



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

MCRCO 1100.1
G-3
9 Nov 2011

MARINE CORPS RECRUITING COMMAND ORDER 1100.1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS RECRUITING COMMAND ENLISTMENT PROCESSING MANUAL (SHORT
TITLE: MCRC EPM)

Encl: (1) Locator Sheet

1. Situation. This manual establishes the criteria for enlistment as directed by the Commandant of the Marine Corps, the procedures governing the processing of applicants and summarizes recruiting support programs to be used in accomplishing the enlisted recruiting mission.

2. Mission. To promulgate policies and procedures for Marine Corps Recruiting Command (MCRC) and field commanders who are authorized to recruit for the Marine Corps, as established by the Commandant of the Marine Corps.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This manual frames the enlistment recruiting standards and maintains a quality United States Marine Corps, and will serve as the single reference source for enlistments into the Marine Corps. The Commanding General, MCRC, must authorize any deviation from instructions in this manual. This manual contains major administrative changes and incorporates enlistment policy changes previously announced via separate correspondence. It should be reviewed in its entirety.

(b) This order is punitive, violations of which are subject to administrative and disciplinary action under the Uniform Code of Military Justice.

(2) Concept of Operations

(a) This manual is organized into chapters dealing with recruiting policies, recruiting support programs, qualifications for enlistment and enlistment procedures.

(b) The chapter on recruiting policies contains sections on military conduct on recruiting duty and conduct with civilians and other services.

(c) The chapter on recruiting support programs contains sections on general support, enlistment incentive programs and recruiting related programs.

DISTRIBUTION STATEMENT E: Distribution authorized to DOD components only. All other requests must be referred to Commanding General, Marine Corps Recruiting Command.

(d) The chapter on qualifications for enlistment contains sections on enlistment criteria that detail age, citizenship, dependents, education, drug and alcohol involvement, mental aptitude, physical aptitude, conduct (moral), prior service and waivers of enlistment criteria.

(e) The chapter on enlistment procedures contains sections on pre-enlistment processing, enlistment processing and post enlistment processing.

(f) The examples in this manual contain no actual Personal Identifiable Information (PII).

b. Subordinate Element Missions

(1) Commanders will:

(a) Ensure all personnel involved in the enlistment process are aware of the contents of this manual.

(b) The guidelines contained in this manual satisfy all of the Commandant of the Marine Corps annual enlisted recruiting quality standard requirements. CG MCRC is responsible for the accuracy, currency, modification, and distribution of this manual.

(2) MCRC G-3 Enlisted Operations. Support the enlisted recruiting effort by establishing timely entry of changes and physical maintenance of copies of this manual.

(3) MCRC G-3 Staff Sections. Support the enlisted recruiting effort as directed by the CG MCRC.

c. Coordinating Instructions. Recommendations concerning the contents of this manual should be forwarded to CG, MCRC, G-3, Enlisted Operations via the appropriate chain of command.

4. Administration and Logistics

a. Administration

(1) All levels of Marine Corps Recruiting Command are required to utilize this manual in the day to day enlistment processing procedures.

(2) Those members currently under contract in the Delayed Enlistment Program (DEP) or Selected Marine Corps Reserve (SMCR) Awaiting Initial Duty Training (AIDT), who were enlisted under the provisions of MCO P1100.72C Military Personnel Procurement Manual (Short Title: MPPM EnlProc) are grandfathered. Any contradictions should be referred to CG MCRC for resolution.

(3) Any former member discharged from the DEP or SMCR AIDT other than an immediate Change of Component must meet the criteria contained in this manual.

(4) All applicable quality control recruiting checklists and statements of understanding are contained in this manual.

(5) This manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

(6) Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3103.3a refers to chapter 3, section 1, general major paragraph number 03, subparagraph a.

(7) Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the fourth page of chapter 2 is shown as 2-4.

b. Changes. Changes to this manual will be published per:

(1) Current established criteria. Changes are numbered consecutively. Record receipt and entry of changes on the page provided for that purpose.

(2) Additionally; due to changes generated at the Department of Defense (DoD), Department of Navy (DoN), or Commandant of the Marine Corps (CMC) levels concerning enlistment criterion and policies, the Commanding General, Marine Corps Recruiting Command (CG MCRC) will issue and promulgate CG MCRC Frost Calls on a quarterly basis to enable rapid updates to this manual. These frost calls will have the same authority and serve as formal changes to this manual. Such changes will be recorded on page provided for that purpose.

c. Methods of Citation. Reference paragraphs in this manual in the following manner:

(1) For correspondence: Ref: (a) MCRC EPM, para. 3212.2a

(2) For messages and MARADMIN's: REF/A/DOC/MCRC G-3/19SEP11//
AMPN/REF A IS THE MCRC EPM.//

(3) For directives: Ref: (a) MCRCO 1100.1, MCRC EPM, para. 3212.2a

(4) Personnel records/forms only: MCRC EPM, para 3212.2a

5. Command and Signal

a. Command. This manual is applicable to the Marine Corps and Marine Corps Reserve for Non Prior Service (NPS) enlistments into the Selected Marine Corps Reserve (SMCR).

b. Signal. This order is effective the date signed.

DISTRIBUTION: A, D

THIS PAGE INTENTIONALLY LEFT BLANK

LOCATOR SHEET

Subj: MARINE CORPS RECRUITING COMMAND ENLISTMENT PROCESSING
MANUAL (Short Title: MCRC EPM)

location: _____
(Indicate location(s) of copy(ies) of this Manual.)

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

CONTENTS

CHAPTER

INTRODUCTION

1 RECRUITING POLICIES

2 RECRUITING SUPPORT PROGRAMS

3 QUALIFICATIONS FOR ENLISTMENT

4 ENLISTMENT PROCEDURES

APPENDIX

A GLOSSARY OF ABBREVIATIONS AND ACRONYMS

B REFERENCE LIST

C INSTRUCTIONS FOR COMPLETION OF RECORD OF
MILITARY PROCESSING - ARMED FORCES OF THE
UNITED STATES (DD FORM 1966, MARCH 2007
EDITION)

D INSTRUCTIONS FOR COMPLETION OF ENLISTMENT/
REENLISTMENT DOCUMENT - ARMED FORCES OF
THE UNITED STATES (DD FORM 4, JULY 2007
EDITION)

E INSTRUCTIONS FOR COMPLETION OF RECORD OF
EMERGENCY DATA (DD FORM 93, January 2008
EDITION)

F MOBILIZATION

G MCRC ISSUED FROST CALLS PERTAINING TO
CRITERIA IN THIS MANUAL

H DESKTOP FIGURES FOR READY REFERENCE

THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION

0001. PURPOSE. This manual is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of enlisted Marines, to establish the criteria for enlistment, to establish procedures governing the processing of applicants, and to summarize recruiting support programs to be used in accomplishing the enlisted recruiting mission.

0002. STATUS

1. The policies and procedures in this manual apply to MCRC staff agencies and field commanders who are authorized to recruit for the U. S. Marine Corps.
2. Any deviation from the instructions in this manual must be authorized by the CG MCRC.

0003. RESPONSIBILITY. The CG MCRC is responsible for the accuracy, currency, modification, and distribution of this Manual. The MCRC staff and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

0004. COPIES

1. Subordinate commands are authorized to reproduce copies of this manual for official use in support of the enlistment recruiting mission.
2. Copies will not be provided outside of government agencies, the Marine Corps or Marine Corps Recruiting Command, without approval of the CG MCRC.

0005. ORGANIZATION

1. This Manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.
2. Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3103.3a(2) refers to chapter 3, section 1, general major paragraph number 03, subparagraph 3a(2).
3. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the fourth page of chapter 2 is shown as 2-4.
4. Paragraphs preceded by an asterisk differ substantially from the previous edition of this manual and should be reviewed closely.

0006. CHANGES. The MCRC will publish changes to this Manual per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose.

0007. METHODS OF CITATION. Reference paragraphs in this Manual in the following manner:

1. For correspondence:
Ref: (a) MCRC EPM, par. 3212.2a

2. For messages and NAVGRAM's:
REF/A/DOC/MCRC (RE)/15JUN97//
AMPN/REF A IS THE MCRC EPM.//

NOTE: Always refer to the Telecommunications Users Manual (NTP 3) for correct formatting. Identify the paragraph referenced in the message text.

3. For directives:
Ref: (a) MCRCO 1100.1, par. 3212.2a

4. Personnel records and forms only:
Ref: MCRC EPM, para 3212.2a

CHAPTER 1
RECRUITING POLICIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
SECTION 1: <u>MILITARY CONDUCT ON RECRUITING DUTY</u>		
PURPOSE.....	1100	1-3
ACCEPTANCE FOR ENLISTMENT OR REENLISTMENT.....	1101	1-3
MISSION OF THE RECRUITING COMMAND.....	1102	1-3
RECRUITER AWARENESS.....	1103	1-3
SCREENING AND PROCESSING OF APPLICANTS.....	1104	1-4
RECRUITING ETHICS.....	1105	1-5
UNIFORMS.....	1106	1-7
HOURS OF OPERATION, MARINE CORPS RECRUITING COMMAND.....	1107	1-6
INSPECTIONS.....	1108	1-8
SECTION 2: <u>CONDUCT WITH CIVILIANS AND OTHER SERVICES</u>		
PURPOSE.....	1200	1-9
CONDUCT WITH APPLICANTS.....	1201	1-9
REFERRING APPLICANTS.....	1202	1-10
RECRUITING POLICY FOR SECONDARY SCHOOLS.....	1203	1-10
RELATIONSHIPS WITH OTHER AGENCIES AND MILITARY COMMANDS.....	1204	1-11
COOPERATION WITH CIVILIAN AUTHORITIES.....	1205	1-15
PRIVILEGED COMMUNICATIONS AND APPLICABILITY OF THE PRIVACY ACT OF 1974.....	1206	1-16

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 1

RECRUITING POLICIES

SECTION 1: MILITARY CONDUCT ON RECRUITING DUTY

1100. PURPOSE. This section contains general policy and instructions governing the procurement of both prior service (PS) and non-prior service (NPS) enlisted personnel into the Marine Corps and NPS enlisted personnel into the Selected Marine Corps Reserve (SMCR). This section outlines procedures that foster professional military standards for Marines serving on the independent duty of recruiting.

1101. ACCEPTANCE FOR ENLISTMENT OR REENLISTMENT. All applicants who meet prescribed standards are acceptable for enlistment or reenlistment. Applicants will not be refused enlistment because of race, color, religion, national origin, gender, or sexual orientation, if the applicant is otherwise qualified in accordance with the provisions in this Manual.

1102. MISSION OF THE MARINE CORPS RECRUITING COMMAND. The ultimate objective of Marine Corps Recruiting Command (MCRC) is the perpetuation of the Marine Corps and the standards of preparedness and military vigor that Marines have upheld since 1775. The immediate impact that recruiting has on the Marine Corps requires that standards for enlistment be strictly set to ensure that future Marines will maintain our tradition of excellence. Accordingly, the mission of the Marine Corps is to "Make Marines, Win Battles, and Return Quality Citizens" to their communities.

1103. RECRUITER AWARENESS. The policies, instructions, and procedures of this Manual implement directives from public law, Executive Orders, governmental agencies, Department of Defense (DOD), and Headquarters Marine Corps. It is the responsibility of MCRC personnel to comply with the policies contained herein and accomplish its mission. The individual Marine recruiter is the indispensable element of mission accomplishment. Therefore, it is essential that each recruiter be thoroughly familiar with this manual. Recruiter awareness must also include knowledge of each step in the process of qualification and enlistment. This requirement will be supported through formal and informal training. An exchange of recruiting information among recruiters themselves is encouraged. Recommendations or inquiries should be submitted to the CG MCRC through the chain of command.

1104. SCREENING AND PROCESSING OF APPLICANTS

1. Objectives. The objectives of enlistment processing are:

a. That all applicants accepted for enlistment meet required qualifications. During all phases of processing, particular care must be taken to prevent erroneous or fraudulent enlistments. Once it is established that an applicant does not meet enlistment qualifications, processing should stop unless the applicant is otherwise exceptionally qualified and recommended for a waiver.

b. That all enlistment records are prepared accurately. Enlistment records are not only a matter of major importance during a person's military service, but also later in civilian life, and even after death. Recruiters are responsible for the entries that they make. Likewise, Military Entrance Processing Station Liaison NCO's are responsible for their entries. MEPS Liaison NCO's are also responsible for reviewing and verifying with the applicant all the entries made on enlistment forms.

c. That a smooth transition from civilian to military life is effected for those accepted for enlistment. Applicants must be honestly informed of what they can expect from the Marine Corps and of what the Marine Corps expects from them. For those not qualified for enlistment, appropriate advice and assistance should be given (see paragraph 1201 on page 1-9).

2. Professional Conduct. Processing is usually an applicant's personal introduction to the Marine Corps. If integrity, efficiency, courtesy, and tact prevail, the applicant will know that the decision to enlist is a wise one, and the objectives listed above will be met.

3. Initial Recruiter Screening

a. Recruiters are the first level of quality control within the recruiting command. Accordingly, recruiters will screen each prospect to determine basic eligibility. Initial screening will include an authorized Enlistment Screening Test (EST) and a Wide Range Achievement Test (WRAT) (see chapter 3, section 2, part F, page 3-57).

b. Section 2 of chapter 3 of this manual assists in determining enlistment qualifications.

c. Ineligible prospects or applicants will be immediately rejected unless there is an exceptional basis for waiver consideration.

1105. RECRUITING ETHICS

1. Penalty for Knowingly Enlisting Ineligible Applicants. Article 84, Uniform Code of Military Justice, expressly states: "Any person subject to this chapter who effects an enlistment or appointment in, or separation from the Armed Forces, of any person who is known to him/her to be ineligible for that enlistment, appointment, or separation because it is prohibited by law, regulation, or order, shall be punished as a court-martial may direct."

2. Recruiting Promises

a. Recruiting personnel will not make oral or written promises to applicants, parents, or others except as authorized by this Manual or by other appropriate Marine Corps directives. Misrepresentation or deception will not be tolerated. Implied or direct assurances and/or promises are prohibited. Further, recruiting personnel must not suggest that personal correspondence to the CG MCRC, CMC, or to a political representative will give the applicant preference or result in acceptance after an applicant has been rejected. All applicants are evaluated on their individual merits and qualifications alone using a "whole person" concept.

b. Recruiting personnel have a serious obligation to ensure that applicants fully understand the true nature and scope of their agreement with the Marine Corps. Special care must be taken to clarify or avoid any statements, oral or written, that could possibly be construed or misinterpreted as a promise. There are some matters that must receive special emphasis so that applicants will have a true and proper understanding. These are matters that relate to:

- (1) Enlistment Incentives Program.
- (2) Geographical/Duty stations.
- (3) Enlistments Bonus.
- (4) Promotions.
- (5) Educational opportunities.
- (6) Meaning and requirements of a military service obligation (MSO).

c. Under no circumstances shall recruiting personnel directly or indirectly characterize life in the Marine Corps as a life of ease and pleasure. Instead, our life should be depicted as a life that offers men and women a military career where technical training, education, and other rewards are available for those who work and desire to make their own way. The Marine Corps is a challenging career. If properly presented, this should be sufficient attraction for young men and women of the desired character.

d. Recruiting personnel must reinforce in the mind of each applicant that only those promises actually written into the enlistment contract (DD Form 4 and Annexes) will be kept. The DD Form 4, Enlistment/Reenlistment Document, deal with enlistment promises and must be stressed so that applicants have a legitimate understanding of their significance. Specific statements of understanding (SOU) are prescribed for enlistments incentives with a guarantee. For general service enlistments (open contracts), the DD Form 4, and section IV of the DD Form 1966 will adequately suffice, if used properly.

e. Real or implied promises that cannot be honored result in consequences that are seriously damaging to our recruiting efforts. Questionable recruiting practices not only tend to jeopardize accomplishment of the mission, they also mar the integrity of the individual Marine, the Recruiting Command, and the Marine Corps. Such methods are not condoned and will not be employed.

3. Servicemembers Civil Relief Act of 2003 (50 U.S.C. App §§ 501-597b). The Servicemembers Civil Relief Act (SCRA) of 2003 is a Federal law that replaced the Soldiers and Sailors Civil Relief Act. It provides many new legal rights to servicemembers, and in some cases their dependents. All recruiters, Staff Non-Commissioned Officers, and command group members need be aware of the rights contained in the SCRA of 2003. All applicants for enlistment will read, sign and be provided a copy of the Servicemembers Civil Relief Act Advice and Statement of Understanding (NAVMC 11494). This form will be a required enlistment packet document for all applicants processing at the respective Military Entrance Processing Station (MEPS). The form is available through the MCRC Portal or the Automated Enlistment Package (AEP). This form is required for all applicants. Refer to Chapter 4 of this manual paragraph 4107, Figure 4-1 and Table 4-3.

4. Recruiter Intervention with the Judicial System. Under **no** circumstances will recruiting personnel directly or indirectly intervene on behalf of a prospective applicant who is awaiting action by court authorities.

a. Recruiting personnel will not appear in court or before judicial authorities **at any time** (i.e., District Attorney, Assistant DA, Prosecuting Authority, etc.) nor will they initiate communication with the same, with or on behalf of any prospect, applicant, member of the Delayed Entry Program (DEP) or Selected Marine Corps Reserve (SMCR) awaiting initial active duty for training (IADT).

b. Informal conversations with defense attorneys or probation/parole officers will be limited to explaining Marine Corps recruiting policies. No opinions will be given that would even suggest that enlistment or retention of an unqualified individual is a possibility. The normal course of court action must be allowed to occur without the assistance, intervention, or influence of recruiting personnel.

5. Reporting Recruiting Irregularities. Organizational reporting procedures for incidents of recruiting malpractice or misconduct are set forth in the current edition of MCRCO 1130.1. In addition, all Recruiting Command personnel who become aware of or suspect recruiting irregularities must report such activities to their immediate superior. Commanding generals, district commanding officers, commanding officers of recruiting stations will initiate inquiries into allegations or complaints of recruiting irregularities, including those allegations forwarded from the Military Entrance Processing Command (MEPCOM).

6. Bribes. In the event an applicant attempts to bribe recruiting personnel for any purpose, it will be reported to the district commanding officer, via the chain of command, who will forward the report to the appropriate depot. The applicant will be rejected.

1106. UNIFORMS

1. The Marine blue dress uniform is distinctively Marine, and is universally recognized and respected throughout the United States by Americans from all walks of life. To them, this uniform represents the best in military professionalism and soldierly virtue. The blue dress uniform looks sharp and satisfies America's perception of what a **Marine** should look like. In short, it is the single uniform that signifies Marine to a large majority of Americans. The Marine Corps advertising effort recognizes this and builds upon it. Successful recruiters recognize this and use it to their advantage.

2. It would be counterproductive for recruiting personnel to attend ceremonial functions or to conduct official presentations in any uniform other than the blue dress uniform. Therefore, the **prescribed uniform for recruiting personnel**, officer and enlisted, appearing on any high school, college or university campus, television program, or any public gathering, patriotic celebration, or other such event, will be the blue dress uniform. Those personnel assisting the recruiting effort who do not possess the blue dress uniform, will instead wear the prescribed seasonal uniform.

3. The uniform for the daily routine, to include regular high school visits, will be as specified by commanding officers. The uniform for exceptional presentations (e.g., combat displays, Enhanced Area Canvassing (EAC), physical fitness tests) will also be specified by the commanding officer.

1107. HOURS OF OPERATION, MARINE CORPS RECRUITING COMMAND

Commanding officers of Marine Corps Recruiting districts will prescribe working hours for recruiting stations, recruiting substations, and permanent contact stations. Consideration will be given to staggering the working hours to permit offices to remain open during peak recruiting hours of the day.

1108. INSPECTIONS

1. Frequent inspections of, or visits to, Marine Corps recruiting stations by the district commanding officer or representative are considered essential to proper functioning of the recruiting effort. Recruiting methods shall be under constant inspection by the district commanding officer so that no discredit can be brought on the Marine Corps by questionable advertising, false promises, or unethical practices.

2. Commanding officers of recruiting stations will inspect/visit their substations as prescribed by the Guidebook for Recruiters. Greater frequency is encouraged where circumstances and time permit. Station executive officers, sergeants major, and recruiter instructors may perform such inspections/visits when directed by commanding officers; such delegation is encouraged.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 1

RECRUITING POLICIES

SECTION 2: CONDUCT WITH CIVILIANS AND OTHER SERVICES

1200. PURPOSE. The purpose of this section is to define the appropriate military conduct and cooperation required with civilians and other services.

1201. CONDUCT WITH APPLICANTS

1. Courtesy to Applicants. All applicants will be treated with courtesy, respect, dignity, and consideration. This applies equally to those who are rejected applicants. Recruiters have the responsibility to tactfully inform disqualified applicants of their ineligibility to enlist or reenlist. Rejected applicants must be made to feel that the Marine Corps also regrets they cannot be accepted and their interest in the Marine Corps is greatly appreciated.

2. Sexual harassment and discrimination

a. The nature of recruiting is such that we are under the daily scrutiny of the public eye. As such, any action which jeopardizes the public trust and confidence will adversely effect our ability to accomplish our mission.

b. Recruiters often provide the first impression of the Marine Corps for many applicants, their friends and families; thus, their conduct must be above reproach at all times. Vulgar, sexually explicit, or obscene language or conduct is unprofessional and will not be tolerated. Prospects, applicants, former applicants or disqualified applicants, should never be made to feel that a recruiter or any member of the Recruiting Command has ever taking advantage of a situation; even the appearance of a situation that could be misconstrued will not be tolerated. Failure to adhere to this policy could result in administrative and disciplinary action. Additionally, any sexual relations by a member of the recruiting command with any prospect, applicant, or member of the Delayed Entry Program (DEP) is strictly prohibited.

c. It is imperative that all Marines, Sailors, civilian employees and poolees of the command understand the Marine Corps policy on discrimination and sexual harassment as defined in MCO 5300.10. Commanders at all levels will ensure that every member under their charge has been provided discrimination and sexual harassment training and education in accordance with the current Marine Corps Order.

3. Information and Instructions to be Given to Applicants and Enlistees. To sustain the readiness of the Marine Corps, the Recruiting Command must find able-bodied, spirited individuals who can endure rigorous training, accept firm discipline, respond to sound leadership, and perform their duties in a competent manner. The purpose of enlistment screening and processing is to determine if applicants fit these general criteria, and to see if they have the potential to serve successfully as United States Marines. Recruiting personnel have an important obligation to help ensure success by carefully informing and instructing applicants and new enlistees about what they can expect and about what will be expected of them in return. See Chapter 4 to fulfill this responsibility.

1202. REFERRING APPLICANTS

1. Marine Corps recruiting personnel have detailed knowledge of the criteria for enlistment and reenlistment, and a general knowledge of the rationale associated with enlistment standards. Recruiting personnel will resolve cases locally by answering all questions to the best of their ability. If recruiting personnel lack information, they will obtain it through their chain of command. Recruiting personnel will advise applicants that all matters pertaining to their enlistment or reenlistment will be handled locally. Recruiters **will not advise applicants to visit, or communicate with CG MCRC; CMC, headquarters agencies, or elected officials, regarding enlistment or reenlistment.**

2. Cases that require action by the CG MCRC will be handled by the local recruiting station via the appropriate Marine Corps district and/or recruit depot. Commanding Officers of recruiting stations are responsible for ensuring that personnel under their charge are thoroughly familiar with the foregoing.

1203. RECRUITING POLICY FOR SECONDARY SCHOOLS

1. Stay-in-School. Recruiters will emphatically encourage secondary school students to stay in school and graduate. An applicant who graduates from a traditional four year high school is statistically more likely to complete an initial 4 or 5 year enlistment in the Marine Corps.

2. In-School Recruiting

a. The Marine Corps prefers to make separate presentations by Marine Corps recruiters at assemblies, career-day activities, and at other similar programs or gatherings. When desired by local school officials, however, arrangements for joint in-school presentations can be made. Marine Corps recruiters will give their full cooperation and assistance. If a joint service committee is organized to plan the presentation, the school should be invited to furnish a representative, such as a guidance counselor, to act as a liaison.

b. School officials should be encouraged to inform students about the vocational and career opportunities available in the Armed Forces. All possible assistance in conveying this information to students should be given. Vocational guidance materials are available to school guidance counselors and librarians from Headquarters, U.S. Military Entrance Processing Command (USMEPCOM). Listings of Marine Corps films, reference materials and occupation descriptions are available to guidance counselors with the annual Educator's Calendar. The Recruiter Support Material Guide (RSMG), distributed to each recruiting station, lists all supporting material available to the field.

3. Cooperation with Other Service components and Educational Authorities

a. Like the Marine Corps, the National Guard, Air National Guard, Coast Guard, and other services will be encouraged to participate in the secondary school program. Marine Corps recruiters must cooperate with other service recruiters and work conscientiously to eliminate any doubts, misconceptions, or negative attitudes about our Armed Forces.

b. Recruiting personnel will cooperate to the fullest extent with all officials of the education system. The contents of this paragraph may be shown to any interested school representative.

1204. RELATIONSHIPS WITH OTHER AGENCIES AND MILITARY COMMANDS

1. Recruiting personnel must form, maintain, and improve cooperative working relationships with all organizations and individuals. During day-to-day operations, however, problems will occasionally arise. When questions or differences do occur, common-sense solutions should be sought. Solutions reached at the lowest possible level are most often the best ones. Such solutions will lead to even greater cooperation and a better mutual understanding. To more efficiently accomplish the mission, a special effort should be made to establish good rapport with:

a. MEPCOM. Recruiting personnel must not fail to give praise or extend appreciation on appropriate occasions. Recruiting personnel periodically should review the performance of MEPCOM commands and personnel who provide them with direct support. When appropriate, appreciation or recognition should be expressed officially. Cases of exceptional performance, either in a single instance or over a period of time, should be brought to the attention of CG MCRC, through the chain of command so official recognition can be expressed at that level.

b. Marine Corps Reserve Units. Recruiting of Non Prior Service and Prior Service other service applicants into the Selected Marine Corps Reserve, are the responsibilities of recruiters assigned to the Recruiting Station (RS). Recruiting stations and Inspector and Instructor (I & I) staffs, each have recruiting responsibilities, and the Reserve Referral Credit Card is used to provide referrals from the local reserve unit to the RS. All prior service Marine applicants for the SMCR should be referred to the prior service recruiters. Additional details are contained in MCO 1130.80.

c. Assistance to Naval Medical and Chaplain Programs. Requirements of the Navy Medical and Chaplain Program are of concern to all assigned to recruiting within the naval service. In this regard, Marine Corps recruiters will provide every assistance to the Navy recruiting effort by referring potential nursing, dental, medical service personnel, or chaplain applicants, to the nearest Navy recruiting office.

2. Casualty Notification

a. In the case of first-term enlistees, when the CMC (MFPC) notifies a district of a casualty whose next of kin must be informed, the district will determine what recruiting station enlisted the casualty.

b. The district will ensure casualty's recruiting station is notified of the facts concerning the casualty's status: diagnosis and prognosis. The CO of the recruiting station will ensure the SNCOIC of the casualty's recruiting substation is notified. The SNCOIC will note the facts and ensure that recruiters are aware of the casualty's status. This procedure gives local recruiters/SNCOICs information about their recruiting areas and helps preclude embarrassment through ignorance. This procedure is in addition to those prescribed in MCO P3040.4 (MARCORCASPROC MAN) and other Marine Corps Directives.

c. SMCR enlistees awaiting initial active duty for training may be eligible for Servicemen's Group Life Insurance (SGLI) benefits even though they have not paid premiums, completed an SGLI form, or served on active duty. Final determination is made by the office of SGLI. Report deaths of SMCR enlistees awaiting IADT to the CMC (MFPC) per the MARCORCASPROC MAN.

3. Selective Service System

a. Registration

(1) Registration is a very important and sensitive issue. It is essential that recruiters use sound judgment and discretion and avoid involvement in the registration process. Recruiters will not request names and addresses from postal authorities, volunteer to help postal authorities accomplish registration, nor approach registrants either while in lines or while in or around post offices during registration.

(2) Since 1 December 1983, the following draft registration statement has been incorporated into the enlistment contract (DD Form 4):

"I understand that my signature on this contract also constitutes registration to the extent required of me under the Military Selective Service Act. I authorize the Department of Defense to transmit pertinent personnel records to the Selective Service System, including name, social security number, date of birth and current address, for the purpose of meeting applicable registration and information reporting requirements."

Completion of the DD Form 4 is tantamount to registration. All identifying information is provided by the Department of Defense to the Selective Service System. Selective Service registration can now be verified on line from the Selective Service Home Page. The URL is: www.sss.gov

b. Enlistment of Registrants Ordered for Induction

(1) Registrants who have been issued a notice to report for induction may enlist or accept an appointment in the Marine Corps or the SMCR, provided that the date of enlistment or appointment is at least 10 days prior to the scheduled reporting date for induction (in times of mobilization for war, a "notice to report" may preclude any chance to volunteer). These individuals may apply for any enlisted program, including the DEP. Enlistment may be for any term of service authorized by current regulations.

(2) In the case of a registrant whose induction reporting date has been postponed, the enlistment or appointment will be valid if it is accomplished at least 10 days prior to the rescheduled reporting date.

(3) Commanding officers of recruiting stations should expeditiously inform local selective service boards of those registrants who have been issued orders to report for induction and who are being actively processed for enlistment into the Regular or Reserve Forces. This information should include a projected date on which the registrants will be sworn onto active duty.

(4) Induction of personnel assigned to the Marine Corps will be effected by personnel of the MEPS per chapter 9 of MCO P1100.75. Appendix F of this Manual contains supplemental information for the Recruiting Service in the event of mobilization.

4. Enlistments of American Citizens Residing Outside the United States.

Frequently American citizens temporarily residing abroad and some U.S. Non-citizen Nationals and Non-Immigrant Foreign Nationals who permanently reside outside the United States may seek the opportunity to apply for enlistment into the Marine Corps. Specific citizenship/non citizenship criteria guidance is contained in Chapter 3, Section 2, Part B: Citizenship, in this manual. Processing in most cases can commence through the U.S. military bases on the continent in which the applicant is currently residing and will culminate with a USMEPCOM MEPS at time of departure for recruit training. These procedures can save the applicant, recruiters and the Marine Corps time and help reduce transportation costs. Enlistments into the Delayed Entry program (DEP) can be accomplished without requiring initial travel to the MEPS for processing (ASVAB Testing and physical examination) prior to enlisting. The First Marine Corps District (1st MCD), Garden City, LI, New York is tasked with the responsibility for the continent of Europe and Northern Africa. The Twelfth (12th MCD), MCRD San Diego, CA is likewise responsible for the Pacific area, i.e. Pacific Islands, Okinawa and Japan. All requests to the 1st MCD are directed to the District Commanding Officer, Attn: District Recruiting Operations Officer, as there are no permanently assigned Marine Corps recruiters in Europe or Africa. All of the enlistments in the Pacific area are the responsibility of the Commanding Officer, Recruiting Station (RS) Orange CA. The 12th MCD has small cadre of permanently assigned recruiters in the Pacific Rim areas, i.e. Guam. These recruiters also conduct Itinerant Recruiting Trips (IRTs) to Japan and Okinawa throughout the year. The following additional information is provided:

- a. Pre-enlistment screening is conducted in accordance with this manual.
- b. The Armed Services Vocational Aptitude Battery (ASVAB) is available at MET Sites in Europe, Africa and the Pacific areas (contact the district responsible for the most current ASVAB MET sites).
- c. Use of Military Treatment Facilities (MTF) for physical exams is encouraged and available (contact the district responsible for the most current MTF sites).
- d. Use of MEPS Personnel travel teams for ASVAB and Physical Examinations are highly encouraged and can expedite processing when available.
- e. USMEPCOM will facilitate the accession (shipping to recruit training) of all Marine Corps applicants through MEPS Ft Hamilton, New York NY (1st MCD) or MEPS Honolulu HI (12th MCD).
- f. All Marine Corps accessions will access through USMEPCOM, and direct travel from an address outside the United States to a Marine Corps Recruit Depot (MCRD) is not authorized.
- g. No applicant will be advised to travel to CONUS for MEPS enlistment processing to be later reimbursed for travel expenses without written approval from the District concerned.
- h. Any additional questions contact Marine Corps Recruiting Command (MCRC), G-3 Enlisted Operations (Attn: Ops Chief), Quantico VA.

5. Sending Recruiting Materials Outside the United States

- a. When written inquiries are received from foreign nationals, they will be expeditiously forwarded via chain of command to the MCRC G-3 for reply.

b. The forwarding of recruiting information or material into a foreign country, without the consent of the country concerned, is a violation of international law and is prohibited regardless of the method of communication except as noted below.

c. It is permissible to give recruiting information and material to foreign nationals who appear in person at recruiting offices in the United States or its possessions. It is also permissible to send recruiting information or material to:

(1) United States Territories

- (a) American Samoa,
- (b) Guam,
- (c) Midway and Wake Islands,
- (d) Northern Marianas Islands,
- (e) Puerto Rico,
- (f) Trust Territory of the Pacific Islands (Micronesia) and
- (g) U.S. Virgin Islands, and

(2) United States diplomatic officials in foreign countries, and;

(3) United States military or government-sponsored personnel (e.g., military members, their dependents, or dependents of diplomatic personnel living in foreign countries).

d. If there is any doubt, refer the matter to the MCRC G-3.

6. Drifters. Applicants normally apply for enlistment at the recruiting station nearest their residence or place of employment. This enables a recruiter to properly ascertain an applicant's qualifications. When applicants apply at a station distant from their home or place of employment, the recruiter must determine the applicant's status. In many cases, these individuals have been previously rejected, or they are simply not desirable applicants. To help make a determination, recruiters should communicate with the recruiting office nearest to an applicant's home. The "drifter-type" generally is not desirable for service in the Marine Corps.

1205. COOPERATION WITH CIVILIAN AUTHORITIES

1. The Department of Defense and the Department of Labor have reciprocal working relationships

a. State employment offices should fully cooperate with the Armed Forces by:

(1) Providing career information to job applicants expressing an interest in military service.

(2) Referring interested job-seekers to appropriate military recruiters, and;

(3) Making office desk space available intermittently to inter-service military recruiters when it does not interfere with employment service functions and operations. Providing such space, while encouraged by the Education Training Act, must be decided by state agency officials.

b. In return, recruiters should establish procedures to refer applicants who cannot qualify for enlistment to the local state employment service offices. They are responsible for testing, counseling, and selecting persons for occupational training or employment, including opportunities in the Job Corps and Neighborhood Youth Corps.

2. Job and Training Opportunities in the Armed Forces. Commanding Officers of recruiting stations will establish mutually satisfactory arrangements with state employment service offices in their areas of responsibility to provide information on job and training opportunities in the Marine Corps, including, but not limited to, the following.

a. Provide the local state employment service offices with current printed materials that give information on job and training opportunities available to members of the Marine Corps.

b. Ensure timely replacement of these materials, as required, and;

c. Coordinate with the local state employment service offices to establish mutually acceptable procedures to be followed for referring individuals to Marine Corps recruiting offices for particulars about jobs and training opportunities in the Marine Corps.

3. National Voter Registration Act (NVRA) of 1993. This act requires cooperation between Armed Forces recruiters and Federal/State election officials to facilitate voter registration. Implementation procedures and policies are coordinated by the DOD Federal Voting Assistance Program office. Recruiting personnel will receive all guidance and direction from this headquarters and not from local election officials. Specific details are published under separate correspondence.

1206. PRIVILEGED COMMUNICATIONS AND APPLICABILITY OF THE PRIVACY ACT OF 1974

1. Release of information pertaining to military personnel, applicants, and dependents to unauthorized individuals or agencies outside of DoD is prohibited. This restriction includes, but is not limited to, the release of mailing lists or rosters.

2. As a preliminary step in enlistment processing, recruiters will require applicants to complete Privacy Act Statements (NAVMC 11000 and DD Form 2005). See chapter 4 for processing procedures and for information on forms.

3. When unresolved criminal conduct on the part of an applicant is suspected, release of any information about the applicant to agencies outside DoD is not authorized, except to a law enforcement agency. However, a law enforcement agency must request specific information. Its request may be made by any available means of communication to accomplish its mission. The request must both specify the particular record or portion desired, and also explain the law

enforcement purpose for which the record of information is being requested. When records or information are disclosed in this manner, applicants do not have to consent to the release, but an account of the disclosure is mandatory. MCO P5211.2 contains additional instructions on the Privacy Act of 1974.

4. Restrictions also extend to information obtained from third parties, and apply regardless of whether the information is received orally, in writing, or in response to formal requests (e.g., police checks, personal references, educational records checks). It is expressly intended that applicants and/or their families not be advised of either the source, the specifics, or even the general content of the information received regarding an applicant's background or qualifications. This is the most important aspect of recruiting. All recruiting personnel must be continuously aware that it would be impossible to obtain objective information from community members if they were not totally assured of the privacy and privileged status that their information would receive in the hands of recruiters. It must be clearly understood that this would include any and all information obtained by recruiters regardless of the manner in which is obtained. In cases in which applicants transport their own application file, special care must be taken to safeguard information (i.e., use of double-sealed envelopes and explicit instructions to the applicants).

CHAPTER 2

RECRUITING SUPPORT PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
SECTION 1: <u>INTRODUCTION</u>		
PURPOSE.....	2100	2-3
SECTION 2: <u>GENERAL SUPPORT</u>		
PURPOSE.....	2200	2-4
MILITARY ENTRANCE PROCESSING STATION (MEPS)	2201	2-4
ARMED SERVICE VOCATIONAL TESTING PROGRAM.....	2202	2-4
DELAYED ENTRY PROGRAM (DEP).....	2203	2-7
PRIOR SERVICE PROGRAM.....	2204	2-8
ENLISTMENT/REENLISTMENT OF RESERVE STAFF NONCOMMISSIONED OFFICERS (SNCO'S) AND OFFICERS/FORMER OFFICERS IN THE REGULAR MARINE CORPS.....	2205	2-8
MARINE CORPS RECRUITING INFORMATION SUPPORT SYSTEM (MCRISS)	2206	2-8
RECRUITMENT ADVERTISING PLAN (RAP).....	2207	2-8
RECRUITING COMMAND TRAINING PLAN.....	2208	2-8
MOBILIZATION PLAN.....	2209	2-8
NROTC SCHOLARSHIP PROGRAM.....	2210	2-9
SEMPER FIDELIS AWARD FOR MUSICAL EXCELLENCE	2211	2-9
YOUTH PHYSICAL FITNESS (YPF) PROGRAM.....	2212	2-9
DISTINGUISHED ATHLETE AWARD.....	2213	2-9
EAGLE SCOUT AWARD/GIRL SCOUT GOLD AWARD.....	2214	2-9

SECTION 3: ENLISTMENT INCENTIVE PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE.....	2300	2-10
INCENTIVE PROGRAMS FOR APPLICANTS WHO WILL ATTEND RECRUIT TRAINING.....	2301	2-10
INCENTIVE PROGRAMS FOR ENLISTMENT IN THE MARINE CORPS.....	2302	2-11
INCENTIVE PROGRAMS FOR ENLISTMENT IN THE SELECTED MARINE CORPS RESERVE (SMCR).....	2303	2-12
INCENTIVE PROGRAMS FOR APPLICANTS WITH PRIOR SERVICE.....	2304	2-14
SPECIAL PROCEDURES FOR ENLISTMENT WITH THE UNITED STATES MARINE BAND.....	2305	2-14
SPECIAL PROCEDURES FOR ENLISTMENT WITH THE UNITED STATES MARINE DRUM AND BUGLE CORPS.....	2306	2-15

SECTION 4: RECRUITING-RELATED PROGRAMS

PURPOSE	2400	2-16
CAREER RECRUITER PROGRAM.....	2401	2-16
PROCESS OF SELECTION, SCREENING, AND ASSIGNMENT OF RECRUITERS.....	2402	2-16
RESERVE EXTENDED ACTIVE DUTY (EAD) RECRUITER PROGRAM.....	2403	2-16
RECRUITER AIDE PROGRAM.....	2404	2-17
COMMAND RECRUITING PROGRAM (MCO 1130.62).....	2405	2-19

CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 1: INTRODUCTION

2100. PURPOSE. This chapter provides information and instructions on recruiting support programs for use in accomplishing the recruiting mission. To accomplish its purpose, this chapter is organized into four sections:

Section 1	Introduction
Section 2	General Support
Section 3	Enlistment Incentive Programs
Section 4	Recruiting-Related Programs

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 2: GENERAL SUPPORT

2200. PURPOSE. This section identifies directives, plans, and programs that provide general support for the recruiting effort.

2201. MILITARY ENTRANCE PROCESSING STATION (MEPS). The primary mission of MEPS is medical and mental qualification examinations of non prior service applicants for enlistment. The eligibility standards are established by DoD, and joint publications. MCO P1100.75 describes MEPS operational policies.

