



UNITED STATES MARINE CORPS
 OFFICER CANDIDATES SCHOOL
 TRAINING COMMAND
 2189 ELROD AVENUE
 QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO:
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 CSA

MAR 16 2018

From: Commanding Officer, Officer Candidates School
To: Selectees of Officer Candidates Class 228, Selectees of Platoon Leaders Class (Juniors/Seniors), and Naval Reserve Officer Training Candidates

Subj: SUMMER 2018 OFFICER CANDIDATES SCHOOL CLASS 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 Class (OCC)-228, Platoon Leaders Class (PLC) Juniors and Seniors, and Naval Reserve Officer Training (NROTC) during the summer 2018 training cycle. This letter, along with the Officer Candidates School (OCS) website, <http://www.trngcmd.marines.mil/Units/Northeast/OfficerCandidatesSchool.aspx>, contains important information and responses to frequently asked questions by officer candidates. The website also includes physical training guidance and other preparation resources.

2. Class Date

Class	Report Date	Graduation / Completion Date
1st Increment PLC-Jrs	26 May 2018	6 July 2018
1st Increment PLC-Srs & NROTC	26 May 2018	7 July 2018
OCC/PLC (Comb)-228	2 June 2018	11 August 2018
2d Increment PLC-Jrs	8 July 2018	17 August 2018
2d Increment PLC-Srs & NROTC	8 July 2018	18 August 2018

3. Transportation. Upon arrival, all candidates must be wearing appropriate civilian attire (i.e. slacks with belt (no blue jeans), 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 703-432-6050 or 703-926-8492, as well as their respective Officer Selection Officer (OSO). Those travelling by privately owned vehicle (POV) are encouraged to travel to the Quantico area the day prior and procure a hotel.

a. Arrival Flight Information. Officer candidates' flights must arrive at Ronald Reagan Washington National Airport (DCA), prior to 1900 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 1500. Transportation from DCA to OCS will be provided to the officer candidates from 1500 to 1930. Evening chow will be the only meal provided to officer candidates by OCS on the day of their arrival. Officer candidates who fly into any other airport or arrive at DCA after 1900 may secure transportation via airport shuttle at their own expense (average cost is \$60.00). The airport shuttle is located in the rental car section within DCA's or the other airports' baggage claim area. If candidates use the shuttle service, they must contact the OCS OOD and their OSO prior to departing DCA or their respective airport.

(1) Inclement Weather Plan. If a weather emergency causes the majority of inbound flights to be delayed or cancelled, OCS will disseminate an alternate reporting requirement via the Marine Corps Recruiting Command (MCRC) Liaison as far out from the arrival window as possible.

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(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 and their OSO. These officer candidates will resume their travel upon the next available flight rescheduled through the airline and maintain communication with the OCS OOD until their arrival. Upon final arrival, if after 1900, they must contact the OCS OOD and their OSO, and coordinate transportation via the airport shuttle at their own expense.

b. Departing Flight Information. Officer candidates who are designated to commission after graduating from OCS, with the exception of Enlisted Commissioning Program (ECP) candidates on TAD orders, will report to TBS immediately and therefore do 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, 11 August 2018.

c. Marine Corps Enlisted Commissioning Education Program (MECEP) and ECP Flights. MECEP and ECP candidates do not rate per diem or lodging while at OCS. Because of this, they are unable to file 30-day travel vouchers and settle their outstanding Government Travel Charge Card (GTCC) charges until they return to their parent command. Ensure that Variation of Itinerary is authorized in the event of the candidate being dis-enrolled prior to graduation.

d. POVs. Officer candidates attending OCC-228 are authorized to drive POVs to OCS. PLC-Jrs/Srs and NROTC first and second increment classes are not authorized to travel in their POVs to OCS. Officer candidates driving POVs will arrive at OCS between the hours of 1500 and 1900 on the report date in appropriate civilian attire. Officer candidates who arrive before 1500 will be 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 Marine Corps Base (MCB) Quantico. Many candidates arrive at OCS without adequate documentation of insurance, registration, etc., and therefore; even if they gain access to MCB Quantico, they are unable to utilize their vehicle during liberty periods while at OCS. In order to prevent this, vehicle inspections should be completed by the candidate's OSO or parent command prior to departure for OCS. At no time will recreational vehicles be allowed on Brown Field. All candidates utilizing this mode of travel are highly encouraged to travel the day prior and stay at a hotel in the local area. Traffic on Interstate 95 is unpredictable and regularly congested, causing long delays.

