



UNITED STATES MARINE CORPS

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

IN REPLY REFER TO:
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C475-1
8 Apr 14

LETTER OF INSTRUCTION 15-14

From: Commanding Officer, Officer Candidates School
To: Distribution List

Subj: ADMINISTRATIVE CHECK-IN PROCEDURES FOR THE SUMMER AUGMENTATION
PROGRAM IN SUPPORT OF THE 2014 SUMMER TRAINING CYCLE

Encl: (1) Yeckel Hall in-processing
(2) Summer Indoctrination Course schedule

1. Situation. Due to the increase in officer candidates during the summer training cycle, Officer Candidates School (OCS) requires Marines to augment the OCS permanent staff to successfully train, evaluate, and screen officer candidates.

2. Mission. From 8-9 May 2014, OCS will in-process all Marines augmenting OCS on Brown Field in order to support the summer training cycle.

3. Execution

a. Commander's Intent. Marines augmenting OCS will be checked in and accounted for in an expeditious, proficient, and professional manner no later than (NLT) 1700, 9 May 2014.

b. Concept of Operations

(1) MOI/AMOI augments

(a) At 0900, 8 May, first increment Marine Officer Instructor (MOI) and Assistant Marine Officer Instructor (AMOI) augments will begin check-in at Yeckel Hall. Augments will go through the process outlined in enclosure (1) and then be taken to Medical, Supply, the OCS Exchange, and their individual section/company.

(b) At 0900, 27 June, second increment MOI and AMOI augments will begin check-in at Yeckel Hall. Augments will go through the process outlined in enclosure (1) and then be taken to Medical, Supply, the OCS Exchange, and their individual section/company.

(2) Expeditionary Warfare School (EWS) Augments. At 1100, 8 May, all EWS augments will begin check-in at Yeckel Hall. Augments will go through the process outlined in enclosure (1) and then be taken to Medical, Supply, the OCS Exchange, and their individual section/company.

(3) National Capital Region (NCR) 0911 and support augments. At 0800, 9 May, all NCR 0911 and support augments will begin check-in at Yeckel Hall. Augments will go through the process outlined in enclosure (1) and then be taken to Medical, Supply, BEQ room assignment (if necessary), the OCS Exchange, and their individual section.

c. Tasks

(1) S-1

(a) Coordinate with individual units to ensure all orders for Marine augments include the appropriate reporting information for each respective unit. Marines will need to have their original orders and one copy of their orders in-hand when they report to OCS. Collect all original orders and ensure the Marine retains one copy.

(b) Collect accurate accountability and current recall information from all augments during the check-in process. Provide this recall information to all sections, companies, and Training and Education Command (TECOM) G-1 NLT close of business on 8 and 9 May.

(c) Collect accurate accountability and current recall information from all second increment augments during the check-in process. Provide this information to all sections, companies, and TECOM G-1 NLT close of business on 27 June.

(d) Collect all meal cards. Provide the commuted ration (COMRAT) forms to Installation Personnel Administration Center (IPAC) for those Marines needing COMRATS started. Upon termination of temporary additional duty (TAD), meal cards will be returned to the Marines. COMRATS will begin the day meal cards are turned in and end the day Marines check out of OCS.

(e) Prepare a Battalion Special Order (BSO), detailing the 0911 augment's assignment to the training company, Academics Section, or Physical Training Instructor Section. Start SDA pay, per Policy Letter 1-10 to begin on arrival date and end of the day the 0911 Marines depart OCS.

(f) Distribute the OCS check-in sheets and collect upon completion of check-in.

(g) Prepare a reporting endorsement for every Marine augment.

(h) As necessary, update Marines' record of emergency data (RED) and Servicemembers' Group Life Insurance (SGLI) information, and any other audit information as needed.

(i) Distribute the OCS check-out sheets and collect upon completion of check-out.

(2) S-3

(a) NLT 0800 on 8 May, ensure three computers are set up on the Yeckel Hall stage for S-1 to support in-processing.

(b) Provide two Information Systems Coordinator (ISC) Section Marines to conduct in-processing on 8 and 9 May.

(c) NLT 0800 on 27 June, ensure three computers are set up on the Yeckel Hall stage for S-1 to support in-processing.

(d) Provide two ISC Section Marines to conduct in-processing on 27 June.

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(3) S-4. Provide one Marine to issue "Arrive Alive" cards for the duration of in-processing.

(4) Supply

(a) Ensure the IIF has a roster of all augments and is prepared to issue field gear to them on 8-9 May.

(b) Ensure the IIF has a roster of all augments and is prepared to issue field gear to new augments on 27 June.

(d) Be prepared to prepare 604 forms for 0911s and those Marines assigned to the Tactics Platoon who have not received a supplementary issue within the last three years. The forms will be signed by the Supply Officer and returned to the individual Marine to take to Cash Sales (a new issue of uniforms is issued after a 0911s third summer at OCS).

(5) Medical

(a) Be prepared to receive all augment medical record jackets NLT 1700 on 9 May.

(b) Be prepared to receive new augment medical record jackets NLT 1700 on 27 June.

(6) Headquarters and Service Company

(a) NLT 0900 on 8 May, ensure section representatives are standing by in Yeckel Hall to receive augments.

(b) NLT 0900 on 8 May and NLT 0800 on 9 May, ensure the Substance Abuse Control Officer (SACO) is in Yeckel Hall for in-processing.