2202. ASVAB CAREER EXPLORATION PROGRAM

1. This program formerly known as the 'Student Testing Program' or the institutional ASVAB. The Career Exploration Program aids high school students in determining aptitudes in several vocational areas and helps them explore career options. It is offered on a voluntary, no-cost basis to school administrators and students. Testing results are provided to the school, the student, and recruiting personnel. High school counselors use results of the Armed Services Vocational Aptitude Battery (ASVAB) to advise students on career alternatives, and recruiting services use test results in their enlistment efforts. ASVAB Career Exploration Program and the official ASVAB websites are: <http://www.asvabprogram.com/> and <http://www.official-asvab.com/>. MCO 1130.52 provides instructions for the CEP program.

2. ASVAB Test/Armed Forces Classification Test (AFCT), and Special Tests authorization while assigned to Recruiting Duty

a. MARADMIN 250/10 directs all enlisted Marines desiring to re-take the ASVAB or AFCT to read MCO 1230.5B, in order to be familiarized with policies and guidelines that govern reasons, testing, scoring, grading, waivers and score posting criteria. USMEPCOM Regulation 611-1 also applies.

b. MCO 1230.5B and USMEPCOM Regulation 611-1 Para 3-3(B)3, state Marine recruiters (8411/8412) are not allowed to ASVAB test at MEPS or MET sites. Exceptions will be considered on a case-by-case basis by CMC MPP-50 via chain of command and approved by MCRC. Once the request is received, MPP-50 will contact Commander USMEPCOM to request to ASVAB at local MEPS facility. No ASVAB testing will be approved for MET sites. Contact info:

**Commandant of the Marine Corps (MPP-50 Test Control OIC)
Headquarters U.S. Marine Corps
3280 Russell Road,
Quantico VA 22134**

b. The Marine Corps Classification Test Sites outlined in MCO 1230.5B and MARADMIN 551/09 now offer Web-AFCT testing. This is the more secure and most efficient manner to retake the ASVAB. Marines on recruiting duty will use Marine Corps testing facilities, or services Base Education Offices as preferred method for AFCT re-testing. Before retesting, enclosure (2) of MCO 1230.5B must be submitted to CMC (MPP-50) and to the test administrator. Tests will not be considered within 90 days of program deadline date.

c. On a case-by-case basis, MEPS Commanders can allow in-service testing at their MEPS provided USMC personnel (A/B billets) formally request through their commanding officer and the chain of command to HQMC MPP-50. Any Marine tested at a MEPS (ASVAB/Special Tests) prior to receiving HQMC authorization, will have their scores invalidated, not released to the Marine Corps for input into Marine Corps Total Force System (MCTFS), and will be prevented from testing again for 6 months. ASVAB testing will not be allowed at **MET** sites for any reason. MARADMIN 0551/09 outlines HQMC/MPP approved DLAB and DLPT test sites for Marine Corps personnel.

3. ASVAB Test Security

a. If any portion of an ASVAB test form is compromised, the test's usefulness to the Marine Corps is subverted. MCRC, therefore, must provide full assistance to MEPCOM to eliminate test loss or compromise.

b. District commanding officers are charged with taking all possible steps to eliminate ASVAB compromise. Recruiters should be fully aware that acts which result in test loss and/or compromise will not be tolerated.

c. With regard to ASVAB test security, there are two basic prohibitions that apply to members of the Recruiting Command:

(1) **Possession or use of current or past ASVAB test material in any form, to include any questions or material that has been extracted or reproduced, by whatever means, from ASVAB test booklets, is not authorized.** Coaching, tutoring or conducting training classes to prepare applicants for the ASVAB are not authorized. (See paragraph 4105.3 & 4105.4).

(2) Answers to test questions will not be divulged to anyone for any reason, under any circumstance.

d. Although not necessarily all inclusive, the following subparagraphs list specific actions that constitute test compromise. These actions are expressly prohibited, and the prohibitions are not limited to members of the Recruiting Command. Marines who become aware of violations must report them to their superiors.

(1) Oral or written discussion of contents of test material by authorized personnel with any individual prohibited access to the material.

(2) Oral or written discussion revealing the contents of test material by an examinee with any other individual under any circumstances.

(3) Questioning of examinees by any recruiter for the purpose of gaining knowledge of the contents of test materials.

(4) Development, construction, reproduction, distribution, or possession of any "local test," "practice test," "pretest," or other document containing questions or other information regarding the specific content of authorized test material, for any purpose whatsoever, except as authorized by the Department of Defense (DoD), Department of the Navy (DoN) or authorized use by the Commanding General MCRC.

(5) Reproduction or copying of any test material, in whole or in part, for any purpose.

(6) Removal of test material from an examining room by an examinee or by other unauthorized person.

(7) Leaving an examinee or group of examinees unsupervised during a testing session.

(8) Failure to account for the location or disposition of all test materials at any time.

(9) Transfer of test material not in accordance with authorized procedures.

(10) Destruction of test materials not in accordance with authorized procedures.

(11) Conduct of any official or unofficial, formal or informal, training course or session which concentrates on "teaching the test," or which emphasizes information specifically known to be covered by an applicable test.

(12) Opening of or tampering with any package containing test materials by an unauthorized individual.

(13) Improper storage of test material.

(14) Access to any safe, filing case, or vault containing test material by any individual not specifically authorized access to test material.

(15) Theft or unauthorized use, possession, sale, or release of test material by any individual.

(16) Intentionally changing test scores by test scoring personnel or knowingly making erroneous entries or changing test scores on official records by an individual.

(17) Appointment of individuals as "alternate," "associate," "temporary," "emergency," or "non-permanent" test control officers (TCO), or the like appointment of any other official authorized access to test materials for the purpose, in whole or in part, of gaining knowledge of the contents of tests for personal or any other reason, or for the purpose of circumventing any of the provisions of this paragraph.

(18) Taking any other action which could result in the unauthorized disclosure of test material or the contents thereof.

e. Incidents of test compromise must be reported and investigated. Such incidents will be via the appropriate chain of command to the CG MCRC within 72 hours of discovery. In cases that involve Marines, a copy of the investigation will be forwarded to the CG MCRC for a final decision.

2203. DELAYED ENTRY PROGRAM (DEP)

1. General Information

a. This program permits the Recruiting Command to enlist applicants into the Regular Marine Corps or SMCR and delay their departure for recruit training. Regular and Reserve non-prior service applicants are eligible to participate in the program. See paragraph 4205, page 4-32, for additional information.

b. Individuals intending to enlist into the Regular Marine Corps and desiring to participate in the DEP must first enlist into the Marine Corps Reserve. The DEP is a component of the Marine Corps Reserve. These individuals remain in the Reserve while in the DEP, do not become a member of a specific unit, are credited with inactive duty time against their military service obligation (MSO) of 8 years, are not required to attend any Reserve unit functions, and are not entitled to any pay or other benefits. These individuals are often referred to as 'poolees'. On the date these "poolees" depart for recruit training, they are administratively discharged from the reserve component and enlisted onto active duty in the Regular Marine Corps.

c. Individuals intending to enlist into the SMCR may be authorized to delay their assignment to initial active duty for training (IADT) which includes recruit training, Marine Combat Training (MCT), and Military Occupational Specialty (MOS) training resulting in the awarding of a MOS. These SMCR enlistees are credited with inactive duty time against their 8 year MSO, but may not participate in SMCR unit activities.

2. Program Benefits. Properly utilized, the DEP (including those awaiting IADT) provides incentives to 'poolees' and assistance to MCRC.

a. Applicants

(1) High school seniors have an opportunity to complete high school before starting active duty.

(2) Those currently employed have an opportunity to continue working for a short period during which they can give notice and put their personal affairs in order before entering on active duty.

(3) Applicants can receive a training or bonus guarantee in advance, gain an appointment to Private First Class (E-2), and prepare themselves, both mentally and physically, for recruit training.

b. Recruiting Command. The establishment of a pool of highly desirable applicants for assignment to IADT or for enlistment into the Regular Marine Corps during future months assists meeting monthly requirements by reducing "direct shipping" (current month), new contract needs, and by providing a source for referrals/new contracts. A healthy pool program can sustain itself and contribute to success. A well managed pool program permits a more even input of recruits to the depots, which, in turn, allows for the optimum use of training resources and facilitates.

2204. PRIOR SERVICE PROGRAMS. MCO 1130.80 series provides comprehensive instructions and procedural guidance for the administration of the Marine Corps' Prior Service Program (PSEP). This includes broken/continuous reenlistments, and augmentations of Marine Corps reservists into the Regular Marine Corps. It serves as a supplement to this manual. Reenlistments approved count towards accession mission. Augmentations (currently obligated under their original 8 Year MSO) do not count as an accession credit.

2205. STAFF NON COMMISSIONED OFFICER (SNCO) REACCESSION BOARD. MCO 1130.80 series establishes a re-accession board that considers applications from former Active Duty and Reserve SNCOs and former officers who desire to enlist/reenlist in the Regular Marine Corps. CMC(MM) is the approval authority for these categories. Authorized enlistments/reenlistments will count towards annual accession missions.

2206. MARINE CORPS RECRUITING INFORMATION SUPPORT SYSTEM (MCRISS)

1. The Marine Corps Recruiting Information Support System (MCRISS) is a web based, multi-user system that supports the collection, inquiry maintenance, and reporting of the data required to manage the activities of the Marine Corps Recruiting Command. The system functions on the concept of a host server, accessible by Recruiting Command Headquarters, Officer Candidates School, each recruiting region, each Marine Corps district, each recruiting station and recruiting sub-station.

2. The development of MCRISS began in 1997 with the objectives of reducing the number of processing errors associated with enlisted and officer accessions, and improving the accuracy, availability, and timeliness of management information to all levels in the MCRC.

3. MCRISS was designed and is being implemented in phases, thus permitting the system to evolve as new operational functions are developed. MCRISS is web based on a host server to support the entire recruiting command, and serve as a historical data warehouse. It interfaces with existing systems outside of MCRC and within DoD.

2207. RECRUITMENT ADVERTISING PLAN (RAP). Every year RAPs are developed for the nation, each Marine Corps district, and each recruiting station. The CG MCRC provides advance guidance and a summary of the national RAP to assist districts and recruiting stations with the development of integrated plans for the regional and local levels. A comprehensive national RAP is published each summer preceding the new fiscal year.

2208. RECRUITING COMMAND TRAINING PLAN. Each year, Recruiting Command Training Plans are developed by all echelons of command down to recruiting stations. A detailed national plan is published each summer for the upcoming fiscal year. Initial plans are submitted by all echelons in May.

2209. MOBILIZATION PLAN. MCO P1100.75 provides instructions for the processing of Selective Service System registrants. Appendix F of this Manual provides the Recruiting Command with supplemental information in the event of mobilization.

2210. NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAM. This program offers a valuable scholarship opportunity to interested and qualified students. Since it offers such a valuable scholarship, this program can serve as an important means of gaining access to high schools and improving cooperation and rapport. Details on the program are contained in MCO P1100.73 and in Volume III, Guidebook for RS Operations, which sets forth management responsibilities and information on program objectives and report requirements. Information is also available on the MCRC website.

2211. SEMPER FIDELIS AWARD FOR MUSICAL EXCELLENCE. The United States Marine Youth Foundation is a nonprofit corporation established to provide incentives for achievement in such fields as citizenship, scholarship, and physical fitness. Since 1967, the Foundation has provided an award for musical excellence for student musicians. The Recruiting Command has cooperated by making handsome certificates available to schools throughout the country. In many instances, Marine Corps recruiters personally present the certificates at appropriate occasions in the schools. Over the years, the program has continued to grow. School band directors are happy to have the award at their disposal to honor selected student musicians, and the Marine Corps' image is enhanced. The award is administered annually through the CG MCRC as part of the Certificate Awards Program.

2212. YOUTH PHYSICAL FITNESS (YPF) PROGRAM. This program was established by the Marine Corps within the local community, to increase youth awareness of non-varsity athletes. It provides an opportunity to participate in a competitive physical fitness program, and to foster a more favorable recruiting environment in the high schools. The YPF Program began in 1958 and is dedicated to the memory of Lieutenant Colonel Dowd, USMC, who was instrumental in establishing the program while on recruiting duty in New York City. Lieutenant Colonel Dowd was killed in action in Vietnam on 13 August 1969. The program received national recognition from the President's Council on Physical Fitness in 1963 and continues to be endorsed by the President's Council today. Refer to MCO 6100.11 for further program details.

2213. DISTINGUISHED ATHLETE AWARD. This award designed to recognize outstanding athletic abilities of high school students. The Recruiting Command provides certificates for presentation by recruiters to gain exposure and foster a favorable recruiting environment in the school.

2214. EAGLE SCOUT AWARD/GIRL SCOUT GOLD AWARD. This is designed to recognize outstanding achievements of both Eagle Scouts and Gold Award Girl Scouts upon presentation at civic ceremonies. The Recruiting Command has cooperated by designing handsome certificates for presentation by recruiters at appropriate occasions. This allows recruiters the opportunity to gain exposure and foster a more favorable recruiting environment.

CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 3: ENLISTMENT INCENTIVE PROGRAMS

2300. PURPOSE. This section sets forth basic information on enlistment incentive programs. It is organized into four main paragraphs which correspond to four broad categories of incentives. The categories are:

1. Incentive programs for applicants who will attend recruit training.
2. Incentive programs for enlistment in the Marine Corps.
3. Incentive programs for enlistment in the Selected Marine Corps Reserve.
4. Incentive programs for applicants with prior service.

2301. INCENTIVE PROGRAMS FOR APPLICANTS WHO ATTEND RECRUIT TRAINING

1. The Buddy Program. Recruiting officers are authorized to guarantee applicants who desire to attend recruit training together assignment to the same recruit platoon. The following instructions apply to this program:

a. Each buddy group will consist of not more than five Marine recruits of the same gender. This guarantee is limited to the same recruit training platoon only. No assurance will be given about assignment to the same squad or similar unit or duty station after completion of recruit training.

b. Individuals desiring to participate in the buddy program must be informed that it is entirely dependent on them. **Only if they depart for recruit training on the same day can the RS guarantee assignment to the same recruit platoon.** Applicants interested in the Buddy Program must be advised that if a participant should become disqualified while in the DEP or awaiting IADT, that does not in any way affect the enlistment of the other Buddy Program participants who remain qualified.

c. Each enlistee or "buddy group" will be informed that disciplinary action, hospitalization, training set backs, or other similar action will generally cause an individual to leave the originally assigned platoon. This must be emphasized to all interested applicants.

d. Participants in the Buddy Program will be identified by an appropriate entry in the remarks section of the DD Form 1966.

2. Enlistment of State, Community, and Name Platoons. Enlistment of "title" platoons requires prior authorization from the commanding general of the appropriate Marine Corps recruiting region. A copy of the request to enlist platoon will be provided to the CG MCRC. Commanding officers must exercise caution when enlisting "title" platoons, and the following are provided:

a. Districts will monitor input to the platoon to ensure that the input required of an individual recruiter, or recruiting substation, is not excessive. Normally, not more than a total of three enlistees per recruiter per platoon should be required.

b. Only recruiting stations serving densely populated areas (large metropolitan areas) or large, cohesive geographic areas (a populous state) which are able to meet the criteria established above should enlist "title" platoons.

c. The name selected must in no way be susceptible to interpretation as favoring or excluding a particular race, creed, or color, and in no case will the name selected be that of a political party or personage.

d. Platoons so enlisted will receive training as a unit when practicable. Enlistees, parents, and any local officials concerned will be fully informed of the effects of training setbacks, leave policies, and visits to recruit depots. It will be carefully explained that any of the following possibilities may result in an individual being separated from an original platoon:

(1) Sickness or hospitalization

(2) Assignment to the special training unit for failure to attain desired standards of physical fitness or military subjects deficiency.

(3) Disciplinary reasons

(4) Administrative reasons

e. Gifts, mementos, or souvenirs will not be brought or sent to recruit depots for presentations to Marine Corps personnel.

f. The use of standards, banners, flags, or other means of identifying "title" platoons will not be permitted during training.

g. No specific promises for special consideration, such as "platoon leave to the home area" or "special treatment while undergoing recruit training," will be made.

h. Participants of "state," "community," or "title" platoons will be identified by an appropriate entry in remarks section of the DD Form 1966.

2302. INCENTIVE PROGRAMS FOR ENLISTMENT IN THE MARINE CORPS. The following subparagraphs give brief descriptions of enlistment incentive programs into the Regular Marine Corps. Refer to the current edition of MCO 1130.53 Enlistment Incentives Program (EIP).

1. Enlistment Options Program. The Enlistment Options Program (EOP) provides training option guarantees to highly qualified applicants who demonstrate an interest and aptitude in a listed option. Each option contains either a group of related occupational fields or a specific occupational field. Prior service Marines who have held a primary MOS are not eligible for this program. However, prior service (other service) applicants are eligible for this program.

2. Enlistment Bonus Program. The Enlistment Bonus Program (EBP) is designed to assist in attaining volunteer enlistments in designated programs. The program offers a variety of bonus award levels to highly qualified applicants. Each award level relates to an array of MOSs or occupational fields. Applicants who enlist under this program will be trained and

assigned in one of the specialties that correspond to their selected bonus award level. Additionally; Shipping Bonuses are awarded to enhance enlistments during difficult periods. Prior service applicants may be eligible. Combining of bonuses is not authorized.

3. Geographic Option Program/College Enlistment Program (GOP/CEP). The Geographic Option Program/College Enlistment Program offers incentives to highly qualified, career-oriented applicants. The special incentive for the GOP is a guaranteed location for the first tour of duty. Contingent United States (CONUS) assignments are a minimum of two years and overseas assignments are one year unaccompanied or three years accompanied. The CEP falls under the provisions of the GOP and is available to applicants who possess an education beyond the high school level (University, College or Community College). The CEP offers accelerated promotions to Lance Corporal. Prior service (other service) applicants may be eligible.

4. Musician Enlistment Option Program (MEOP). The Musician Enlistment Option Program is designed to assure field band or drum and bugle corps assignments to qualified instrumentalists upon enlistment in the Marine Corps. Incentives include accelerated promotion, guaranteed duty station assignments (based on billet vacancy), and, if qualified, exemption from formal training at the School of Music. Qualified prior service (other service) applicants are eligible.

5. Marine Corps College Fund (MCCF). The Marine Corps College Fund is an education benefit offered as an enlistment incentive in conjunction with the Montgomery G.I. Bill (MGIB) or the Post 9/11 G.I. Bill (as of 1 August 2009). The MCCF is known as a "kicker" as it provides more money than the basic G.I. Bill benefit. The MCCF is available with both current active duty GI Bills. The MCCF is not available to Reserve enlistees or Prior service applicants.

6. Medical Remedial Enlistment Program (MREP) (MCO 1130.51). The Medical Remedial Enlistment Program allows Regular Male applicants who are disqualified because of a single remedial medical defect to enlist and have their defect remedied upon entry on active duty. Applicants may also qualify for other enlistment options or bonus programs.

2303. INCENTIVE PROGRAMS FOR ENLISTMENT IN THE SELECTED MARINE CORPS RESERVE (SMCR). The following subparagraphs give brief descriptions of incentive programs that apply exclusively to enlistments into the SMCR. For additional details on a program, see the Marine Corps Order that is identified in parenthesis after the program title.

1. Incremental Initial Active Duty for Training (IIADT) Program (MCO 1001R.54). The IIADT Program attracts highly qualified, non-prior service applicants for enlistment in the SMCR. The IIADT Program, or split increment program, permits an individual to enlist and complete recruit training during the break between high school graduation and the freshman year in college, and then return to a drilling reserve status with the parent SMCR unit. Thereafter Marines who are other than infantry, will complete MCT and occupational skill training during the two subsequent summers following the freshman year of college. Marines who possess an infantry MOS will only attend one subsequent summer of training at School of Infantry (SOI). Individuals enlisted in this program must enlist as component code 'K4'. When properly coordinated through CG, MCRC, highly qualified college students may ship as IIADTs year round to take advantage of semester/quarter breaks.

2. Reserve Optional Enlistment Program (ROEP) (MCO 1133R.26)

a. Information. The ROEP consists of four programs:

(1) (6 X 2) (Component Code K4). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 6 years in a drill status in the SMCR and the remaining time in the Individual Ready Reserve (IRR).

(2) (5 X 3) (Component Code B5). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 5 years in a drill status in the SMCR, and the remaining time in the IRR.

(3) (4 X 4) (Component Code K9). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 4 years in a drill status in the SMCR, and the remaining time in the IRR.

(4) (3 X 5) (Component Code K8). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 3 years in a drill status in the SMCR, and the remaining time in the IRR.

b. Eligibility. Individuals receiving 20 weeks or more initial skill training and individuals enlisting in the Incremental Initial Active Duty for Training Program (IIADT) are only eligible for the 6 X 2 Program.

3. Selected Reserve Incentive Program (SRIP) (MCO 7220R.38). The SRIP offers monetary incentives to qualified applicants to help maintain an SMCR unit's strength. The monetary incentives include or consist of bonuses for enlisting to serve in a critical MOS or in specific units. An annual MARADMIN lists the eligible MOSs and units for the upcoming year. SMCR enlistees are eligible for SRIP.

4. Montgomery GI Bill-Reserve (MGIB-SR) (MCO 1560R.30). The Reserve portion of the GI Bill was initiated on 30 June 1985.

a. Eligibility. To be eligible, applicants must:

- (1) Enlist or extend for 6 years of duty in the SMCR,
- (2) Be a high school graduate or have earned a GED and,
- (3) Have completed IADT or the first increment of IIADT.

b. Ineligibility. Applicants are ineligible if they:

- (1) Are service academy graduates or,
- (2) Are receiving ROTC or VA educational benefits.

c. Benefits. Benefits of over **\$11000.00** are paid by the VA and distributed as follows (estimates, as benefits change annually):

- (1) **\$329.00** for 36 months of full-time study; or
- (2) **\$246.00** for 48 months of 3/4-time study; or
- (3) **\$163.00** for 72 months of 1/2-time study.

d. Entitlement Program. This is an entitlement program. No contributions are required of participating SMCR Marines.

e. Administrative Requirements. These requirements will be completed by the respective Marine Corps Reserve Training Center.

2304. INCENTIVE PROGRAMS FOR APPLICANTS WITH PRIOR SERVICE. The following subparagraphs give brief descriptions of incentive programs that apply exclusively to prior service Marine applicants. For more detailed information see the current edition of the Marine Corps orders that are referenced in the following subparagraphs. In addition the following is provided:

a. Prior Service Other Service (PSOS) desiring enlistment into the Regular Marine Corps (active component) are enlisted using Non Prior Service (NPS) criteria contained in this manual. See paragraph 3291 for definitions of prior service. Recruit training is required.

b. PSOS desiring enlistment into the SMCR are processed using the submission guidelines in the current edition of MCO 1130.80 PSEP Order. Submit requests to MCRC who will forward to CMC(RA). Requests must contain the Quota Serial Number (QSN) desired, I & I concurrence, and substantiation for those who are requested to be exempt from recruit training. Unless directed by CMC all PSOS SMCR applicants will attend recruit training and enlist for a open QSN.

1. Requests for Lateral Moves and Duty Station Assignments (MCO 1130.80). When applying for reenlistment (broken or continuous), prior service Marines can request a lateral move to a new MOS and/or assignment to a duty station. Requests should be submitted in accordance with current edition of MCO 1130.80.

2. Prior Service Bonuses (MCB 7220.24 or MCO 1130.80). Prior Service Enlistment Program (PSEP) applicants may be eligible for bonuses. The Broken Service Selective Reenlistment Bonus (BSSRB) is outlined in MCO 1130.80. Eligible first term Marines receive 60% of the eligible bonus paid to active duty Marines. BSSRB are capped at \$18,000. BSSRBs are announced annually in MCBul 7220 (SRB MARADMIN).

2305. SPECIAL PROCEDURES FOR ENLISTMENT WITH THE MARINE BAND

1. Prospects for enlistment for duty with the United States Marine Band must be found either musically or otherwise technically qualified to perform duties in MOS 9811 by the Director, U. S. Marine Band, Marine Barracks, 8th & I Streets, SE., Washington, DC 20390-5000.

2. Prospects will be advised to write the Director, The President's Own, United States Marine Band, for an interview appointment, musical audition, and/or technical evaluation, as required. All travel and expenses incident to this appointment must be borne by the prospect. When a prospect has been found to be both musically or technically qualified and desirable for enlistment "for duty with the United States Marine Band only," the director of the band will submit appropriate information to the CG MCRC. The CG MCRC will then initiate instructions to the appropriate recruiting station and to prospective members regarding enlistment processing procedures.

3. Applicants found qualified in all respects for enlistment "for duty with the United States Marine Band only" are, upon enlistment, ordered to report directly to the Marine Barracks, 8th & I Streets, SE., Washington, DC 20390-5000, from the recruiting station. All initial enlistments for this duty are for a term of 4 years in the initial grade of staff sergeant.

4. See paragraph 4303, page 4-52, for preparation of travel orders.

2306. SPECIAL PROCEDURES FOR ENLISTMENT WITH THE UNITED STATES MARINE DRUM AND BUGLE CORPS (D & B)

1. Since this is a unique musical unit, MCRC G-3 has a resident Drum and Bugle Corps (D & B) Musical Technical Assistant (MTA) from the U. S. Marine Corps Drum and Bugle Corps. Any questions germane to the Drum and Bugle Corps should be referred to D&B MTA via the District MTA. The procedures for enlistment for duty with the U.S. Marine Drum and Bugle Corps are similar to the procedures for the U.S. Marine Band with the following exceptions:

a. Applicants are required to attend recruit training and Marine Combat Training (MCT).

b. Initial enlistments will be in the grade of private first class with accelerated promotion incentives through the grade of corporal. Applicants who possess a baccalaureate degree at the time of initial enlistment will receive accelerated promotion incentives through the grade of sergeant. See MCO 1130.53 series.

c. Initial assignments will be to the U.S. Marine Drum and Bugle Corps.

2. Prospects should be referred to the District MTA who will liaison with MCRC G-3, D&B MTA. Do not advise applicants to contact the Commandant's Own, U.S. Marine Drum and Bugle Corps, directly for information or an audition.

a. Auditions will be arranged with the D&B MTA via the District MTA. The Drum & Bugle Corps may conduct impromptu auditions, or auditions may be conducted through special arrangement by the D&B MTA and the "The Commandant's Own."

b. Applicants must provide their own instrument, lodging, and transportation to and from audition point. When feasible, the RS may provide transportation in a government vehicle.

c. When an applicant has been found qualified and desirable for enlistment in "The Commandant's Own," the Commanding Officer, U.S. Marine Drum and Bugle Corps, will submit appropriate information to the MCRC G-3. The CG MCRC will provide instructions to the appropriate recruiting station regarding enlistment procedures and assignment.

3. Upon successful completion of recruit training and MCT, initial assignment will then be made to the U.S. Marine Drum and Bugle Corps.

4. Applicants enlisted for assignment to the "The Commandant's Own," will complete the Statement of Understanding contained in the current edition of MCO 1130.53 series.

CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 4: RECRUITING RELATED SUPPORT PROGRAMS

2400. PURPOSE. This section lists and outlines five recruiting related programs. They are:

1. The Career Recruiter Program.
2. The Process of selection, screening, and assignment of recruiters.
3. The Reserve Extended Active Duty (EAD) Recruiter Program.
4. The Recruiter Aide Program.
5. The Command Recruiting Program.

2401. CAREER RECRUITER PROGRAM

1. The Career Recruiter Program began in September 1977. The objective of the Career Recruiter Program is the establishment of a cadre of professional recruiters whose long term assignment to key billets will provide the stability and continuity necessary to improve the efficiency and effectiveness of Marine Corps recruiting. Marines selected for assignment to the Career Recruiter Program are considered to possess the characteristics to positively influence the quality and direction of recruiting. Requests for assignment to this field are considered career decisions. Marines assigned the career recruiter MOS (8412) gain this MOS as their primary military occupational specialty.

2. Details on billets, eligibility, selection criteria, and other information are contained in the current edition of MCO 1100.76.

3. A 9815 MOS has also been designated for career recruiters desiring to apply for warrant officer status.

2402. PROCESS OF SELECTION, SCREENING AND ASSIGNMENT OF RECRUITERS. Duty as a recruiter is a unique assignment. Marines assigned as recruiters must meet special criteria established for recruiting duty in MCO 1326.7. The CMC (MMEA-85) normally selects Marines for recruiting duty and issues orders to Recruiters School. Selection is based on a review of information contained in their official military personnel files, and the results of screening conducted by the Headquarters Marine Corps Recruiter Screening Team (HRST), and parent command Commanding Officers. For further details, see MCO 1326.7.

2403. RESERVE EXTENDED ACTIVE DUTY (EAD) RECRUITER PROGRAM

1. Purpose. This program was established to meet total force recruiting requirements for the all-volunteer force. Within the concept of total force recruiting, this program provides for the assignment of reserve noncommissioned (NCO) and staff noncommissioned officers (SNCO) as total force recruiters at the recruiting stations and substations within their respective communities. Additionally, each district is authorized to assign

one reserve SNCO to the billet of reserve procurement chief at its respective headquarters. The EAD Recruiter Program is not a career program. Marines will not be permitted to serve in the EAD Recruiter Program past **16 years of active duty service**. Reserve Marines who desire to continue serving as recruiters must qualify and apply for augmentation to the active component in the MOS 8412. EAD Recruiters may only be employed in MOS 8411 billets in support of the total force recruiting mission. See the current edition of MCO 1100.76F Career Recruiter Program for details on requirements and application processes.

2404. RESERVE RECRUITER AIDE (RRA) PROGRAM

1. Purpose. This program was established within the concept of total force recruiting to provide for the assignment of reserve personnel to temporary active duty to assist in the recruiting effort.
2. Employment. Reserve recruiter aides are identified and nominated by the reserve unit or the commanding officer of a recruiting station and assigned to the recruiting station to recruit primarily for the local reserve unit. Reserve recruiter aides must be allowed to function in duties commensurate with recruiting activities. They will not be employed in duties unrelated to recruiting or training duties.
3. Assignment Procedures/Policies for the Recruiter Aide Program
 - a. Recruiting station commanding officers may submit NAVMC 11350 requests to the parent command of any qualified reservist asking the unit to assign the Marine to the Recruiter Aide Program for periods ranging from 14 to 179 days. Requests will be submitted in accordance with the MCRC Recruiter Aide SOP. Orders assigning these individuals to temporary active duty must be issued by the Marine's parent command for each period of duty.
 - b. Recruiter aides must be assigned to support the recruiting effort in their local civilian communities and will not be employed in a capacity where travel will exceed a 50-mile radius of their residence.
 - c. Full-time college students who are in the SMCR **are not** eligible to participate in the Recruiter Aide Program.
 - d. IIADT Program participants are not eligible for Recruiter Aide duty until all primary MOS training is completed and posted in MCTFS. Similarly, Marines who hold a basic MOS (i.e. 0300) are not eligible for Recruiter Aide duty. The emphasis for Marines who are not MOS qualified must be completion of MOS training vice performance of Active Duty Special Work (ADSW) as they are not a mobilization asset to their unit until they hold a primary MOS.
 - e. Recruiter Aides will not be assigned for longer than 179 days of ADSW per fiscal year. Each Marine's record must be checked carefully as this restriction includes ALL periods of ADSW, not just duty performed as a Recruiter Aide.
4. Accession/Unit Diary Procedures. The procedures delineated below will be used when assigning recruiter aides to temporary active duty.
 - a. The Marine's parent command retains administrative control of individuals assigned to temporary active duty for 30 days or less.

b. For individuals assigned to temporary active duty 31 days or more:

(1) Ensure the parent command performs all required unit diary transfer entries per MCO P1080.40 immediately.

(2) The Marine Corps District will run a Join Entry in MCTFS per MCO P1080.40 on the first day of active duty after initial transfer to active duty status has posted.

(3) Forward a copy of active duty orders and all endorsements and modifications to the Marine Corps Support Activity.

(4) Report all subsequent occurrences requiring unit diary entries.

(5) For Marines who will be separated and not returned to active duty within 120 days, report the separation per paragraph 5102 of MCO P1080.40 using the Separation Designator Number (SDN) "MBK3".

c. Requests for Recruiter Aides to perform duty in excess of 179 days must be submitted to CMC(RAM-7) via the chain of command for approval. All requests must contain justification for the duty and must state the adverse impact on the unit should the request be denied.

5. Pay and Allowances

a. Recruiter Aides are authorized to draw the same pay and allowances as members of the active component of the same grade, and time in service except as follows:

(1) Special duty assignment pay, as set forth in MCO 7220.12.

(2) Funding for movement of household goods and/or family members.

(3) Clothing maintenance allowance.

b. Recruiter aides are entitled to reimbursement for actual authorized out-of-pocket expenses incurred in the performance of their recruiting duties per MCO P1100.71.

c. Travel claims should be submitted upon check-in at the district and separation to Home of Record.

6. Promotion. Individuals assigned to the Recruiter Aide Program are eligible for promotion with their reserve contemporaries. Fitness reports will be submitted per MCO P1610.7. Submission of semi-annual and separation pro/con marks is required per MCO P1070.12 (IRAM).

7. Leave. Counseling regarding the following leave entitlements will be included on all administrative check-in sheets to ensure both the Marine and command have a clear understanding of how accrued leave will be settled. ADSW orders cannot be extended solely to allow the individual time to expend accrued leave. All efforts must be taken to allow the Marine to take accrued leave during the qualifying period to avoid situations where junior Marines reach career Lump Sum Leave (LSL) levels too early in their career.

a. A Reservist on temporary active duty accrues leave at a rate of 2 1/2 calendar days for each month of active duty service as outlined in MCO P1050.3.

b. Leave accrued during a qualifying period must be taken during that period, or payment for accrued leave must be made when released from active duty. Leave may not be carried into the next period of temporary active duty per MCO P1050.3.

c. Each period of leave settled is reflected in the career Lump Sum Leave (LSL) totals resident in MCTFS. The commanding officer will prepare a NAVMC 11060 upon separation to liquidate unused leave per MCO P7220.31. The finance officer will endorse the NAVMC 11060 to indicate the number of days LSL paid and report this information on the unit diary. Processing of the unit diary transaction will automatically update the Marine's career LSL record. A copy of the completed NAVMC 11060 will be attached to a copy of the Marine's orders and filed on the document side of the service record.

8. Medical Examinations. The procedures outlined in the Manual of the Medical Department, U.S. Navy, Article 15-28, concerning physical examinations for active duty and for active duty for training will be followed.

9. Management of Resources

a. Man-days and funds dedicated to the Recruiter Aide Program for any fiscal year are limited. As the fiscal year progresses, use of the program is constantly evaluated for overspending or relatively low productivity.

b. Pay and allowances for reserve recruiter aides will be paid from Reserve Personnel Marine Corps (RPMC) appropriations. Funding for the Recruiter Aide Program is requested annually from CMC (RAM-5) using the procedures outlined in the Recruiter Aide SOP. Once approved, funding will be allocated within the Reserve Order Writing System (ROWS).

c. The CG MCRC will allocate funds for the Recruiter Aide Program to each Region. Regions will then sub-allocate to each of their respective districts. District commanding officers must manage the funds to ensure that their authorized allocations are not exceeded. The Recruiter Aide SOP contains further guidance regarding the management of funds.

d. As with all support programs discussed in this section, the effectiveness of each organization's program must be evaluated in terms of accessions gained, in ratio to the man-days performed. The normal ratio is a 30:1 man-day to contract ratio.

2405. COMMAND RECRUITING PROGRAM (MCO 1130.62)

1. Purpose. The Command Recruiting Program was established to provide additional manning for the Recruiting Service to assist in providing quality prospects for the recruiters to interview. There are four different categories within the Command Recruiting Program: (Contract Referral Credits must be within 90 days of referral)

a. Annual Leave (AL) Program. Any Marine in the local area on leave/liberty, regardless of grade, who provides assistance to the recruiting effort. MCO 1130.62 provides incentives for Marines home on leave or liberty to assist in the recruiting effort. Incentives include leave extensions/special liberty, meritorious promotion, and bonus points on composite scores (Corporals and below), and comments on fitness reports (Sergeants and above).

b. Permissive Temporary Additional Duty (PTAD). A Marine assigned PTAD at no expense to the government for a period up to 30 days from a major command to assist in the recruiting effort. PTAD requests may originate from the individual Marine or from a recruiting station. Normally, coordination with the Marine's parent organization occurs 30 to 60 days in advance of PTAD. This will allow the parent organization time to make adequate plans for the Marine's absence. Request procedures, incentives, and formats are located in MCO 1130.62.

c. Permissive Recruiter Assistant Program (PRASP)

(1) Marines who are recent graduates of recruit training that are assigned in a Permissive Temporary Additional Duty (PTAD) status at no cost to the government to assist in the recruiting efforts in their hometown before reporting to their first duty station. Services performed by recruiter assistants include introducing recruiters to school officials, appearing with recruiters at public events and, most importantly, providing names of prospective applicants directly to the recruiters. Incentives include the opportunity to serve in a Marine's hometown, and possible meritorious promotion for a recruiter assistant (provided otherwise qualified) who refers two individuals who subsequently enlist or reenlist in the Marine Corps or enlist in the Marine Corps Reserve. Credit will be given for any referral who subsequently enlists or reenlists. The recruiting station commanding officer must forward a letter to the PRASP Marine's command stating eligibility for meritorious promotion. The recruiting station commanding officer will make the circumstances known to the command and cite this paragraph and MCO 1130.62.