4. Required Items

a. Running Shoes. Officer candidates must bring serviceable running shoes, which must be easily accessible upon arrival at OCS. It is recommended that running shoes are less than 3 months old or have less than 100 miles of wear on them. 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, shorts, and athletic socks to sleep in the first night. This set of PT gear will also be worn during 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 training, candidates will wear the Desert Marine Pattern (MARPAT) uniform for all training events, except for graduation which will be in Woodland MARPAT. The tables below list the by program uniform requirements for all OCC-228 candidates:

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

Item	Qty
Jacket/Coat (conservative in color and style)	1
Collared Shirt	2 (1 worn)
Undershirt (white)	2 (1 worn)
Business Casual Trousers (no blue jeans)	2 (1 worn)

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Belt	1 (worn)
Dress Shoes	1 pair (worn)
Underwear (compression shorts are authorized)	5
Sports Bra (female candidates only)	5
Running shoes (3 months or newer or have less than 100 miles of wear)	1 pair (2 pairs are recommended)
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
Watch (water resistant/rugged)	1

(2) In addition to the table above, all current active and reserve Marines to include Individual Ready Reserve (IRR) Marines within 90 days of their End of Active Service (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
Service "C" blouse	1
8-Point Cover, MARPAT, Woodland	2
8-Point Cover, MARPAT, Desert	2
Boonie Cover, MARPAT, Desert	1
Hot Weather Combat Boots (Jungle) (see para 4.c.2.a)	1
Infantry Combat Boots (ICB) (see para 4.c.2.a)	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 and/or compression shorts are authorized)	6
Boot Socks (brown)	6

(a) Upon arrival at OCS, one additional set of Woodland MARPAT uniforms and one additional set of Desert MARPAT uniforms 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 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.

(3) Naval Reserve Officer Training Corps (NROTC) Students are required to bring the items in the table below in addition to the items in paragraph 4.c.1. If they have not received the below items prior to arriving, NROTC students will receive them in their initial issue at OCS:

Item	Qty
Blouse, MARPAT, Woodland	2

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Trousers, MARPAT, Woodland	2
Blouse, MARPAT, Desert	2
Trousers, MARPAT, Desert	2
8-Point Cover, MARPAT, Woodland	2
8-Point Cover, MARPAT, Desert	2
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 (3 can be synthetic)	6
Underwear (silkies and/or compression shorts are authorized)	6
Boot Socks (brown)	6

(4) Service “A”. All OCC-228 direct-commission candidates, to include MECEP and ECP, will stand a Company Commander’s Inspection in the Service “A” uniform with garrison cover. All prior enlisted officer candidates of OCC-228 are required to hand carry their current Service “A” uniform to OCS. Those prior enlisted officer candidates earning their commission upon graduation will have the option of converting their Service “A” uniform from enlisted to officer, or to purchase a new uniform. **MECEP candidates 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. Prior service members are not required to purchase ICB or jungle boots even if they do not currently own them; however, they are required to bring two sets of issued boots (not steel toe). All 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 a third pair of boots are encouraged to purchase USMC regulation boots prior to arrival at OCS. This will allow the candidate to begin a break-in period and to become accustomed to wearing and running in boots. OCS will issue Marine Corps Combat Boots (Cold Weather and Jungle) to all candidates who are not prior service. Bates Lites and Danner Reckonings are authorized. Candidates are encouraged to reference paragraph 3012 of MCO P1020.34G and MARADMIN 117/16 for boot regulations. Further guidance on boot fitting can be found on the OCS website.

d. Money. All candidates will use a debit or credit card for the purchase of their bag issue. Depending on the items purchased, bag issue will cost between \$320.00 and \$405.00. \$320.00 worth of gear is the minimum amount of gear required to induct into training. Items are not to be purchased prior to arrival. **OCS will not lend money or apply a checkage for a candidate’s bag issue or other required costs.** Additionally, candidates must ensure they bring enough cash for weekly haircuts and exchange visits through the first liberty weekend. These events can total \$20.00 per week. Candidates are recommended to bring no less than \$60.00 and no more than \$100.00 for these expenses. Candidates arriving without the required funds may be dis-enrolled if the Commanding Officer deems him or her financially incapable of meeting the initial procurement requirements for items necessary to commence training.

e. Toiletries. Officer candidates will bring enough basic overnight toiletry items (razors, shaving cream, soap, shampoo, deodorant, toothbrush, toothpaste, and solid color 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.