(c) NLT 8 May, be prepared to assign rooms to all augments that require billeting.

(d) NLT 0900 on 27 June, ensure section representatives are standing by in Yeckel Hall to receive augments.

(e) NLT 0900 on 27 June, ensure the Substance Abuse Control Officer (SACO) is in Yeckel Hall for in-processing.

d. Coordinating Instructions

(1) Timeline

(a) 8 May

NLT 0800 Yeckel Hall setup for in-processing
NLT 0900 In-processing personnel in place
0900-1400 MOI/AMOI augments arrive
0900-1700 MOI/AMOI augment in-processing
1000 EWS Graduation
1100-1400 EWS augments arrive
1100-1700 EWS augments in-processing

(b) 9 May

NLT 0800 In-processing personnel in place
0800-1300 NCR 0911 and support augments arrive
0800-1500 0911 and support augment in-processing

(c) 27 June

NLT 0800 Yeckel Hall setup for in-processing
NLT 0900 In-processing personnel in place
0900-1400 MOI/AMOI augments arrive
0900-1700 MOI/AMOI augment in-processing

(2) Summer Indoctrination Course (SIC) begins on Monday, 12 May and lasts for two weeks. The first event will be the Physical Fitness Test (PFT) and height/weight measurement for all hands. If a PFT has not been entered into MCTFS for this calendar year, this PFT score will be entered. SIC is the appointed place of duty for all Marines, and timely attendance of all scheduled events is mandatory.

(3) An additional SIC for second increment augments begins on Monday, 30 June and lasts for one week. The second increment SIC will be a compressed version of the initial iteration of SIC, for which a draft schedule is enclosed. The first event for second increment will still be the PFT and height/weight measurement for all new augments. If a PFT has not been entered into MCTFS for this calendar year, this PFT score will be entered. SIC is the appointed place of duty for all new augments, and timely attendance of all scheduled events is mandatory.

(4) Required actions for all augments

(a) Uniforms. Be prepared to purchase at least one OCS green PT shirt from the OCS exchange (\$8.00). Training company commanders and first sergeants will purchase at least one OCS red PT shirt (\$8.00). This shirt is required for all PT on Brown Field.

(b) Required training. Log onto <https://www.marinenet.usmc.mil/>. Type CYBERM0000 into the search bar. This search will return with a course titled USMC Cyber Awareness Training. Included in this course are DOD Cyber Awareness Challenge and PII training modules; print and sign all three certificates.

(c) SharePoint site. To gain access you will first need an eHQM account. The below link will direct you to the form to fill out. Please make sure you enter your CAC EDIPI before submitting the form (directions are at the bottom of the form). Once your account is created, please let the ISC section know, and they will give you the permissions to the SharePoint site.

<https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>

(d) Cardiopulmonary resuscitation (CPR). Any augments who have been previously certified in CPR should bring their certification cards. This qualification lasts for two years. CPR training is required for certain sections and will be coordinated for those who require it.

(5) Recommended actions for augmenting units

(a) Ensure all sergeants and above come to OCS with "TD" fitness reports from their parent commands.

(b) Ensure all corporals and below have "TD" pro-con marks assigned to them from their parent commands.

(c) Ensure all orders for Marines include the appropriate reporting information for each respective unit. Marines will need to have their original orders and one copy of their orders in-hand when they report to OCS.

(d) Ensure all Marines have the minimum uniform requirement listed in the coordinating instructions as well as the Marine Corps seasonal utility uniform, service "C" uniform, and green-on-green PT gear.

(e) Augments should not bring any supply-issued equipment. All augments will be issued required gear from the IIF.

(f) Ensure all augments bring their medical records for in-processing and turn-in to Bradley Branch Medical Clinic. Failure to turn-in their records will delay non-emergent care.

(g) Ensure all Marines understand that leave approved prior to arrival at OCS must be re-approved by their OCS chain of command.

4. Administration and Logistics

a. Administration

(1) The OCS S-1 will coordinate all administrative support.

(2) All permanent change of station (PCS)/temporary duty under instruction (TEMINS) must check into OCS. Marines will not receive modifications to their orders unless specific circumstances are deemed appropriate. Also, if they take leave and proceed prior to checking into OCS they will rate only their travel days when they depart to their new permanent duty station. If Marines desire to take leave after completion of their TEMINS it needs to be stated in their orders.

b. Logistics

(1) Augments are responsible for their transportation to OCS. Lodging for officers and SNCOs from outside the NCR will be funded by TECOM G-1 for those authorized. Early coordination with the bachelor officer quarters (BOQ) and the Crossroads Inn is highly recommended.

(2) MOI/AMOI augments will coordinate all lodging through their designated lead MOI. MOI augments will coordinate all rental cars through their designated lead MOI. AMOIs are not authorized rental cars. AMOIs coming to OCS from their college will be staying at the BOQ (Liversedge Hall). Those AMOIs who have been recently selected and will continue to

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their college upon completion of the summer augmentation program will be staying at the Crossroads Inn.

5. Command and Signal

a. The lead MOI for first increment is Major Verduzco Jr., Joe, jverduzc@norwich.edu. The lead MOI for second increment is Major Anderson, Michael, anderson.2759@osu.edu.

b. The point of contact for this LOI is Captain Katharine Carlson at (703) 784-2565.


H. R. VAN OPDORP

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Yeckel Hall Summer Augment In-Processing