(2) SMCR personnel generally are not authorized to participate in PRASP unless a significant delay between entry level training (recruit and MCT) and formal MOS school attendance occurs. Requests for Permissive TAD or any other modification in training assignments must be requested through CMC(RAP) via Reserve Entry Level Training Assignment (ELTA) Liaison Offices at the recruit depots or schools of infantry as applicable.

d. Boot Leave (BL) Program. A Marine home on Boot Leave who is **NOT** assigned to the Permissive Recruiter Assistant Program (PRASP) and subsequently refers an applicant who enlists into the Delayed Entry Program, may earn promotion or points toward promotion. These types of incentives are designed to reward Marines who spend their own time and effort to aid the recruiting mission.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
<u>SECTION 1: INTRODUCTION</u>		
PURPOSE.....	3100	3-5
<u>SECTION 2: ENLISTMENT CRITERIA</u>		
<u>PART A: AGE</u>		
PURPOSE.....	3210	3-7
CRITERIA.....	3211	3-7
VERIFICATION.....	3212	3-10
WAIVERS.....	3213	3-11
<u>PART B: CITIZENSHIP</u>		
PURPOSE.....	3220	3-15
CRITERIA.....	3221	3-15
VERIFICATION.....	3222	3-16
DOCUMENTATION ON THE DD1966 REMARKS.....	3223	3-19
PRE-ENLISTMENT BRIEF.....	3224	3-19
WAIVERS	3225	3-20
<u>PART C: DEPENDENTS</u>		
PURPOSE.....	3230	3-23
CRITERIA.....	3231	3-23
VERIFICATION.....	3232	3-24
WAIVERS.....	3233	3-26
<u>PART D: EDUCATION</u>		
PURPOSE.....	3240	3-37
CRITERIA.....	3241	3-37
VERIFICATION.....	3242	3-41
DOCUMENTATION.....	3243	3-42
WAIVERS	3244	3-42

<u>PART E: DRUG AND ALCOHOL INVOLVEMENT</u>	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE.....	3250	3-47
CRITERIA.....	3251	3-48
DEFINITIONS.....	3252	3-49
VERIFICATION.....	3253	3-50
WAIVERS.....	3254	3-51
 <u>PART F: MENTAL APTITUDE</u>		
PURPOSE.....	3260	3-57
CRITERIA.....	3261	3-57
VERIFICATION.....	3262	3-60
WAIVERS.....	3263	3-60
 <u>PART G: PHYSICAL APTITUDE</u>		
PURPOSE.....	3270	3-69
CRITERIA.....	3271	3-69
VERIFICATION.....	3272	3-78
WAIVERS.....	3273	3-78
INITIAL STRENGTH TEST (IST).....	3274	3-79
 <u>PART H: CONDUCT (MORAL)</u>		
PURPOSE.....	3280	3-85
CRITERIA.....	3281	3-85
DEFINITIONS.....	3282	3-85
RESTRICTIVE CONDUCT	8283	3-90
VERIFICATION.....	3284	3-96
DOCUMENTATION OF MORAL QUALIFICATION.....	3284	3-96
WAIVERS.....	3285	3-97
 <u>PART I: PRIOR SERVICE</u>		
PURPOSE.....	3290	3-115
CRITERIA.....	3291	3-115
VERIFICATION.....	3292	3-121

SECTION 3: WAIVERS OF ENLISTMENT CRITERIA

GENERAL POLICY.....	3300	3-131
ELIGIBILITY FOR WAIVERS.....	3301	3-131
WAIVER AUTHORITY LEVELS.....	3302	3-133
SPECIAL CONSIDERATIONS FOR MORAL AND MEDICAL WAIVERS.....	3303	3-133
SUBMISSION OF WAIVERS.....	3304	3-136

FIGURE

PAGE

3-1	STATEMENT OF UNDERSTANDING FOR APPLICANTS WITH DEPENDENTS.....	3-34
3-2	ENLISTEE FINANCIAL STATEMENT	3-35
3-2a	SPECIAL POWER OF ATTORNEY.....	3-36
3-3	SAMPLE HIGH SCHOOL VERIFICATION LETTER.....	3-43
3-4	SAMPLE STATEMENT OF ELIGIBILITY FOR THE OFFICER CANDIDATE COURSE.....	3-45
3-5	STATEMENT OF UNDERSTANDING - MARINE CORPS POLICY CONCERNING ILLEGAL USE OF DRUGS.....	3-55
3-6	DRUG ABUSE SCREENING FORM.....	3-56
3-7	USMEPCOM 680-3A-E COMPLETION INSTRUCTIONS.....	3-61
3-8	GANG/EXTREMIST GROUP ACTIVITY STATEMENT OF UNDERSTANDING (SOU).....	3-107
3-9	QUESTIONABLE CONDUCT OR ABERRANT BEHAVIOR SCREENING FORM	3-108
3-10	TATTOO SCREENING FORM (TSF)	3-109
3-11	TATTOO STATEMENT OF UNDERSTANDING (SOU).	3-113
3-12	INTER-SERVICE SEPARATION AND REENLISTMENT ELIGIBILITY CODES.....	3-127

TABLE

3-1	AGE REQUIREMENTS FOR ENLISTMENT.....	3-12
3-2	DOCUMENTS FOR VERIFICATION OF ELIGIBILITY (AGE).....	3-13
3-3	DEPENDENCY STATUS.....	3-28
3-4	DOCUMENTS FOR VERIFICATION OF ELIGIBILITY (DEPENDENCY).....	3-31
3-5	APPLICANTS WITH PRE-SERVICE DRUG USE/ ABUSE.....	3-54
3-6	MINIMUM MENTAL QUALIFICATIONS.....	3-65
3-7	APPLICANT RETEST ELIGIBILITY TABLE.....	3-67
3-8	WEIGHT STANDARDS FOR MALE APPLICANTS WHO REQUIRE RECRUIT TRAINING (CONTRACTING & SHIPPING).....	3-80
3-9	WEIGHT STANDARDS FOR FEMALE APPLICANTS WHO REQUIRE RECRUIT TRAINING (CONTRACTING & SHIPPING).....	3-81
3-10	WEIGHT (RETENTION) STANDARDS FOR APPLICANTS WHO DO NOT REQUIRE RECRUIT TRAINING (MALE & FEMALE) . . .	3-82
3-11	WAIVER REQUIREMENTS FOR SHIPPING NON PRIOR SERVICE (NPS) MALE & FEMALE TO RECRUIT TRAINING.....	3-83
3-13	APPLICANTS WITH MORAL DISQUALIFICATIONS.....	3-99
3-14	UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.....	3-101
3-15	CLEARANCE FROM RESERVE COMPONENTS.....	3-125
3-16	INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE....	3-138
3-17	INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.....	3-143
3-18	SUBMISSION OF WAIVERS.....	3-147
3-19	WAIVER AUTHORITY DELEGATED BELOW THE COMMANDING GENERAL, MARINE CORPS RECRUITING COMMAND.....	3-153

CHAPTER 3

QUANLIFICATIONS FOR ENLISTMENT

SECTION 1: INTRODUCTIION

3100. PURPOSE. Chapter 3 provides definitions and instructions concerning the qualifications for enlistment and reenlistment into the regular Marine Corps (active component), and for non-prior service (NPS) enlistment into the Selected Marine Corps Reserve (SMCR) reserve component. Additionally, instructions concerning waivers of enlistment criteria are provided. To accomplish this purpose, chapter 3 is organized into three sections:

Section 1: Introduction

Section 2: Enlistment Criteria

Section 3: Waivers of Enlistment Criteria

Section 2 is further divided into nine parts. Each part outlines the requirements for enlistment within that specific area of qualification. Each part is organized into major paragraphs: Purpose, Criteria, Verification, and Waivers. Some parts contain paragraphs for Documentation, Figures of Sample Forms, and Tables outlining specific guidance for that part.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART A: AGE

3210. PURPOSE. Minors are prohibited by law from enlisting. Older enlistees are higher attrition risks.

3211. CRITERIA

1. All applicants must meet the age standards contained in Table 3-1, on page 3-12. The Marine Corps has no obligation to enlist applicants who apply, or to retain members of the DEP or SMCR awaiting IADT orders, if they have not commenced active duty before becoming ineligible because of age. Applicants will not be enlisted if their projected starting date of active duty will not let them meet age criteria.

2. PARENTAL CONSENT

a. Prior to a physical examination for enlistment, 17-year-old unmarried applicants must have the written consent of **parents or guardians**. **Under no circumstances** will an unmarried 17-year-old applicant take a physical examination at a MEPS, enlist into the Marine Corps or SMCR, or change components without the proper parental or guardian consent (except emancipated minors). The term "consent of parent(s) or guardian(s)," as used herein, means written consent executed before a notary public, recruiting officer, or recruiter, in the applicable section of the DD Form 1966. The consent shall be given by:

(1) Both parents, if living and not legally separated or divorced, (to include born out of wedlock if whereabouts are known), or

(2) The surviving parent if one parent is deceased, or

(3) The parent granted legal custody in a separation or divorce, (separation/divorce papers are required) even if both parents sign, in order to establish custody, or

(4) The custodial parent if one parent abandoned the family, whereabouts are absolutely unknown or is missing, or

(5) The legally appointed guardian if both parents are deceased or if parents were legally separated/divorced and the custody of the applicant was awarded to a person other than one of the parents.

(6) Ward of the State. Applicants under custody of a state (i.e. Surrogate, Family Courts) need consent from a court official of that court (**SOCIAL WORKERS DO NOT MEET THIS PREREQUISITE, COURT OFFICIALS ONLY**).

b. When both parents do not sign, copies of court orders or decrees which explain and substantiate the status of the non-signing parent(s) must accompany the application. These are usually divorce decrees or separation orders which grant full custodial rights to the signing parent. In cases where **NO** court order or court decrees exist, and only one parent will sign the Parental Consent Form, utilize the below matrix to determine if only one signature is required:

(1) Has the non signing parent abandoned the family, the actual whereabouts of this parent is unknown, and there is no contact information, i.e. phone number or P.O. Box address available?

YES or NO

(2) Was applicant born out of wedlock (parents never married), the actual whereabouts of the non-signing parent is unknown, and there is no contact information whatsoever, i.e. phone number or P.O. Box address available?

YES or NO

(3) Is the non signing parent **absolutely** unavailable for signature for one of the following reasons:

YES or NO

- (a) **Incarcerated in state or federal prison,**
- (b) **Reported to police officials as a "Missing Person"?**

c. If the answer to any of the above three questions is **YES**, the recruiter will prepare the applicable Single Parent Signature Statement (1), (2), or (3), and Applicant Single Parent Verification Statement (4) from the Automated Enlistment Package (AEP) for Section VI - REMARKS of the DD 1966/4. The signing parent, confirming sole custody or assuming full responsibility for the enlistment, will sign the appropriate statement. The applicant will sign the verification statement. Such statements will be executed before a witnessing official, U.S. Embassy official, recruiting officer, or recruiter. **Abandonment statements will not be used in lieu of obtaining single parent consent verification documents.** Additionally, annotate in Block 41 of DD1996/5 "See statement in REMARKS SECTION VI". If the unavailable parent returns prior to the applicant shipping to recruit training, this parent will then sign the Parental Consent Form. The following statements will be used **verbatim**:

(1) ABONDOMENT STATEMENT:

I, (PARENT'S NAME), am (APPLICANT'S NAME)'s (FATHER, MOTHER or OTHER INDICATION of RELATIONSHIP). (APPLICANT'S NAME)'s (FATHER/MOTHER) abandoned our family approximately (NUMBER) years ago, and (HIS/HER) whereabouts and/or contact information are unknown. I take full responsibility for my (SON/DAUGHTER)'s enlistment.

Date

Parental Signature

Recruiter/Witness Signature

(2) UNAVAILABLE FOR SIGNATURE STATEMENT:

I (PARENT'S NAME), am (APPLICANT'S NAME)'s (FATHER, MOTHER, or OTHER INDICATION of RELATIONSHIP). (APPLICANT'S NAME)'s (FATHER/MOTHER) is absolutely unavailable for signature because (REASON), has so been since (DATE). I take full responsibility for (APPLICANT'S NAME)'s enlistment.

Date Parental Signature Recruiter/Witness Signature

(3) BORN OUT OF WEDLOCK STATEMENT:

I, (PARENT NAME), am (APPLICANT'S NAME) (MOTHER/FATHER) (APPLICANT'S NAME)'s (FATHER/MOTHER) and I were never married, and our (SON/DAUGHTER) was born out of wedlock. I am the sole custodial parent, no court directed and/or custodial arrangements exist. I take full responsibility for (HIS/HER) enlistment.

Date Parental Signature Recruiter/Witness Signature

(4) APPLICANT VERIFICATION STATEMENT:

I (APPLICANT'S NAME) declare that I have had no contact with (NON-SIGNING PARENT) since (DATE). I have exhausted all reasonable means to locate (NON-SIGNING PARENT), and been unable to locate or contact him/her. I further understand that providing a false statement on this matter may later constitute grounds for disciplinary actions that could result in my discharge from the United States Marine Corps.

Date Applicant Signature Recruiter/Witness Signature

d. Illiteracy. If the signing parent(s) is/are illiterate or incapable physically, the mark representing the signature must be notarized by either a commissioned officer of the U.S. Armed Forces or a notary public.

3. Emancipated Minors. Applicants 17 years of age who have been declared to be "emancipated minors" by their state courts may be accepted for enlistment provided such claims can be substantiated per the following procedures:

a. By furnishing a transcript of the death certificates of the applicant's parents; or

b. By furnishing a statement from a judge or a clerk of the city or state court in whose jurisdiction the applicant resides, stating the applicant's parents are deceased, or if living, that their whereabouts are unknown, and that the applicant has no legally appointed guardian.

3212. VERIFICATION

1. The following are germane to the verification process:

a. Divorce Decrees. Not all divorce decrees are in English. To avoid scenarios as to who has proper custody for parental consent, any divorce decree not in English must be translated by a disinterested third party. The translator then must state full name, title, and provide a typed translation in English of the document translated.

b. Warning. Some applicants who know that they cannot secure the consent of their parents or guardians to enlist will claim that they have no living parents or legally appointed guardians. However, proper and careful checking by the recruiter will, in most cases, prove these claims to be false. Table 3-2, on page 3-16, lists the documents that are acceptable for verification of age.

2. Documents. The documents qualified to verify age are presented in table 3-2. The main source for age verifications are original birth certificates from county or state governments. Information on DD Form 372 (Application for Verification of Birth for Official U.S. Armed Forces Use Only) and the NAVMC 5002 (Age Certificate) are given here:

a. DD Form 372. If the original birth certificate or a copy of the original birth certificate that has been properly certified by the government agency concerned cannot be produced by the applicant, the DD Form 372 can be used for verification. Preparation of the form is self-explanatory. Once Section 1 has been completed, the form will be hand carried or mailed with a self-addressed return envelope to one of the following agencies:

(1) State Bureau of Vital Statistics or State Health Department
(see page 3-17 for addresses).

(2) County Department of Public Health, County Clerk's Office, or
County Registrar's Office.

(3) City Department of Public Health, City Clerk's Office, or City
Registrar's Office.

b. NAVMC 5002. Age Certificate. This form is no longer a valid instrument for verification of age and will not be accepted.

3. Birth verification for applicants born overseas. Recruiters can request to verify applicants born overseas of American parents:

(1) DD Form 372 accompanied by a Privacy Act Statement. Include as much data on the DD Form 372 as known: place of birth (city, state, country), full names of both parents, dates and places of parents' birth, branch of service parent(s) served in (if applicable), and passport numbers. Include a self-addressed return envelope. Average processing time is two to four weeks. There are no monetary costs involved if the DD Form 372 shows that verification is for enlistment purposes.

(2) Mail to: Vital Records Section
Passport Services
1111 19th Street, NW, Suite 510
Washington, D.C. 20522-1705

3213. WAIVERS

1. Waiver of the minimum age requirement is not authorized.

2. Recruit Training Required (RTR)

a. Non-prior Service. The commanding generals of the recruiting regions may waive the maximum age limits specified in table 3-1 on page 3-15. However, anyone who has reached their 35th birthday will not be enlisted into the regular Marine Corps or Selected Marine Corps Reserve.

b. Prior Service Other Service (PSOS). The commanding generals of the recruiting regions may waive the maximum age limits specified in table 3-1. However, anyone who has reached their 35th birthday will not be enlisted into the regular Marine Corps or Selected Marine Corps Reserve.

3. Recruit Training Not Required (RTNR). The CG MCRC may waive the age limits specified in table 3-1 when such action would be in the best interests of the Marine Corps.

TABLE 3-1
AGE REQUIREMENTS FOR ENLISTMENT

R	A	B	C
U	If an applicant:	then the minimum age is	and the maximum age
L		attainment of the:	limit is <u>less than</u>:
E			
1	requires recruit training	17th birthday (note 1)	the 29th birthday (note 2)
2	does not require recruit training		35 (note 3)

NOTE 1. Parental or guardian consent is required if the applicant is unmarried and 17 years old. Married, 17-year old applicants do not require parental or guardian consent. Applicants under 17 are not acceptable for enlistment. Use DD Form 1966, section VIII, **PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT** for parental or guardian consent. (see paragraph 3211.2 page 3-9).

NOTE 2. Commanding generals of the Marine Corps recruiting regions may waive the maximum age limit (29-34) for enlistment into either the Regular Marine Corps or the Reserves under unusual circumstances, and when it can be reasonably determined that the individual can satisfactorily complete recruit training and participate in the physical rigors associated with service in the Marine Corps. Caution must be exercised pertaining to the individual's physical condition and overall general health. Older recruits suffer a higher attrition rate at recruit training. **Under no circumstances will an individual who has reached their 35st birthday at time of accession (shipping to recruit training), be accessed onto active duty in the Marine Corps (either Regular or Reserve).**

NOTE 3. Constructive age is defined as; after deducting active service in the Marine Corps, U.S. Army, Navy, Air Force and Coast Guard, and/or active service in the Reserve components (SMCR or equivalent) from actual age, an applicant's constructive age must be less than 35 years. **Constructive age will only be used for applicants where recruit training is not required.**

TABLE 3-2

DOCUMENTS FOR VERIFICATION OF ELIGIBILITY (AGE)	
R A	B
U To verify an L applicant's: E 1 age (note 1)	the authorized document is: an original birth certificate, a certified copy of the original report of birth, a certificate of birth registration, a certificate in the form of a transcript or abstract from the birth record a DD Form 372 or DD Form 214/215 a DS Form 1350, FS Form 240, FS Form 545, USCIS Form N-560, or un-expired I-551 a valid unexpired U.S. passport (unaltered and originally issued for 5 years), naturalization papers, certificates of citizenship or documents from government bureaus or departments affixed with a raised seal, which reflect applicant's full name and date of birth

NOTE 1. Age. To be acceptable, certificates must be certified under the method of certification practiced by the government agency concerned and must contain the name of the child, date and place of birth, and date the certificate was filed in the registrar's office, which should be within 1 year of the date of birth. The certificate may include, but is not limited to, seals which are raised, embossed, impressed, or multi-colored. For a birth certificate which does not show the date the original report of birth was filed, or a delayed birth certificate, or one that was filed more than 1 year after the date of birth, follow the procedures in paragraph 3212.2.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART B: CITIZENSHIP

3220. PURPOSE. Enlistment in Armed Forces is voluntary and no applicant is entitled to the right to enlist. All enlistees must swear/affirm their support and defense of the Constitution. Therefore, U.S. citizenship is the preferred status for enlistment as a legally binding obligation and for security investigative measures.

3221. CRITERIA. Applicants for enlistment:

1. Citizenship or Residency. Title 10 USC, Subtitle A, Part II, Chap 31, Sect 504(b) allows enlistment in any armed force providing:

a. The applicant is a United States citizen if:

- (1) Native Born, or
- (2) Naturalized, or
- (3) Citizenship is derived from parent(s)

b. An alien who is (see paragraph 3222.1.c for verification):

- (1) A Lawful Permanent Resident of the United States with:
 - (a) A valid I-551 Permanent Resident Card (Green Card), or
 - (b) Valid Foreign Passport stamped "*processed for I-551*", or
- (2) A Canadian-born North American Indian who has:

(a) Long form birth certificate, showing 50% per centum North American Indian blood; **or**

(b) Tribal letter or card with band Tribe/nation, showing 50 per centum North American Indian blood.

c. Non Immigrant Alien. The U.S. government established compacts that give specific non immigrant aliens, the right to freely enter the United States for work and to establish residency. These are classified as Non-Immigrant Aliens for enlistment purposes. These Compacts of Free Association are between the:

- (1) Federated States of Micronesia and the United States
- (2) Republic of the Marshall Islands and the United States
- (3) Palau and the United States

2. Other Citizens. For enlistment purposes, other U.S. citizens include:

- a. Guam (U.S. Territory)
- b. Puerto Rico (Commonwealth)
- c. U.S. Virgin Islands (U.S. Territory)
- d. Northern Marianas Islands (Commonwealth)

3. Other Non-Citizen Nationals. Below outlying U.S. possessions are not considered citizens but owe their allegiance to U.S. and have privileges of U.S. citizenship for enlistment purposes:

- a. American Samoa (includes Swains Island)

3222. VERIFICATION. An applicant's date and place of birth helps establish their citizenship. Verification of birth and citizenship is imperative and documentation must be carefully examined. Accordingly, total reliance rests with recruiters/SNCOIC's and MEPS Liaisons to verify citizenship documents.

1. Established citizenship status as indicated below. In any questionable cases, forward the documents to the CG MCRC for a determination.

a. U.S. Citizenship. If the applicant was born in the United States or born of a U.S. parent or parents, documents used to verify age are acceptable to establish U.S. citizenship.

(1) Proof of Birth of U.S. Citizens Born Abroad. The U.S. Department of State can provide evidence of birth and citizenship that is acceptable to the military for enlistment purposes. Children born of an American parent(s) outside the United States acquire citizenship through their parent(s). Verify citizenship with a certified copy of one of the following:

- (a) DS Form 1350 (Certification of Birth).
- (b) FS Form 240 (Report of Birth Abroad of Citizens of the U.S.).
- (c) FS Form 545 (Certification of Birth Abroad).

(d) A valid unexpired passport issued by the Secretary of State to a citizen of the United States.

(2) In addition to the forms provided by the Department of State, the U.S. Citizenship and Immigration Services (USCIS) also issues Certificates to establish that an alien born abroad was either a citizen at birth or some time thereafter or has filed and been naturalized as a United States citizen. The USCIS website is www.uscis.gov.

- (a) Forms N-560 and N-561 are Certificates of Citizenship.
- (b) Forms N-550 and N-551 are Certificates of Naturalization.

b. Dual Citizens. Any applicant who claims citizenship in addition to U.S. citizenship (i.e. U.S. and Polish citizen) is considered a dual citizen. Dual citizenship in itself is not a bar to enlistment, but contains limits especially in areas of access to classified and other sensitive information. Any applicant who enlists claiming dual citizenship must annotate that fact on the SF-86, Questionnaire for National Security Positions. When the security investigation is completed, the Navy Central Adjudication Facility (DONCAF) will ask for a letter that states their "willingness" to renounce citizenship in the other country in favor of the United States. This will require proof by affidavit from either the embassy they surrendered their other passport to or from a security manager who received and then destroyed the other passport. Upon receipt of these documents, the adjudicating facility will determine eligibility for clearances. Applicants need to be aware of declaring dual citizenship at the time of initial enlistment.

c. Aliens. Alien applicants who are lawful permanent residents must meet the below validation criteria, and be able to provide valid proof of country of citizenship and residency status before enlistment. The following documents provide necessary proof of citizenship and status: (Note 1)

(1) USCIS Form I-551. Permanent Residence Card (DEP & SHIP). The I-551 Permanent Residence Card, commonly called the Green Card, is issued to all permanent residents as proof that they are authorized to live and work in the United States. Permanent residents age 18 or older are required to have a valid green card in their possession at all times. (Refer to Notes 2 & 3)

(2) Stamped Notation on Alien's Foreign Passport. The USCIS uses a stamped notation in alien's foreign passport at time of admission to the United States as temporary evidence of admission. This stamped notation is: "*Processed for I-551 (Temporary Evidence of Lawful Admission for Permanent Residence).*" This is acceptable evidence of lawful permanent residence for enlistment into the **DEP only.** (Refer to Note 4)

Note 1: Stamped I-94 Arrival/Departure Record is no longer acceptable proof of lawful admission to the United States and will not be used.

Note 2: Current I-551 Green Cards are valid for 10 yrs, or 2 yrs in the case of a conditional resident, and must be renewed before green card expires. All shippers (accessions) require a valid Green Card in order to ship to recruit training. (See paragraphs 3222.1.d & 3222.1.e below)

Note 3: If Green Card has 180 days or less until it expires or will expire while the applicant is undergoing recruit training (estimate 100 days), the applicant must file I-90 (see paragraph 3222.1.d below) prior to shipping.

Note 4: The only acceptable form for shipping is the I-551 Green Card.

d. Renewing/replacing the I-551 Green card. The following information is provided as applicable:

(1) I-90 Application to Renew or Replace Permanent Resident Card. This form is used to renew or replace an I-551 Green Card through USCIS. This form is not used to remove conditions (see I-751 below). Current I-90 cost is **\$365 + \$85** biometric fee if applicable. Applicants can submit to renew cards only within 180 days of expiration date. Applicants can expect up to six (6) months (180 days) for replacement of the I-551 Card green card.

This form will be used when:

(a) Applicants I-551 expires within 180 days or during recruit training (estimate 100 days). In order to ship to recruit training a new I-551 must be issued. The only exception is when applicant has:

- Filed, mailed or visited a USCIS office and has an I-90 verified by:
 - I-90 e-receipt for on-line renewal; or
 - USCIS returned by mail I-90 notice with receipt stamp; or
 - has visited a local USCIS office, and had I-90 stamped; and
- Biometric appointment notice from USCIS with date, time & place; and
- completed biometric appointment before shipping (fingerprints/photo).

Applicants will be notified within a few weeks of I-90 submission if USCIS office biometrics are required. Only after this has been determined, coupled with the verified I-90 receipt notice and the soon to expire or expired I-551 Green Card, can the applicant ship to recruit training. No applicant will ship to recruit training until biometrics are captured by USCIS if required.

(b) Applicant has lost or misplaced their I-551. At the time of shipping to recruit training, the applicant must have their reissued I-551.

(2) Applicants 2 Yr Conditional Status (by marriage of applicant/parent) expires within 180 days or during recruit training (estimate 100 days). The applicant must file the below USCIS form:

(a) I-751 Petition to Remove the Conditions of Residence. This form is used to remove Conditional Permanent Residence (2 yr) status. The form is submitted to the nearest USCIS office. This process will be used when an applicant's 2 Yr Conditional Status is based on marriage of the applicant or their parent. The USCIS will inform applicant of specific date, time, and place where biometrics will be accomplished. Since the applicant must remain in the area, they cannot ship to training until the new I-551 is issued. The current cost is **\$505 + \$85 biometrics fee if applicable**. Applicants can expect up to 180 days for new I-551.

e. USCIS Systematic Alien Verification for Entitlements (SAVE) Program. The Department of Homeland Security (DHS) established the SAVE Program for employers to verify alien status. DHS provides SAVE verification to approved users. The e-SAVE provides immediate verification for over 95% of USCIS verifications through web based application process. The verification and entitlements pages can be printed for recruiter use. The e-SAVE program is not intended nor required for every alien applicant. This DHS verification will only be used in processing applicants; who have a Stamped Foreign Passport (Temp I-551), to remove an "N" status for an ARN mismatch at MEPS, or when alien documents on hand (i.e. I-551, Stamped Foreign Passport) are suspect or questionable in any manner.

3. Fraudulent forms or documents must always be considered to be a distinct possibility. Commanding officers of RS's will contact the CG MCRC or nearest USCIS office if any question of authenticity exists. Responsibility for verifying alien's documentation, either by requesting a determination or by noting salient details of various forms, remains the RS commanding officer.

4. Forms will be distributed in accordance with table 4-3, on page 4-73. Return all original documentary evidence to the applicant after proper entries have been made on the DD Form 1966.

3223. DOCUMENTATION ON DD FORM 1966/4 REMARKS. Once applicant's alien status is satisfactorily verified, recruiter will make the following entries:

1. In DATA VERIFICATION BY RECRUITER Block of DD Form 1966, enter type of document used to verify citizenship and registration number as applicable.

2. DD Form 1966 Section VI REMARKS Block, the following entries required:

a. An affirmation statement by MEPS Liaison NCO which identifies form(s) /document(s) sighted and validity acceptance. For example:

"I have sighted USCIS Form I-551, Alien Registration Number _____, Name as shown on document _____, Date of birth on document _____. I certify that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training."

MEPS Liaison Signature

b. Certification by the MEPS Liaison NCO that the applicant, without further instruction, is able to read, write, and speak the English language sufficiently to complete recruit training.

c. A statement that the applicant has been interviewed, together with a recommendation from the MEPS Liaison NCO, that the applicant is considered a desirable applicant for enlistment.

d. Explain to the applicant, and insert in this section, the following statement. The applicant's signature is mandatory.

(Date), I understand that section 1426, Title 8, U.S.C., provides that if I apply for discharge from U. S. Armed Forces on grounds that I am an alien, and I am discharged on such grounds, I shall be permanently ineligible to become a U. S. citizen. Further, I understand that this does not grant me the privilege or right to be discharged prior to completion of my enlistment.

(Signature of Applicant)

Note: Original Naturalization Certificate, Foreign Birth Records & Passports can be copied for SRBs. Mark as "CERTIFIED AS A TRUE COPY". Originals must be returned to applicant for safekeeping and not sent to recruit training.

3224. PRE-ENLISTMENT BRIEF. Prior to enlistment into the DEP/SMCR Awaiting IADT, all alien applicants will be advised as follows:

1. Due to their alien status and non U.S Citizenship, security clearance requirements preclude assignment to any option, MOS, military schoolhouse, or duties where a security clearance is required; and

2. They are not entitled to special privileges or considerations, including discharge for their own convenience due to their status. They are expected to complete their full military service obligation, unless sooner discharged, under the same policies and procedures applicable to U.S. citizens; and

3. Honorable service in the Armed Forces of the United States may expedite applications for citizenship, see USCIS regulations.

3225. WAIVERS

1. Citizenship. Waivers of the citizenship requirements for enlistment, contained in this manual are not authorized, and cannot be considered. Also, criteria contained in Department of Defense Directives (DODI) and Secretary of Navy (SECNAV) instructions relating to citizenship criteria for clearance requirements of enlistment options/MOS's, is also not waiverable.

2. Hostile Countries/Countries of Instability to the United States

a. Countries considered hostile or with areas of instability are:

AFGHANISTAN	KURILE ISLANDS AND SOUTH
ALBANIA	SAKHALIN (KARAFUTO)
ANGOLA	LAOS
BULGARIA	LATVIA
BOZANIA & HERZEGOVINA	LEBANON
CAMBODIA	LIBERIA
COLUMBIA	LIBYAN ARAB REPUBLIC
CHINA, PEOPLE'S REPUBLIC OF (INCLUDING TIBET)	LITHUANIA
CUBA	MONGOLIAN PEOPLE'S REPUBLIC
ESTONIA	NICARAGUA
ROMANIA	PAKISTAN
ETHIOPIA	SOMALIA
HUNGARIAN PEOPLE'S REPUBLIC	SOUTHERN YEMEN
IRAN	SERBIA
IRAQ	FORMER U.S.S.R
KOREA, DEMOCRATIC PEOPLE'S	SYRIA
KOREA, REPULIC	SERBIA
REPUBLIC OF (NORTH KOREA)	FORMER YUGOSLAVIAN NATION
MONTENEGRO	YEMEN

b. When the applicant's DD Form 1966 series or SF-86 Questionnaire for National Security Positions indicate evidence of any of the following cases:

(1) Residence in a hostile country/country of instability, contained in paragraph 2.a. above, after his/her 15th birthday; and/or

(2) More than two trips to any of the countries listed above, within 5 years of enlistment, (excluding school trips, family vacation, sporting events, or other similar, short-lived group sponsored visits); and/or

(3) Any evidence, which casts a reasonable doubt about his/her loyalty to the United States government; then,

c. Prior to shipping to recruit training, the Recruiting Station must:

(1) Ensure SF-86 NACLIC was exported and security investigation was successfully received and opened at OPM and a Case Control Number assigned,

(2) Any questionable case, forward the DD 1966 series and the SF-86 Questionnaire for National Security Positions, to MCRC G-3 Enlisted Operations, for final determination prior to shipment to recruit training.

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART C: DEPENDENTS

3230. PURPOSE. To eliminate from consideration those who cannot balance the demands of family and service.

3231. CRITERIA

1. Determine eligibility per Table 3-3 page 3-28. Table 3-3 applies to all applicants except for reenlistment in the Regular Marine Corps. Criteria for "broken/continuous" reenlistments is governed by MCO 1130.58.

2. Definition of a Dependent. The definition of a "dependent" below is provided for enlistment purposes only. **The definition does not apply to entitlement of pay and allowances, medical care, exchange and commissary privileges, or other benefits. Such determinations are made only after enlistment and recruiting personnel should not render opinions on future entitlements.** A dependent for enlistment purposes is defined as:

a. A spouse, as defined by the 1996 Defense of Marriage Act; or

b. Any natural child (legitimate or illegitimate) or child adopted by the applicant, if the child is under 18 years of age and unmarried, regardless of whether or not the applicant has custody of the child. The term natural child includes any illegitimate child when: the applicant claims the child as theirs (voluntary acknowledgment of paternity), or the applicant's name is listed on the birth certificate as the parent, or a court order establishes paternity; or if any person makes an allegation of paternity that has not been finally adjudicated by a court; or

c. A stepchild of the applicant who resides with the applicant if the stepchild is under 18 years of age; or

d. Any parent or other person(s) who is/are, in fact, dependent on the applicant for more than one-half of their support.

e. If an applicant's dependent child has been formally adopted by another person (**final court adoption decree issued and effective**), then the child is no longer the applicant's dependent.

3. Custody of minor child(ren) under the age of 18. For enlistment purpose:

a. Custody of minor children under the age of 18 often is determined by the state statutes where they reside. In most cases it is presumed that the mother has sole custody in cases where the parents were unmarried at the time of the child's birth and no father is listed on the birth certificate. Other states it is presumed that an unwed mother has initial custody regardless of whether both parents are listed on the birth certificate or have signed a formal acknowledgment of parentage. Recruiters should be aware, though, that many states either make no presumption of custody based on the birth certificate, or presume joint custody even in cases where the parents were never married. Recruiting officials need to be familiar with

the domestic relations statutes where they recruit. Many times an applicant will need to formally file for custody, even though their child is currently living with them.

b. Relinquishing custody does not terminate dependency. Recruiters are prohibited from having any involvement in an applicant's decision to consider relinquishing custody of a minor dependent, or in acting upon this decision. Recruiting personnel will not advise, imply, or assist an applicant with regard to the surrendering custody of a minor dependent. If asked whether they would become eligible by surrendering custody, the recruiter's correct response is that enlistment processing cannot begin until 90 days has elapsed from the date of custody transfer and that it is not the intent or the desire of the Marine Corps for any person to relinquish custody of a dependent for the purpose of enlistment. If an applicant has already surrendered physical custody of their dependents for personal reasons, the only MCRC recognized custody transfer is a valid court order that transfers physical custody and does not show intent to return the custody back to the applicant after a temporary period of time. Single parents that transfer physical custody of minor dependents must be advised that enlistment processing cannot begin until 90 days has elapsed from the date of custody transfer. Refer to paragraph 3233 of this chapter.

c. A Divorce decree, Adoption decree, Legal Separation Agreement, or court ordered custody documents are acceptable documents to verify changes in custody. **Notarized statements or other documents do not change custody for enlistment purposes.** Single applicants (male or female) who have minor dependents must have relinquished physical custody of dependents by court order 90 days prior to commencing enlistment processing. Absent of a court order, a child support order awarded by the state that the child resides in may be used to determine eligibility. This child support order must signed, and effective prior to commencing enlistment processing.

3232. VERIFICATION

1. It is the responsibility of the applicant to identify any dependents. See Table 3-4 on page 3-36.

2. Commanding officers of recruiting stations are responsible for ensuring that applicants with dependents are interviewed by a member of the recruiting service prior to enlistment. The interviewer will:

a. Determine if the applicant is handling present personal and financial affairs in a mature, competent, and responsible manner.

b. Determine if the applicant can meet current and expected financial obligations with service pay.

c. Counsel the applicant concerning potential problems that may be experienced at the onset of enlistment relating to financial matters and the assignment to possible dependent restricted tours. All applicants with dependents must sign a DD1966/4 SECTION VI - REMARKS statement:

"I (Applicant Name) understand that I am eligible for world-wide deployment without dependents".

Applicant Signature

Recruiter Signature

d. Determine if the applicant is married to an active duty member.

e. Determine if the applicants dependents have all required documents in accordance with Table 3-4 page 3-31, and aware of Note 7 page 3-32. Figure 3-2a, page 3-36, contains a Special Power of Attorney that a spouse can use for ID card issuance at nearest RAPIDS/DEERS site.

3. During the interview, the Enlistee Financial Statement, (Figure 3-2, Page 3-35) must be reviewed with applicant. **The interviewer must ensure entries are realistic. Questionable areas must be resolved.**

4. Applicants with dependents (spouse and/or children) will not be enlisted:

a. if it appears that they are unable to meet current and expected financial responsibilities with service pay.

b. **if any dependent (spouse and/or child(ren) is an undocumented illegal alien. An illegal alien is defined as; an alien who enters and/or remains in the United States without complying with procedures established in Title 8, United States Code, and the USCIS immigration or visitation process.**

5. If the applicant is qualified, or if a waiver is being contemplated review the Statement of Understanding (SOU) for Applicants with Dependents, Figure 3-1, page 3-34. When the applicant has a correct understanding of the problems that may be experienced, proceed with enlistment processing.

6. Additional Documents. The following documents are required, in **addition** to those listed on Table 3-4, page 3-31, to verify dependent status and enlistment eligibility.

a. Statement of Understanding for Applicant with Dependents. This form is for use by each applicant who has a dependent(s), (legitimate or illegitimate). It explains the limits on entitlements for transportation and shipment of household effects at government expense. It also explains the limits of family housing for overseas deployment and unaccompanied assignments. The form is self-explanatory and local reproduction is authorized (see Figure 3-1 on page 3-34).

b. Enlistee Financial Statement. (Figure 3-2 Page 3-35)

(1) The enlistee financial statement is used for all applicants who is either full or partially dependent upon them for financial support. Prior to preparation, a NAVMC 11000 (Privacy Act Statement) must be completed by the applicant. The financial statement will be prepared in the applicant's own handwriting, and once completed, the financial statement and Privacy Act statement will be retained in the residual file.

(2) No special criteria for the amount of monthly expenditures to be entered for rent, food, utilities, etc. can be established due to the variation in circumstances present in each individual case. However, for the benefit of those who must determine whether a dependency waiver is to be granted, questionable or unrealistic entries must be explained. An example of a questionable entry is an amount of \$100 per month indicated for food when applicant has two dependents (spouse + 1 child). While use of food stamps could explain the low amount, such an explanation with details must accompany the form.

(3) A realistic breakdown of monthly expenditures for most families would include additional categories that are not indicated on the financial statement (e.g., clothing, automobile expenses that are not included in car payments [gas, oil, tires, tune-ups, etc.], entertainment, miscellaneous). Entry of these expenses are especially applicable when an applicant's income is reported at \$500 or \$600 per month or more, and monthly expenditures shown total \$300 or \$400 per month. The absence of these additional expenses is even more noticeable when little or no savings and/or checking accounts are indicated. In order for the total debt and total monthly payment data to have greater relevance for personnel reviewing the financial statement, each outstanding debt and the monthly payment for each debt must be indicated.

c. Court Ordered Child Support. In the cases of waivers, applicants with court ordered child support (unmarried applicants, legally separated applicants, or divorced applicants), documentation must be provided from the applicable custodial parent, specified family member or court/family services agency, to establish and verify one of the following to ensure the applicant meets court ordered child support requirements: **Verification required.**

(1) child support payments (3 months) will be pre-paid by the applicant prior to departure for recruit training.

(2) child support payments will be paid by a specifically named "family member" while the applicant is at recruit training.

(3) Court that directed child support or court agency that receives the child support payments, agrees to allow deferred payments (3 months) until completion of recruit training.

3233. WAIVERS. The USMC/USMCR dependent waiver requirements are:

1. Married applicants or pool members (who are otherwise well qualified) whose only dependent is a spouse do not require a waiver.

2. Married applicants with minor dependents require a waiver from the appropriate authority table 3-3, page 3-28. SMCR applicants who fall in this category require waiver from commanding officer of recruiting station.

NOTE: Applicants whose spouse is currently an active or reserve service member (includes members of the DEP, one or both), must forward the following information to MCRC G-3 for an administrative review prior to enlistment into DEP or direct ship onto active duty/active duty for training:

NAME/RANK/SSN/MOS/DUTY STATION of the Member, Projected Active Duty Date (PADD)/PEF Code/QSN applicant is enlisting for.

3. Unmarried, legally separated, or divorced applicants who have sole physical custody of any minor dependent are not eligible for enlistment. **No waiver is authorized.**

4. Unmarried applicants who claims a minor child(ren) (illegitimate child) with no custody or court ordered support requires a waiver from the appropriate authority. Table 3-3, page 3-28.

5. Unmarried or divorced applicants who have been awarded joint legal custody and/or a percentage of physical custody of any minor dependent for the purpose of visitation rights, are eligible for enlistment, but require a waiver from the appropriate authority. Table 3-3, page 3-28.
6. Unmarried applicants who previously had sole custody of a minor dependent (under age of 18) and have relinquished permanent legal/physical custody of dependent children through court order (final decree issued by the court) are eligible to enlist with CO MCD level waiver after a 90 day waiting period has elapsed from the date of custody transfer (see paragraph 3231.3.a thru c).
7. Applicants who are in the midst of divorce proceedings, **unless legally separated (court ordered)**, are not eligible for enlistment until their situation is resolved (i.e., reconciliation or court ordered arrangement). **No waiver is authorized.**
8. Divorced or legally separated applicants who do not have children do not require a waiver.
9. Legally separated applicants who have minor dependents but do not have custody of their dependents may be eligible for enlistment but, require a waiver from the appropriate authority (table 3-3, page 3-37).
10. Divorced applicants who have relinquished custody of their dependent(s) to the other parent in a court ordered arrangement and are not required to provide "child support" require a waiver from the appropriate authority (Table 3-3, page 3-37).
11. Divorced applicants who have relinquished custody of their dependent(s) to the other parent in a court ordered arrangement and are required to provide "child support" require a waiver from the appropriate authority (Table 3-3, page 3-37).
12. Unmarried applicants who are the parent of an illegitimate child and neither have custody of child nor required to provide child support, require a waiver from the appropriate authority (Table 3-3, page 3-37).
13. Applicants who are the parent of an illegitimate child and whose status does not fall within paragraphs 3233.1 through 3233.11 above require a waiver from the appropriate authority (Table 3-3, page 3-37).
14. Applicants with a non-minor dependent, in addition to or other than a spouse, require waiver from appropriate authority (Table 3-3, page 3-37).
15. Applicants with 3 or more illegitimate children **are not eligible for enlistment in the USMC or USMCR.**
16. Applicants with 3 or more dependents (i.e. M+2 or S+3) are not eligible for enlistment in the Regular Marine Corps (active component). Applicants with 3 dependents (i.e. M+2 or S+3) for enlistment in SMCR (reserve component) require a region level waiver. Applicants with 4 or more dependents (i.e. M+3 or S+4) are not eligible for enlistment in any component of the Marine Corps. Note: Special caution must be rendered in those cases involving spouses who are pregnant and how it may affect the number of dependents when the applicant begins active duty.