5. Fitness Reports. MECEP candidates who are active or reserve sergeants and above will receive a non-observed From Duty (FD) fitness report. ECP candidates will receive Grade Change (GC) reports in conjunction with their FD when departing OCS as Second Lieutenants back to their parent command. The candidate’s parent command is responsible for giving them a To Duty (TD) report before reporting to OCS.

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6. Medical. OCS medical will conduct a screening of all candidates prior to entering into training. **It is imperative that 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) will be used by OCC and PLC candidates, while NROTC candidates will use the NSTC 1533_107 form. The respective forms 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 the completion of required annual certificates. If there is a gap in the annual certificates, a new physical will need to be completed prior to arriving at OCS. Any missing documentation or gaps in a candidate's medical history may result in the candidate being not physically qualified to begin training.

b. Active Duty and SMCR Candidates. Active duty and SMCR candidates must possess a completed and current (within one year) Periodic Health Assessment (PHA).

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) has 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 any eye surgery must be at a minimum 180 days post-operation prior to reporting to OCS. Their medical record must also include all post-surgical follow-ups 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. Medical restrictions prevent candidates from receiving more than five immunizations over a short period of time. As a result, candidates with outdated/missing immunizations may be medically disqualified during in-processing if they are unable to receive the required immunizations. At a minimum, candidates must have had their childhood immunizations (MMR, Varicella, HIB, DTAP, and HEP B). Shot records should be signed by a licensed medical professional and in medical records prior to them being shipped to OCS for prescreening.

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. **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 who are working with an Officer Selection Officer will have their medical records forwarded to their appropriate district, who will then forward the record to OCS Medical. For NROTC candidates, their Marine Officer Instructor (MOI) should forward the medical record to OCS Medical at 2189 Elrod Ave, Quantico, VA 22134. It is highly recommended that copies of mailed and hand carried records be maintained at the forwarding unit. Dates for submission are:

(1) OCC-228, medical records for non-active duty candidates is no later than 1 May 2018.

(2) PLC Juniors/Seniors/NROTC (1st Increment), medical records for non-active duty candidates is no later than 20 April 2018.

(3) PLC Juniors/Seniors/NROTC (2nd Increment), medical records for non-active duty candidates is no later than 7 June 2018.

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

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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 OCS attendees should bring their military issue glasses in order to streamline the issue process; two pairs are recommended. Officer candidates will not arrive at OCS wearing contact lenses, nor will they wear contact lenses at any time while at OCS. OCS Medical 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 prescription (within one year), or they can wear/take their current eyeglasses to allow for optometry to scan the prescription. OCS Medical will not process faxed-in prescriptions.

7. Administrative. MCB Quantico Installation Personnel Administrative Center (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 the Fiscal Year 2018 ECP, MECEP, Meritorious Commissioning Program Reserve (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: <http://www.marines.mil/News/Messages/MARADMINS>.

a. Per the Fiscal Year 2018 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN, all selected Marines will receive temporary additional duty orders to report to the Commanding Officer, OCS, Quantico, Virginia. This represents a change from previous training cycles. All selectees are now instructed to not break their domicile lease, move their dependents or household goods to Quantico, or initiate departure from base housing. 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.

(1) Upon completion of OCS, MECEP candidates will return to their parent command to execute Permanent Change of Station (PCS) orders to their assigned NROTC unit as outlined in the Fiscal Year 2018 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN.

(2) Upon completion of OCS, ECP, Reserve ECP and MCP-R, candidates will commission and return to their unit. They will then coordinate their move with their local Distribution Management Officer and execute PCA orders to The Basic School (TBS).

(3) MECEP, ECP, RECP, and MCP-R selectees with questions should contact Officer Naval/Enlisted Programs (ON/E) at 703-784-9443; DSN 278-9446.

b. If an officer candidate's family members are staying at an address other than the candidate's home of record, e.g. parents/in-laws, they should provide that address to OCS during in-processing. **All candidates who are either married or have dependents and/or single reserve component officer candidates will be required to provide a valid rental/lease or mortgage agreement in order to receive BAH during OCS, in accordance with MARADMIN 305/08.**

c. All officer candidates, will hand carry a manila envelope labeled in the top right corner with the last name, first name, and middle initial. **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) Two copies of their orders.

