usmc.mil or shan.lang@marines.usmc.mil
- b. MECEP: troi.spencer@marines.usmc.mil
- c. ECP/RECP/MCP-R: troi.spencer@marines.usmc.mil

13. For all questions concerning candidate information please contact the Coordinator of Student Activities, Captain Daniel A. R. Saraceni, daniel.saraceni@usmc.mil at DSN 278-3223 or commercial (703) 784-3223. For questions or issues occurring after hours please contact the OCS Duty at 703-432-6050.

*HR Van Opdorp*

H. R. VAN OPDORP