TABLE 3-3

R DEPENDENCY STATUS				
U	A	B	C	D
L	If applicant is	and has:	then the applicant is:	Waiver level (Notes 1 & 2)
E				
1	unmarried	never had dependent(s)	eligible	No waiver required.
2a	unmarried	sole physical and/or sole legal custody of <u>any minor dependents</u>	ineligible and no waiver is authorized	No waiver will be considered.
2b	unmarried	relinquished legal & physical custody by Court order joint custody by state law or mutual parental agreement, and/or, name appears on Birth Certificate	90 days must elapse from Court order custody change Note 3 eligible with waiver, copy of Birth Certificates and Court Order if not state law. Notes 5,6,7, & 10	USMC/USMCR - MCD
3a	unmarried	dependents but has no permanent custody, or Court ordered support.	eligible only if the appropriate level waiver obtained Notes 5,6,7, & 10	USMC/USMCR S+1 = RS USMC/USMCR S+2 = MCD USMC/USMCR S+3 - No Wvr
3b	unmarried	dependents, no custody with court ordered support	eligible only if the appropriate level waiver obtained Notes 5,6,7, & 10	USMC/USMCR S+1 & S+2 = MCD USMC/USMCR S+3 - No Wvrs
4a	married	Active duty Spouse	Eligible (notes 4 and 5)	MCRC ADMIN REVIEW
4b	married	Spouse only	Eligible (notes 4 and 5)	No waiver required
5	married	minor dependents	eligible only if appropriate level waiver is obtained (notes 4,5,6,7,8, 10 & 11)	USMC M+1 = MCD USMCR M+1 = RS USMC M+2 = No Waivers USMCR M+2 = Region USMCR M+3 - No Waivers
6	married	non-minor dependents (18 years or older)	eligible only if appropriate level waiver is obtained (notes 4,5,6,7,8, 10 & 11)	MCD
7	legally separated (by court order)	no minor dependents	eligible (note 5,9 & 11)	RS
8	legally separated (by court order)	minor dependents	eligible only if appropriate level waiver is obtained (notes 5,6,7,9,10, & 11)	USMC M+1 = MCD USMCR M+1 = RS USMC M+2 = No Waivers USMCR M+2 = MCD USMCR M+3 = No Waivers
9	legally separated (by court order)	non-minor dependents (18 years or older)	eligible if appropriate level waiver is obtained (notes 5,6,7,9, 10 & 11)	MCD
10	divorced	no dependents/custody /support requirements	Eligible	No Waiver Required
11	divorced	no custody of a dependent but has court ordered support requirements	eligible only if appropriate level waiver is obtained (notes 5,6,7, & 10)	USMC/USMCR D+1 = MCD USMC/USMCR D+2 = Region USMC D+3 - No Waivers USMCR D+3 = Region
12	divorced	Joint legal/percentage of physical custody for visitation, with Court ordered support	eligible only if appropriate level waiver is obtained (notes 5,6,7, & 10)	USMC/USMCR D+1 = MCD USMC/USMCR D+2 = Region USMC D+3 - No Waivers USMCR D+3 = Region
13	divorced	full legal/physical custody of any minor dependents	ineligible and no waiver is authorized (note 3)	NO WAIVER WILL BE CONSIDERED
14	divorced	non-minor dependents (over 18 years old)	eligible if appropriate level waiver is obtained (notes 5,6,7, & 10)	MCD

TABLE 3-3
DEPENDENCY STATUS CONTINUED -

NOTE 1. See paragraph 3231.2, on page 3-33, for the definition of a dependent and see chapter 3, section 3, for waiver procedures.

NOTE 2. Applicants with dependents will not be encouraged or considered for enlistment unless they are determined to be particularly well-qualified.

NOTE 3. Single parents who have sole physical and/or sole legal custody of minor dependents are not eligible for enlistment in either the Regular or Reserve establishments. For enlistment purposes, only a Divorce decree, adoption decree, legal separation agreement, or court ordered custody documents are the only acceptable documents to verify a change in custody. Guardianship does not constitute adoption. Unmarried applicants who have relinquished permanent physical custody of dependent children by court order (final decree issued), are eligible for a CO MCD level waiver once 90 days has elapsed from the date of custody transfer. **See Note 6.d. Joint Custody.**

NOTE 4. Applicants or pool members (who are otherwise well-qualified) whose only dependent is a spouse do not require a waiver. **NOTE:** Applicants whose spouse is currently an active duty/reserve service member (includes members of the DEP; one or both), must forward the following information to MCRC G-3 for review prior to enlistment into the DEP or onto active duty: NAME/RANK/SSN/MOS/DUTY STATION of the Active Duty Member, and the Projected Active Duty Date (PADD)/PEF Code/QSN of applicant.

NOTE 5. An interview, an Enlistee Financial Statement, and a SOU for Applicants with Dependents are required. See paragraph 3232.6, on page 3-25 for special processing procedures, and see Figure 3-1, on page 3-34 for the SOU, and Figure 3-2, on page 3-35 for Enlistee Financial Statement.

NOTE 6. Under no circumstances will an enlistment be authorized where the risk or potential for hardship is greater than normally encountered by applicants without dependents. Requests for a waiver may be submitted via the chain-of-command when, the opinion of the recruiting station commanding officer, the applicant is exceptionally well-qualified and does not face a greater potential for hardship than applicants without dependents. The levels of waiver authority are contained in Table 3-3, Page 3-28, Column "D".

a. Married applicants for enlistment in the Marine Corps and Marine Corps Reserve, who have dependent(s) in addition to a spouse, require command involvement. The potential for hardship exists more readily in married Marines who have minor dependents in addition to their spouse. Ensure accurate Enlistee Financial Statements and realistic course(s) of action by the applicant, for the care and comfort of their dependents while the member is undergoing initial training and up to the time they will report to their first permanent duty station. No applicant who is married with two children (**3 dependents [M+2]**) or more, can be enlisted into the regular Marine Corps (USMC). No applicant who is married with three children (**4 dependents [M+3]**) or more, can be enlisted into the Marine Corps Reserve (USMCR).

b. Divorced applicants who have relinquished custody of one dependent child to the other parent in a **court ordered arrangement** and are **not required** to pay child support require a waiver from the commanding officer of the recruiting station. Other divorced applicants with dependents will require the appropriate waiver as found in table 3-3 on page 3-37, Column "D".

TABLE 3-3
DEPENDENCY STATUS -- CONTINUED

c. Unmarried applicants who are the parent of an illegitimate child and who neither have custody nor are required to provide child support to that child require a waiver from the recruiting station commanding officer. Unmarried applicants who are the parent of two illegitimate children, and who neither have custody nor are required to provide child support to the children require a waiver from the district commanding officer. Three or more illegitimate children are **Not Waiverable**. Unmarried applicants who are the parent of 2 or less illegitimate child(ren) and who do not have custody, but are required to provide court ordered child support require waiver from the district commanding officer. Applicants with three illegitimate children are not eligible for enlistment.

d. Unmarried applicants who claim joint custody, by state law, or; when both parents' names appear on dependent(s) birth certificates, or; any mutually agreed upon non-court ordered custody arrangement, will require a court filed guardianship statement from both parents. The Guardianship Statement will address which parent will have physical custody, outline dependents comfort and care, and establish the legal guardian of the dependent(s), for the entire duration of the applicant's term of enlistment. Copy of the Guardianship Statement will be provided with dependent birth certificate(s) for enlistment purposes.

e. All other dependency waiver cases, except prior service (PSEP), will be determined by Table 3-3. Cases requiring PSEP consideration will be determined by MMEA-6 HQMC via CG MCRC. **Any cases not covered in Table 3-3, will be referred to the region for waiver consideration.**

NOTE 7. All dependency waiver requests will be accompanied by applicant's personal statement regarding plans for post-enlistment care of the minor dependent(s). See chapter 3, Section 3, for detailed waiver procedures. This may include, but not limited to, plans for geriatric care, special education, rehabilitation and other miscellaneous related requirements, etc.

NOTE 8. This category applies to married applicants who are not living with their spouse and have not filed for separation or divorce whether or not divorce or custody action is pending. This category does not include applicants who are living apart from their spouse because of employment, attendance at school or military service when separation is involuntary.

NOTE 9. For applicants who are in the midst of a divorce, the potential always exists that at the conclusion of divorce proceedings, the applicant will be given custody of the child(ren) or be required to provide support for the previous spouse and/or the child(ren). Because of the uncertainty surrounding future custody and financial support requirements, waivers will not be considered until the matter is final. Applicants should be informed that without a written, formal settlement, e.g., final divorce decree or its equivalent, etc., a waiver will not be considered.

NOTE 10. Applicants with 3 or more illegitimate children are not eligible for enlistment in the regular USMC or USMCR.

NOTE 11. Married applicants with 3 dependents are not eligible for enlistment in USMC. Applicants with 3 dependents for enlistment for USMCR require a region level waiver. Applicants with 4 or more dependents are not eligible for enlistment in the USMCR.

TABLE 3-4

DOCUMENTS FOR VERIFICATION OF ELIGIBILITY (DEPENDENCY)

R	A	B
U	If an applicant's	the authorized document is:
L	status is: (note 1)	
E		
1	married without children	an original or certified copy or the marriage certificate; or a church or public record of marriage issued over the signature and seal of the church or public records custodian. Spouses birth certificate (Notes 2, 3, and 7)
2	common law	spouse affidavits attesting that requirements of state law have been met (Notes 2, 3, and 7)
3	legitimate child under 18 years old	child's birth certificate
4	legally adopted child	an original or certified copy of a court order of adoption or a court order from a similar proceeding which terminates all parental rights and obligations, original or notarized copy of child's birth certificate
5a	legitimate or illegitimate child but no custody	divorce decree; court support order; separation order; birth verification; social security card; Children's Dependency Affidavit Form NAVMC 11346 (Note 5)
5b	illegitimate child 'joint Custody'	Guardianship Statement with local court jurisdiction Court Clerk file stamp
5c	illegitimate child 'Voluntarily Acknowledgement'	if applicant signs a legally binding notarized acknowledgement of paternity or; certified state acknowledgement form (Note 6)
6	other dependents (i.e., parents or other relatives)	affidavits establishing dependency
7	stepchild	child's birth certificate, copy of marriage certificate, notarized "child dependency affidavit" showing that the applicant provides no less than 30 percent of the child's support, notarized statement by spouse attesting to prior marital status, number of times married, dates of divorce, copy of each divorce decree
8a	illegitimate child under 18 - child support required	child's birth certificate; court document ordering child support (if existing notarized affidavit) copy of child dependency affidavit showing the applicant provides court order or voluntary child support (note 4)
8b	illegitimate child under 18 -no court ordered or voluntary support	child's birth certificate; DD1966/4 SECTION - VI statement (Note 5)
9	married to spouse with illegitimate child	copy of marriage certificate; child's birth certificate; copy of adoption decree; notarized "child dependency affidavit" showing that the applicant provides not less than 30 percent of child's support
10	parent of adopted child	child's birth certificate; copy of adoption decree

TABLE 3-4
DOCUMENTS FOR VERIFICATION OF ELIGIBILITY - CONTINUED

NOTE 1. DD Form 1966/1 Blocks 8 and 9 will be used to annotate dependency status, along with other substantiating documents, as indicated. In any case involving an enlisted applicant with custody/financial responsibility for dependent(s), an SOU and an Enlistee Financial Statement must be prepared.

NOTE 2. If either the applicant or spouse has prior service, a DD Form 214 showing married name is acceptable. Maiden name is not acceptable.

NOTE 3. If either the applicant or spouse has been previously married an original or certified true copy of all divorce decrees or other instrument(s) which dissolved previous marriage(s) must be provided.

NOTE 4. See para 3232.6.c of this manual, for Court Ordered Child Support.

NOTE 5. In cases of an applicant with Illegitimate Child, No Custody or Support (Court Ordered or Voluntary) in lieu of the Children Dependency Determination Affidavit NAVMC Form 11346, make the following Statement on DD Form 1966/4 SECTION-VI REMARKS:

"I am not under any court order nor do I provide any voluntary child support for my illegitimate child;"

Applicant/Recruit Signature

Recruiter Signature

Date

NOTE 6. Those recruits who voluntarily provide statement acknowledgement statements (notarized or state form) must also provide Childs Birth Certificate and SSN card of child, to determine eligibility.

NOTE 7. Recruits will not take original dependent verification documents to MCRD. Recruiting reps will have original dependency verification documents "**certified as true copy**" (CTC) prior to recruits departure and will be placed in shipping packets. These CTC copies will be used at MCRDs RAC/RAB to initiate BAH requests at MCRD. Only original documents can be used to issue dependent ID cards. All original dependency documents will be retained by spouse/guardian after departure. The following actions should be taken:

- Thirty (30) days prior to recruiting training:
 - initiate Special Power of Attorney (Figure 3-2a) with spouse
 - gather and retain all required original dependency documents
 - be provided instructions to nearest RAPIDS/DEERS ID card site
- Inform Spouse to wait 5 business days before visiting RAPIDS site
 - ensure spouse has notarized Special Power Of Attorney (SPOA)
 - ensure spouse has the following original documents for ID card:
 - original spouse birth certificate
 - original child(ren) birth certificates (if applicable)
 - original marriage certificate
 - original divorce decree (if applicable)
 - social security cards of all dependents
 - valid picture ID (spouse)
 - Court Order Paternity (child born out of wedlock to male member)

Members of the DEP need be aware that if SPOA is not accomplished prior to departure to MCRD, the next opportunity for issuance of a spouse ID card will be after recruit training. Marines while on Boot Leave, with required original documents can accompany spouse to the nearest RAPIDS site for issuance of the dependent ID card.

TABLE 3-4 - Continued

DOCUMENTS REQUIRED FOR SHIPPING APPLICANTS WITH DEPENDENTS/BAH					
R U L E	If an applicant is:	and has:	then applicant requires these documents(see below)	entitlements privileges allowances if approved: (see below)	must be providing child's support court ordered or voluntary
1 A	Unmarried	any dependent but has no custody but is paying court ordered or voluntary <u>child support</u>	3,5,7,8 9 & 11	B,E.	YES
1 B	Unmarried	any dependent but has no custody and not paying any court ordered or voluntary child support	3 Note 5: DD1966/4 Section - VI REMARKS statement is required)	N/A	NO Note 5: DD1966/4 Section- VI REMARKS Statement is required
1 C	Unmarried	Joint custody of dependent IAW para 3233.4	3,5,8, 9, 11 & 12	B,E	Note: 6 N/A
2	Married	no dependent other than spouse	1,2,6,8,9 & 10	A,C,D,F.	N/A
3	Married	any dependent in addition to a spouse	1,2,3,4,5,6,7,9, 10 & 11	A,C,D,F.	N/A
4	Separated	no dependent other than a spouse	1,2,6,8,9 & 10	A,C,D,F.	N/A
5	Separated	any dependent in addition to a spouse	1,2,3,4,6,8, 9 & 11	A,C,D,F.	N/A
6	Divorced	no custody but has support payments required by court order/divorce decree	3,5,6,7,8,9 10 & 11	A	YES

Required Documents (Original or Certified True Copy)

- 1 Marriage certificate; church or public record of marriage issued over the signature and seal of the church/public records custodian.
- 2 Spouse birth certificate
- 3 Child(ren) birth certificate(s)
- 4 Adoption decree (if applicable)
- 5 **Proof of child support (money order, canceled check, etc.)**
- 6 Divorce decree from all prior marriages (applicant and spouse)
- 7 Court support order (if applicable)
- 8 Enlistee Financial Statement
- 9 Dependent Statement of Understanding (SOU)
- 10 Social Security Cards for all Dependents (spouse and/or children)
- 11 Children Dependency Determination Affidavit Form NAVMC 11346
- 12 Court filed copy of Guardianship Statement

Entitlements, Privileges & Allowances

- A Basic Allowance for Housing (Recruit Training Regiment (RTR) approval)
- B Basic Allowance for Housing (CMC approval)
- C Family separation allowance (FSA)
- D Dependent Identification Card
- E Dependent Identification Card for Medical Only
- F Dependent dental insurance plan

NOTE: Missing, incomplete or improper documentation may significantly delay the dependent verification and BAH application process.

Address of Recruiting Station)

(DATE)

Ref: Joint Federal Travel Regulations (JFTR) Volume 1 Military

We, the undersigned, understand that there are certain limits pertaining to the dependents of military personnel as outlined below:

1. That enlisted members in the grade of E-1 through E-4 are authorized the following household goods shipment entitlement when incident to permanent change of station orders (PCSO). The first PCSO is upon completion of Military Occupational Specialty (MOS) School to your first permanent duty station. Privately Owned Vehicles (POV) and dependents are not authorized to accompany the member until PCS to permanent duty station.

E-1 thru E-3. With dependents **8000** pounds
 Without dependents **5000** pounds.

E-4. With dependents **8000** pounds
 Without dependents **7000** pounds.

2. That enlisted members in the pay grade of E-1 through E-4 are authorized **400** pounds temporary change of station weight allowance when the move is incident to Temporary Additional Duty Orders (TADO)/Temporary Duty Under Instruction (TEDUINS) and is specifically authorized in their TAD/TEMINS orders by their commanding officer.

3. That assignment to military family housing is restricted to personnel who have verified dependents and is based on availability at the location to which assigned.

4. That the United States Marine Corps is a force in readiness and assignment to overseas commands, without dependents, is to be expected during the initial enlistment of the applicant.

5. That there are no special provisions for the enlistment of both husband and wife. There are no guarantees for special consideration in duty assignment and/or duty station at any time based on marital status.

6. I understand that my spouse will not have the ability to start an allotment or send monies home during recruit training.

(Signature of Applicant)

(Signature of Spouse)

(Date Signed)

(Signature of Recruiter)

Figure 3-1.--Statement of Understanding for Applicants with Dependents

ENLISTEE FINANCIAL STATEMENT

1. APPLICANT (Last, First, Middle)			2. # OF DEPENDENTS		3. AGE OF DEPENDENTS		4. DATE	
5. CURRENT EMPLOYMENT						6. NET MONTHLY INCOME		
7. SPOUSE'S CURRENT EMPLOYMENT (BRIEF JOB DESCRIPTION)						8. SPOUSE NET MONTHLY INCOME		
9. SPOUSE'S EMPLOYMENT PLANS AFTER APPLICANT COMPETES TRAINING						10. BANK ACCOUNT BALANCE		
						10a. CHECKING		10b. SAVINGS
11. CURRENT HOUSING MONTHLY PAYMENT (Check one)		11a. BUYING	11b. RENTING	11c. LIVE WITH PARENTS	11d. OTHER (SPECIFY)			
						\$		\$
OUTSTANDING DEBTS					TOTAL INDEBTEDNESS			
		TOTAL OWED				TOTAL OWED		
12. HOME MORTGAGE		\$	13. MEDICAL BILLS		\$	20. TOTAL INDEBTEDNESS (A + B)		\$
14. STUDENT LOANS		\$	15. AUTO LOANS		\$			
16. CREDIT CARDS		\$	17. CREDIT CARDS		\$			
18. OTHER (SPECIFY)		\$	19. OTHER (SPECIFY)		\$			
A. TOTAL		\$	B. TOTAL		\$			
INCOME/EXPENDITURE COMPARISON								
22. MONTHLY MILITARY INCOME					23. PRESENT MONTHLY EXPENDITURES			
		E- _____ (Specify)	REQ. PAYGRADE				CURRENT	AFTER TRAINING
A. BASE PAY		\$	\$		A. TOTAL MONTHLY PAYMENTS		\$	\$
B. LESS DEDUCTIONS (20%)		\$	\$		B. HOUSING		\$	\$
C. NET PAY (A - B)		\$	\$		C. FOOD		\$	\$
D. HOUSING ALLOWANCE (Recruiting area)		\$	\$		D. UTILITIES		\$	\$
E. NET MILITARY INCOME (C + D)		\$	\$		E. MEDICAL		\$	\$
					F. AUTO INSURANCE		\$	\$
					G. TRANSPORTATION COST		\$	\$
					H. CHILD SUPPORT/ALIMONY		\$	\$
					I. OTHER		\$	\$
G. TOTAL INCOME		\$	\$		J. TOTAL EXPENDITURES		\$	\$
24. REMARKS (how your spouse will pay 3 months of bills while you're in recruit training)								
25. I hereby certify that the above is a true account of my financial obligations to the best of my knowledge.								
_____ (Date)					_____ (Signature of Applicant)			
_____ (Date)					_____ (Signature of Spouse)			
26. WITNESSING RECRUITER					SIGNATURE			

Figure 3-2. --Enlistee Financial Statement

SPECIAL POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS: That I, _____,
currently residing at _____, do hereby
appoint _____ as my attorney-in-fact,
and do grant unto said attorney-in-fact full power to:

Sign DD Form 1172 (Application for Uniformed Services Identification Card/DEERS Enrollment), enroll my family members in DEERS, and perform any actions necessary to receive dependent military identification cards while I attend United States Marine Corps recruit training.

I hereby authorize my attorney-in-fact to indemnify and hold harmless any third party who accepts and acts under or in accordance with this power of attorney.

I hereby give and grant unto my attorney-in-fact full power and authority to do and perform each and every act and matter concerning the subject of this document as fully and effectually to all intents and purposes as I could do legally if I were present.

Unless sooner revoked or terminated by me, this power of attorney shall remain in effect until _____(expiration date).

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 20____.

Recruit's Signature

ACKNOWLEDGEMENT BY NOTARY PUBLIC

STATE OF _____)

COUNTY OF _____)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person executed the instrument.

Notary Printed Name

Notary Signature

My commission expires:_____.

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART D: EDUCATION

3240. PURPOSE. Traditional education strongly correlates with success at recruit training and completion of the first term of enlistment. Educational status determines testing procedures, mental requirements for enlistment and eligibility for waivers. Accordingly, great care must be used to accurately determine educational attainment.

3241. CRITERIA. All Tier II and Tier III applicants for enlistment in the United States Marine Corps **must have completed** the 10th grade at a **traditional high school**. (Exception noted in paragraph 3244, Waivers).

1. Three-tiered System. Educational status, organized according to the Department of Defense three-tiered system is outlined below. The traditional high school curriculum is the standard of measurement throughout the Department of Defense. Questionable cases requiring clarification or educational tier determination will be forwarded to MCRC G-3 for decision. Education determinations are not a one size fits all categories. MCRC will assign a Tier Status/Education Code that is as close to, or most closely associated with the credential and verifying documents provided. It should be noted that educational institutions can provide credentials that fall into all three tier levels. Therefore, individually earned credentials will be evaluated by all levels to determine the tier level, instead of classifying the institution at a particular tier level. Refer to Part F, Table 3-6 (Minimum Mental Aptitude) for qualifications of AFQT and GT for Tier I, II and III. Additional information is also provided in Annex C.

a. Tier I: High School Graduate

(1) High School Graduate. An applicant who has attended and completed a structured program of classroom instruction and possesses a diploma. The diploma must be issued from the school where the applicant completed the program requirements. These include:

(a) Traditional High School and Religious High School Diploma. A diploma issued to an individual who has attended and completed a 12-year "traditional" graded credit based day program of classroom instruction; the diploma must be issued from a traditional/religious based high school where the individual completed all the requirements for graduation. This classification could also include Charter school if they meet criteria outlined. **This is a Tier I, Education Code "L".**

(b) Traditional High School/Religious High School Senior. Status of individual who is currently attending a traditional high school or religious high school that will lead to High School Diploma Tier I Code "L". To be classified as a high school senior must have evidence of a High School Verification Letter and Transcripts. This may include Charter schools if they meet requirements. **(DEP Only) This is a Tier I, Education Code "S".**

(c) Adult Education/Alternative Diploma. An individual who has earned a secondary school diploma on the basis of attending and completing an alternative, continuation, or adult school program. A diploma issued from a school/program whose course content and curriculum are similar to, but whose method of instruction differs from the traditional high school program. The diploma received must be issued on the basis of completing a classroom structured, (teacher-student environment) teacher directed, credit based program. This could also include Charter schools not meeting code "L" criteria. **This is a Tier I, Education Code "B". See Code "5" Other Non-Traditional High School Credential if applicant doesn't meet this criteria.**

(d) Exit Exam Failures. High school seniors who met all requirements for graduation, and received a school letter stating **completion of all requirements for graduation**, but failed the state mandated exit exam, and whose only reason for not graduating is failing a state mandated exit exam. **This is a Tier I, Education Code "F". Note: Exit Exam failures cannot ship until 180 days after their class graduation date for Tier I status.**

(e) Completed One Semester of College. A non-high school graduate (Tier 2) who completes a minimum of **15** semester/**22** quarter hours of college level work, regardless of education grade level. "Successfully completed" means the individual earned college credits (course series 100 or better) of classroom instruction from an institution listed in the degree granting section of current AIPE. On-Line college courses can be accepted only if concurrent with classroom instruction (same semester at same school) but cannot be a majority of the total credits earned. Credits earned outside of concurrent classroom/on-line criteria (i.e. all semester courses on-line) are not acceptable. Credit through AIPE non degree granting institutions, testing (i.e. CLEP), adult education, life experience, military training, or GED type programs are not applicable. **This is a Tier I, Education Code "8".**

(f) Currently Enrolled in Other than High School Diploma. Status of an individual who is currently enrolled and presently attending class(es) in a **Tier 1 category credential**, other than High School Diploma **12L**, (i.e. Code "8" or "B") and will complete the program within **270 days** from date of enrollment (**DEP ONLY**). **This is a Tier I, Education Code "M".** The MCRC Annual OPLAN will publish restrictions on Education Code "M".

(g) Home School diploma graduates (AFQT 50-99). A high school diploma or certificate, typically awarded by a local, state, or national accredited Home School Association, based upon certification by a parent or guardian that an individual completed his/her secondary education at home. The curriculum must involve parental instruction and/or adult supervision, and closely pattern the normal credit hours per subject as used in traditional public high schools. All home school diploma graduates must complete the last academic year of education (minimum of nine [9] academic months) in a home school environment. Home school diploma (if issued) and transcripts must be provided. **This is a Tier I, Education Code "H".**

(h) Prior Service. All prior service that completed 3 or more years in an active component that possesses a General Education Development (GED) equivalency certificate, an adult high school diploma, or other credential previously recognized to be the equivalent of a high school diploma, will be enlisted as Tier I. These applicants are coded as 12L.

b. Tier II: Alternative Credential Holder

(1) Alternative Graduate. An applicant who has attended or completed an alternative graduate program. These include:

(a) Home school diploma graduates (AFQT 21-49). A high school diploma or certificate, typically awarded by a local, state, or national accredited Home School Association, based upon certification by a parent or guardian that an individual completed his/her secondary education at home. The curriculum must involve parental instruction and/or adult supervision, and closely pattern the normal credit hours per subject as used in traditional public high schools. All home school diploma graduates must complete the last academic year of education (minimum of nine [9] academic months) in home school environment. Home school diploma (if issued) and transcripts must be provided. **This is a Tier II, Education Code "H".**

(b) National Guard Youth Challenge Program. Applicant who earned a General Education Diploma (GED) while in the challenge program. Enlistment is limited to only those who have completed the National Guard Youth Challenge Program (NGYCP). **This is a Tier II, Education Code "X".**

(c) Test-based Equivalency Diploma Graduate. An applicant who possesses a GED or other test-based equivalency certificate or diploma. This includes, for example, state-wide testing programs, i.e. California High School Proficiency Examination (CHSPE), where you may earn a certificate of competency or proficiency. NOTE: A person who subsequently obtains a local/state-issued diploma solely based on equivalency testing is not considered a Tier I high school graduate. **This is a Tier II, Education Code "E".**

(d) High School Certificate of Attendance/Completion of Special Education. MPPM high school verification letter with transcripts that reflects attendance through the 12th grade (up to and including last day of school) of a traditional/religious based high school; or, a high school diploma/certificate **based on and identified as Individualized Education Program (IEP)** that involves community experience, employment, training, daily living skills and post-school transition skills which differ from the traditional high school requirements. **This is a Tier II, Education Code "J".** **Note: Some IEP curriculums provide student's individual attention in one or two areas (i.e. reading) while also mainstreaming with traditional students. These students receive traditional vice IEP diploma/certificate, and should be coded L, or B. Other Non Traditional Credentials (code 5) detailed below.**

(e) Other Non-Traditional High School Credential. A secondary school credential issued for completing an alternative school/program that differs in course content and curriculum from traditional high school Diploma program (i.e. 12B or 12L). Schools/programs that are accelerated and issue a diploma based on combination of testing, independent study, adult based education (ABE) and/or competencies are classified as Tier II, regardless of whether the credential issued by a secondary or post secondary institution. **This is a Tier II, Education Code "5".**

(f) Distant Learning School Diploma. A secondary diploma or certificate awarded upon completion of an accredited correspondence school course, home study (**not home school**), internet (computer based virtual) or distant learning program, regardless of whether the diploma was issued by a correspondence school, state, or secondary or post-secondary educational institution. **This is a Tier II, Education Code "7".**

(g) Occupational Program Certificate (Vo/Tech). An individual who has attended a non-correspondence vocational, technical or proprietary school for at least six months (180 days) i.e. JOB Corps. Individual must have completed **11** years of traditional academic day school, and possesses certificate of completion. Correspondence schools offering vocational certificates are not included. **This is a Tier II, Education Code "C"**.

c. Tier III: Non-High School Graduate. An applicant who is neither a high school graduate nor an alternative credential holder. Tier III applicants must have a 50 QT, 90 GT and NO moral/drug waiver above the recruiting station level. **This is a Tier III, Education Code "1"**.

2. Grade Completed. If an applicant has attended school for an entire school year, up to and including the last day, credit will be granted for successful completion of that grade level only, regardless of whether or not the requirements were met for advancement to the next higher grade.

3. Mid-year Graduates/or Accelerated Graduates

a. Secondary (high) school students who will graduate in the middle of the traditional August/September to May/June school year can enlist into the DEP/SMCR awaiting IADT, up to 365 days prior to their projected graduation date. Those 11th graders who are potential accelerated graduates because they have accumulated more credits than normal student track (i.e. extra subject per semester, summer school etc.), and their school will classify them as a bona fide high school senior to graduate within 365 days may be enlisted as mid-year graduates. Students must present documentation that they will graduate prior to beginning active duty. Students who accumulate credits in a fashion other than the normal 96-120 class hours per subject mode must be screened to ensure they are not accelerated under alternative programs that will lead to a tier 2 credential i.e. codes E, C, 7 or 5.

b. In some cases, a diploma is not issued to mid-year graduates until the end of the school year. These instances, an official letter from the school stating that the applicant has graduated and will be issued a diploma at a later date will suffice as proof of graduation.

4. Foreign High School Graduate/College Student. Applicants possessing a foreign high school diploma or post secondary university/college transcript or degree must have these credentials translated, certified and reviewed to determine equivalency to American education standards per paragraph 3241, prior to enlistment. Accreditation by one of the following, prior to DEP:

a. State boards of education, Admissions/Registrars Offices at state universities or colleges (**4 yr only**) listed in Degree granting section of the current Accredited Institutions Postsecondary Education (AIPE) directory; or

b. Foreign Credential Evaluation services offered by the American Association of Collegiate Registrar and Admissions Officers (AACRAO). The AACRAO site is: www.aacrao.org/international/abroad.cfm . (Fees involved)

Address: International Education Services
American Association of Collegiate Registrars & Admission Officers
One Dupont Circle NW
Suite 520
Washington, DC 20036-1135
Phone inquiries: (202) 296-3359; or

c. National Association of Credential Evaluation Services (NACES) offers applicants education evaluation of their foreign credentials. The NACES site: www.naces.org. Applicants are responsible for application and fees associated with this process. Lists of accredited evaluation agencies to contact are listed on the website under the heading "current members".

d. The same verification is required for any foreign post secondary college level work transcripts or degrees when applying for enlistment under:

(1) Education Code "8" - completion of 15 semester or 22 quarter hours of college level work; or

(2) Education Code "D" or "K" - Associates or Baccalaureate Degree; or

(3) Appointment to Grade other than Private - appointment to Private First Class (PFC) in accordance with Table 4-2 of this manual

5. Applicants Possessing On-Line Degrees. Applicants who present post secondary degrees (Associate or Baccalaureate) from institutions listed in the Degree Granting section of the current AIPE obtained via on-line internet instruction can be enlisted as Tier 1 as applicable (Associates -14D or Bachelors -16K). Applicants must possess the specifically awarded degree.

6. Applicants Possessing a Baccalaureate Degree. Applicants for enlistment who possess or will possess a baccalaureate degree are eligible to enlist. **However, these applicants must be informed and counseled on the Officer Candidate Course (OCC) and other officer programs prior to their enlistment.** If the applicant is found to be initially qualified, they will be referred to the Officer Selection Officer (OSO). **However, if the OSO is not available, the recruiting station commanding officer, executive officer or operations officer may conduct the interview.** Should the applicant not desire to apply for the OCC Program, the Statement for the Officer Candidate Course contained in figure 3-4 on page 3-45 will be completed and witnessed by the OSO or his representative. This will ensure that the applicant is made aware of the Enlisted Commissioning Program (ECP), its competitive nature and that no guarantee for assignment to the program exists.

3242. VERIFICATION. Verification of education is the responsibility of the recruiting station commanding officer. Applicants will not be enlisted into the DEP without having their education verified.

1. High school diploma (with evaluation certification for foreign high schools outlined in paragraph 3241.4).

2. High school letter (with transcripts) see Figure 3-3, page 3-43.

3. College transcripts verifying successful completion of a minimum of 15 Semester/22 Quarter hours of college-level work (**level 100 or higher**). The required minimum hours do not have to be completed in a single semester).

4. College diploma with Statement of Acknowledgment for the Officer Candidate Course (see figure 3-4 on page 3-55).

5. Alternative Credential Education verification documents which verifies tier status. MCRC Education Determination Letters (tier determinations) must accompany the Alternative Education credential if applicable.

3243. DOCUMENTATION. Prior to enlistment status, the following documents are required to verify educational eligibility in addition to those listed in table 4-1 on page 4-19. The verification will be documented on the DD Form 1966/4 using the following documents:

1. High School Verification Letter (with transcripts). The verifying letter for an applicant's education level is depicted in figure 3-3, page 3-53.
2. Statement of Acknowledgment for the Officer Candidate Course. This form (figure 3-4 on page 3-54) is required prior to enlisting any applicant who has received a baccalaureate degree. Distribution will be made in accordance with table 4-3 on page 4-73.
3. High School Closure Statement. This statement is to be used only to enlist **traditional high school seniors** into the Delayed Entry Program (DEP) and only until the applicants high school reopens again. In the event an applicant's high school is closed at time of enlistment the RSS NCOIC will type the following statement on the remarks section of the DD Form 1966:

"Traditional High School records cannot be obtained on this applicant due to the fact that the school is closed. The school will reopen on (DATE) and I will obtain school records at that time."

SNCOIC SIGNATURE

OPSO/MEPS Liaison SIGNATURE

HS PHONE #

HS POC

NOTE: School closure statement is intended for closures over an extended period of time, i.e. summer break, semester breaks, holiday vacations etc., and not for single holiday or weekend closures.

3244. WAIVERS

1. The CG MCRC may waive the minimum educational standard of attendance through the 10th grade (non Tier 1) when the applicant is otherwise exceptionally well qualified, and:
 - a. Is between 17 and 21 years of age, and
 - b. Has AFQT of 50 or higher and a GT score of 105 or higher, and
 - c. Requires **no conduct/drug waivers** above recruiting station level.
2. Waivers of the above criteria will be treated as Exception to Policy to the CG MCRC and only will be entertained in rare cases.
3. Addendum waivers above the recruiting station level, for the above criteria will not be submitted.

Recruiting Station Heading

Dear Educator:

It is respectfully requested that this education verification be provided in accordance with the appropriate category explained below; therefore, we have asked (_____) to authorize the release of (his/her) records. Paragraphs (1)-(5) to be completed by school official.

(1) This is to certify that the applicant was present in school through the last day of the _____th grade. His/Her last day of attendance was (_____). **High school transcripts are attached.**

(2) HIGH SCHOOL SENIOR - This is to certify that the applicant is enrolled in a **traditional 3 or 4 year school**, and is a senior in good standing and should graduate with (his/her) class on (_____). **High school transcripts are attached.** The following additional information is provided:

- _____ - Total number of credits required to graduate.
- _____ - Number of credits attained by applicant to date.
- _____ - Number of credits for which applicant is enrolled for the rest of this scholastic year.
- _____ - Number of credits for which applicant is enrolled that are computer based, internet (on-line), or virtual classes

(3) HIGH SCHOOL GRADUATE - This is to certify that the applicant graduated from this school and received a high school diploma on (_____). **High school transcripts are attached.**

(4) SPECIAL EDUCATION CLASSES - If applicant's school curriculum involved any Special Education classes, please specify: _____

(5) SCHOOL OFFICIAL REMARKS: _____

"I am aware of the provisions of the Family Education Rights Act. I hereby authorize release of my education status and records to the Marine Corps."

_____ (Signature of Applicant)	_____ (Witness - Recruiter)	_____ (Date)
_____ (Date of Birth)	_____ (SSN)	_____ Last Year Attended School)
_____ (Printed Name of School Official)	_____ (Title)	
_____ (Signature of School Official)	_____ (Date)	
_____ (Name of School)	_____ (Phone Number)	

**PLACE SCHOOL
SEAL HERE**

Figure 3-3.--Sample High School Verification Letter.

THIS PAGE INTENTIONALLY LEFT BLANK

Recruiting Station Heading

1. This is to acknowledge that I have been informed of my educational eligibility for the Officer Candidate Course Program by interview of (Interviewer/Organization). The eligibility is based on my possessing a baccalaureate degree from a degree-granting institution, to wit: (institution).

2. I certify that I do not desire to apply for the Officer Candidate Course Program. I understand that if I subsequently apply for the Enlisted Commissioning Program, there is absolutely no guarantee that I will be selected.

(Signature of Applicant and Date)

(Witnessed by Interviewer and Date)

Figure 3-4.-- Sample Statement of Acknowledgment on
Eligibility for the Officer Candidate Course

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART E: DRUG AND ALCOHOL INVOLVEMENT

3250. PURPOSE

1. The Marine Corps does not condone the illegal or improper use of drugs or alcohol. Marine Corps policy intends to prevent and eliminate such abuse and illegal use.

a. Drug Abuse

(1) Is against the law and violates the high standards of behavior and performance expected of a Marine.

(2) Is damaging to physical, mental, and psychological health.

(3) Jeopardizes the safety of the individual and others.

(4) Is fundamentally wrong, destructive to organizational effectiveness, and totally incompatible with service as a Marine.

(5) Is likely to result in criminal prosecution and discharge under other than honorable conditions.

b. Alcohol Abuse

(1) Violates the high standards expected of a Marine.

(2) Is damaging to physical, mental, and psychological health.

(3) Jeopardizes the safety of the individual and others.

(4) Is fundamentally wrong, destructive to organizational effectiveness, and totally incompatible with service as a Marine.

(5) Is likely to result in criminal prosecution and discharge under other than honorable conditions.

c. Substances and Other Substances Abuse (see paragraph 3254.5)

(1) Abuse involving any substance not currently listed on the U. S. Controlled Substance list, i.e. Salvia A, Salvia Divinorum, and Spice.

(b) The unlawful use of controlled substance analogues (designer drugs), natural substances (i.e. fungi, excretions).

(c) Any chemicals (i.e. chemicals wrongfully used as inhalants), propellants, and/or a prescribed or over-the-counter drug or pharmaceutical compound, with the intent to induce intoxication, excitement, or stupefaction of the central nervous system, are also prohibited and will subject to documentation, review and/or waiver prior to enlistment .

2. All applicants will be carefully screened as to the extent of their drug, alcohol, other substance involvement. The Marine Corps utilizes the following pre-enlistment and post enlistment drug tests:

a. Pre-enlistment drug screening at recruiting facilities (PCS/RSS) prior to the medical examination processing at MEPS using Non Instrumented Drug Testing (NIDT) kits. Only the MCRC approved, contract purchased NIDT kits will be used by Marine Corps recruiting personnel to conduct the NIDT testing.

b. MEPS enlistment processing Drug & Alcohol Test (DAT) as part of the medical examination using Instrumented Drug Testing (IDT) procedures.

c. Urinalysis drug testing screening within 24 hours of arrival at MCRD.

3. Applicants will be rejected for enlistment into the Marine Corps if they acknowledge dependency on drugs or alcohol, or if their pattern of drug and/or alcohol involvement confirms a dependency.

4. Recruiters are prohibited from the below actions regarding any recruiting prospect, applicant or contracted member of the DEP or SMCR Awaiting IADT:

a. Using any local laboratory drug testing facility as part of the drug screening process for any reason.

b. Using any over the counter or commercially available drug testing kits as part of a local drug screening process for any reason. This includes using NIDT kits outside the scope and intention of paragraph 2.b. above.

c. Implying, referring, testing, reimbursing, or paying for any drug testing procedure for any prospect, applicant or poolee (DEP or SMCR Awaiting IADT) for any reason.