(2) Completed SF 1199a, Electronic Funds Transfer (EFT) form for a current savings and/or checking account with a **voided check or deposit slip**. OCS highly recommends this form be filled out electronically by the candidate's financial institution in order to prevent pay issues. (Not required for Active Duty unless information needs to be updated)

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

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(4) Official copy of their college transcript.

d. The following are documents required for officer candidates in special cases.

(1) Candidates with dependents must bring 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. (Not required for Active Duty unless information needs to be updated)

(2) All married officer candidates must include a valid marriage license, or marriage certificate as well as 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. (Not required for Active Duty unless information needs to be updated).
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.

(3) All single reserve component candidates will ensure that their primary residence is established and up to date in MCTFS in accordance with MARADMIN 204/15.

(4) Officer candidates that are prior military service members and officer candidates that are married to current or prior military service members must bring (4) 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.

e. MECEP and ECP 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 2018 ECP, MECEP, MCP-R, and RECP Selection Board Results MARADMIN which selected them to their program for additional information on entitlements

f. After the first week, mail will be distributed regularly, at least once each day, except on Sundays. Officer candidates are encouraged to use the United States Postal Service for all packages. The mailing address of candidates is:

Candidate Last name, First, MI. ___ Company, ___ Platoon

Officer Candidates School

2189 Elrod Avenue Quantico, Virginia 22134-5033

Candidates will write home during the first few days of training to let a family member or friend know that they have arrived safely at OCS. This will have their company and platoon information. Additionally, families are encouraged to visit the official OCS website at <http://www.trngcmd.marines.mil/Units/Northeast/Officer-Candidates-School/> or the official OCS Facebook page at www.facebook.com/usmcoocs for more information and training updates.

8. Contraband. The following items are not authorized aboard Brown Field. Candidates found in possession of the following face possible disenrollment:

a. Study Guides. In order to eliminate any possible situations which could place a candidate's integrity in question, any study material, outside of what OCS provides candidates with, is contraband. OCS still encourages study guides be made and utilized in preparation for OCS, but the material should be studied only prior to arrival and should remain off Brown Field. Upon arrival, OCS provides each candidate with a knowledge binder containing the study material necessary for success at OCS.

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b. 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.

9. Fraternization. All candidates will understand the Marine Corps and OCS policy regarding fraternization. Candidates intending to marry prior to commissioning should do so prior to reporting to OCS. Candidates will not be granted extra time to plan or execute a wedding outside of scheduled liberty periods. The officer candidate/instructor relationship is maintained on a formal military basis. No officer candidate may enter into any financial arrangements, loans, or gift giving with any staff member. Officer candidates and staff members will neither go on liberty together, nor will officer candidates be invited to a staff member's quarters.

10. Pre-ship Checklists. In addition to medical records being shipped ahead of time, each candidate must complete and submit a Pre-Ship Checklist (enclosure 1) 30 days prior to the candidate's arrival. OSOs, MOIs, and COs (for Enlisted-to-Officer candidates) must review the Pre-Ship checklist with each candidate. The pre-ship checklist allows MCRC and OCS to properly flag any potential issues in a timely manner allowing for corrections/follow-ups as necessary.

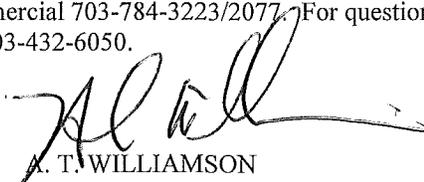
a. OCC officer candidates will complete the pre-ship checklist in its entirety with their respective OSOs, who will forward it via the chain of command to MCRC Officer Programs.

b. NROTC/MECEP/ECP/RECP/MCPR Pre-Ship Checklists will be scanned via email to their respective program coordinators listed below no later than 1 May 2018.

c. NROTC: kelly.owens@marines.usmc.mil or jeanette.nortan@marines.usmc.mil.

d. MECEP/ECP/RECP/MCP-R: troi.spencer@marines.usmc.mil.

11. For all questions concerning candidate information please contact the Student Activities Section at OCS_CSA@usmc.mil, at DSN 278-3223/2077 or commercial 703-784-3223/2077. For questions or issues occurring after hours please contact the OCS OOD at 703-432-6050.



A. T. WILLIAMSON

Officer Candidate Pre-Ship Checklist (12 Oct 2017)

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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Program (circle): OCC PLC-Comb PLC Jr PLC Sr PLC Law	District/RS/OSS:
ECP RECP MCP-R MECEP NROTC USMMA	Unit or NROTC:

Note: PFT must be within 45 days of shipping and scored per the appropriate age category.