5. Any applicant seeking information relative to procedures that could **"mask, contaminate, alter, or neutralize"** the results of the MCRC NIDT kit testing, the MEPS Drug and Alcohol Test (DAT) conducted at the MEPS, or the MCRD urinalysis testing will be referred to the RS operations officer. Processing will only continue after full disclosure of pre-service drug involvement, including drug type, amount, last date(s) of use, and after any required drug waivers. Applicants found to have used a "masking process" will be discharged from the DEP/SMCR Awaiting IADT immediately. Recruiters are prevented under Article 84 UCMJ, from any involvement that could be germane to altering, masking or changing the results of the applicant DAT Test at the MEPS or the recruit Urinalysis conducted at the MCRD's.

6. All applicants must sign the Statement of Understanding on the Marine Corps Policy Concerning Illegal Use of Drugs and if applicable, the Drug Abuse Screening Form, or they will be denied enlistment/reenlistment. See Figure 3-5 on page 3-65 and Figure 3-6 on page 3-66.

3251. CRITERIA

1. Dependency on illegal drugs is disqualifying.

2. Any history of drug use or other substance abuse is potentially disqualifying.

3. Any history of dependency on alcohol is disqualifying.
4. During the screening process, recruiters will ask all applicants the following four questions at the minimum:
 - a. "Have you ever used illegal drugs, controlled substances or other substances intended to produce a psychotropic high?"
 - b. "Have you been charged with or convicted of a drug or drug related offense?"
 - c. "Have you ever been psychologically or physically dependent upon any drug or alcohol?"
 - d. "Have you ever trafficked, sold, or traded in illegal drugs.
5. If answer to first or second question is "yes," a personal statement, as well as the Drug Abuse Screening Form (See Figure 3-6 on page 3-66) will be prepared to explain the specific details. Recruiters will submit the statement and form, along with applicant's case file, to the recruiting station commanding officer for further action. Refer to Table 3-16 on pages 3-146 - 3-149 for ineligible categories which are not waiverable.
6. If the answer to the third or fourth question is "yes," then the applicant will be denied enlistment.

3252. DEFINITIONS. The following standard definitions are provided for reference. They are intended solely to assist in determining an applicants eligibility for enlistment.

1. Alcohol Abuse. Any excessive use of alcohol.
2. Alcoholism. A chronic behavioral disorder manifested by repeated drinking of alcoholic beverages in excess to an extent that interferes with the drinker's health or social or economic functioning; some degree of habituation, dependence, or addiction is implied.
3. Dependence. A psychological/physical state of an addict in which the usual or increasing dose of the drug is required to prevent the onset of withdrawal symptoms. Dependency must be determined by a medical officer.
4. Drug Abuser. Individual who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug. They may be classified as:
 - a. Experimenter. A drug experimenter is defined as one who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug, as defined herein, for reasons of curiosity, peer pressure, or other similar reason. The exact number of times drugs were used, is not necessarily as important as determining the category of use and the impact of the drug use on the user's life-style, the intent of the user, the circumstances of use, and the psychological makeup of the user. An individual whose drug experimentation/use has resulted in some form of medical, psychiatric, or psychological treatment; a conviction or adverse juvenile adjudication; or loss of employment does not fall within the limits of this category. For administrative purposes, determination of the category

should be within the judgment of either the district or recruiting station commanding officer, aided by medical, legal, and moral advice, with information as available from investigative sources.

b. Casual Drug User. One who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug, as defined herein, and for reasons of deeper and more continuing nature than those of which motivate the drug experimenter. For administrative purposes, determination of this category should be within the judgment of either the region commanding general or district commanding officer, aided by medical, legal, and moral advice, with information as available from investigative sources.

c. Hard Core Abuser. Routine illegal, wrongful, or improper use of any narcotic substance, marijuana, or dangerous drugs and is determined to be psychologically or physically dependent.

5. Drug Addiction. A state of periodic or chronic intoxication produced by repeated consumption of a drug, characterized by (1) an overwhelming desire or need (compulsion) to continue use of the drug, (2) a tendency to increase the dosage, (3) a psychological and usually physical dependence on its effects, and (4) a detrimental effect on the individual. The term refers, in a quantitative sense, to drug use which pervades the total life activity of the user. Individuals in this category are not eligible for enlistment.

6. Drug Supplier/Trafficker. An individual who illegally, wrongfully, improperly furnishes another person with any amount of drugs. For purposes of enlistment, "drug trafficking" will be considered any unlicensed sale, barter, transportation, or trade of drugs.

3253. VERIFICATION. Qualification for enlistment will be verified through use of the forms and processing procedures outlined below. Recruiters will accomplish these procedures as early as possible in processing sequence. Additionally, recruiters will terminate the processing of any applicant who is unwilling to complete these forms. These forms are required for all enlistments and reenlistments.

1. Statement of Understanding. All applicants are required to sign an SOU indicating awareness of the Marine Corps drug policy. Drug involvement by an **applicant will not be tolerated once this statement has been completed.**

a. The Statement of Understanding (SOU), shown in figure 3-5, on page 3-55, imparts a basic understanding of the Marine Corps policy on the illegal use of drugs. The SOU will become Annex "A" to the DD Form 4.

b. Recruiters will assist the applicant in completing the SOU.

2. Drug Abuse Screening Form. The Drug Abuse Screening Form, shown in figure 3-6 on page 3-56, provides essential information that will determine an applicant's eligibility for enlistment.

a. Part I - Purpose

(1) Applicant. Each applicant will complete all of Part I.

(2) Recruiter. Ensure that applicants completely and accurately complete Part I of the form.

b. Part II - Certification

(1) Applicant. Complete, sign, and date the appropriate blocks:

(2) Recruiter.

(a) Complete the recruiter signature blocks after the applicant has certified the disclosures by signing Part II.

(b) Process a drug waiver, if considered appropriate.

c. Part III - Recertification

(1) All members of the DEP and members of the SMCR awaiting IADT are required to complete Part III of this form before recruit training. Recertification will be verified and signed by the MEPS Liaison NCO.

(2) Applicants who enlist/reenlist directly into the Marine Corps or Marine Corps Reserve are not required to complete Part III of this form.

d. Destruction of Information. As indicated on the Drug Abuse Screening Form, it **will be properly destroyed** when the recruit leaves recruit training.

3. **Warning**. The recruiter and MEPS Liaison NCO will warn all applicants that they will be tested for drugs and alcohol as part of the pre-service physical. Any use of drugs or alcohol confirmed by testing will result in disqualification and immediate discharge from the DEP. Any subsequent use of illegal drugs will be confirmed by urinalysis within 24 hours of "processing" at the recruit depots. Enlistees who test positive for any illegal drug will be processed for erroneous/fraudulent enlistment and returned home.

3254. WAIVERS

1. In all cases involving drug use/abuse, the appropriate waiver approval must be documented on the DD Form 1966.

2. No drug-related waiver will be considered without a signed, complete copy of the Drug Abuse Screening Form (see figure 3-6 on page 3-56).

3. Waivers will not be granted to non-prior service applicants who:

a. Have a history of drug or alcohol dependency or addiction; or

b. Have a court conviction for any drug offense (except simple possession of cannabis [**30** grams or less], and steroids); or

c. Admit to trafficking marijuana or other illegal drugs. An individual who illegally, wrongfully, improperly furnishes another person with any amount of drugs. Note: For purposes of enlistment, "drug trafficking" will be considered any unlicensed sale, barter, transportation, or trade of drugs.

d. Applicants who have been disqualified for testing positive on the DAT at MEPS, and have not waited 45 days for THC (first Test, 24 months for second test), and 1 year for cocaine and/or amphetamines. (see annual MCRD OPLAN for limitations on MEPS DAT or MCRD positive urinalysis waivers).

4. Prior Service. The following is provided:

a. Prior Service Marines and Prior Service Other Service (PSOS) applicants, who completed recruit training, and received a court-martial, NJP, or discharge as a result of drug use or drug related offense, to include positive urinalysis, are not eligible for enlistment/reenlistment. **Any Prior Service applicant with subsequent drug usage after discharge is not eligible for enlistment. No exception to this policy will be considered.**

b. Any applicant that has participated in an officer commissioning program (i.e. ROTC), who subsequently has used drugs after release and/or separation are also not eligible for enlistment/reenlistment.

c. Applicants who have received an Entry Level Separation from the Marines Corps or another other services (did not graduate from recruit training) as a result of drug use or drug related offense, to include positive urinalysis, will require a mandatory **2 year wait** from date of separation **before submission for waiver consideration.** Applicants who subsequently have used drugs since their ELS will not be considered for enlistment.

5. Waiver Authority. Table 3-5 on page 3-63 will be used to determine eligibility/ineligibility for enlistment and the appropriate waiver authority. The table applies for all applicants for enlistment. Additional guidance is provided as follows:

a. Convictions for possession of drug paraphernalia will be treated, for the purpose of an enlistment waiver, as if they were convictions for possession of the actual drug associated with the particular piece of paraphernalia.

b. Applicants who have used hemp oil products and test positive for THC, will be classified under the current accession standards for enlistment as "Testing positive for THC" and are disqualified for enlistment per DOD USMEPCOM Instructions. An applicants' hemp oil use in itself (admittal without testing positive for THC) is not illegal and will therefore not be classified as a waiver, nor documented in the enlistment package.

c. Prescription Drugs. The following is provided:

(1) The commanding officer of the recruiting station may waive the illegal use of prescription drugs **prior to enlistment in the DEP** when an applicant has been administered a prescription drug for medical purposes by a parent or person acting in the capacity of "loco parentis" when that drug has not been prescribed for the applicant. Examples include, but are not limited to, Valium and Tylenol III. All other illegal use of prescription drugs requires a waiver from the district commander, to include In-DEP prescription drug usage in accordance with this paragraph.

(2) An arrest and conviction for Possession of a Controlled Substance (Prescription Drug) is limited to the specific drug and the amount in their possession. Most cases would involve a scenario whereby an individual was in possession of a prescription drug, i.e. tablets from another person's prescription (parent or family member) without their knowledge and is limited to 10 or less tablets. The waiver level will be equivalent to the waiver for use of the type of drug(s) in possession, contained in Table 3-5 Page 3-54.

(3) Each decision authority (i.e., the recruiter; the NCOIC; the CO Marine Corps recruiting station; the CO, Marine Corps District; or the CG, recruiting region) may deem the extent of an applicant's pre-service drug involvement to be excessive and opt not to favorably endorse the applicant's waiver request thereby terminating processing.

d. Unregulated Pyschoactive Substances and Other Substances. The below lists of substances will be screened for and annotated on the Marine Corps Drug Abuse Screening Form (Figure 3-6) under Drug Taken: OTHER (Specify). Waivers in accordance with Table 3-5.

(1) Salvia Divinorum, Salvia A, and Spice are not listed as controlled substances and are currently not detectable on drug tests. The following substances and their common street names are considered under this heading (not an all-inclusive list):

<u>SPICE, AKA:</u>	<u>SALVIA DIVINORUM & SALVIA A, AKA:</u>
-Genie	-Diviner's Sage
-K2	-Magic Mint
-Skunk	-Maria Pastora
-Spice Diamond	-Sage of the Seers
-Spice Silver	-Sally-D
-Yucatan Fire	
-Zohai	

(2) Unregulated Psychoactive Substances: The following is a sample of designer "bath salt" products associated with unregulated psychoactive substances that are potentially harmful and produced as a seemingly safer legal substitute for ecstasy, cocaine and amphetamines:

- Ivory Wave	- Sextacy
- Vanilla Sky	- Gloom
- Pure Ivory	- Purple Rain
- Whack	- Salt
- Bolivian Bath	- Fly
- Purple Wave	- Hurricane Charlie
- Charge+	- Crush
- Ocean Burst	

(3) Other Substance Abuse: The unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants, and/or a prescribed or over-the-counter drug or pharmaceutical compound, with the intent to induce intoxication, excitement, or stupefaction of the central nervous system, are also prohibited and will subject to documentation, review and/or waiver prior to enlistment.

6. Failure to Disclose. An applicant may be discharged for failure to disclose use or abuse of illegal or prescribed drugs, to include convictions resulting from that use or abuse. The recruiter will advise the applicant of the serious ramifications which could result from failure to disclose.

R TABLE 3-5		
U APPLICANTS WITH PRESERVICE DRUG USE/ABUSE		
L	Column A	Column B
E	If the applicant admits to involvement with:	Then waiver authority is:
1	Any drug related court conviction, except simple possession cannabis/ steroids (30 grams or less) or Possession of Prescription Drugs (see Para 254.5c(2) Drug or Alcohol Dependency	No waiver authorized/ applicant not eligible for enlistment. (Table 3-16, page 3-152) (Note 1)
2	Sacramental/Religious Use of Peyote by Native American Indians	No waiver required for preservice/In-Dep (Note 3)
3	Pre-Dep Marijuana (1-50/Steroid experimentation or specific prescription drug use [see para 3254.5c(1)] Salvia Divinorum, Spice or other substances listed in para 3254.5.d. 1-5 times (not in last 180 days).	CO Recruiting Station (Note 3)
4	Pre-Dep Marijuana (51-200)/steroids abuse (not experimental) or pre-service drug use not covered in Rule 3 if use was OVER 6 MONTHS PRIOR TO DEP. Salvia Divinorum, Spice or other substances listed in para 3254.5.d. 6-10 times (not in last 180 days).	CO Marine Corps District (Note 2)
	IN-DEP MARIJUANA/STEROID (USMC/other services DEP). Any prescription drug use not covered in rule 3 (Includes In-DEP use IAW para 3254.5.c). Positive DAT for Marijuana (see annual MCRC OPLAN).	CO Marine Corps District (Notes 4, 5a, 5b & 6)
5	IN-DEP Drugs, (Other than Marijuana/Steroids, to include previous USMC, and other services DEP) Positive DAT for Cocaine/Amphetamines (see Note 6).	CG Recruiting Region (Notes 2,5a, 5b & 6)
6	Pre-DEP Marijuana (201+) any use cocaine, opiates, inhalants, narcotics, hallucinogens, peyote, amphetamines, psychoactives, except noted in Rules 3 & 4 above, if use WITHIN 6 MONTHS OF DEP-IN. Salvia Divinorum, Spice or other substances listed in para 3254.5.d. over 10 times or within last 180 days.	CG Region (Notes 2 and 3)

- Note 1: Questionable situations will be referred to CG MCRC for review.
- Note 2: Sub delegation of authority to lower levels is not authorized.
- Note 3: Recruiting Station CO can enlist Native Americans who have partaken in sacramental/religious use of peyote for bonafide traditional religious ceremonies without a waiver. Native Americans shall not use peyote on duty or within 24 hours of participation in any DEP function/shipping. This policy is self policing, and recruiter verification NOT required. DO NOT RECORD PEYOTE USE ON DASF.
- Note 4: Applicants requiring district level drug waivers (other than MJ) must be approved by the District Commanding officer.
- Note 5a: The CO Marine Corps District may consider an applicant discharged from the DEP (USMC or Other Service) who was previously denied an IN-DEP drug usage waiver (**self-admitted usage not DAT Test**).
- Note 5b: The District CO may consider an applicant discharged from DEP (USMC or Others) due to positive MEPS DAT Test, who has waited 45 days for THC (1st Test, 24 months for 2nd test). The region CG, may consider applicant discharged from the DEP (USMC or Others) due to positive MEPS DAT Test, who has waited 1 yr for cocaine and/or amphetamines. The enlistment processing waiting period for DAT applicants based on date of the DAT Test.
- Note 6: Annual MCRC OPLAN will publish enlistment restrictions for those applicants with a MEPS Positive DAT or MCRD Positive Urinalysis.

STATEMENT OF UNDERSTANDING

MARINE CORPS POLICY CONCERNING ILLEGAL USE OF DRUGS

1. Purpose. The purpose of this document is to make sure that you completely understand the Marine Corps policy on the illegal use of drugs.

2. Policy. The illegal distribution, possession or use of drugs is not tolerated in the United States Marine Corps. Furthermore, each instance of illegal drug use by a Marine makes that Marine unfit for duty and a risk to the safety of fellow Marines.

3. Certification. I certify that I completely understand the Marine Corps policy on the illegal use of drugs. **I understand that I will be screened for alcohol and given a urinalysis test for drugs during my initial MEPS physical, and given a urinalysis test for drugs within 24 hours of my arrival at recruit training. I understand that if I test positive for drugs or alcohol at the MEPS, I will be disqualified for enlistment. I understand that if I test positive on the urinalysis at MCRD, that I will be subject to an administrative discharge from the Marine Corps and possibly to courts-martial. I also understand that once I enlist into the Delayed Entry Program (or SMCR awaiting IADT) any illegal use of drugs may adversely affect my ability to commence active duty for training, to obtain an enlistment program, or bonus.**

(Applicant's Signature)

(Date)

(Applicant's Printed Name)

(Social Security Number)

4. Recruiter Verification. I certify that I have completely explained the Marine Corps policy on the illegal use of drugs to the above named applicant and advised (Applicant's name) to be thoroughly honest in completing the Drug Abuse Screening form.

(Recruiter's Signature)

(Date)

5. MEPS Liaison Verification. I certify that I have completely explained the Marine Corps policy on the illegal use of drugs to the above-named applicant and advised (Applicant's name) to be thoroughly honest in completing the Drug Abuse Screening form.

(MEPS Liaison's Signature)

(Date)

Figure 3-5.--Statement of Understanding - Marine Corps Policy Concerning
Illegal Use of Drugs.

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART F: MENTAL APTITUDE

3260. PURPOSE. Applicants are mentally tested to determine if they meet the aptitude standards established for enlistment and to further determine appropriate occupational assignments.

3261. CRITERIA

1. Mental Aptitude Screening. Prior to formal mental testing, recruiters will screen each applicant to eliminate those who are not likely to qualify for enlistment. Coaching, tutoring or conducting training classes to prepare applicants for the ASVAB are not authorized. (See paragraph 4105.3 & 4105.4).

a. General Information

(1) The four mental screening tests authorized for use by the Recruiting Service, with their time requirements, are as follows:

Test Completion Time Required

USMC Enlistment Screening Test (EST): 50 minutes.

DOD EST: No more than 30 to 45 minutes should be allowed. Simply tell the applicant to try to answer each question and not to spend too much time on any one question.

Wide Range Achievement (WRAT): Only a few minutes are required.

Computer Adapted Screening Test (CAST): No fixed time limit.

(2) The variation in test time produces a trade-off. Shorter screening time will produce a less accurate test result. There will be exceptions to the rule, however, over time, the longer test will prove to be the more reliable predictor of ASVAB performance.

(3) All applicants are to be administered an EST/CAST if they have not taken the ASVAB, and have passed the WRAT (appropriate passing score for the WRAT is 58 which equates to the 10th grade level).

(4) To further improve a prediction, and if time permits, and applicant can be screened using more than one test. However, recruiters should not give applicants the same test more than once. If results equate to estimated AFQTs, then they should be averaged.

b. USMC Enlistment Screening Test (EST). Comprehensive instruction are contained in the "USMC EST Scoring Instructions Pamphlet," published separately.

c. DoD Enlistment Screening Test (EST). There are two versions of the DoD EST: 81a and 81b. Each version consists of two parts (arithmetic and verbal) with a total of 48 questions, each worth one point. The score is determined by the number of correct answers.

d. Computerized Adaptive Screening Test (CAST)

e. Wide Range Achievement Test (WRAT)

(1) General

(a) Like other screening tests, the WRAT will normally be administered at recruiting stations and substations. However, because screening with the WRAT only takes a few minutes, it can easily be given in homes, schools or other places where an interview is given.

(b) The reading section, level 2, includes the 11 lines beginning with the letter "A" and ending with the word "Synecdoche." The portions above and below these 11 lines will be covered, or in some other appropriate manner removed from view, prior to administration of the test.

(2) Testing Procedures

(a) Select a quiet area, beyond the hearing range of other applicants. If possible, seat the applicant comfortably at a desk or table.

(b) Ensure that each applicant test individually. Do not conduct group testing under any circumstances.

(c) Advise applicants that they will be tested to determine if they meet minimum reading standards and that they:

1 Will be shown their name in print and requested to identify and state aloud each of the letters in order.

2 Will be shown a series of letters on the first line, followed by a series of words on remaining lines, and requested to read aloud, in order, as many letters and words as possible. If the applicant is unable to read a word (or letter), move on.

3 Will not be required to define any word's meaning.

(d) Testing may be terminated if the applicant attains a score of 58 (10th grade), yet the applicant will not be required to be beyond a score of 64.

(3) Scoring

(a) Each letter and word read successfully has a value of one point. Words or letters that the applicant was unable to read will not be counted. For example, if the applicant makes no mistakes reading each letter and word in order, up to and including the word "prevalence," the score is 58. If a word before "prevalence" is missed the applicant must read a word beyond "prevalence" to make up for the word missed or their score is 57.

(b) The minimum passing test score is 58. The maximum attainable score is 89.

2. Mental Aptitude Testing

a. Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB is the test used by the Armed Forces to determine eligibility. Eligibility standards, by education tier, are established in table 3-6 on page 3-85. The following specific ASVAB policy guidance is provided:

(1) Valid photo ID is required for applicants to take the ASVAB test, at MET sites or MEPS.

(2) Camera cell phones are prohibited in the testing area.

(3) Scores from valid "Career Exploration Program (CEP)", MET site or MEPS ASVAB versions may be used for enlistment.

(4) Valid tests or retests sponsored by other services will be considered valid for enlistment in the Marine Corps.

(5) ASVAB test scores are valid up to 2 years from the date of test to enter the DEP, or SMCR Awaiting Initial Active Duty for Training. Test scores do not expire while a member of the DEP or SMCR Awaiting Initial Active Duty for Training. Subsequently, if member is a DEP discharge or Change of Component, and the test scores are over 2 years old at time of reentering the DEP or SMCR AIADT, the applicant must re-test. ASVAB scores from previous prior service periods (active duty or active duty for training) are not authorized for enlistment. All applicants must have valid MEPS ASVAB test score at time of enlistment.

(6) Only the most recent valid test or retest results will be used for enlistment purposes.

(7) Mental Group Categories are established by Department of Defense (DoD). The Mental Group Categories used for Marine Corps applicants are:

- (a) Category I: AFQT 93 - 99
- (b) Category II: AFQT 65 - 92
- (c) Category IIIA: AFQT 50 - 64
- (d) Category IIIB: AFQT 31 - 49
- (e) Category IV: AFQT 21 - 30

b. Request for Examination (USMEPCOM Form 680-3A-E). Recruiters will prepare the USMEPCOM Form 680-3A-E, to request examination of applicants at either a MEPS or a MET site. Prior to testing at one of these sites, the form will be completely filled out, including certification statements on the reverse side. Medically disqualified applicants will not be authorized to take initial ASVAB or retest. Each applicant will present one copy of the form to the MEPS personnel during their initial MEPS or MET site visit. USMEPCOM Form 680-3A-E is also used for retests, after an initial test. The following general instructions will apply to preparation and use of the USMEPCOM Form 680-3A-E.

(1) Must have two (2) forms of Identification (ID)

(A) One must be Photo ID

(B) Second must contain Social Security Number (see para 4103.3b, Page 4-8 for acceptable forms of SSN verification)

(2) All shaded coding blocks on the form will be completed by MEPS personnel. MEPS personnel will also complete items 18-19.

(3) The recruiter **completes all unshaded items** (see figure 3-7 on page 3-71) and the appropriate certification on the form.

(4) Applicants will sign item 21 and complete the appropriate certification.

c. ASVAB Retesting

(1) **Individuals who are enlisted in the DEP or the SMCR awaiting IADT will not be retested, under any circumstances.**

(2) USMEPCOM Form 680-3A-E is used for all tests. In a retest, the complete ASVAB will be administered. It is the recruiter/non-commissioned officer in charge (NCOIC) responsibility to verify the previous test versions and the previous test dates. Applicants given same version of the ASVAB or re-tested too early on the ASVAB based on information provided by the recruiter/SNCOIC to the test administrator, whose scores are later invalidated are to be considered retested, and must wait the prescribed period to retest. However, all applicants, regardless of score, type of test taken, or branch of service tested for, are authorized to retest 1 month after their 1st and 2nd test, and 6 months after their 3rd or subsequent test. Table 3-7 on page 3-67 further delineates authorized and prohibited retest situations. Refer to MCO P1100.75 for detailed retesting policies for non-prior service applicants.

(3) If the retested ASVAB score is twenty (20) points or more, higher than the previous ASVAB test score, a confirmation test and interview are required. These are conducted at the MEPS by the Test Control Officer (TCO). The confirmation test score is not used for enlistment. The confirmation test only is used to confirm the re-test as valid.

3262. VERIFICATION

1. Mental aptitude will be verified by recruiters, MEPS Liaison NCO (MEPS LNCO), and MEPS personnel involved with enlistment processing.

2. The MEPS will validate all ASVAB test results to ensure honesty in both the applicant and the recruiter. The validation process will indicate test results that need verification. The verification process may require an interview, a retest, or both. If an applicant's original scores are valid, enlistment processing may continue with those scores.

a. If an applicant's original scores are suspect, then a verification retest may be given to validate suspect test results. If the applicant's retest scores are not qualifying, see para 3261.2.c. In addition to routine verifications, a verification test may be required by MEPS if they have reason to suspect that unauthorized means were used to inflate test scores.

3263. WAIVERS. Waivers of mental prerequisites are not authorized.

**Figure 3-7.--USMEPCOM Form 680-3A-E
Completion Instructions.**

The following lettered and numbered paragraphs correspond with items on the front of the USMEPCOM Form 680-3A-E.

- a. Service Processing For. Enter "DMR" or "DMV"
 - b. Prior Mil Service. Enter an "X" in "YES" or "NO," as appropriate
 - c. Sel Serv Class. (Leave blank)
 - d. Sel Serv Reg No. (Leave blank)
1. Social Security Number (SSN). Enter applicant's SSN in space provided. Enter one number per space. Applicants must validate their SSN when reporting for testing.
 2. Name. Enter the applicant's complete, full, legal name in capital letters allowing one space between last and first names and between first and middle names. There is room for a maximum of 27 letter and spaces. Do not exceed this limit and do not use punctuation.
 3. Current Address. Enter the applicant's current street, city, county, state, country, and zip code.
 4. Home of Record. Enter the street, city, county and state, country, and zip code that the applicant claims as a permanent home of record, or simply enter "SAME AS ITEM 3."
 5. Citizenship. Enter an "X" in the appropriate block, **and enter the Alien Registration Number if applicable, in Block 5.f., for all Lawful Permanent Residents.**
 6. Sex. Enter an "X" in the appropriate block.
 7. a. Racial Category. Enter and "X" (one or more) in appropriate blocks.
b. Ethnic Category. Enter "X" in one of the blocks:
 8. Marital Status. Enter the applicant's legal status as it relates to marriage.
 9. Number of Dependents. Enter the number of individuals who are either totally or partially dependent on the applicant for support.
 10. Date of Birth. Enter the applicant's date of birth in a 6 digit (YYYYMMDD) format. A date of birth of 10 November 1980 would be entered as "19801110".
 11. Religious Preference (Optional). Enter as appropriate code from appendix "C".

Figure 3-7.-- USMEPCOM 680-3A-E
Completion Instructions.

12. Education. Enter the highest education level completed at the time of examination and using the coding instructions shown in appendix "C".
13. Proficient in Foreign Language. Enter "yes" or "no", if yes; specify.
14. Valid Driver's License. Enter "yes" or "no", if yes; specify: STATE, LICENSE NUMBER, AND EXPIRATION DATE.
15. Place of Birth. Enter City, State and Country.
16. Aptitude.
 - a. ASVAB Required to Enlist? Enter "X" in "yes" or "no"
 - b. ENLIST under Student Test Scores? Enter "X" in "yes" or "no"
 - c. TEST Type, enter "X" in appropriate block
 - d. RETEST, enter "X" in appropriate block
 - e. PREVIOUS Test Dates (YYYYMMDD)
 - f. PREVIOUS Test Versions. 1. _____ 2. _____
17. a. Recruiter ID/SSN. Enter SSN of recruiter.
 - b. Station ID. Enter the recruiting station's MCC and a two-digit abbreviation for the RSS.
18. Test Administrator SSN/ID. (Completed by MEPS Personnel)
19. Test Administrator Signature. (Completed by MEPS Personnel)
20. Medical.
 - a. MEDICAL EXAM REQUIRED? Enter "X" in "yes" or "no"
 - b. EXAM Type: enter "X" in appropriate block
 - c. DTE LAST FULL MEDICAL EXAM: (YYYYMMDD)
21. Applicant Signature. The applicant will sign in this block
22. MIRS Coding. (Completed by MEPS Personnel)
23. Applicant Certification in Presence of Test Administrator. The MEPS will verify the applicant's identify using a photo ID. If a photo ID is unavailable, or if the ID presented does not appear to match the applicant, the test administrator will put the applicant's right thumbprint in the first attempt block. The applicant certifies their identity by signing on the line at the time of testing.

Figure 3-7.-- USMEPCOM 680-3A-E Completion Instructions-Cont'd.

24. Right Thumbprint. (Completed by MEPS Personnel)
25. Applicant Certification in Presence of Recruiting Personnel. Applicant will annotate with a "X" in the appropriate block(s) A,B,C or D:
- a. I have never been tested. . . .
 - b. I was tested with the ASVAB on or about
Most Recent Date at School, City, and State
 - c. Request for student scores (high school loop)
Most Recent Date at School, City, and State
 - d. Yes, I want to keep my AFQT Scores from the Student Test listed in "C" above.
 - e. Current or last high school attended _____ (High School) _____ or
(13 Digit DOD High School Code) .
 - f. Signature of applicant/social security number/date.
26. APPLICANTS CURRENT MEDICAL INSURER NAME. Applicant will annotate current medical insurer, if none; will sign to affirm no medical insurer.
27. APPLICANTS CURRENT MEDICAL PROVIDER NAME. Applicant will annotate current medical provider, if none; will sign to affirm no medical provider.
28. MEDICAL INSURER ADDRESS: Street, City, State, Country, ZIP Code
29. MEDICAL PROVIDER ADDRESS: Street, City, State, Country, ZIP Code
30. CERTIFICATION BY RECRUITING PERSONNEL. Signature of Recruiter/Printed/
Typed Name of Recruiter/Date/Recruiter ID/Social Security Number/RSS/RS.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE 3-6

MINIMUM MENTAL QUALIFICATIONS

	A	B	C	D
R U L E	If the applicant is a:	then minimum AFQT score required is	minimum GT score required is Not Waiverable	and minimum sub-test scores required are
1	Tier I High school senior (11S) or any Tier I graduate (Notes 1a,1b,2a,3,4,5 7 & 10)	21	80	Note 1b
2	Tier II Alternative credential Holder (Notes 1a,1b,2b,3,4, 8, & 10)	31	90	Note 1b
3	Tier III Non-high school graduate (Notes 1a,1b,2c,3,4,6,8,9, & 10)	50	90	Note 1b

NOTE 1. a. Waivers of mental prerequisites are not authorized.

b. Refer to the annual MCRC Operation Plan (OPLAN) for enlistment restrictions regarding Mental Categories, minimum ASVAB Sub-Test scores or Tier levels restrictions.

NOTE 2. Paragraph 3241 on page 3-47, and Appendix "C" of this manual provides details on education classifications and coding. For ease of reference, however, the three-tiered system categories are provided below with applicable education code:

- a. The Tier I category comprises all the following applicants:
 - (1) High school graduates Traditional/Religious schools (Code L)
 - (2) High school seniors Traditional/Religious schools (Code S)
 - (3) Adult/Alternative education program graduates (Code B)
 - (4) NHSG with one-semester college/post-secondary education (Code 8)
 - (5) Exit Exam Failures, 180 days from class commencement (Code F)
 - (6) Currently enrolled in Tier I credential other than "L" (Code M)
 - (7) Associate Degree (Code D)
 - (8) Baccalaureate Degree (Code K)
 - (9) Masters Degree (Code N)
 - (10) Home Study Diploma (Code H) AFQT 50+

b. The Tier II category comprises all the following applicants:

- (1) Home Study Diploma (Code H) AFQT 21-49
- (2) National Guard Youth Challenge Program with GED (Code X)
- (3) Test-based equivalency diploma credential holders (Code E)
- (4) High School certificate of attendance/completion (Code J)
- (5) Distant Learning School Diploma (Code 7)
- (6) Occupational program credential holders (Code C)
- (7) Other non traditional high school credentials (Code 5)

c. The Tier III category encompasses those applicants who hold none of the credentials listed for the Tier I or Tier II categories.

NOTE 3. Where requirements for both the AFQT score and the GT score are indicated, both scores must be met or exceeded. When appropriate, a CG MCRC letter will publish changes to these minimum requirements. Verify education category per paragraph 3242 on page 3-50 of this Manual.

NOTE 4. All applicants must be at least 17 years old to be administered the "production" version of the ASVAB (Note: Enlistment of high school juniors and individuals less than 17 years old is not authorized.)

NOTE 5. Applicants with an AFQT score of less than **31** are classified MG-IV applicants. These applicants are not authorized enlistment without an administrative review (**this is not a waiver**) by the district commanding officer. **They cannot require any moral/drug waiver above the recruiting station level.** Refer to operational guidelines published in, or in conjunction with, the current MCRC Enlisted Recruiting Operations Plan.

NOTE 6. High school dropouts (Tier III) are restricted for enlistment because of limits placed on Tier III non-high school graduates. **They cannot require any moral/drug waiver above the recruiting station level.** Refer to operational guidelines published in, or in conjunction with, the current MCRC Enlisted Recruiting Operations Plan.

NOTE 7. High school seniors may enlist in the DEP as if they were graduates. However, if an individual fails to graduate, notes 6 and 9 apply. Ineligible applicants must be discharged from the DEP.

NOTE 8. **No moral/drug waiver above the recruiting station commanding officer level.**

NOTE 9. Tier III applicants are not authorized enlistment without review and approval from the appropriate Marine Corps District. They cannot require any moral/drug waiver above the Marine Corps Recruiting station level.

NOTE 10. To access (ship) as an Open Contract must have minimum sub-test scores as outlined in MCO 1130.53 Enlistment Incentives Program (EIP) series.

TABLE 3-7

APPLICANT RETEST ELIGIBILITY TABLE

A	B	C	D
R	and their	was	then the use of
U	first or	administered:	the test scores
L	second		for enlistment
E	retest:		purposes is:
1 Production	Production	less than 1 mo	Prohibited (note 1)
and/or	and/or	more than 1 mo	Authorized (note 2)
Career Exploration Program (CEP)	Career Exploration Program (CEP)		
R	and their	was	then the use of
U	third or	administered:	the test scores
L	subsequent		for enlistment
E	re-test:		purposes is:
2 Production	Career Exploration Program (CEP)	less than 6 months	Prohibited (Note 1)
and/or	and/or		
Production	Career Exploration Program (CEP)	more than 6 months	Authorized (Note 2)

NOTE 1: Authority to immediately retest applicants who were tested under adverse conditions (such as illness, physical or emotional distress, or undue distraction) rests with the MEPS commander. When applicants are retested under this exception, the original test results will be destroyed and not counted as a test taken; however, an alternative version of the ASVAB must be used.

NOTE 2: Recruiting activities may authorize production/Career Exploration Program retesting of non-prior service applicants one month after the initial test date, and the 1st re-test date, and 6 months for 2nd retest or subsequent retests provided the following criteria are met:

<u>Initial test</u>	-	<u>1st retest</u>	-	<u>2nd retest</u>	-	<u>subsequent retests</u>
		30 days		30 days		6 months
		after the		after the		after last
		initial		1 st retest		test
		test				

- a. The applicant has not previously retested.
- b. The retesting is being required because the initial scores (considering the applicant's education, training, and experience) do not appear to reflect his or her true capability.
- c. The retest is not being requested solely because the applicants initial test scores did not meet the standards prescribed for enlistment options or programs.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART G: PHYSICAL APTITUDE

3270. PURPOSE. Applicants are required to meet specific physical standards to ensure that they can adequately perform under the varied and rigorous conditions to which they may be exposed in the Marine Corps.

3271. CRITERIA

1. General

a. Physical qualification for enlistment or reenlistment (broken or continuous) into the Marine Corps, and the SMCR will be determined by a physical examination administered at the MEPS. With parental consent, ASVAB-qualified 17-year-old applicants may be given a physical examination at MEPS.

b. Physical standards for enlistment or induction of males for all services are contained in chapter 2, Army Regulation 40-501. These standards are reprinted for the Navy and Marine Corps as Chapter 15, Section III, Manual of the Medical Department (MANMED). The physical standards for enlistment of females are generally the same as those for males.

c. Physical profiles, "PULHES", were previously required by all of the services, but are no longer used by the Marine Corps or Navy. Nevertheless, physical profiling is routinely used at all MEPS and is recorded by MEPS examiners on all applicants. Under this system, only profile numbers "1" and "2" are acceptable.

2. Height and Weight Standards

a. Height standards for all applicants range from 58 to 80 inches. Height measurements of one-half inch or more are rounded up to next higher inch (exception is 57.5"); measurements of less than one half-inch will be rounded down to the next lower inch (exception is 80.5"). See paragraph 3273.6 page 3-79.

b. Recruit training required weight standards to enter the Delayed Entry Program (DEP)/SMCR awaiting Initial Active Duty Training (IADT):

(1) Male contracting (DEP/SMCR AIADT) and shipping (accession) height and weight standards are provided in Table 3-8, on page 3-80.

(2) Female contracting (DEP/SMCR AIADT) and shipping (accession) height and weight standards are provided in Table 3-9, on page 3-81.

c. Recruit training not required (retention) height and weight standards for male and females are provided in Table 3-10, on page 3-82.

d. Shipping waiver requirements for shipping NPS to recruit training are provided in Table 3-11, on page 3-83

e. Applicants who exceed initial enlistment or accession standards will be temporarily disqualified (TDQ). These applicants will be in a TDQ status for a period of 4 days for every 1 pound overweight. Applicants must lose the weight permanently. Applicants might try to lose weight in a more expeditious fashion, such as the use of "diuretics", laxatives or home remedies. DoD Instruction 6130.4 paragraph E.1.36, and AR 40-501 paragraph 2-37, refer to applicants with incapacities to perform functions that prevent satisfactory performance of military duties. Applicants currently using, or have used diuretics (including over-the-counter diuretics) within the last 6 days fall under this category. The use of diuretics, laxatives or home remedies can cause severe dehydration and are detrimental to applicant health and the recruits ability to perform and function in a training environment, and are therefore strictly prohibited. Recruiters will also refrain from any involvement in providing, suggesting advising or instructing any applicant to use diuretics, laxatives, thermogenics, dietary supplements, or home remedies for the purpose of expeditiously losing weight to meet weight standards.

e. For waiver authority and procedures, refer to table 3-11, page 3-93, and paragraph 3273, page 3-88.

3. Medical Screening

a. DD Form 2005 (Privacy Act Statement - Health Care Records). This form is required by the Privacy Act of 1974. The form advises the applicant of the need for personal information to facilitate health care. Simply explain the form and have the applicant complete it.

b. DD Form 2807-2 (Medical Prescreen of Medical History Report).

(1) Recruiters. The DD Form 2807-2 is the basic medical screening tool. It was established to properly prepare applicants for medical exams and to avoid expenditure of recruiting funds on applicants who are obviously unqualified. In completing the form, the recruiter will:

(a) Completion instructions for the DD 2807-2 are contained on page 1 of the form. Attention should be rendered to paragraph 4 of the instructions on page 1 of the DD 2807-2. Minimum of 1 day in advance of processing if "no support documentation is required", and 2 days in advance of processing "if support documentation is required". The form is submitted to the MEPS LNCO at time of scheduling for processing. Explain the purpose of pre-screening to the applicant. Temporary conditions, such as overweight/under-weight and recovery from surgeries, are sufficient reason to defer processing until the condition is corrected. Sexual orientation will continue to be a personal and private matter. Applicants for enlistment may not be asked, or be required to reveal, their sexual orientation. All applicants, regardless of any statements with regard to sexual orientation or conduct, will be treated similarly.

(b) To avoid needless expenditure of funds, discourage applicants from further processing if they are obviously unqualified (e.g, missing a limb, missing an eye). If an applicant should insist on being processed, follow the procedures listed in subparagraph 3271.3b(1) (h)2.

(c) Advise the applicant of the provisions of the Privacy Act of 1974, completing the DD Form 2005 before completing the DD Form 2807-2.

(d) Advise female applicants that medical processing at MEPS will not include a pelvic and rectal examination. Pregnant applicants are ineligible for enlistment or reenlistment. A medical examination may be performed during an applicant's menstrual period, if the applicant concurs.

(e) The DD Form 2807-2 does not require the height and weight of the applicant. The applicant should be weighed without shoes or heavy outer garments. Record the exact height in inches (e.g., 65 3/4 inches), measurements of one-half inch or more will be rounded-up to the next higher inch; measurements of less than one-half inch will be rounded-down to the next lower inch. The height and weight will be annotated in upper part of section 2.b. page 3, and the maximum weight permitted, based on the applicant's height and age, will be recorded from the appropriate weight table. (e.g. **HT 68 1/2 WT 171 MAX 209**)

(f) Complete parts 1 and 2 of the DD Form 2807-2. Request that the applicant complete the form by initialing/checking "**yes**," or "**no**," in the block opposite each question. If the applicant checks **yes** to the asked question, follow guidance in the numbered parentheses(es) from page 1 of the DD Form 2807-2. The applicant must provide a short explanation for each "yes" answer in part 2.b. page 3.

(g) After parts 1 and 2 are completed, the applicant must complete parts 3,4,5, and 6. This section contains the current and previous Primary Care Physician(s), and Insurance Provider(s). This portion will be reviewed by medical personnel and processing could be interrupted if they are not annotated and a primary care physician and/or insurance provider exist. Part 7 is the certification by the applicant that must be annotated signed and dated by the applicant.

(h) Part 8 is the Parent or Guardian Signature for Minor(Mandatory) or Parent Assisting to Complete Form (Voluntary). This requires a signature from the parent or guardian for all minors (17 year old applicants). Parents of those over 17 years old are encouraged to sign the form. The intent of this parental/guardian signature is to use the parent to assist in the completion and as a proof source for all medical history of the applicant. No parental/guardian signature for a 17 year old applicant will result in termination of processing by the MEPS, **NO EXCEPTIONS**.

(i) Part 9 is the certification of Recruiting Representative. Signature of the recruiting representative assisting in completion of form.

(j) Part 10 is for the Chief Medical Officers summary and elaboration of all pertinent data.

(k) Part 11 is the Chief Medical Officer's Prescreening Comments, that will include authorization, not justified, or deferred for further processing.

c. If a Regular Component male applicant has a physical defect falling within the purview of the Medical Remedial Enlistment Program (MEDREP), may be eligible for waiver consideration (see current edition of MCO 1130.51). **The MEDREP program is currently suspended. No waivers will be considered.**

d. Applicants with orthodontic appliances (braces) may be enlisted into the DEP or SMCR awaiting IADT. However, appliances must be removed and all orthodontic work completed prior to the individual shipping to recruit training. Prior to enlisting, the applicant must provide a letter from the dentist (orthodontist) indicating that all orthodontic work has been or will be completed prior to shipping to the recruit depot. Applicants will be required to sign a statement in the Remarks section of DD Form 1966 indicating their understanding that the Marine Corps will not incur any obligation or costs incident to their orthodontic work either before or after enlistment. District commanding officers will immediately discharge members of the DEP or individuals awaiting IADT who will not or cannot have their orthodontic work (except simple retainers) completed prior to shipping to recruit training. The discharge will be effected in accordance with paragraph 4301, page 4-47.

e. If the applicant has a disqualifying medical factor and is not eligible for the Medical Remedial Enlistment Program, the MEPS physician will inform the applicant of the same; either in person or if the applicant is no longer physically present at MEPS, in writing over the physician's signature. Advise the applicant that correction of disqualifying medical problems must be at the applicant's own expense. No cost will be borne by the government. If without funds, the applicant should be encouraged to contact the Public Health Service or other free local health clinics.

f. Except for the Medical Remedial Enlistment Program, correction of physical defects is strictly the responsibility of the applicant. Recruiting personnel will not assume any medical responsibility either for themselves or for the Marine Corps. The following actions are specifically prohibited:

- (1) Suggesting cures, remedies, or medical procedures.
- (2) Recommending a particular medical facility, doctor, dentist, or other medical practitioner.
- (3) Offering a promise or assurance that the applicant will be accepted if the disqualifying defect is corrected.
- (4) Do not make a final determination on the applicant's medical status. Instead, take the following actions as appropriate:
 - (a) Defer the applicant from further processing if the applicant has one or more "temporary" disqualifying medical problems until the problems are corrected.
 - (b) Defer the applicant from further processing if applicant has one or more "permanent" disqualifying medical problems. Submit the pre-screening medical form and relevant medical documentation provided by the applicant to the MEPS LNCO for review by the medical officer.

NOTE: If an applicant has a disqualifying factor, do not expend government monies for travel, meals, or lodging until the medical officer has authorized further processing.

(c) For qualified applicants and applicants authorized by the medical officer for further processing, forward the complete Medical Pre-screening Form, along with the applicants file, to the examining facility.

(5) Definition. The term "relevant medical documentation" used above means one or more, as applicable, of the following:

(a) Records from applicant's physician if applicant is currently under treatment or treated within the past 5 years. Records should attest to current status of ailment and outline the treatment and prognosis.

(b) In the case of "hospitalization," a copy of the hospital discharge summary.

(c) In the case of "surgery," a copy of the surgical report, pathology report and hospital discharge summary.

(d) In the case of "psychiatric data," the psychiatrist, psychologist, or hospital should send records that discuss the current status and the previous status and prognosis of the applicant directly to the MEPS physician (addressed by name).

(6) Specific Guidance. The instructions contained on DD Form 2807-2, page 1 contain specific guidance for what is required if the response to a question is "yes". The Explanation of Codes section of page 1 contains specific categories of documentation or procedure that will/may be required for processing applicants. This must be adhered to by recruiting personnel.

(7) Additional Guidelines for Recruiters

(a) The following guidelines are provided to assist in the screening of applicants for enlistment. They do not replace or supersede the findings and recommendations which may be received from the MEPS. It is intended that these guidelines identify conditions which will require correction or medical statements or records from an applicant's private physician.

(b) The following defects and medical conditions are **temporarily disqualifying**. Processing an applicant with one or more of these problems should be deferred until the defect has been corrected or the recommended period of time following treatment has passed. Reports of medical care from an applicant's private physician for review by a MEPS medical examiner may be required.

1 Over or underweight. Weight loss or gain will not be greater than two pounds per week. A one pound increment requires a four day waiting period. Use of diuretics as a means of weight loss is also temporarily disqualifying.

2 Any condition currently painful, inflamed or active.

3 Hepatitis within six months of cure or completion of medical care.

4 Hernia operation within the preceding three months.

5 Orthopedic surgery within the preceding six months.

6 Any fracture still in a splint or cast.

7 Pregnancy, regardless of stage, until menses resumed.

8 Any condition which requires surgery or for which surgery has been recommended.

(c) The following commonly occurring conditions do not meet established physical standards and **may be permanently disqualifying**. None of these conditions should be referred to the MEPS examiner without additional medical information and the records of the applicant's private physician, or a recent medical statement addressing diagnosis, course of care, and current condition with regard to probable assignment to arduous military duty.

1 Heart murmur.

2 History of high blood pressure not requiring medication.

3 Ruptured (herniated) disc.

4 Pseudofolliculitis barbae (PFB) ("shaving bumps").

5 Amputation of finger(s) or toe(s).

6 Any condition requiring regular or periodic use of medication.

7 Any history of cancer (except some types of skin cancer, testicular cancer and some types of cancer of the cervix), including leukemia and Hodgkin's disease (lymphoma).

8 Orthopedic surgery.

9 Allergies or hay fever.

10 Sensitivity to bee or insect stings/bites.

11 Asthma.

12 Enuresis (bedwetting) past age 12.

13 Somnambulism (sleepwalking) past age 12.

14 Chronic motion sickness.

15 Shoulder or knee surgery or serious injury.

16 Chronic foot or back problem.

17 Amenorrhea or Dysmenorrhea.

18 Albuminuria (albumin or protein in the urine.)

19 Hematuria (red blood cells or blood in the urine.)

20 Glycosuria (sugar in the urine).

21 Small skull prosthesis (plate).

22 Any psychological or psychiatric hospitalization or counseling.

- 23 Peptic ulcer (gastric or duodenal).
- 24 Ear surgery.
- 25 Surgery of the abdomen (except appendectomy).
- 26 Bone or joint surgery.
- 27 Painful or trick joint.
- 28 Surgery on female organs.
- 29 Brain surgery.
- 30 Medical conditions requiring intermittent or chronic use of steroids.
- 31 History of cataracts.
- 32 Detached retina.
- 33 Intestinal (bowel) resection.
- 34 Victims of physical or sexual abuse.
- 35 Any applicant who has a tattoo, brands, or ornamentation relative to a gang membership or gang activities is potentially disqualified. Refer to Note (8) Table 3-16. Markings of this nature must be annotated by the Chief Medical Officer (CMO) and AUTHORIZED by the Recruiting Station Commanding Officer using the Tattoo Screening Form.

(d) The following conditions are not waiverable and should be considered **permanently disqualifying**.

- 1 Vision
 - a Blindness in one or both eyes.
 - b Diplopia. Cataracts; cataract surgery (unless there is an intraocular lens implant).
 - c Visual acuity not correctable to at least 20/400.
 - d History of keratotomy or kerktomileusis.
 - e Keratonoconus of any degree.
 - f Refractive error in excess of +/-8.00 diopters.
- 2 Seizure disorder after age 5 and with seizure activity and/or anticonvulsant medication in the 5 years immediately preceding MEPS physical examination.
- 3 Diabetes requiring insulin or therapy of any type.
- 4 Heart attack (myocardial infarction).
- 5 Valvular disease of the heart.

- by medication.
- 6 High blood pressure (hypertension), even if controlled
 - 7 Cerebral palsy.
 - 8 Muscular dystrophy (progressive atrophy of the muscles).
 - 9 Multiple sclerosis (nerve disease involving muscle weakness and lack of coordination).
 - 10 Mental retardation.
 - 11 Imbecility (feebleness of the mind).
 - 12 Schizophrenia and other psychosis or serious mental or emotional illness.
 - 13 Drug or alcohol addiction (active).
 - 14 Hermaphroditism (state characterized by the presence of both male and female sex organs).
 - 15 Leprosy.
 - 16 Mutism or aphonia , regardless of cause.
 - 17 Amputation of arm or leg.
 - 18 Tumor of the thyroid (neck) including large lymph nodes if the degree of enlargement is such that it interferes with the wearing of ordinary clothing.
 - 19 Neurosyphilis of any form.
 - 20 Acromegaly or gigantism (enlargement of hands, feet, and/or face due to disease of pituitary gland).
 - 21 Deafness in both ears even if aided by hearing aid.
 - 22 Severe deformities of the mouth, throat or nose, that interfere with speech or mastication or ordinary food, to include harelip or hole in the roof of the mouth.
 - 23 Deformities of a marked degree which will interfere with normal body functions and weight bearing power (e.g., severe scoliosis (curvature of the spine) or kyphosis (humpback)).
 - 24 Noticeable limp.
 - 25 Empyema or unhealed sinuses of the chest wall following surgery for empyema.
 - 26 Intestinal bypass surgery.
 - 27 Paralysis of any extremity.

28 One kidney - regardless of cause.

29 Acquired Immunodeficiency Syndrome (AIDS).

30 Any TATTOOS/BRANDING/ORNAMENTATION on Head and/or Neck

31 Any TATTOOS, BRANDING OR ORNAMENTATION on other areas of the body that are sexist (express nudity), racist, eccentric or offensive in nature, express an association with conduct or substances prohibited by the Marine Corps Drug Policy and the UCMJ, to include tattoos associated with illegal, drugs, drug usage, or paraphernalia, are prohibited. Reference is Note (8) Table 3-16.

32 Any TATTOOS, BRANDING OR ORNAMENTATION on ANY area of the body that depict vulgar or anti-American content, brings possible discredit to the Marine Corps, or associates the applicant with any extremist group or organization is INELIGIBLE FOR ENLISTMENT. Reference is Note (8) Table 3-16.

33 Dental ornamentation. Refer to ALMAR 127/97.

(e) The above recommendations are not intended to replace or entirely list the physical defects which do not meet the standards for acceptance into the naval service. Questionable cases should be referred to appropriate local medical department representative at the MEPS. Questionable cases involving applicants who are in all other ways qualified may be referred to the CG MCRC via the chain of command.

(8) Medical Officer. The examining officer will:

(a) Review the medical pre-screening form and evaluate any documentation submitted.

(b) Recommend that further processing continue immediately or after a period of rehabilitation under medical supervision, or that further processing be discontinued in order to avoid unnecessary government expense.

(c) If an individual has been processed at the MEPS and subsequently medically disqualified, determine whether recruiting personnel should have identified the disqualifying factor(s). If recruiting personnel, as laymen, could reasonably have been expected to determine medical disqualification, place a statement in the Remarks section, indicate the specific disqualifying condition(s) the recruiter should have recognized and deferred the applicant from further processing.

(d) Will determine if an outside physical examination (i.e. Discharge/Separation Physical, Reserve Physical etc..) for prior service Marine Corps applicants can be used for MEPS processing. If accepted by the CMO, the outside MEPS physical will be used to conduct an inspection Exam, and forwarded as part of the Prior Service application. If not accepted applicant will be required to complete a full examination at the MEPS.

(9) MEPS Commander. At the close of each processing day, the MEPS commander will forward a copy of the DD 2807-2 Medical Prescreen of Medical History, to the recruiting station for each applicant who was medically disqualified at the MEPS, and whose disqualification, in the opinion of the medical staff, could have been determined by the recruiter. The commanding officer of the recruiting station will take action, as appropriate.

3. Report of Medical History (DD 2807-1), Report of Medical Examination (DD 2808), and SF 513 (Medical Record Consult Sheet). The medical history and medical examination forms will be completed at the MEPS in accordance with the current edition of AR 40-501. The SF 513 is only used when the medical officer considers consultation to be appropriate.

4. Re-examination/Inspections. A complete physical re-examination or inspection is required if:

a. An individual does not commence active duty within 24 months from the date of the last MEPS physical examination.

b. An individual does not reenlist within 12 months of the physical examination given prior to discharge.

c. An Inspection Examination is required on any applicant entering the DEP, **when 30 days has elapsed since the date of physical examination**. An Inspection Examination is also required on all accessions onto active duty, (shipment to recruit training or reenlistment into the Marine Corps), when **72 hours has elapsed since the last physical examination. No exceptions.**

3272. VERIFICATION. Physical qualifications will be determined by the MEPS physician. MEPS LNCO's and other personnel involved with enlistment processing will verify the qualifications listed on the DD 2807-2, DD 2807-1, DD 2808, SF 507 (when applicable), and SF 513. MEPS LNCO's must ensure that a valid physical and physical examination inspection is performed in accordance with current directives prior to entering the delayed enlistment program (DEP) or being accessed on active duty or active duty for training.

3273. WAIVERS. With the following exceptions, only the CG MCRC can approve waivers of physical standards. These waivers are reviewed and a medical recommendation is provided by the Bureau of Medicine (BUMED) to the CG MCRC.

1. Commanding officers of recruiting stations may waive an underweight condition of up to 10 percent of the minimum weights on Tables 3-8 & 3-9 for non-prior service male and female applicants, only if the MEPS Chief Medical Officer provides a favorable recommendation on the DD 2808.

2. Waiver authority for weight standards (Tables 3-8 and 3-9) to contract into the Delayed Entry Program (DEP)/SMCR Awaiting Initial Active Duty for Training can only be approved by MCRC G-3. Waivers will only be entertained in cases meeting the following criteria:

a. Males 18% or less/Females 26% or less Body Fat Percentage, per the MCO 6110.3 (MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM).

b. Pass the Initial Strength Test (Para 3274 page 3-89).

3. Waiver authority for non-prior service applicants (Tables 3-8 and 3-9) to ship to recruit training (accession) who exceed retention standards by more than five percent is the Marine Corps District, (Rule 2 of Table 3-11). Region CG's have the authority to waive applicants who exceed retention weight by more than ten percent, (Rule 3 of Table 3-11). Waiver requests will only be entertained when cases meet the following criteria:

a. Males 18% or less/Females 26% or less Body Fat Percentage per the MCO 6110.3 (MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM).

b. Pass the Initial Strength Test (Para 3274.1)

4. Waiver requests for applicants or poolees who exceed both weight standards contained in Tables 3-8, 3-9, or 3-11, and Body Fat Percentage per MCO 6110.3 (MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM) limitations will be treated as "Exception to Policy Weight Waivers" and will personally be reviewed and decision by the MCRC CG.

5. Waiver requests for Prior Service Marine applicants who are overweight (exceed weight and body fat percentages) must be submitted and endorsed by the respective regional CG, prior to MCRC forwarding to MMEA-6.

6. Waiver requests for applicants not meeting height standards will be forwarded to the commanding general of the respective recruiting region. Waivers for these applicants must include specific information pertaining to uniform size (e.g., shoe size 12, neck 16, waist 34, etc.). This will allow the appropriate recruiting region to determine if an applicant can be fitted into a standard-size uniform. **Heights below 56 inches or above 82 inches (exact measurements) will not be waived by the respective region CG.**

7. The Medical Remedial Enlistment Program (MREP) authorizes enlistment of non-prior service regular male applicants with certain specific physical defects other than weight. MCO 1130.51 applies.

3274. INITIAL STRENGTH TEST (IST)

1. The minimum standards for passing the Initial Strength Test are:

<u>MALE IST</u>		<u>FEMALE IST</u>	
2 Pull Ups		Flexed Arm Hang	12 seconds
44 Crunches	2 minutes	44 Crunches	2 minutes
1.5 Mile Run	13:30 minutes	1.5 Mile Run	15:00 minutes

2. The above standards are the only IST standards that will be used for pre-ship screening and for physical (height/weight) waivers.

3. All shippers, male and female, requiring recruit training are required to pass the IST (within 30 days) prior to shipping to recruit training. All shippers who do not require recruit training will pass a PFT (President's Own excluded).

TABLE 3-8

WEIGHT STANDARDS FOR MALE APPLICANTS WHO REQUIRE RECRUIT TRAINING

		CONTRACTING WEIGHTS (Note 1)			MALE SHIPPING (RETENTION WEIGHTS) ALL AGES	SHIPPING WEIGHTS (Notes 2 & 3) Retention Weight Waivers					
		AGE 17-20	AGE 21-30	AGE 31-35		5% or less	6-10%	11% +			
HT	MIN	^	^	^	^	No Waiver Required	CO DIST WAIVER	CG REGION			
58	91	148	153	152	131	138 MAX	144 MAX	145+			
59	94	153	158	157	136	143 MAX	150 MAX	151+			
60	97	158	163	162	141	148 MAX	155 MAX	156+			
61	100	163	168	167	145	152 MAX	160 MAX	161+			
62	104	168	174	173	150	158 MAX	165 MAX	166+			
63	107	174	180	178	155	163 MAX	171 MAX	172+			
64	110	179	185	184	160	168 MAX	176 MAX	177+			
65	114	185	191	190	165	173 MAX	182 MAX	183+			
66	117	191	197	196	170	180 MAX	187 MAX	188+			
67	121	197	203	202	175	184 MAX	193 MAX	194+			
68	125	203	209	208	180	189 MAX	198 MAX	199+			
69	128	209	215	214	186	195 MAX	205 MAX	206+			
70	132	215	222	220	191	201 MAX	210 MAX	211+			
71	136	221	228	227	197	207 MAX	217 MAX	218+			
72	140	227	234	233	202	212 MAX	222 MAX	223+			
73	144	233	241	240	208	219 MAX	229 MAX	230+			
74	148	240	248	246	214	225 MAX	235 MAX	236+			
75	152	246	254	253	220	231 MAX	242 MAX	243+			
76	156	253	261	260	225	236 MAX	248 MAX	249+			
77	160	260	268	266	231	243 MAX	254 MAX	255+			
78	164	267	275	273	237	249 MAX	261 MAX	262+			
79	168	274	282	278	244	256 MAX	268 MAX	269+			
80	173	281	288	285	250	263 MAX	275 MAX	276+			

NOTE 1: Exceeding contracting weight standards requires a **CG MCRC Weight Waiver**. Height measurements of one-half inch or more will be rounded to next higher inch. (exception: heights below 58 inches or over 80 inches will be exact measurements for height waiver considerations (i.e. 57 1/2" or 80. 1/2"). CG region height waivers are limited to minimum 56" or maximum 82" (exact measurements, no rounding). See paragraph 3273.6 page 3-79.

NOTE 2: Exceeding shipping weight standards waiver refer to Table 3-11. Height measurements of one-half inch or more will be rounded to next higher inch.

NOTE 3: Exceeding weight standards and body fat percentages requires a **CG MCRC Exception to Policy Waiver**.

TABLE 3-9

WEIGHT STANDARDS FOR FEMALE APPLICANTS WHO REQUIRE RECRUIT TRAINING

HT	CONTRACTING WEIGHTS (Note 1)			FEMALE SHIPPING (RETENTION WEIGHTS) ALL AGES	SHIPPING WEIGHTS (Notes 2 & 3)					
	MIN	AGE 17-20	AGE 21-30		AGE 31-35	Retention Weight Waivers				
		^	^	^	5% or less	6-10%	11% +	No Waiver Required	CO DIST WAIVER	CG REGION
58	91	119	123	126	119	125	MAX	131	MAX	132+
59	94	124	127	130	124	130	MAX	136	MAX	137+
60	97	128	131	134	128	134	MAX	141	MAX	142+
61	100	132	135	138	132	139	MAX	145	MAX	146+
62	104	136	140	143	136	143	MAX	150	MAX	151+
63	107	141	144	147	141	148	MAX	155	MAX	156+
64	110	145	149	152	145	152	MAX	160	MAX	161+
65	114	150	153	156	150	158	MAX	165	MAX	166+
66	117	155	157	161	155	163	MAX	170	MAX	171+
67	121	159	163	166	159	167	MAX	175	MAX	176+
68	125	164	167	170	164	172	MAX	180	MAX	181+
69	128	169	173	175	169	177	MAX	186	MAX	187+
70	132	174	177	180	174	183	MAX	191	MAX	192+
71	136	179	181	185	179	188	MAX	197	MAX	198+
72	140	184	187	190	184	193	MAX	202	MAX	203+
73	144	189	192	195	189	198	MAX	208	MAX	209+
74	148	194	197	201	194	204	MAX	213	MAX	214+
75	152	200	203	206	200	210	MAX	220	MAX	221+
76	156	205	208	211	205	215	MAX	226	MAX	227+
77	160	210	214	217	210	221	MAX	231	MAX	232+
78	164	216	219	222	216	227	MAX	238	MAX	239+
79	168	221	225	228	221	232	MAX	243	MAX	244+
80	173	227	231	234	227	238	MAX	250	MAX	251+

NOTE 1: Exceeding contracting weight standards requires a **CG MCRC Weight Waiver**. Height measurements of one-half inch or more will be rounded to next higher inch. (exception: heights below 58 inches or over 80 inches will be exact measurements for height waiver considerations (i.e. 57 1/2" or 80. 1/2"). CG regional height waivers limited are limited to a minimum of 56" or a maximum of 82" (exact measurements, no rounding). Careful consideration with RTR 4th Bn., MCRD Parris Island must be rendered for female height waivers below 58". See paragraph 3273.6 page 3-79.

NOTE 2: Exceeding shipping weight standards waiver refer to Table 3-11. Height measurements of one-half inch or more will be rounded to next higher inch.

NOTE 3: Exceeding weight standards and body fat percentages requires a **CG MCRC Exception to Policy Waiver**.

TABLE 3-10

WEIGHT STANDARDS (RETENTION) FOR APPLICANTS WHO DO NOT REQUIRE RECRUIT TRAINING

MALES (regardless of age)			FEMALES (regardless of age)		
HEIGHT	WEIGHT		HEIGHT	WEIGHT	
(inches)	Min	Max	(inches)	Min	Max
58	91	131	58	91	119
59	94	136	59	94	124
60	97	141	60	97	128
61	100	145	61	100	132
62	104	150	62	104	136
63	107	155	63	107	141
64	110	160	64	110	145
65	114	165	65	114	150
66	117	170	66	117	155
67	121	175	67	121	159
68	125	180	68	125	164
69	128	186	69	128	169
70	132	191	70	132	174
71	136	197	71	136	179
72	140	202	72	140	184
73	144	208	73	144	189
74	148	214	74	148	194
75	152	220	75	152	200
76	156	225	76	156	205
77	160	231	77	160	210
78	164	237	78	164	216
79	168	244	79	168	221
80	173	250	80	173	227

NOTE 1: The CG MCRC is the waiver authority for all prior service (Marine) applicants who do not meet retention standards.

NOTE 2: Measurements of one-half inch or more will be rounded-up to the next higher inch (except 57.5); measurements of less than one-half inch will be rounded-down to the next lower inch.

TABLE 3-11

WAIVER REQUIREMENTS FOR SHIPPING NPS TO RECRUIT TRAINING.

	A	B	C
R U L E	If a shipper is:	and,	then:
		Notes: 1,2, & 3	Notes: 1,2, 3, 4, & 5
1	5% or less over retention weight	passes IST	NO WAIVER IS REQUIRED
2	6 - 10% over the retention weight	passes IST	District CO waiver required
3	11% + over the retention weight	passes IST and meets anthropometric standards	Region CG waiver required
4	Exceeds CG Max Wt and Over Body Fat Percentages	passes IST	MCRC CG Exception to Policy Waiver is required

NOTE 1: Table 3-8 (Males Contracting & Shipping) and Table 3-9 (Female Contracting & Shipping) provide weight limitations corresponding to 5% and 10% over retention standards for shipping to recruit training.

NOTE 2: For official standards for the IST, refer to paragraph 3274.

NOTE 3: For Marine Corps anthropometric standards, refer to MCO P6100.12.

NOTE 4: Weight waivers for overweight conditions will not be considered unless the applicant meets anthropometric standards, refer to MCO P6100.12.

NOTE 5: Weight waivers are not authorized for any shipper who requires recruit training and cannot pass the IST.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART H: CONDUCT and BEHAVIOR

3280. PURPOSE. The moral character of an applicant must be determined to:

1. To prevent enlistment of persons whose social habits, are a threat to unit morale and cohesiveness.
2. To screen out persons who could become serious disciplinary problems in the Marine Corps.

3281. CRITERIA. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment. However, the voluntary disclosure, self admitted, or recruiter discovery, of any form of police or criminal involvement by an applicant may require waiver as a moral (conduct) disqualification. In such cases, Conduct (moral) waivers and service reviews will be processed per chapter 3, section 3, table 3-13, page 3-113.

3282. DEFINITIONS. The following court-related terms and waiver terminology are defined to assist in determining an applicant's qualifications.

1. Adjudicating Authority. Any government official who is empowered to make findings or determinations concerning an alleged criminal offense (adult and/or juvenile) and establish responsibility for commission of the offense. Examples include judges, courts, magistrates, prosecutors, hearing officers, justices of the peace, military commanders (UCMJ Art 15), probation officers, juvenile referees, or parole officers or boards.

2. Adverse Adjudication (Adult & Juvenile): A finding, decision, sentence, or judgment that was other than unconditionally dropped or unconditionally dismissed or the individual was acquitted. A conviction for violating any Federal law (including UCMJ), or any State or municipal law or ordinance, that conviction is considered an adverse adjudication. Note: In order for an arrest to have an adverse adjudication, it must involve legal judicial court proceedings. Therefore, if there is no legal proceeding, it is not an adverse adjudication. See 'sanctions' outlined in paragraph 3282.9.

3. There are two types of adverse adjudication:

a. Conviction. The act of finding a person guilty of a crime, offense, or other violation of the law by an adjudicating authority as defined above. This includes fines and forfeiture of bond in lieu of trial.

b. Other. If the adjudicating authority as defined above, places a condition or restraint that leads to a dismissal, or the individual is dismissed after a period of time, or drops the charges, acquits, or the records are later expunged, the adjudication is still considered adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is classified as other adverse adjudication.

4. The following depicts the arrest and adjudication process (see Figure H-1 Appendix H):

a. Arrested. The act of detaining an individual in legal custody to investigate or process a crime.

b. Adjudication Authority. The local magistrate, justice, or judge in conjunction with prosecutors who will determine legitimacy and responsibility for the alleged crimes and their punishment. There are normally three potential results associated with the adjudication:

(1) Charges reduced upon arraignment or appearance in court. This is prior to court proceedings or trial commencement (originally charged with a felony, the District Attorney (DA) recommends reducing to a misdemeanor due to facts of the crime).

(2) Adjudicated as an Adult or Juvenile and through the court process is found guilty (convicted) or granted an adverse adjudication (other).

(a) Convicted - the adjudicating authority determination of guilt of the crime specified or the entered a plea of guilty is considered a conviction.

(b) Other - Adverse adjudication whereby the court places conditions, restraint, probation (supervised or unsupervised) or reduces charges as part of the adjudication sentence.

(3) Unconditionally dropped, dismissed, or acquitted of all charges.

5. Waiver/Review. This area is further defined as:

a. Waiver. A formal evaluation of condition(s) or event(s) that, based on Department of Defense (DoD) specific standards, may make an applicant for enlistment ineligible to serve. Once a waiver request is submitted, the Marine Corps may grant an approval to allow the individual to serve. These standards are established by the Secretary of Defense.

b. Service Review. A formal evaluation of condition(s) or event(s) that, based on Marine Corps specific standards, may make an applicant for enlistment ineligible to serve. Once a Service Review is complete, the Marine Corps may grant an approval to allow the individual to serve. These standards are subject to change at the discretion of the Marine Corps.

6. Types of Offenses. There are four types of offenses for conduct waivers or moral reviews:

- a. Traffic Offenses (TO)
- b. Non-Traffic Offenses (NTO)
- c. Misconduct Offenses (MO)
- d. Major Misconduct Offenses (MMO)

7. Reduced charges. The following guidance is provided for reduced charges:

a. Charges reduced as part of pre-trial preceding or prior to the original court adjudication (i.e. arrested for felony and the District Attorney drops felony to a misdemeanor due to the facts of the event, lack of evidence to convict), or conviction of guilty in court (court or jury amends charge {felony} to a lesser serious charge {misdemeanor} the conviction will be waived at level for the lesser reduced charges per Table 3-13.

b. Major Misconduct Offenses (MMO) which are reduced to lesser offenses (Misconduct Offenses (MO), Non-Traffic Offenses (NTO), or Traffic Offenses (TO)) as part of a plea bargaining or reduced to lesser charge for expediency, will be waived by the Commanding Officer, Marine Corps District.

c. Any conviction that is subsequently altered under the conditions of the original sentence (i.e. convicted of felony and after 6 months reduced to misdemeanor, or dismissed or sealed) or; any case later reopened and original conviction terms are subsequently altered will be waived at the level of the original convicted charges.

8. Community Service. A sentence of a specific amount of labor to be performed for the benefit of the community at large. Community service is a form of fine or restitution, but is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are not eligible for enlistment until such service has been completed and the appropriate waiver has been granted. No person will perform any type of Community Service at any Marine Corps Recruiting facility i.e. Recruiting Station, Recruiting Sub-station or Permanent Contact Station. NO EXCEPTIONS.

9. Sanctions. Any sanctions imposed by a law enforcement or quasi-law enforcement agency in lieu of an official court hearing or trial will **not be considered convictions.** Sanctions of this nature require a review by the RS CO prior to enlistment processing. An example of sanctions; an applicant is caught by the police defacing public property by painting graffiti on a bridge. The officer directs the applicant to sandpaper the bridge until it is clean, at which time he will forget about the incident.

10. Expungement. Some states have established procedures for the subsequent "expunging of the record", "dismissal of charges", or "pardon" upon evidence of rehabilitation of the offender. Such action has the legal effect of extinguishing the initial "conviction" or "adverse juvenile adjudication" so that, under state law, the applicant has no record of conviction or adverse juvenile adjudication. In spite of this action, the record must be revealed and a waiver/review of the applicant's disqualification(s) is required at the proper enlistment waiver/review decision level.

11. Classifying Offenses. The following procedures shall be used in the classifying of all conduct (formerly moral) offenses adjudicated/convicted:

a. Align offense with offenses from Table 3-14. For waiver purposes, offenses will be waived according to whichever list they appear on i.e.: **Carjacking** is listed as Major Misconduct Offense (MMO Offense Code 406). Therefore it is waived as a MMO offense regardless if the state penal code classifies it as a Misdemeanor with max punishment of six (6) months. **EXCEPTION: "FELONY OFFENSES": Any offense classified a felony under State or Federal jurisdiction shall be counted as a MAJOR MISCONDUCT Offense for DoD waiver purposes, regardless if charge is listed under lesser tables.**

b. Also any offense that has the basic elements of a listed offense; i.e. "**Burglary of a Vehicle**", is considered as "**Burglary**", a Major Misconduct Offense (MMO Offense Code 406). The offense Burglary includes Burglary of a House, Boat or Vehicle or any matter of Burglary. Therefore it is waived as a MMO offense regardless whether state penal code classifiy it a Misdemeanor.

c. If unable to find charge or similar charge, apply following rules:

(1) If adjudicating authority can impose maximum confinement that exceeds 1 year, treat offense as MAJOR MISCONDUCT Offense (MMO).

(2) If adjudicating authority can impose confinement that exceeds 6 months but not more than 1 year, treat offense as a MISCONDUCT Offense (MO).

(3) Treat all other offenses as Non Traffic Offenses (NTO) or Traffic Offenses (TO) depending on the nature of the offense.

12. Single Incident Major Misconduct (MMO). In rare cases offenses may be classified as single incident if more than one MMO results from a single incident. Generally, if multiple incidents are not separated by **location, time, and only involve a single victim**, they may be considered a single incident for waiver purposes. For example:

(1) An applicant broke into a house and steals a stereo. He is charged with 2 felonies from this single incident, breaking and entering and burglary. The applicant's charges should be considered a single incident felony for waiver purposes only. These crimes were the result of one incident at one location involving one victim.

(2) An applicant breaks into a house on 1st Street, leaves that location and travels two blocks to 3rd St and breaks into another house. He is charged with breaking and entering (2 counts) and felony burglary (2 counts). Since these crimes were separated by location, time and multiple victims, they will be treated as multiple felonies, vice single incident.

(3) An applicant over the span of a week steals three stereo components on different days, from the electronics stockroom where he is employed. When charged, he has three (3) counts of burglary. Since these crimes are not from one incident and are separated by time, the single incident felony rule **does not apply**, and are considered multiple felonies.

Note: A spree of crimes throughout a neighborhood or over a span of time (not related to a single incident, location or multiple victims), will not be treated under the single incident felony scenario for waiver purposes.

13. Multiple Misconduct Offenses. "Multiple misconduct offenses" (misdemeanors) may be classified as single incident, for waiver purposes only, by applying the same criteria as listed above in paragraph 3282.11.

14. Nolle Prosequi. "Nolle Prosequi" is a declaration that the plaintiff in a civil case, or the prosecutor in a criminal case, will drop prosecution of all, or part, of a suit or indictment. "Nolle Prosequi" is an unresolved judicial proceeding, is not considered a form of restraint, and is not necessarily a bar to enlistment. It is, however, considered a conviction for enlistment purposes and a waiver is required. Accordingly, an appropriate level review is required prior to enlistment to ensure that the court's finding of Nolle Prosequi was based on the merits of the individual case and

not to facilitate enlistment into the Armed Forces. All Nolle Prosequi cases of Misconduct Offenses (MO) or Major Misconduct Offenses (MMO) will be reviewed by District (for MO) or Region (for MMO) respectively. If after review, case is Nolle Prosequi, then waivers will be rendered at the level in accordance with Table 3-13. If court documents (i.e. Judge, DA, A.D.A.) show the "Nolle Prosequi" resulted from insufficient evidence to convict or charge, then this will not be viewed as a conviction, but must be reviewed by the appropriate district to ensure compliance.

15. Nolo Contendere. "Nolo Contendere" is a plea made by a defendant in a criminal action equal to an admission of guilt. With this plea a defendant is subject to punishment, but leaves open the possibilities for denial of the alleged facts in other proceedings. A waiver is required.

16. Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to (under the supervision of) a probation officer or other agent designated by the court. Regional legal terms synonymous to "probation" will be treated exactly as probation is used throughout this manual. Except for those circumstances described in paragraph 3282.19, page 3-100, applicants currently "on probation" are not eligible for enlistment until term of probation is completely fulfilled.

17. Restraint. "Restraint" includes suspension of a sentence (to include unconditional suspended sentences), confinement or incarceration in any institution, probation (to include unsupervised unconditional probation), or parole. As an exception to the foregoing, unconditional suspended sentences and unsupervised unconditional probation, resulting from conviction of Traffic Offenses (TO) listed Table 3-14, are not considered restraint.

18. Sealed Juvenile Records. Most all states have provisions for "sealing juvenile records" which serves to limit disclosures on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, the applicant must reveal the record, and a moral waiver/review must be granted to authorize enlistment in these cases.

19. Unconditional Suspended Sentence/Unsupervised Unconditional Probation. An unconditional suspended sentence and unsupervised unconditional probation are considered a suspended sentence and probation imposed by a court, respectively, even though the court imposes no conditions:

- a. Regarding an individual's freedom of movement.
- b. Requiring the payment of damages.
- c. Requiring periodic reporting by individual to an officer/supervision officer of the court (to include a probation officer).

Applicants currently under these forms of restraint are not eligible for enlistment until the term of the sentence or probation has been fulfilled. As mentioned in paragraph 3282.9 on page 3-98, an exception exists. In cases involving conviction of Traffic Offenses listed in Table 3-14.

20. Early Release from Supervised/Unsupervised Probation or Parole. Any applicant released early from probation or parole must wait until the date of the originally assigned sentenced release date or ninety (90) days whichever is shorter prior to be allowed to proceed with enlistment processing.

21. Enlistment as an Alternative to Prosecution. **Applicants may not enlist as an alternative** to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. **They are ineligible for enlistment.**

3283. AREAS OF RESTRICTIVE CONDUCT or BEHAVIOR. These areas present enlistment restrictions based on Marine Corps, Department of the Navy (DoN), or Department of Defense (DoD) policies:

1. Gang Involvement or Affiliation. Applicants who have affiliated with gangs should not be denied enlistment based solely on affiliation. However, applicants with a history of criminal activity and/or violence associated with gang activity are not enlistment eligible. See Tables 3-16 and 3-17.

a. The Participation in Gangs, Extremist Organization or Activities SOU (Figure 3-8) and Questionable Conduct/Aberrant Behavior Screening Form (Figure 3-9) will be completed on all New Working Applicants (NWA). The Questionable Conduct/Aberrant Behavior Screening Form will be reviewed by the recruiter and SNCOIC. Any "YES" answers require an interview (telephonic or face-face) with RS Operations Officer, Executive Officer or Commanding Officer to ascertain enlistment eligibility as outlined below. The SOU will be marked as Annex "A" to DD Form 4 and retained in the RS residual package per paragraph 4300.2 of this manual.

b. Former gang involvement, association or affiliation that resulted in any illegal acts or a criminal history against any person due to their race, religion, national origin, gender, or any participation in a hate crime(s), as part of an initiation, acceptance or allegiance to any gang, or any gang involvement resulting in arrests and court convictions, or any involvement with any activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment/reenlistment would not be in best interest of national security, is not enlistment eligible. (No waivers).

c. Former gang involvement, association or affiliation that did not result in any illegal acts or a criminal history against any person due to their race, religion, national origin, gender, or any participation in a hate crime(s), as part of an initiation, acceptance or allegiance to any gang, or any gang involvement resulting in arrests and court convictions, or any involvement with any activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment/reenlistment would not be in the best interest of national security, can only be enlisted after review and approval of the CGMCRRC.

2. Sexual Related Crimes or Offenses. Any applicant who was prosecuted, and convicted, or received an adverse adjudication for a Major Misconduct Offense (felony) or Misconduct Offense (misdemeanor) as an adult or juvenile of **any sexual-related crime, or sexual assault is disqualified for enlistment.** See Tables 3-16 and 3-17 of this manual.

a. The term "sex-related crime or sexual assault" is defined as any offense that has elements of or factual basis of, any intentional sexual contact by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent, including when incapacitated by drugs or alcohol. Also any offense classified as "rape" (includes statutory rape), "forcible sodomy," or "other unwanted sexual contact that is aggravated, abusive or wrongful" or "attempts to commit one of these offenses" is prohibited for enlistment.

b. Sexual related offenses involving adverse adjudication (other than finding of guilty in court) for Major Misconduct or Misconduct Offenses, may only be considered by the CG MCRC (Exception to Policy waiver).

c. Any applicant with a conviction for an offense which results in the mandatory registration as a Sexual Offender on the National Sexual Offender Registry is ineligible for enlistment. **No Waivers will be considered.**

3. Domestic Violence. Domestic Violence is incompatible with military service and contrary to the Marine Corps core values. Waivers for domestic violence convictions for a Misconduct Offense (misdemeanor) or Major Misconduct Offense (felony) **are not authorized**, per the Lautenberg Amendment. Summary court-martial convictions, non-judicial punishment under Article 15, UCMJ, and deferred prosecutions (or similar alternative dispositions) in civilian court do not constitute qualifying convictions under the Lautenberg Amendment. Pertinent information regarding domestic violence:

a. The term conviction under the Lautenberg Amendment is defined as:

(1) a misdemeanor or felony judgment of guilty (adult or juvenile) entered against the **applicant** in a state or federal court.