PFT Date: _____	Crunches: _____	Age: _____
Pull-ups: _____	3 Mile Run: _____	Candidate Ht/Wt/BF% Date: _____
(or) Push-ups: _____	PFT Score: _____	Ht: _____ Wt: _____ Max Wt: _____ BF%: _____

Instructions: This checklist must be filled out in person with the OSO/MOI/OIC.

1. Candidate: Answer questions 1-22 by placing your initials in the appropriate box and providing a detailed explanation when required.
2. OSO/MOI/OIC: Answer questions 23-37 with the candidate by placing your initials in the appropriate box and providing a detailed explanation when required.

Yes	No	N/A	Questions
			1. Do you possess a valid photo ID to take to OCS? If no, please explain.
			2. Do you understand you must possess a debit or credit card with a minimum of \$310.00 for your initial small/large bag issue? If no, please explain. (Note: Additional items are available for purchase if desired; optional items may increase price up to \$500)
			3. Is there anything which might prevent you from completing your minimum four week contractual obligation at OCS? If yes, please explain.
			4. Do you have any pending legal action against you (civil or criminal, and including minor infractions)? If yes, please explain.
			5. Do you have any pending or scheduled court appearances before, during, or after reporting to OCS? If yes, please explain.
			6. Are there any other legal issues in which you are involved? (jury duty, subpoena to testify, etc.) If yes, please explain.
			7. Have you used any drugs the Marine Corps deems illegal prior to, or during the application/selection process, which has not been properly documented in your paperwork? If you are not sure, ask your OSO/MOI/OIC. All drug use must be properly identified, explained, and documented. <u>Warning: You will be taking a urinalysis upon your arrival at OCS; a positive urinalysis will disqualify you from the Marine Corps Officer Programs.</u>
			8. Have you informed your OSO/MOI/OIC of all minor and major law infractions? (regardless if the offense occurred when you were a minor and you were told the case has been sealed) If no, please explain.
			9. Have you informed your OSO/MOI/OIC about all paid/unpaid speeding tickets, moving violations, parking tickets, and any other infractions or fines you have ever incurred (including those on a college campus)? If no, please explain.

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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Yes	No	N/A	
			10. Do you understand that, if you are in a relationship with an enlisted member of the Armed Forces of the United States of America and you are considering marriage, per paragraph 1100.6 of the Marine Corps Manual, the marriage must occur prior to accepting your commission?
			11. If flying, do you have information regarding times for reporting to OCS, modes of transportation OCS provides from Ronald Reagan Washington National Airport (DCA), and the cost of transportation in case you arrive late?
			12. Do you have a family care plan?
			13. Have you granted a Power of Attorney to a trusted family member to handle various financial/administrative matters while you are in training?
			14. If you are a college graduate, do you understand that you must bring a certified copy of your transcripts which state that degree requirements have been met?
			15. Do you have any reoccurring injuries, or injuries which may impact your ability to train at OCS? If yes, please explain.

Yes	No	N/A	OCC & E-O Candidates Only
			16. If driving, do you have directions to OCS?
			17. If driving, do you possess a valid driver's license, registration, auto insurance, and POV inspection checklist completed by your OSO or OIC?

Yes	No	N/A	E-O Candidates & Drilling Reservists Only
			18. Have you recently deployed?
			19. If you have recently deployed, have you completed your 30, 60, and 90 day Post-Deployment Health Assessment per MARADMIN 112/07? If no, please explain.
			20. Do you possess the required serviceable uniforms per the OCS Candidate Pre-Ship Preparation and Requirements letter? (Note: Nametapes must be removed) If no, please explain.
			21. Have all of your unserviceable items been surveyed? (Note: Per MCO 10120.G, Reservists can survey unserviceable items)

Yes	No	N/A	Returning PLC Seniors Only
			22. Do you have all of your issued uniform items to bring with you to OCS? If not, please explain.

This section must be completed, with each question initialed, by the OSO, MOI, or OIC.			
Yes	No	N/A	Questions
			23. Does the candidate meet height/weight/body fat standards in accordance with MCO 6110.3A?
			24. Have you instructed the candidate on proper civilian attire for checking in to OCS?
			25. Does the candidate have a copy of his/her orders for reporting to OCS? If no, please explain.
			26. Have you provided your phone number and OCS duty phone number to the candidate? If no, ensure this information is provided by shipping day. The OCS contact number is (703) 784-2351/52.