(2) Nolo Contendere/Nolle Prosequi judgments must state in court records, offense is considered Domestic Violence conviction under state law.

b. The term conviction under the Lautenberg Amendment is not:

(1) Adjudication in the juvenile system, or pre-trial diversions, or cases resulting in deferred judgments.

(2) Expunged records or pardoning are not convictions.

Note: Any diversion program, deferred prosecution, alternative dispositions, expunged or pardoned records require a conduct waiver from Regional CG prior to enlistment. This measure ensures review by regional authority to ensure those intended to be excluded (convictions) under the mandates of the Lautenberg Amendment and DoD policy are prohibited from enlistment.

c. The "crime of domestic violence" must have all the following elements:

(1) the offender was convicted of a crime (misdemeanor or felony);

(2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;

(3) the convicted offender was at the time of the offense:

(a) a current or former spouse, parent or guardian of the victim,

(b) a person with whom the victim shares a child in common,

(c) a person who was cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or

(d) a person similarly situated to a spouse, parent or guardian of the victims;

(4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;

(5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;

(6) the conviction has not been expunged, or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides the person may not ship, transport, possess or receive firearms.

d. The charge(s) that the applicant is convicted of, may not always have the word(s) "Domestic and/or Domestic Violence" in the offense title (i.e. Simple Assault). A person is considered in violation of the Lautenberg Amendment when the circumstances surrounding the charge(s) meet the elements of paragraph 3283.3.c. above.

e. Some examples of domestic violence scenarios are:

(1) Applicant and boyfriend who have lived together for one year split up. Two weeks later, applicant runs into boyfriend in a store. An argument ensues during which the applicant threatens former boyfriend with a pair of scissors. Applicant is convicted of communicating a threat. **APPLICANT IS INELIGIBLE FOR ENLISTMENT.**

(2) Applicant's teenage nephew doesn't get along with parents and has been living with applicant. Applicant confronts nephew about his underage drinking. They argue and end up in a fight. Applicant is later convicted of assault and battery. **APPLICANT IS INELIGIBLE FOR ENLISTMENT.**

(3) Applicant is father of girlfriend's child. Girlfriend has custody of child. During a visit, applicant hits the girlfriend and is convicted of simple assault. **APPLICANT IS INELIGIBLE FOR ENLISTMENT.**

NOTE: In the previous three scenarios, if the conviction is expunged or pardoned, the applicant may apply and be processed for enlistment only after a regional CG waiver. This measure ensures compliance with the mandates of the Lautenberg Amendment and DoD policy to exclude those applicants who are convicted but not pardoned or expunged to be ineligible for enlistment.

(4) Applicant and his mother get into a fist fight and the applicant is later convicted of domestic battery for assaulting his mother. **APPLICANT IS ELIGIBLE TO BE PROCESSED FOR ENLISTMENT WITH DISTRICT CO CONDUCT (MORAL) WAIVER, UNLESS CONVICTED OFFENSE FALLS UNDER TABLE 3-13 RULE 4 (CG REGION).**

(5) Applicant and his father get into a fist fight and the applicant is later convicted of domestic battery for assaulting his father. **APPLICANT IS ELIGIBLE TO BE PROCESSED FOR ENLISTMENT WITH DISTRICT CO CONDUCT (MORAL) WAIVER, UNLESS CONVICTED OFFENSE FALLS UNDER TABLE 3-13 RULE 4 (CG REGION).**

NOTE: In the previous two scenarios, if convicted of domestic offense under state penal laws, but not in accordance with Lautenberg, the applicant may apply/processed for enlistment with regional CG waiver. This measure ensures compliance with the mandates of the Lautenberg Amendment and DoD policy.

4. Tattoos, Brands, Markings, Piercings and Body Ornamentation. The Marine Corps takes pride in their military appearance and bearing. Civilian body marking trends affect our ability to maintain our high standards. Therefore, the Marine Corps body markings policy will balance the personal desires for body markings with our ability to maintain our professional appearance. All NWAs will complete Tattoo Screening Form (Figure 3-10), and Tattoo Statement of Understanding (Figure 3-11). See Tables 3-16 and 3-17.

a. The following Tattoos, Brands, Body Markings, Ornamentation, Mutilations, and Piercings, etc., are **PROHIBITED** as individually defined below (this includes tattoos that are only visible under ultra-violet light):

(1) Head and Neck. This area is defined as any portion of the body above the collarbone as viewed from the front, above the seventh cervical vertebrae (C7 - bulge at base of neck) in the back, or visible in the open collar ("V" portion) of the short sleeve khaki shirt without an undershirt. This also includes all body markings in the mouth or on the face (i.e. inner lip tattoos, cosmetic tattooing, or silicone horns).

(2) Hands, Fingers and Wrist. This area includes the entire hand, fingers and wrist (up to two inches below the natural bend of the wrist).

(3) Sleeve Tattoos. A sleeve tattoo is any single large tattoo or collection of smaller tattoos covering or almost covering an entire portion of arm or leg, above or below the elbow or knee.

(4) Band Tattoos. Band tattoos are tattoos which encircle the particular body part. Band tattoos visible while wearing standard PT uniform are limited to a maximum width less than one quarter of the respective body parts exposed surface (i.e. leg or arm above or below the elbow or knee).

(5) Tattoos Visible When Wearing Standard PT Uniform. **Visible tattoos are defined as any tattoo or body marking that is fully or partially exposed when wearing a properly fitting PT uniform (shorts and shirt). The exposed portion of the tattoo or marking cannot exceed one-quarter of the respective body parts exposed surface (i.e. leg or arm above/below elbow or knee), or be larger than wearers hand with their fingers extended and joined.**

(6) Prejudicial to Good Order & Discipline. Any tattoos, markings, or ornamentation that are sexist (express nudity), excessive, racist, eccentric, vulgar, anti-American, anti-Social, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps drug policy **are prohibited.**

(7) Gang or Extremist Groups. Any tattoos, brands, mutilations, piercings, or ornamentation that feature anti-American content, anti-social, associates with extremist group, hate groups, gang member/activity, or brings discredit to the Marine Corps **are prohibited.**

(8) Body Ornamentation/Mutilations. All present body piercings, ornamentations, or mutilations, whether visible or not are prohibited. Some examples but not limited to: tongue splitting or studs, lip, nose, eyebrow rings, silicone implants such as horns, or ear gauges. Ornamentation or piercing holes can range in size from **20** gauge (size of hypodermic needle) to **00** gauge (size of drinking straw) or even larger. Some ornamental holes may require surgery or sutures in order to fully close the opening. The use of any substance, such as 'super glue' to close the hole(s) is prohibited.

(a) Females with single ear lobe piercing (one hole in ear lobe) are excluded from review and documentation provided they meet the intent of the current Marine Corps Uniform regulations for the wearing of female earrings.

(b) Ear lobe holes or other ornamental body piercing holes that are not fully healed, not closed, and allow light to pass through are prohibited.

(c) Any body piercing or ornamentation hole visible while wearing the standard PT uniform or inside of the mouth, will be recorded on the MCRCO Tattoo Screening Form Page 3, Part IV Documentation and reviewed by a RS commissioned officer to ensure the holes are fully closed and healed. The quantity of the closed piercing holes is not the prohibition. The purpose of review is to certify holes are permanently healed and closed (no super glue).

(d) If ornamentation/piercing hole(s) have been surgically repaired or closed using sutures, the hole(s) must also be completely healed. The applicant will annotate this procedure accordingly on the:

- **DD 2807-2 Medical Prescreen** (items 2.a.(75) and 2.b.) at RSS/PCS.
- **DD 2807-1 Medical History** (item 24) at the MEPS

During the medical examination, the MEPS Provider will review and annotate the location of any ornamentation/piercing hole(s), and any medical status comments on the **DD 2808 Medical Examination, Item 37: Identifying body marks, scars tattoos**. Verifying that the holes are closed and in accordance with this manual rests solely on Marine Corps recruiting representatives and not with the MEPS CMO, MEPS Provider or USMEPCOM personnel.

b. Additional information regarding tattoos, and markings:

(1) Use of TATTOO SCREENING FORM, Figures 3-10 is mandatory. All applicants will annotate their TATTOOS, BRAND(S), BODY MUTILATION(S) or BODY ORNAMENTATION(S) or any tattoo or markings that were removed and/or questionable on the Tattoo Screening Form. The screening form contains instructions on completing the form.

(2) One Tattoo is defined as single tattoo or multiple tattoos spaced part that can be covered by a five inch diameter circle. Tattoos spaced apart that cannot be covered by five inch circle are considered separate tattoos.

(3) Any Tattoos, Brands, Markings, or Ornamentation Holes, etc, requires an interview by a recruiting station commissioned officer (CO/XO/OPSO). This administrative review is to ensure that none of applicant's tattoos, body markings, or holes etc., falls under categories listed in the prohibited area of paragraph 3283.4.a. above, or in Table 3-16, INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE, Rule 12, & Note 8. The RS interview will determine whether the tattoo, body markings, holes, etc., review can be accomplished at the RS level or forwarded to the region Commanding General for tattoo/body marking review. The reviewing officer will annotate the Commissioned Officer Reviewing comments and signature block on the Tattoo Screening Form, Part II Certification.

(4) Any tattoo, brands, body markings, etc. that was altered, covered or removed, also requires an interview by a recruiting station commissioned

officer. The review will determine if the original body marking was in its content, that of a nature that would fall under the prohibited areas listed in paragraph 3283.4.a.(4) and (5) above. If the body marking was covered or altered, but is not prohibited, then apply the tattoo policy contained in paragraph 3283.3.b.(5) and (6) below, to determine level of review. If the body marking was removed (ink not visible), and it is not listed in one of the prohibited areas, then after commissioned officer interview annotate the removed marking on the Tattoo Screening Form Part III Documentation. If the body marking was removed (ink not visible), and is listed in the prohibited area (i.e. head, neck, or hands etc.) then after commissioned officer interview annotate the removed marking on the Tattoo Screening Form Part III Documentation and forward to region commanding general for review.

(5) Up to 4 tattoos, brands, markings, etc., exposed or partially exposed while wearing standard PT uniform (shorts & shirt), and the body markings are not listed in the prohibited area in paragraph 3283.4.a. above, or in Table 3-17 INELIGIBLE CATEGORIES THAT ARE WAIVERABLE, Rule 9, Note 7, can be authorized by a commissioned officer at the recruiting station level. The below RS level Review Statement will be recorded on the DD1966/4 Remarks:

"Applicant qualified for enlistment IAW MCRCO 1100.1 EPM Tattoo Policy"

RS Designated Representative

(6) More than 4 tattoos, brands, markings, etc., exposed/partially exposed while wearing the standard PT uniform (shorts & shirt), and the body markings are not listed under the prohibited area in paragraph 3283.4.a. and Table 3-17 INELIGIBLE CATEGORIES THAT ARE WAIVERABLE, Rule 9, Note 7 requires an interview by commissioned officer at the recruiting station level and an administrative review with photos by the region commanding general. The below CG Level Review Statement will be documented on the DD1966/4 Remarks:

"Applicant authorized enlistment after review by CG _____ in accordance with MCRCO 1100.1 EPM Tattoo Policy"

RS Designated Representative

(7) Any tattoo, marking etc, questionable for size, number, content or location, etc., will be forwarded to the region commanding general.

(8) Members of the DEP/AIADT who are subsequently DEP discharged prior to shipping, that previously were approved for Tattoo reviews are not grandfathered. These applicants must meet current Tattoo policy standards when re-entering the DEP/AIDT. Note: Excluded are those members who effect an immediate Change of Component (code ZKC) contract at MEPS.

c. Administrative instructions and tattoo review photo guidelines are:

(1) Statement of Understanding (SOU) Marine Corps Policy Concerning Tattoos, Branding and Ornamentation, (Figure 3-11) is mandatory for all NWA's. Applicants will read and sign the SOU. The SOU will be marked as **Annex "A" to the DD Form 4 Enlistment Contract** at the time of enlistment at MEPS.

(2) Female applicants: Photos are not required of females with torso tattoo(s). Females will hand draw pictures of torso or lower torso tattoos indicating size and exact location. Cross-check drawings with DD Form 2808 Medical Examination, Identifying Body Markings, Scars or Tattoos, Block 37. Under NO circumstances will females be photographed in less clothing than standard PT uniform of shorts & shirt (with sleeves rolled to shoulder seam) or spaghetti strap tank top and PT shorts. Photos must be treated as PII.

(3) Male applicants: Photos are not required of male applicants with lower torso (below waist) tattoos. Male applicant may hand draw pictures of lower torso tattoos indicating the size and exact location. Cross-check drawings with the DD Form 2808 Medical Examination, Block 37. Under no circumstance will a males be photographed in less clothing than PT uniform (shorts). Photos must be treated as PII.

(4) CG MCRC Tattoo Waivers documentation: When a CG MCRC tattoo waiver is granted, all tattoo waiver documentation will be included in the enlistment packet/SRB when arriving at the recruit depot. This will include photo/photo copies/drawings for each tattoo, marking, etc., in accordance with guidelines in paragraphs (2) and (3) above.

3284. VERIFICATION. Recruiters will verify applicant's moral qualification for enlistment through:

1. Questions asked in the initial screening process and MEPS interviews.
2. Explanation of penalties for withholding information.
3. Use of the Drug Abuse Screening Form (Figure 3-6), Participation in Gang, Extremist Organizations/Activities Checklist (Figure 3-8), Tattoo Screening Form (Figure 3-11), SF-86 (Questionnaire for National Security Positions/Background Investigation Questionnaire-BIQ) and DD 1966 for each applicant.
4. Use of the DD Form 369 (Police Record Check) and the DD Form 370 (Request for Reference), as required.

3285. DOCUMENTATION OF CONDUCT QUALIFICATION. The **applicant** is the **primary source** by which the recruiter gathers information on moral qualification for enlistment. The use of standard forms may validate and clarify applicant's statement, or reveal further involvement. Documentation revealing lesser involvement, however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below. Additional procedures on use and processing of forms are in chapter 4 of this Manual.

1. DD Form 369 (Police Record Check). This form facilitates police record checks when required by paragraphs 3284.3.f and 3303.1b, of this Manual. An original will be prepared for each law enforcement agency to be checked. Process DD 369s to areas where the applicant has lived, worked or attended school. Ensure the MAIL TO: and MAIL FROM: agencies are documented or the form will not be returned by the respective law enforcement agency.

2. The Special Agreement Check (SAC) and SF-86 (Questionnaire for National Security Positions). The SAC and SF-86 are the two means applicants' pre-accession arrest criminal history are verified. All enlistments into the Armed Forces must have a SAC and SF-86 accomplished prior to accessing.

a. SPECIAL AGREEMENT CHECK (SAC). The Special Agreement Check (SAC) will be accomplished on all applicants contracted at the MEPS. The Special Agreement Check consists of a technical search of FBI's criminal Fingerprint Search (FBIF). SAC's are submitted to Office of Personnel Management (OPM), by MEPS personnel using Electronic Fingerprint Capturing Station/Livescan.

b. NACLIC. The National Agency Check/Local Agency Check/Credit Check is the only DoD investigation authorized for clearance adjudication. The Marine Corps Recruiting Information Support System (MCRISS) version of the SF-86 Questionnaire for National Security Positions is the Background Investigation Questionnaire - BIQ is the method used by recruiters. The BIQ will be completed at the RSS level, validated and uploaded to MCRISS. MEPS Liaisons will export the BIQ to the Joint Personnel Adjudication System (JPAS/OPM) as directed, to initiate the Personal Security Investigation (PSI).

c. MEPS INFORMATION REPORTING SYSTEM (MIRS) - SAC STATUS REPORT. All applicants processed at the MEPS will have a printed copy of the SF-86/BIQ available for the MEPS PEI Interview. The BIQ will be accessible in recruits MCRISS record if needed by MRCD/RLS personnel. Paper copy is not required.

3. MEPCOM Form 601-23 (Report of Additional Information). MEPS personnel prepare form to report additional information to the services relating to enlistment qualification. For example, applicant discloses information or indicates improper recruiting procedures during the MEPS interview, or the MEPS medical officer discovers additional medical information affecting applicant's physical qualification. These reports must be resolved to continue enlistment processing. The RS commanding officer responds to MEPS commander that the additionally disclosed information has been considered, and provides instructions on further processing of the applicant.

3286. WAIVERS/REVIEWS. Table 3-13, APPLICANTS WITH CONDUCT DISQUALIFICATION is provided to determine the appropriate levels waivers/service reviews.

a. MCRISS. - All Conduct waivers or moral reviews will be entered into MCRISS. Unlike other prohibitions, i.e. dependency, instead of using the WAIVER button on NWA Screen, use the OFFENSES button to enter the offenses.

b. Reduced charges - Applicants with a Major Misconduct reduced to a Misconduct (see para 3282.7) enter the Misconduct under Type, and enter the actual offense from Table 3-14. This action creates the waiver in the Waiver module of MCRISS. Prior to approving waiver/review at RS level as (DDE), change the approving level to Marine Corps District, and in Remarks state that this was a MMO reduced to MO. This will then create the conduct waiver under the correct level for the offense as listed in paragraph 3282.6.

c. Specified waiver level offenses - Table 3-14 lists under Misconduct Offenses (MO) Possession of Marijuana, Offense Code 316 as a District level waiver and Domestic battery/violence, Offense Code 308 as a Regional Waiver. MCRISS waiver business rule would create a RS level review. Prior to approving in the waiver module as a RS level, change the authority level to District or regional as applicable.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE 3-13 APPLICANTS WITH CONDUCT DISQUALIFICATIONS.

A	B
R: If applicant has a <u>conviction</u> , adverse	: Then the approval
U: adjudication, or has served or been credited a	: authority is:
L: or been credited a term of incarceration for:	: (note 6 - 8)
E: (notes 1-5, 9 & 10)	:
<hr/>	
1: Up to four (4) TRAFFIC OFFENSES (TO) or	: No waiver required
: one (1) NON-TRAFFIC OFFENSES (NTO)	:
<hr/>	
2: Five (5) or more TRAFFIC OFFENSES (TO) or;	: Commanding Officer
: two (2) to four (4) NON-TRAFFIC OFFENSES (NTO);	: Recruiting Station
: or one (1) to two (2) MISCONDUCT OFFENSES (MO)	:
:	:
<hr/>	
3: Five (5) to nine (9) NON-TRAFFIC OFFENSES (NTO);	: Commanding Officer
: and/or three (3) to six (6) MISCONDUCT OFFENSES (MO)	: District
:	:
: Note: Individuals with ten (10) or more NON TRAFFIC	:
: OFFENSES (NTO) , or more than six (6) MISCONDUCT	:
: OFFENSES (MO) are ineligible for enlistment without	:
: a CG MCRC "Exception to Policy Waiver"	:
:	:
3A Possession 30 grams or less Marijuana	:
:	:
3B: MAJOR MISCONDUCT (MMO) reduced to MO/NTO/TO	:
: Note: Refer to paragraph 3282.7	:
:	:
3C: Domestic Violence (MO) NIAW Lautenberg Amend. This	: Check Rule 4 below
: will normally be Offense Code (MO) # 308.	:
:	:
<hr/>	
4: One MAJOR MISCONDUCT OFFENSE (MMO)	: Commanding General
: Note: refer to paras 3282.12 & 4391.2.b.(1)(b)	: Recruiting Region
:	:
: Domestic Violence (MO/MMO) IAW Lautenberg Amend that	:
: was expunged/pardoned) or any Domestic Violence (MMO):	:
: NIAW Lautenberg Amend. Code under applicable offense	:
: or use Offense Code 441. Do Not use Code 414.	:

NOTE 1. See Table 3-14 for the UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

NOTE 2. If conviction/adverse adjudication not listed in Table 3-14 then:

(1) If adjudicating authority can impose confinement that exceeds one (1) Yr, treat offense as MAJOR MISCONDUCT Offense (MMO).

(2) If adjudicating authority can impose confinement that exceeds six (6) months but not more than one (1) yr, treat offense as MISCONDUCT Offense MO).

(3) Treat all other offenses as Other Non Traffic Offenses (ONTO) or Traffic Offenses (TO) depending on the nature of the offense.

NOTE 3. Applicants with 10 or more Other Non-Traffic Offenses, (ONTO) or more than 6 Misconduct Offenses (MO), or with 1 Major Misconduct Offense (MMO) and 4 or more Misconduct Offenses (MO) are ineligible for enlistment without a MCRC level "Exception to Policy" waiver. See Table 3-16 for non-waiverable categories and required waiting time for cases involving felonies, confinement, probation, parole, and suspended sentences.

NOTE 4. Applicants currently incarcerated, on parole, serving a suspended sentence, or on probation, are not eligible for enlistment until the sentence has been completed. As an exception to the foregoing, an unconditional suspended sentence or unsupervised unconditional probation, which results from conviction of offenses listed as Traffic Offense(s): (Codes 100 - 142) are not considered restraint. Neither is a suspended or revoked driver's license considered restraint. In these limited cases, applicants are eligible for enlistment provided they are otherwise well-qualified.

NOTE 5. Cases involving more than one class of Conduct/Moral offense(s) will be forwarded via the chain of command to the appropriate command authorized to grant conduct waivers for the most serious offense(s). Only one conduct waiver will be granted to an applicant. The waiver will be inclusive of all offenses and granted at the highest authority for most serious offense(s).

NOTE 6. Requests for waiver consideration should be submitted only when highly favorable traits or mitigating circumstances outweigh the reason for disqualification. Waiver requests should not be submitted unless enlistment of the applicant is clearly in the best interest of the Marine Corps. In this regard, each decision level (i.e., recruiter, SNCOIC, recruiting station commanding officer, district commanding officer, and region CG) has the authority to disapprove the enlistment of an applicant without forwarding the case to the next higher level of command for resolution.

NOTE 7. In any case in which the original waiver involved an exception to policy or major misconduct (felony) waivers, (excluding MCRC level Criteria, PSEP, BUMED or Weight Waivers) the request for addendum waivers must go back to original approving authority. Requests for other addendum waivers will be forwarded to the level appropriate for the new/ undisclosed offense.

NOTE 8. Prior Service Marines. Offenses committed prior to and/or during previous enlistment(s) or periods of EAD in the USMC that did not result in discharge, do not require a waiver or police record checks. Convictions while on active duty, or subsequent to the last period of active service for the following must be considered and approved by the regional Commanding General, before forwarding the prior service package to CG MCRC:

- a. Court Martial conviction
- b. Civil Authority Conviction (other than MTO) while on active duty.
- c. More than two (2) Non judicial punishments (NJP).
- d. Tier III Education Credential.
- e. Guilty of Driving while Drunk, Impaired, Intoxicated, or under the influence of alcohol or drugs while on active duty or since EAS.

NOTE 9. Any applicant is arrested and/or convicted of any offense listed in Table 3-14 Misconduct Offenses Code 300's or Major Misconduct Offenses Code 400's while in the DEP, they will be discharged no later than the 10th day of the following month. If a waiver is deemed appropriate, and subsequently approved, the applicant will then be re-accessed into the DEP or SMCR awaiting IADT. Major Misconduct In-DEP waivers, if considered, are Exceptions to Policy Moral Waivers, and will only be approved by the CG, MCRC. (Table 3-16 Item 26, Note 7) NO EXCEPTIONS.

Note 10. Major Misconduct offenses reduced to lesser offense(s) require waiver(s) by the Commanding Officer of the Marine Corps District.

Offense Code	Non-Traffic Offenses (NTO)
200	Altered driver's license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons, failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing the peace.
212	Drinking alcoholic beverages on public transportation.
213	Drunk in public.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court. (all offenses except felony proceedings)
216	Failure to appear, contempt of court. (felony proceedings)
217	Failure to stop and render aid after accident.
218	Fare / Toll evasion.
219	Harassment, menacing or stalking.
220	Illegal betting/gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated directly or by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
224	Juvenile adjudications, such as beyond parental control, incorrigible, runaway, truant, or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief (Fine or restitution of \$500 or less and no confinement).
229	Pandering
230	Poaching.
231	Purchase, possession, or consumption of alcohol beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing an orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal/simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in public place.
240	Unlawful use of long-distance telephone calling card.
241	Using or wearing unlawful emblem/identification.
242	Vagrancy.
243	Vandalism (Fine or restitution of \$500 or less and no confinement).
244	Violation of fireworks law.
245	Violation of fish and game laws.
246	Violation of leash laws.
247	Violation of probation.
248	Other Non-Traffic Offenses specifically not listed

WAIVERS 1 = NO WAIVER Required
 2-4 = RECRUITING STATION COMMANDING OFFICER
 5-9 = MARINE CORPS DISTRICT COMMANDING OFFICER
 10+ = INELIGIBLE FOR ENLISTMENT

Offense Code	Misconduct Offenses (MO) See Special Notes 1 & 2
300	Aggravated assault, fighting or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds. (non-firearm)
302	Concealment or failure to report a felony
303	Contributing to delinquency of minor.
304	Crimes against the family (non-payment of court ordered of child support/alimony).
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery/violence, not considered Lautenberg Amendment. (Refer to MPPM page 3-99 paragraph 3282.12.a.b.c & d) REGIONAL LEVEL WAIVER
309	Driving while drugged or intoxicated, or driving while ability impaired, permitting a DUI.
310	Illegal or fraudulent use of a credit card, bank card (value less than \$500).
311	Larceny or conversion (value of less than \$500).
312	Leaving scene of an accident or hit and run.
313	Looting.
314	Mailbox destruction.
315	Mailing, to include e-mail, of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia (30 grams or less) CO MCD level waiver
317	Prostitution or solicitation for prostitution.
318	Reckless driving, careless, or imprudent (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly received (value less than \$500).
323	Throwing rocks on a highway, throwing missiles at sporting events, throwing objects at vehicles)
324	Unauthorized use/taking of a vehicle/conveyance from family member, joy riding.
325	Unlawful carrying of firearms or carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public.
330	Other Misdemeanor Offenses not specifically listed
331	Reserved for future use
332	Reserved for future use

NOTE: If maximum punishment under state or local law exceeds six months (6) or is one (1) year or less; treat as a Misconduct Offense. Treat all other offenses as "Other Non-Traffic Offenses" or "Traffic Offenses" depending on the nature of the offense. A 3-digit "Offense Code" is provided on the table for standardized reporting and tracking.

Misconduct Offenses

WAIVERS

1-2 = Recruiting Station Commanding Officer (RS CO). See Special Note 2 below.
3-6 = Marine Corps District Commanding Officer (MCD CO)
(more than six (6) Misconduct Offenses ineligible for enlistment)

SPECIAL NOTES:

- Any applicant with conviction for an offense resulting in mandatory registration as a Sexual Offender is ineligible for enlistment. **No Waivers are authorized.**
- Any conviction of a Misconduct Offense reduced from a Major Misconduct Offense can only be waived by the District Commanding Officer per paragraph 3282.7 and Table 3-13 Rule 3B, of this manual.

Offense Code	Major Misconduct Offenses (MMO)
400	Aggravated assault, assault with dangerous weapon, maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407 *	Carnal knowledge of a child.
408	Carrying of weapon on school grounds. (firearm)
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411 *	Child Pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414 *	Domestic battery/violence, as defined under the Lautenberg Amendment. (no waivers)
415	Embezzlement
416	Extortion.
417	Forgery; knowingly uttering or passing forged instrument. (Except for altered identification cards).
418	Grand larceny/Larceny (value of \$500 or more).
419	Grand theft auto
420 *	Hate Crimes.
421	Illegal/fraudulent use of a credit card, bank card, or automated card (value \$500 or more)
422 *	Indecent acts or liberties with a child, molestation.
423	Indecent assault.
424	Kidnapping or abduction.
425	Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes).
426 *	Manslaughter.
427 *	Murder
428 *	Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included).
429	Negligent/vehicular homicide.
430	Perjury or subornation of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive devise to cause bodily harm or destruction of property.
432	Public record; altering, concealing, destroying, mutilating, obligation, or removing.
433 *	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, to include armed.
436 *	Sale, distribution, or trafficking (including "intent to") of cannabis (marijuana), or any other controlled substance.
437 *	Sodomy.
438	Stolen property, knowingly received (value \$500 or more).
439	Terrorist threats including bomb threats
440	Violation of civil rights
441	Other Felony Offenses not specifically listed
442	Reserved for future use
443	Reserved for future use

NOTE: If adjudicating authority can impose maximum confinement that exceeds 1 year, treat offense as MAJOR MISCONDUCT Offense (MMO). Any offense classified as a FELONY under State or Federal jurisdiction, is a FELONY for DoD waiver purposes.

MAJOR MISCONDUCT WAIVERS

- 1 = REGIONAL COMMANDING GENERAL includes those considered as single incident
- 2 = RECRUITING COMMAND COMMANDING GENERAL (Exception to Policy)

* See SPECIAL NOTES on next page

*
**SPECIAL
NOTES:**

-The offenses listed in **Table 3-14 UNIFORM GUIDE LIST FOR TYPICAL OFFENSES** are a Department of Defense provided list of typical Traffic Offenses, Non-Traffic Offenses, Misconduct Offenses and Major Misconducts Offenses. The mere fact that an offense(s) is listed in a particular table does not mean the Marine Corps will entertain a waiver for that offense. Refer to **Table 3-16 INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE, Item 17 on page 3-138** for additional information.

- Any conviction (found guilty, other forms of adverse adjudication DO NOT APPLY) of **Sexual Assault**; defined as intentional sexual contact by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent, including when incapacitated by drugs or alcohol. Also any offense classified as "rape (includes statutory rape)," "forcible sodomy," & "other unwanted sexual contact that is aggravated, abusive or wrongful" or "attempts to commit one of these offenses" is prohibited for enlistment.

- Any applicant with conviction for an offense resulting in mandatory registration as a Sexual Offender is ineligible for enlistment. **No Waivers**. Reference: Office of the Under Secretary of Defense (OUSD) Memorandum for Secretaries of the Military Departments dated 7 July 2009. Subject: Enlistment or Commissioning of Individuals with Felony Convictions for Sexual Assault.

THIS PAGE INTENTIONALLY LEFT BLANK

PARTICIPATION IN GANGS, EXTREMIST ORGANIZATIONS OR ACTIVITIES

I, _____ by my signature below, acknowledge that I have been informed and understand the Marine Corps policy regarding participation in any criminal gang, extremist group, organization or activity.

Purpose: The purpose of this document is to ensure that every Marine completely understands the Marine Corps policy regarding participation in criminal gangs, extremist group, organizations or activities.

General Information: Any participation in a criminal gang, extremist groups, activities or organizations is inconsistent with Marine Corps core values and equal opportunity regarding race, color, religion, sex, or national origin.

Policy: It is U.S. Marine Corps policy to provide equal opportunity to all members of the Marine Corps regardless of race, color, religious affiliation, gender or country of origin. This is vital in order for unit commanders to maintain the high moral standards of the Marine Corps, maintain good order and discipline, instill unit cohesion and high morale, and is essential in order to accomplish its mission. This paragraph identifies prohibited actions of Marines involving extremist organizations or activities:

(1) Participation. Marines are prohibited from participation in criminal gangs, extremist organizations and activities. Extremist organizations and activities are ones that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, sex, religion, or national origin; advocate the use of or use force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States or any State; or advocate or seek to overthrow the Government of the United States, or any State by unlawful means.

(2) Prohibitions. Marines are prohibited from the following actions in support of criminal gangs, extremist organizations or activities. Penalties for violation of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (UCMJ) and administrative.

- (a) Participating in a public demonstration or rally; or
- (b) Attending a meeting or activity with knowledge that the meeting or activity involves an extremist cause; or
- (c) Fund-raising, recruiting or training members (including encouraging other Marines to join); or
- (d) Creating, organizing, or taking a visible leadership role in such an organization or activity; or
- (e) Distributing literature on or off a military installation the primary purpose and content of which concerns advocacy or support of extremist causes, organizations, or activities.

Acknowledgement: I have read and fully understand the Marine Corps policy regarding participation in criminal gangs, extremist groups, organizations or activities.

Signature of Applicant Signature of Witness DD MMM YYYY

Figure 3-8. -- Participation in Gang/Extremist Group SOU

QUESTIONABLE CONDUCT, OR ABERRANT BEHAVIOR SCREENING FORM

Name (First, MI, & Last)	RS/RSS	Last 4 SSN
---------------------------------	---------------	-------------------

Part I. Privacy Act Statement:

Authority. The authority to request this information is contained in Sections 504, 505, 510,511 & 802 of Title 10 U.S.C. as amended.

Principle Purposes. The information will be used to determine your present enlistment eligibility.

Routine Uses. The information provided by you will become a part of your permanent service record file. This information is for OFFICIAL USE ONLY and be maintained and used in strict confidence in accordance with Federal Laws and Regulations.

Mandatory or Voluntary Disclosure. The information requested is of a personal and confidential nature, and you do not have to provide such information unless you voluntarily wish to join the U. S. Marine Corps. Failure to answer any of the questions completely or to provide the information requested may result in the inability to fairly evaluate your enlistment eligibility, and may result in your subsequent denial for enlistment.

Part II. Definitions:

Questionable or Aberrant Behavior. Involvement with any groups or organizations advocating violence or illegal activities. Participation in such activities, whether in such groups or as an individual.

Racially Biased Groups. A group or organization which exhibits a negative disposition and prejudicial attitudes against an entire class of persons based solely on racial differences.

Gang Related Violence. Violent activity or behavior stemming from involvement in an association with an organized group which advocates or engages in criminal activity.

Initiation/Acceptance Activities. Behaviors or activities undertaken with the purposes of gaining membership into a group or organization, which advocates violence or illegal activities.

Hate Crimes. Criminal behavior or activities, which illegally discriminate on the bases of race, sexual orientation, creed, gender or national origin.

Part III. Questionable or Aberrant Behavior _____ **YES** _____ **NO** _____

1. I have been or am now a member of a racially biased Group or Organization that advocates the degradation of cultures or human races other than my own. _____
2. I have participated in violent acts committed against a Person of a different race. _____
3. I have been cited, charged or arrested for a hate crime. _____
4. I have been or am now a member of a gang. _____
5. I have participated in an initiation to gain acceptance to a group or gang. _____
6. I have committed illegal acts to gain acceptance to a group/gang. _____

Part IV. Applicant Certification

I certify that I have completed this document honestly and of my own free will, without concealing any information.

Applicant Signature

Date

Part V. Recruiter Certification

I certify that the above applicant read, understood & signed this document of their own free will & certified by his/her signature that all answers are complete and true.

Recruiter Signature

Date

FILE A COPY OF THIS SCREENING FORM IN THE APPLICANTS RESIDUAL ENLISTMENT FILE

Figure 3-9. -- Questionable Conduct/Aberrant Behavior Screening Form

MCRC ENLISTED TATTOO SCREENING FORM

NAME _____ L4 SSN _____ DATE _____

Part I. Purpose. The purpose of this form is to ensure that you tell us the full extent of your tattoos, brands and/or body ornamentation. Refusal to complete the form will result in termination of your enlistment processing.

1. Does the applicant currently have, or ever had any tattoos, brands, body markings, or body ornamentation, or has the applicant ever had a tattoo, brand or body ornamentation removed, concealed, covered or altered? (Initials in appropriate block)

Y _____ N _____

If answer to Question 1 is NO; the applicant will move to Part II Certification Block of Screening Form. Questions 2 through 9, Part IV Documentation, Part V Certification on Page 3, or an interview by a commissioned officer not required if Question 1 is NO.

2. Does applicant have more than 4 body markings of any type that are exposed or partially exposed while wearing the standard PT uniform (shorts & shirt)?

Y _____ N _____

3. Are any of the tattoos, brands or markings:

- on head or neck (above collarbone in front, above seventh [C7] cervical [last] vertebrae in back or otherwise visible in open collar short sleeve khaki shirt with no undershirt) or inside the mouth?
- on hands, fingers, or wrists ?

Y _____ N _____

4. Are any tattoos, markings or ornamentations exposed wearing standard PT uniform:

- Larger than wearers hand with fingers extended and joined?
- Band Tattoos, (max width less than 1/4 of the body part, i.e. leg)?
- Excessive Tattoos (combined coverage more than 1/4 of the body part?
- Sleeve Tattoos (large tattoos or collection of smaller tattoos that covers or almost covers a person's arm[s] or leg[s])?

Y _____ N _____

5. Do any of the tattoos, markings etc., depict nudity, are they racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps Drug policy, the UCMJ, to include tattoos associated with illegal drugs, drug usage or paraphernalia?

Y _____ N _____

6. Do any of the tattoos, brands/body ornamentation represents a gang membership or extremist group, advocate racial, ethnic, or religious discrimination, obscene, prejudicial to good order and discipline/moral or discredit to the Marine Corps?

Y _____ N _____

Explain: _____

7. Are any of the tattoos a result of a specific activity? (i.e. activity for membership initiation, or as the result of any violation of law(s))?

Y _____ N _____

8. Are there any body markings, ornamentation or mutilation (i.e. Tongue Splitting, etc), Ornamental Body Piercing(s), Holes in Ear Lobes (large enough for light to pass through opening), or Ornamental Implantations, (silicone implants on face, horns on the forehead, etc).

Y _____ N _____

9. Have any tattoos, brands, markings or body ornamentation been removed, concealed, covered or altered?

Y _____ N _____

MCRC ENLISTED TATTOO SCREENING FORM

NAME _____ L4 SSN _____ DATE _____

Location(s) of a applicant's current, removed, concealed, covered, or altered tattoos, brands, markings, or ornamentation will be documented in **Part IV** of this Screening Form. Removed, concealed, covered or altered tattoos need to be annotated as such (i.e. removed) with full description of the original marking.

Part II: Certification. I have completely disclosed the full extent of my tattoos, brands or body ornamentation to include those removed or altered.

(Signature of Applicant) (Date)

(Name of Recruiting Representative) (Signature) (Date)

Note: IF APPLICANT RESPONDED "YES" TO QUESTION 1, "NO" TO QUESTION 2, or "YES" TO QUESTION 9, MUST BE INTERVIEWED BY COMMISSIONED OFFICER TO DETERMINE ELIGIBILITY AND PROPER LEVEL FOR REVIEW (i.e. RS level Commissioned Officer or Regional Commanding General). IF THE APPLICANT ANSWERED "YES" TO QUESTION 2, MUST BE REVIEWED BY REGIONAL COMMANDING GENERAL. IF APPLICANT RESPONDED "YES" TO QUESTIONS 3 THROUGH 8, THE APPLICANT IS INELIGIBLE FOR ENLISTMENT. DIGITAL PHOTOS ARE REQUIRED FOR ALL REVIEWS. Photos are not required of female applicants with torso tattoos or male applicants with lower torso (below waist) tattoos. Applicants may hand draw pictures of torso & lower torso tattoos indicating size and location. Cross-check drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency. Under no circumstances will a female applicant be photographed in less clothing than the standard PT uniform of shorts & shirt (with sleeves rolled to shoulder seam) or tank top with spaghetti straps) and PT shorts, or will any male applicant be photographed in less clothing than standard PT uniform (shorts).

Commissioned Officer's Reviewing Comments: _____

[] Recruiting Station Review [] Regional CG Review required

PRINTED NAME / SIGNATURE OF COMMISSIONED OFFICER RANK BILLET

ALL QUESTIONABLE BODY MARKINGS ON REGARDING CONTENT, SIZE, NUMBER OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE DECISIONING AUTHORITY FOR APPROVAL/REVIEW.

***Note: Part III. Recertification.** (Members of DEP/SMCR AIADT/). I certify the information previously given on Tattoo Screening Form remains the same. If any change is indicated an addendum Tattoo Screening Form will be completed/ forwarded to the Commanding Officer prior to shipment to MCRD training.

1. Changes to this Tattoo Screening Form Y _____ N _____

(Signature of Applicant) (Last 4 SSN) (Date)

(Name of MEPS LNCO) (Signature of MEPS LNCO) (Date)

Figure 3-10. - Tattoo Screening Form

THIS PAGE INTENTIONALLY LEFT BLANK

STATEMENT OF UNDERSTANDING
MARINE CORPS POLICY CONCERNING TATTOOS, BRANDING, AND ORNAMENTATION

1. Purpose. The purpose of this Statement of Understanding (SOU) is to ensure you understand the Marine Corps policy concerning Tattoos, Branding and Ornamentation, contained in USMC Uniform Board Regulation MCO P1020.34G.