ENCLOSURE (1)

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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Yes	No	N/A	
			27. Have you informed the candidate that he/she must bring a completed direct deposit form (SF 1199a) and voided check with him/her to OCS?
			28. Have you made the candidate aware that, if he/she has not been 100% truthful in their application, during their subsequent selection, and induction at OCS, they will be sent home from OCS, and may be found unfit to return?
			29. Has the candidate been briefed that, if there are any changes in their status (medical, moral, or otherwise), he/she must notify their OSO/MOI/OIC immediately? And, that he/she is not authorized to report to OCS with any unresolved medical or moral issues?
			30. Have you initiated the candidate's OPM case? What is the OPM case number? If not, please explain. (Not required for candidates with active security clearances) Case #: _____
			31. If the candidate has dual citizenship with another country, has the candidate documented their willingness to renounce citizenship to the foreign country? If not, please explain.
			32. If the candidate is a drilling reservist, have you provided the candidate's transfer orders to OCS to the candidate's I&I unit? If not, please explain. Unit Diary #: _____ Transfer Date: _____
			33. If the candidate was a member of a different service, has the OST received the appropriate release of service documents which allow the candidate to be contracted into the Marine Corps and ship to OCS? (e.g. DD 214 or DD 368)
			34. Has the candidate experienced any changes in health, to include doctor visits, hospital stays, and/or surgery since his/her initial physical?
			35. If the candidate answered yes to question 33, has the change in health in any way affected the candidate's ability to train and prepare for OCS?
			36. Has the candidate taken over the counter medication and/or prescribed narcotics for any chronic medical issue since his/her initial physical?
			37. Are all annual certificates, NSTC 1533/107 (NROTC units), and PHAs (SMCR & E-O applicants) available, and show continuity since the original physical exam not exceeding a total of five years? (N/A if the physical was administered within one year)

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 to OCS.

Candidate's Signature: _____ Date: _____

Print Name: _____

OSO/MOI/OIC Signature: _____ Date: _____

Print Name: _____

CANDIDATE (L NAME, F NAME, MI): _____

OSO INFORMATION

OSS LOCATION: _____

OSO NAME: _____

OSO TELEPHONE NUMBER: _____

OSO EMAIL ADDRESS: _____

CHECK LIST

INITIAL THE BLOCK THAT APPLIES:	YES	NO	DOES NOT APPLY
1) INITIAL ORDERS	_____	_____	_____
2) ANNEX C (SVC AGREEMENT)	_____	_____	_____
3) DD FORM 4 (CONTRACT)	_____	_____	_____
4) BIRTH CERTIFICATE OCAN	_____	_____	_____
5) SSN CARD - CANDIDATE	_____	_____	_____
6) DIRECT DEPOSIT FORM	_____	_____	_____
7) BLANK CHECK	_____	_____	_____
8) MARRIAGE CERTIFICATE	_____	_____	_____
9) BIRTH CERTIFICATE - SPOUSE	_____	_____	_____
10) SSN CARD - SPOUSE	_____	_____	_____
11) BIRTH CERT – CHILD (1 2 3 4 5 6)	_____	_____	_____
12) SSN CARD – CHILD (1 2 3 4 5 6)	_____	_____	_____
13) TRANSCRIPTS	_____	_____	_____
14) PROOF OF RESIDENCE / LEASE	_____	_____	_____
15) DD 214	_____	_____	_____

NOTES:

ARE YOU? (CIRCLE APPLICABLE)

USMC RESERVIST (SMCR , IRR , AR)

PROIR MILITARY SERVICE - USMC

PRIOR MILITARY SERVICE – OTHER BRANCH

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>)		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>)		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER AREA CODE		F TYPE OF PAYMENT (<i>Check only one</i>)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT		<input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input checked="" type="checkbox"/> Mil. Active <u>US Marine Corps</u> <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. _____ <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor _____ <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other _____ <i>(specify)</i>	
C CLAIM OR PAYROLL ID NUMBER		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>)	
Prefix	Suffix	TYPE	AMOUNT
PAYEE/JOINT PAYEE CERTIFICATION		JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>)	
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME U.S. Marine Corps	GOVERNMENT AGENCY ADDRESS DFAS Kansas City
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SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER										
	<table style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>										
	CHECK DIGIT										
	<table style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>										
DEPOSITOR ACCOUNT TITLE											
FINANCIAL INSTITUTION CERTIFICATION											
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.											
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE										
TELEPHONE NUMBER	DATE										

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

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.

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.