2. Policy. Marine Corps policies strictly PROHIBIT any Tattoos, Brandings, Mutilations, or Ornamentations on the Head or Neck area. Also, Sleeve Tattoos, Half-Sleeve/Quarter Sleeve Tattoos, which cover or almost cover a persons arm or leg are also PROHIBITED. Any Tattoos, Brandings, Mutilations, or Ornamentation on other parts of the body, that are prejudicial to good order and discipline, gang or extremist group related, or bring discredit to the Marine Corps are also PROHIBITED.
Descriptions:

a. Prejudicial to Good Order and Discipline. Tattoos, Brands or Ornamentation that are sexist (express nudity), excessive (sleeve tattoos), racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps drug policy.

b. Gang or Extremist Group. Any Tattoos, Brands or Ornamentation that feature vulgar or anti-American content, discredits the Marine Corps, or associates with an extremist group, gang membership or gang activity.

c. Size. Any Tattoos exposed when wearing the standard PT gear (T-Shirt & shorts), which is larger than the wearers hand, with fingers extended and joined and thumb along the index finger, or exceeds one-quarter (1/4) of the respective body part(s), requires administrative review (with digital photos) to the regional commanding general prior to enlistment.

d. Location. Head and Neck are defined as: Any portion above the collarbone in front area, including the "V" of the short sleeved khaki shirt and above the seventh cervical vertebrae (last vertebrae) area in the back.

e. Ornamentation. Defined as any Body Mutilations such as Tongue Splitting, Body Piercing(s), Holes in Ear Lobes (large enough for light to pass through), or Implantations, such as silicon implants on face, horns on the forehead, etc.

3. Certification. I certify that I completely understand the Marine Corps Policy on the Tattoos, Brands, and Ornamentations. I understand that I will be screened for Tattoos, Brands and Body Ornamentations, and must complete the Marine Corps Tattoo Screening Form. I further understand I will be screened prior to shipping for any Tattoos, Brands and Body Ornamentations received while in the Delayed Enlistment Program (DEP) or Marine Corps Reserve (including SMCR Awaiting IADT). Tattoos, brands or ornamentation received while in DEP or after enlistment could be disqualifying or prohibit assignment to highly visible or high profile assignments as a Marine or Marine Corps Reservist. This could adversely affect my incentive program or promotion opportunities as a Marine.

(Applicant's Printed Name)

(Applicant's Signature)

(Date)

4. Recruiter Verification. I certify that I have completely explained the Marine Corps policy on Tattoos, Brands and Body Ornamentation.

(Recruiters Printed Name)

(Recruiters Signature)

(Date)

5. MEPS Liaison Re-Verification. I certify I have re-verified and recorded any changes to the Tattoo Screening Form at the time of shipping to recruit training.

(MEPS LNCO Printed Name)

(MEPS LNCO Signature)

(Date)

Figure 3-11. - Tattoo Statement of Understanding

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART I: PRIOR SERVICE

3290. PURPOSE. The purpose of prior service restrictions is the maintenance of good order and discipline in the Marine Corps and the assurance that all Marines are trained and competent in their grade and occupational assignment.

3291. CRITERIA

1. For our purposes, the term "prior service" includes:

a. Those individuals who have successfully completed the recruit/basic training sponsored by their former service, reserve or regular.

b. Those individuals who fulfilled their original term of enlistment in an active component and are currently in the Individual Ready Reserve (IRR).

c. Those individuals who have completely fulfilled their 8 year Military Service Obligation (MSO) from any component.

d. Those individuals contractually obligated in a reserve component, processing with a DD 368 Reserve Clearance, **must be direct enlistments**.

2. For our enlistment purposes, the term "prior service" **does not** include:

a. Individuals who have failed to complete recruit training, (Entry level Separation ELS), given a DD Form 214 See para 4205.6 for max DEP time.

b. Former members of the DEP or Reserves awaiting IADT, **who did not commence active duty**, and currently have no contractual obligation (formal documentation excluding DD 368 is required) **ARE NOT considered prior service**.

c. Former officer candidate participants, who have attended active duty pre-commissioning training, but are required upon enlistment to attend recruit training (see paragraph 3291.7 page 3-125).

3. Members of the Armed Forces

a. No member of the Armed Forces serving in an Active Component in one branch of the Armed Forces shall be enlisted, either as a Active or as Reserve, in another branch of the Armed Forces.

b. No member of a Reserve component of any branch of the Armed Forces shall, while serving on EAD or active duty for training status, be enlisted in another branch of the Armed Forces.

4. Prior Service Marines

a. All requests for Marine Corps reenlistments will be submitted to the CG MCRC via the Marine Corps District and Region as part of the Prior Service Enlistment Program (PSEP), MCO 1130.80 series.

- b. Marine officers and former Marine officers, both active and reserve components, applying to enlist, will be processed per MCO 1130.80 series.
- c. SMCR members (mandatory {or obligor} participants) who desire enlistment in the active component will be processed per MCO 1130.80.
- d. Reserve component SNCOs serving in the SMCR or on EAD, applying for reenlistment, will be processed per this Manual and MCO 1130.80.
- e. Waiver requests for PSEP Marines will be submitted per chapter 3, section 3, and MCO 1130.80.
- f. Personnel given an Entry Level Separation (ELS) from the Marine Corps because they did not complete recruit training require region CG waiver. The CG of each region has the authority to approve ELS waivers under 2 years **except those falling under paragraph 3254.4 (Positive Urinalysis, Drug related NJP/Court Martial, discharged for drugs) and paragraph 3291.2j below.** In such cases, a prior service waiver must be submitted per the instructions contained in chapter 3, section 3, of this Manual. This category of accession is considered as an enlistment, not a reenlistment and are **eligible to reenter the DEP/SMCR AIADT but limited to 90 days delay.** The applicant is processed as an initial accession, and must meet initial accession criteria. No individual will be processed for enlistment whose separation from recruit training was due to psychiatric/psychological counseling or hospitalization.
- g. Prior Service Marines, and other services applicants who received an ELS from **recruit training (i.e. RE-3P), or separated from an officer commissioning (i.e. PLC, OCC)** for medical reasons, will require a BUMED review and MCRC medical waiver approval. This includes applicants separated for medical reasons, who are subsequently found medically qualified at the MEPS. Once the medical waiver is approved, the region remains the ELS waiver authority (except recruits with ELS medical placed on the Temporary Disability Retired List (TDRL) which will require CG MCRC approval).
- h. Applicants who have successfully completed Marine Corps Recruit Training and then received an ELS from the Marine Corps (i.e. SOI/MCT), are considered a **reenlistment into the Marine Corps** and will be processed in accordance with MCO 1130.80 series as PSEP applicants.
- i. Prior service Marines who are reappointed to the grade of sergeant or above under the provisions MCO 1130.80 series will be apprised of the provisions contained in MCO P1400.32 regarding eligibility to compete for promotion based on prior satisfactory service.
- j. Marine Corps ELS and other services ELS (did not complete recruit training) **discharged for Positive Urinalysis, Drug related NJP/Court Martial or Drugs, must wait 2 years before for waiver consideration.** **Those ELS discharges who completed recruit training are ineligible per paragraph 3254.4. No exceptions.**
- k. Prior service Marines who declare any drug usage since their EAS, are not eligible for reenlistment consideration.
- l. PSEP Marines who had a court martial conviction, more than two non-judicial punishments (NJP), civil convictions (excluding Traffic Offenses), guilty of DWI, DUI or DWAI while on active duty or since EAS, require an endorsement from regional commanding general as part of their PSEP request.

m. Marine Corps and SMCR personnel whose names have been placed on the Temporary Disability Retired List (TDRL) and who are subsequently found to be physically qualified to perform the duties of their grade, may be reenlisted at their request, provided they are otherwise qualified.

(1) These individuals are notified of their removal from the TDRL by a letter from the CMC (MMSR). The letter will serve as verification of the fact that the individual has been removed from the TDRL.

(2) Reenlistment will be per the provisions of the letter and MCO 1130.80 series. Submit a routine reenlistment request to the CG MCRC. A medical waiver is not required if the applicant meets medical standards by virtue of a MEPS medical examination.

(3) Personnel whose names are removed from TDRL and were discharged with severance pay are not eligible without approval from the CG MCRC.

5. Prior Service Other Service (PSOS) Applicants.

a. Applicants with prior service in a branch of the Armed Forces other than the Marine Corps will be processed per this manual. Initial accession criteria standards apply. Applicants with prior service as described in paragraph 3291.1 a. through d., **are not eligible to enter the DEP or SMCR AIADT**, in accordance with Title 10 U.S.C. These applicants must be direct enlistments (contract and ship). Applicants with prior service under the definition of non-prior service in paragraph 3291.2.a., **are eligible to enter the DEP/SMCR AIADT, for a maximum of 90 days.**

b. PSOS applicants are considered new accessions to the Marine Corps. They must meet non-prior service initial enlistment criteria. This includes a current valid ASVAB test and MEPS physical exam. **Previous ASVAB scores and medical exams** from a period of prior service other service are not authorized for enlistment (exception is DEP discharge). All PSOS must attend recruit training. This accession is considered an "enlistment", vice "reenlistment".

c. PSOS applicants with an inter-service reenlistment code other than "1" (**except RE-4**) will not be enlisted without prior approval of the CG Region. **Applicants with an inter-service reenlistment code of "4", will not be considered for enlistment.**

d. Reserve applicants who receive "N/A" instead of a reenlistment code on their DD 214/DD 215 and possess DD Form 368 do not require a waiver.

e. Applicants with an inter-service reenlistment code of "1" that require a waiver for other factors (e.g., dependents, misconduct, medical, etc.) will be forwarded to the appropriate waiver authority for decision. In cases where a DD Form 214 is required and not available, refer to paragraph 3292 of this manual.

f. Applicants released as E-1 or as E-2 will not be enlisted without prior approval of the Region CG. This does not apply to E-1/E-2 reservists or members of the National Guard whose only active duty was IADT and who have less than 2-years of service with their reserve unit and are actually attending drills (see paragraph 3291.5).

g. An applicant who is currently a member of the Active or Reserve Component of the Armed Forces, including the National Guard, may not enlist into the DEP/SMCR AIADT. For former members, see paragraph 3.a. above.

h. Officers and former officers of other services, applying to enlist, will be processed per MCO 1130.80 series.

i. PSOS enlistments in the SMCR are processed per this manual. Prior service waivers will be forwarded to MCRC G-3, who will forward to CMC (RAM) for consideration and approval. PSOS applicants applying for enlistment into the SMCR should be advised that they will attend recruit training, MCT/SOI, and MOS School. Exceptions to this will only be approved by M&RA(RAM).

j. Personnel who were separated from their respective service because they did not successfully complete the prescribed course of Entry Level Training (i.e. boot camp) will not normally be considered for enlistment in the Marine Corps prior to 2 years after the date of separation and will not be enlisted without prior approval of the Region. **The Commanding General of each Region has the authority to approve ELS waivers under 2 years except those falling under paragraph 3254.4 (Positive Urinalysis, Drug related NJP/Court Martial, discharged for drugs)**. In such cases, a prior service waiver must be submitted per the instructions contained in chapter 3, section 3, of this manual. This category of accession is considered as an enlistment, not a reenlistment. The applicant is processed as an initial accession, and must meet initial procurement criteria, however, no individual will be processed for enlistment whose prior separation from recruit training was due to psychiatric or psychological counseling and/or hospitalization.

6. Marine Reservists

a. Members of the SMCR (Mandatory/Obligor Participants). Members of the SMCR (mandatory participants), component codes K4, K8, K9, and B5, serving the active reserve portion of their initial 8-year (MSO), who have returned to their unit after completion of IADT and desire to enlist in the Active Component of the Marine Corps, will be processed as follows:

(1) These individuals will submit a request for enlistment to MCRC in accordance with MCO 1130.80 series. These requests will be reviewed on a case-by-case basis based on the needs of the Marine Corps.

(2) These individuals will be processed as new accessions. They must meet initial procurement criteria, except for height/weight which will be in accordance with Marine Corps retention standards, and must be processed by the Recruiting Station. If a waiver for dependents was required to enlist in the SMCR, a waiver will again be necessary. Because these individuals have completed recruit training, waivers that would normally require consideration of the Region CGs, and will be forwarded to the CG MCRC.

(3) These applicants are not considered to be reenlistments and are not eligible for a 2-year (reenlistment) term of enlistment. They must enlist for 3 or 4 years. In the cases of individuals enlisting with an aviation MOS, a 4-year enlistment is required. DEP is not authorized.

(4) These applicants are not counted towards non-prior service or prior service regular accession requirements.

(5) These applicants are not to be enlisted without prior clearance from their reserve unit. Clearance must be obtained with DD Form 368 (Request for Discharges or Clearance from Reserve Components). This form is used to request clearance from a reserve unit or a National Guard unit or to verify that an active member of a reserve component of any branch of the Armed Forces, is not in receipt of orders to EAD within the next 60 days, exclusive of 15 days active duty for training. **Use of this form is mandatory for members of any reserve component.** MEPS will not enlist an applicant who currently is an active reservist unless a DD Form 368 authorizing said enlistment is included in the applicant's package. **Note:** See Table 3-15.

(6) Duty station assignments for these applicants will be requested in accordance with MCO 1130.80.

(7) Grade appointments will be in accordance with MCO 1130.80.

(8) Mandatory participants serving on extended active duty will be processed in accordance with MCO 1130.80.

b. Members of the SMCR (Non-mandatory [or Non-Obligor] Participants). Staff NCO's and officers of the SMCR will be processed in accordance with MCO 1130.80 series. Sergeants and below in the SMCR who have completed their initial 8-year military service obligation will be processed in accordance with MCO 1130.80 series.

7. Other Service Selected Reserves

a. Selected reservists of any branch of the Armed Forces, other than the SMCR, will not be accepted for enlistment within the 60-day period immediately preceding the effective date of orders to extended active duty or to active duty for training other than to the annual 14-day annual training.

b. Selected reservists of any branch of the Armed Forces, including the National Guard, shall not be accepted for enlistment in the Regular Marine Corps until clearance is obtained from the commanding officer of the unit concerned. Requests for clearance will be submitted on the DD Form 368 (Request for Discharge or Clearance from Reserve component).

c. Because an individual cannot serve in the reserve component of two services simultaneously, applicants currently serving in the Reserve Component/IRR component of another service will not be enlisted into the DEP. They will be enlisted and accessed (shipped) on the same day.

8. Other Service Individual Ready Reserve (IRR). A member of the IRR of any branch of the Armed Forces (non-mandatory participant) may not be enlisted into the active Marine Corps without prior clearance (DD368) or discharge from such reserve component. Members of the IRR will be processed in accordance with the procedures outlined in preceding paragraphs according to their prior active and/or reserve military service.

9. Enlistment or Reenlistment of Officer Program Participants. Applicants who served under an enlistment contract to participate in a commissioning program will subsequently be processed as prior service/non-prior service applicants based on whether recruit training is required. An administrative waiver will be submitted to MCRC G-3 prior to enlistment to ensure no contractual obligation precludes enlistment of former officer participants.

a. Non-Prior Service (Recruit Training Required). Recruit training **is required** for applicants who previously completed Marine Corps 6 week Platoon Leaders Class (PLC) Junior Course, 6 week PLC Senior Course, NROTC Bulldog, Officer Candidate Course (OCC), or Combined PLC courses. The recruit training requirement is necessary since the mission of OCS is to "screen and evaluate officer candidates" and as such the OCS graduates do not meet minimum requirements of a basically trained Marine, such as weapons training, rifle qualification, martial arts training, and swim qualification. Grade appointments will be per table 4-2, page 4-42. These applicants are eligible to enter the DEP or SMCR Awaiting IADT.

b. Prior Service (Recruit Training not Required). Recruit training **is not required** for applicants who previously completed Marine Corps recruit training or The Basic School (TBS). If the applicant desires to reenlist, requests must be submitted to the CG MCRC for approval in accordance with MCO 1130.80 series. Grade appointments will be per table 4-2, page 4-41 or MCO 1130.80 as applicable. These applicants are considered PSEP applicants and are not eligible to DEP.

10. Special Procedures for the Involuntary Enlistment of Disenrolled or Drop On Request Naval Reserve Officer Training Corps (NROTC) Marine-Option Midshipmen.

a. Regulations governing the NROTC Program require that members enlist in the Individual Ready Reserve (IRR) of the U.S. Marine Corps or U.S. Navy, depending upon which branch of the service will commission them. The regulations further state that midshipmen who are disenrolled after beginning their junior year of college are liable to serve a term of active enlisted service. The Secretary of the Navy will decide in each case whether the disenrolled midshipman will be called to active duty and the length of active duty to be served.

b. Although each disenrolled midshipman will have a valid enlistment contract, no other enlistment processing for recruit training will have taken place. The following procedures will be utilized to bring a disenrolled midshipman to active duty:

(1) The CG MCRC will notify the midshipman and the midshipman's commanding officer of the decision of the Secretary of the Navy.

(2) The CG MCRC will notify the Commanding General, Marine Corps Mobilization Command (MOBCOM), of the decision of the Secretary of the Navy and will request that orders if applicable be issued activating the disenrolled midshipman within 30 days. The orders issued by MOBCOM will direct the disenrolled midshipman to report to the nearest Marine Corps recruiting sub-station for processing under non-prior service criteria, per standard enlistment procedures, through the cognizant MEPS. Notification from MOBCOM will include appropriation data from the home of record of the disenrolled midshipman to the processing recruiting substation and then to the cognizant MEPS. Appropriation data necessary to transport the disenrolled midshipman from the MEPS to the appropriate recruit depot will be provided by the MEPS following normal procedures for new recruits. The Enlistment Contract of the disenrolled Midshipman will be provided to MOBCOM by the CG MCRC.

(3) A copy of the former midshipman's NROTC enlistment contract will be forwarded from the CG MCRC to the respective recruiting station to be included in the final enlistment packet.

(4) Processing at the MEPS will be the same as that required for all other non-prior service applicants. However, the results of the ASVAB test will be used only for potential assignment qualifications, not for enlistment qualification. Former midshipmen will be shipped as "open" contracts. Disenrolled midshipmen ordered to 2 years involuntary active duty are creditable for contract and regular non prior service (RNPS) mission. Source of entry code for these accessions will be "blank, blank, 7, A." If a disenrolled midshipman is found unqualified by the MEPS, the CG MCRC will be notified by the commanding officer of the processing recruiting station.

(5) In the event the former midshipman desires enlistment into the Regular Marine Corps, the period of enlistment must be for a minimum of 3 years. Mental testing will still be required, but this time the results can be used to obtain an enlistment option/bonus. Should the former midshipman be found fully qualified for regular enlistment, notification of this action must be given to MOBCOM and to the CG MCRC.

(6) Former midshipmen are eligible for promotion to "Contract" PFC per table 4-2, page 4-41.

(7) If a disenrolled midshipman is found morally, mentally, or physically unqualified upon arrival at a recruit depot or during recruit training, the CG MCRC will be notified by the commanding general of the respective recruit depot. Discharge authority is retained by the CG MCRC. Every effort should be taken to ensure that a disenrolled midshipman completes recruit training and the assigned period of obligated service.

3292. VERIFICATION. The primary document used to verify prior active service is the DD Form 214 (with DD Form 215, if applicable). The DD Form 368 and NGB 22 will also be used in the case of reservists and National Guard members, respectively, when appropriate.

1. Verification of Prior Service

a. DD Form 214/215 will continue to be used to verify other information necessary to process prior service applicants for enlistment or reenlistment. In the case of former reservists, a copy of their discharge certificate is also required.

b. The Defense Manpower Data Center (DMDC), Monterey, California has established a website; Recruiter Eligibility Determination Database (REDD) to verify prior service information. Data extracted from this website can be used to verify prior service for MEPS processing in lieu of the DD214. Prior to enlistment/reenlistment a DD 214 is required. Information and access to this website are restricted to DMDC authorized users at the Recruiting Station, District, Region and MCRC level. User IDs and log-on passwords will be provided to all levels from DMDC via MCRC G-3 Assistant Operations Chief.

c. Recruiting stations will verify the inter-service reenlistment eligibility (IRE) code of each prior service applicant. The inter-service separation and reenlistment eligibility (ISC) codes are set forth in figure 3-12, page 3-127.

2. Inter-service Separation and Reenlistment Eligibility Verification

a. Recruiting stations will utilize the Defense Manpower Data Center (DMDC), Monterey, California Recruiter Eligibility Determination Database (REDD), to determine enlistment eligibility for all prior service applicants. The DMDC has a reenlistment eligibility file on all prior service personnel for each branch of the Armed Forces. The previously used verification procedure using a 1-800 number has been discontinued by DMDC.

b. Personnel at the recruiting sub-station (RSS) level are not authorized to use the REDD Website.

c. Recruiting stations are limited to three (3) eligible users for authorized access to REDD at DMDC, Monterey CA. A record of all inquiries to DMDC and all responses will be maintained for a minimum of one (1) year. The REDD will provide the service component, period of service, IRE, ISC, RE Code and Separation Code of the prior service member.

d. If the REDD Website is down or if otherwise directed by MCRC, RS REDD users can contact DMDC by phoning **1-800-538-5916** between 0700-1800 daily, Pacific Time. The person calling must furnish to the operator the same information required to gain access to the REDD Website. The DMDC operator will verify the user's access code and require for each prior service applicant: applicant's SSN, name, date of separation, and service.

e. The response to telephonic inquiries will be the inter-service reenlistment eligibility code and the inter-service separation code for the applicant in question (see figure 3-10, page 3-133). If an inquiry produces a "not in the file", the caller will be instructed to advise the applicant to contact the appropriate records center, in writing, for reenlistment code information. Addresses for each service's records center follows:

f. Determination of an applicant's eligibility for enlistment by DMDC does not relieve the recruiter of the responsibility to review the DD Form 214/215 for any disqualifying data to ensure that the applicant meets all enlistment/reenlistment criteria set forth in this manual, MCO 1130.63. DMDC determination alone does not constitute authority for enlistment/reenlistment.

g. Access codes and reenlistment information will be kept inside recruiting service channels. The Privacy Act of 1974 prescribes a criminal penalty and a fine not to exceed \$5,000 for willful, unauthorized disclosure of personal information. Reenlistment eligibility information may be of such a personal nature that it is covered by the Act.

h. Substantiated compromises of access codes or reenlistment eligibility information will be reported to DMDC telephonically within 24 hours of the occurrence, along with a report of the corrective action taken by the responsible recruiting station. A letter explaining the circumstances surrounding the compromise and actions initiated to preclude further misuse of the centralized system will be provided to Defense Manpower Data Center (DMDC), 4th Floor, 1600 Wilson Boulevard, Arlington, Virginia, within 5-working days following the occurrence. "Information" copies of the letter will be provided to the CG MCRC and to ODASD/MMP, Pentagon, Washington, DC 20330.

3. Request for Conditional Release DD368. Any applicant who is under contract and currently in a reserve component (including the IRR) requires a DD Form 368 prior to being processed for enlistment or reenlistment at the MEPS. DD 368 release approval contained in Block 5.a. of form has a "release valid until date _____" that must be valid at time of processing and date of enlistment. Table 3-15 Note 3 contains instructions on completing form.

a. Requests for Conditional Release DD368 can be mailed to:

USMCR (IRR only)	Commanding General Marine Corps Reserve Support Command 15303 Andrews Rd. Kansas City, MO 64147 (816) 843-3395 Cust Svc (816) 843-3077 Fax
USMCR (SMCR Obligors)	Commanding General Marine Forces Reserve 4400 Dauphin Street New Orleans, LA 70146 (504) 678-1426
USMCR (SMCR Non Obligors)	Commanding General Major subordinate Command (MSC)
USAR, & Army Nat'l Guard IRR	U.S. Army Human Resource Command Attn: DARP-PAS-EV 9700 Page Boulevard St. Louis, MO 63132-5200 (314) 592-0000 Comm (314) 592-0533 Fax
USNG/ING	Commander (Unit Assigned as indicated on DD 368)
USN IRR	Navy Personnel Command Attn: PERS-913 5720 Integrity Drive Millington, TN 38055-4911 (901) 874-4470 Comm
USAFR IRR	Headquarters ARPC/DPPRS 6760 East Irvington Place Denver, CO 80280 (303) 676-6362 Comm (303) 676-8416 Fax
USAF Air Nat'l Guard IRR	Headquarters ARPC Attn: Air Nat'l Guard Separation Unit 6760 East Irvington Place Denver, CO 80280 (303) 676-7744 Comm
USCGR	Commandant Coast Guard Headquarters 400 7th St., S.W. Washington, DC 20590

b. Prior service applicants and Marines discharged before 1 Jan 1998 with no reserve commitment remaining in their branch of service from which separated and needs copies of separation documents they can be obtained at:

**National Personnel Records Center
Military Personnel Records
1 Archives Drive
St. Louis, Missouri 63138**

Additional information can be obtained at: <http://www.archives.gov/>

c. Prior service Marines who have been discharged or separated from 1 Jan 1998 and after, and need copy of their DD214 they can be obtained at:

**Commandant of the Marine Corps (MMSB-10)
Personnel Management Support Branch
2008 Elliott Road, Room 203
Quantico, VA 22134-5030**

Additional information can be obtained at the following link:

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/SB/OMPF/70MPF_REQUEST_OMPF.

4. High School Graduate Qualification. All prior service applicants who have served a complete enlistment of three or more consecutive years in the regular forces of the United States are eligible to be reenlisted as high school graduates Tier 1. Applicant will be classified as a 12L.

5. Navy Discharge Review Board and Board for Correction of Naval Records

a. The Marine Corps has no authority to change the type of discharges awarded to former Marines by competent authority. In the event inquiries pertaining to review of a discharge are received, the applicant should be advised to contact or petition the following boards:

President Navy Discharge Review Board Navy Department Washington, DC 20370	(for discharges other than those pursuant to the sentence of General Courts-Martial)
---	--

The Secretary of the Navy Board for Correction of Naval Records Navy Department Washington, DC 20370	(for discharges pursuant to the sentence of General Courts-Martial and for correction of records)
--	--

b. These boards do not have authority to reinstate any person in the Marine Corps, but they will determine if any change is warranted in the type and nature of discharge.

c. No member of the Recruiting Command shall inform or suggest to any applicant(s), that they will be accepted or can be accepted for enlistment or reenlistment, if their character of discharge or their official military records are changed. By doing this, individuals will not be given any false hopes about their acceptance for enlistment or reenlistment.

TABLE 3-15

CLEARANCE FROM RESERVE COMPONENTS.		
R A	B	C
U If applicant is a L member of: E	and DD Form 368 is (notes 2 and 3):	then the applicant may:
1 a Reserve component (note 1)	approved	enlist
2	disapproved	not enlist

NOTE 1. A member of a reserve component is any member of the: Marine Corps Reserve, Army National Guard of the United States, Army Reserve, Naval Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve, **or the Reserves Awaiting Initial Active Duty for Training of any service.**

NOTE 2. Enlistment or reenlistment in the Marine Corps or SMCR is **not authorized** under any of the following situations:

a. The commanding officer of the unit concerned has not provided positive clearance on behalf of the selected reservist or DEP member.

Exception In the case of members of the Marine Corps DEP or members of the SMCR awaiting IADT, a clearance is not required to enlist from one Marine Corps component to another. The member must be released from the DEP or SMCR AIADT by formal letter to the appropriate MEPS Commander, and re-processed into the new component.

b. A selected reservist of any service other than the Marine Corps who is within 60 days of reporting to EAD or active duty for training other than the annual 15-day tour.

c. A member of any Reserve component who is serving on EAD or is in an active duty for training status.

NOTE 3. Administrative Instructions. The DD Form 368 (Request for Discharge or Clearance from Reserve Components) is a three-part form. Section I is the **REQUEST FOR RELEASE** for clearance prepared by the Recruiting Service. Section II is the **APPROVAL/DISAPPROVAL** of clearance by the member's Reserve unit commander, and section III is the **NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION** sent to the Reserve unit commander by the Recruiting Service. Use and distribution of the DD Form 368 will be as follows:

a. In cases that require a clearance or in cases where a reservist's status is uncertain:

(1) Complete Section I on an original with four copies.

(2) Retain one copy for recruiting station's files along with the stub from the "certified mail" label.

(3) Mail the original and three copies to the Reserve unit commander by "certified mail."

TABLE 3-15

CLEARANCE FROM RESERVE COMPONENTS.-CONTINUED.

(4) In cases that involve a member of the National Guard, an extra copy will be necessary. Mail the extra copy to the adjutant general of the state concerned.

(5) The member's Reserve unit commander will keep one copy and return the original and two copies with Section II completed.

(6) Annotate the results of the Reserve unit commander's action on the recruiting station file copy.

(7) Upon enlistment, complete Section III of the original and all copies including the recruiting station copy.

(8) One copy must be sent to the Reserve unit commander by "certified mail."

(9) Keep the certified mail receipt with the residual file. With Part III completed, the Reserve unit commander has authority to effect discharge from the Reserve component effective the day preceding enlistment. See table 4-3, page 4-71, for instructions on the distribution of the original and remaining copies.

INTER-SERVICE SEPARATION AND REENLISTMENT ELIGIBILITY CODES

1. Inter-service Separation Codes (ISC)

0 Release from Active Service

- 01 Expiration of Term of Service
- 02 Early Release - Insufficient Retainability
- 03 Early Release - To Attend School
- 04 Early Release - Police Duty
- 05 Early Release - In the National Interest
- 06 Early Release - Seasonal Employment
- 07 Early Release - To Teach
- 08 Early Release - Other (Including RIF)

1 Medical Disqualifications

- 10 Conditions Existing Prior to Service
- 11 Disability - Severance Pay
- 12 Permanent Disability - Retired
- 13 Temporary Disability - Retired
- 14 Disability - Non-EPTS - No Severance Pay
- 15 Disability - Title 10 Retirement
- 16 Unqualified for Active Duty - Other

2 Dependency or Hardship

- 22 Dependency or Hardship

3 Death

- 30 Battle Casualty
- 31 Nonbattle - Disease
- 32 Nonbattle - Other
- 33 Death - Cause Not Specified

4 Entry into Officer Programs

- 40 Officer Commissioning Program
- 41 Warrant Officer Program
- 42 Service Academy

5 Retirement (Other than Medical)

- 50 20-30 Years of Service
- 51 Over 30 Years of Service
- 52 Other Categories

Figure 3-12.--Inter-service Separation and Reenlistment Eligibility Codes.

6-8 Failure to meet Minimum Behavioral or Performance Criteria

- 60 Character or Behavior Disorder
- 61 Motivational Problems
- 62 Enuresis
- 63 Inaptitude
- 64 Alcoholism
- 65 Discreditable Incidents - Civilian or Military
- 66 Shirking
- 67 Drugs
- 68 Financial Irresponsibility
- 69 Lack of Dependent Support
- 70 Unsanitary Habits
- 71 Civil Court Conviction
- 72 Security
- 73 Court Martial
- 74 Fraudulent Entry
- 75 AWOL, Desertion
- 76 (no longer used)
- 77 (no longer used)
- 78 Good of the Service
- 79 Juvenile Offender
- 80 Misconduct (Reason Unknown)
- 81 Unfitness (Reason Unknown)
- 82 Unsuitability (Reason Unknown)
- 84 Basic Training Attrition
- 85 Failure to Meet Minimum Qualifications for Retention
- 86 Expeditious Discharge
- 87 Trainee Discharge

9 Other Separations or Discharges

- 90 Secretarial Authority
- 91 Erroneous Enlistment or Induction
- 92 Sole Surviving Son/Daughter
- 93 Marriage
- 94 Pregnancy
- 95 Minority
- 96 Conscientious Objector
- 97 Parenthood
- 98 Breach of Contract
- 99 Other

Figure 3-12.--Inter-service Separation and Reenlistment
Eligibility Codes.--Continued.

2. Inter-service Reenlistment Eligibility Codes (IRE)

These are one-digit extracts of the two character RE codes submitted by the military services:

<u>Code</u>	<u>Interpretation (Note 1)</u>
1	Immediately eligible for reenlistment at time of separation.
2	Not eligible for immediate reenlistment.
3	May be eligible with waiver - check reason for separation.
4	Definitely not eligible for reenlistment.
5	Not a "1" but codes 2, 3, and code 4 for submission periods may have different interpretation than above.
9	Conflicting data in file - check hard copy records.
0	Unknown.

Note 1: With the repeal of **Don't ask Don't Tell (DADT)**, any individual separated under the previous authority can apply for enlistment/reenlistment without having to request changing their Reenlistment Code.

Figure 3-12.--Inter-service Separation and Reenlistment
Eligibility Codes.--Continued.

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 3: WAIVERS OF ENLISTMENT CRITERIA

3300. GENERAL POLICY

1. Enlistment Criteria. Enlistment criteria standards are established to ensure the Marine Corps enlists only those applicants who are capable of successfully completing their contractual term of service. Applicants who do not meet these standards will not be enlisted/reenlisted (DEP or SMCR Awaiting IADT) without a waiver being approved per Table 3-19. The waiver process is not an administrative addendum to qualify the unqualified.
2. Waiver Recommendations. Waivers are recommended for two reasons:
 - a. Highly favorable traits or mitigating circumstances exist which outweigh the reason for disqualification; or
 - b. The enlistment is clearly in best interests of the Marine Corps.
3. Waiver Responsibilities. The responsibility to determine whether or not waiver requests warrant favorable consideration rests with all command levels but initially with the recruiter. The recruiter's responsibilities include:
 - a. Screening (questioning and counseling)
 - b. Investigating (gathering proper documentation)
 - c. Initiating the waiver request (if warranted)

3301. ELIGIBILITY FOR WAIVERS

1. Making a Determination. To determine whether an applicant is eligible for a waiver, the following matters must be considered:
 - a. Is the enlistment criteria standard one which may or may not be waived? Refer to Table 3-16, page 3-143, for ineligible conditions which are not waiverable. Caution must be exercised in the case of high school seniors in the DEP or the SMCR awaiting IADT who neither graduate nor obtain an alternate credential.
 - (1) High school seniors in good standing may be eligible for waivers. They are considered as though they were "high school graduates" based on the assumption that they will graduate prior to commencing active duty. Should they fail to graduate, however, they may be ineligible to commence active duty based on enlistment criteria and their non-graduate status.
 - (2) Non-High School graduates (Tier III) must meet criteria to enlist based upon their ASVAB scores, and will be eligible to enlist only after the approved waiver(s) authorized for high school non-graduates. Individuals not meeting prescribed standards will be discharged in accordance with paragraph 4301 of this manual.

b. Subordinate commanders are not authorized to impose stricter criteria to official guidelines. However, Commanders at any level may disapprove a waiver based upon the waivers own merit, the Commanders judgment, and the current recruiting environment.

c. An applicant's eligibility will be based on the level of education, mental group category, and the "whole person" concept.

d. Regional Conduct (Moral) or Drug Waivers: The RS commanding officer must personally interview and endorse the waiver (cannot be delegated), and the waiver must contain the following statement: "The commanding officer has personally interviewed this applicant." The district commanding officer must personally review, approve and endorse the waiver (Executive officers may endorse in the absence of the commanding officer). The commanding general of respective region must also review and approve the waiver (chief of staff, or the AC/S recruiting may approve the waiver in the absence of the commanding general). This authority cannot be delegated.

e. Applicants requiring a MCRC Exception to Policy (Moral and/or Drugs) must be personally interviewed by the recruiting station commanding officer. If the waiver is forwarded, the RS commanding officer must personally endorse the waiver (cannot be delegated), and the waiver must contain the following statement: "The commanding officer has personally interviewed this applicant." The district commanding officer must personally review, approve and endorse the waiver (executive officer may endorse in the absence of commanding officer). The commanding general of the region must also review, approve and forward the waiver to MCRC (chief of staff may approve in the absence of commanding general). This authority cannot be delegated.

2. The "Whole Person" Concept

a. Waivers will be evaluated using the "whole person" concept. Under this concept, an applicant's qualifications are compared with their past performance with the intent of calculating potential effectiveness in the Marine Corps. Such an evaluation is difficult. The evaluation should present for consideration all relevant facts and information, as well as a thorough meaningful evaluation. Waiver requests which simply identify the disqualifying factor(s) without thorough discussion of all mitigating circumstances and the applicant's favorable traits are a disservice to the applicant and may well jeopardize waiver approval.

b. To help evaluate cases, record strengths and weaknesses. Be alert for patterns of success or failure. Ask the following questions:

(1) Is the applicant a desirable prospect?

(2) Does the applicant's strengths outweigh the disqualification?

(3) Are the applicant's demonstrated qualities indicative of successful service as a Marine?

(4) Is the applicant's enlistment/reenlistment clearly in the best interest of the Marine Corps?

c. If there is any doubt, or the answer to any of the above questions is "no," a request for a waiver should not be processed. This decision must be made without regard to monthly production goals.

3302. WAIVER AUTHORITY LEVELS. Requests for waiver of enlistment/reenlistment criteria will be submitted to the appropriate waiver authority depicted in table 3-19, page 3-159, for decision.

3303. SPECIAL CONSIDERATIONS FOR CONDUCT/MORAL AND MEDICAL WAIVERS

1. Conduct/Moral Waivers

a. Requirement to Disclose. Applicants are required to disclose all arrests, detentions, or investigations, by police and juvenile authorities, even if no charges or trials resulted. They are also required to disclose any and all illegal involvement with drugs. Recruiting personnel will ensure that applicants are fully aware of these requirements and of the penalties for withholding information or defrauding the United States government.

b. Police Records Checks (DD Form 369)

(1) Recruiters will initiate police record checks as follows:

(a) Miscellaneous Offenses. If an applicant's admitted involvement with law enforcement officials consist of traffic offenses (TO), police record checks are not required to confirm the individual's record. However, if any doubt/suspicion exists, police checks must be conducted.

(b) Non-Traffic Offenses (NTO), Misconduct Offenses (MO) and Major Misconduct Offenses (MMO). If the applicant's involvement with law enforcement officials consisted of non-traffic offense(s), misconduct offense(s) or major misconduct offense, DD 369 Police Record Checks will be initiated with Municipal, County, and State Law Enforcement Officials for each community where the applicant was alleged, or other sources revealed, the applicant to have committed the offense(s). This includes courts, probation departments, and parole officers. The check will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

(c) Prior Service

1 U.S. Marine Corps. An offense committed prior to enlistment (or period of EAD in the case of reservists) is not a bar to reenlistment and does not require a moral waiver. In such a case, it is not necessary to obtain police record checks. However, offense(s) (including any drug involvement) committed subsequent to the last period of honorable service do require a moral waiver. (See Note 8, on page 3-114)

2 Other Service. Offenses committed prior to, during, or subsequent to any enlistment in another branch of the U.S. Armed Forces, Active or Reserve (including the National Guard), require a waiver by the appropriate waiver authority as if the applicant did not have prior service. In such cases, however, consideration will be given to when the offense occurred in relation to the applicant's prior service.

(d) Aliens. Provided they are otherwise qualified, alien applicants, and applicants who have resided in foreign countries for any period of time since their 10th birthday, are eligible for enlistment without police record checks from the foreign countries concerned. If an applicant admits to a criminal record in a foreign country, obtain all possible information through an interview. Recruiters will not contact foreign authorities to determine moral qualifications or police record checks.

(e) Transients/Drifters. If an applicant is a transient/drifter as defined in paragraph 1204.5, police record checks are required from all municipalities in which the applicant has lived for the past three years.

(2) Reimbursement of Expenses. When charged for police records checks, recruiter out-of-pocket funds will be used for this expense. If appropriate, the CO of the recruiting station may initiate a Blanket Purchase Agreement (BPA) to cover fees.

c. Character References

(1) When an applicant requires a district level, regional commanding general or higher level Conduct/Drug waiver, at least three character references must be obtained. DD Form 370, Request for Reference, will be used. References, however, are not required for traffic offenses unless they are categorized as felonies (Table 3-14, page 3-115). If an applicant had at any time been under the supervision of a probation or parole officer, a reference from this individual is mandatory

(2) Specific comments on an applicant's rehabilitation and any other relevant information is necessary for a proper evaluation. The following statement is required (currently embedded on DD370 AEP version), or will be added to the "Remarks" section of the DD Form 370:

"Please use the remarks section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence."

(3) A letter of reference is no better than its source. References from an applicant's family or friends are of little value because of a natural bias. Likewise, references that are completed and returned through the applicant are not as meaningful as those that are treated confidentially. Recruiters will mail, or personally deliver, the DD Form 370 requests to at least three individuals, named by the applicant, for completion and return. Mailing the forms and enclosing self-addressed, stamped envelopes will preserve necessary confidentiality.

(4) Only references from reputable and responsible citizens are considered appropriate (e.g., high school principals, school teachers, guidance counselors, doctors, employers). Note: All DD Form 370s will have the signers area code and telephone number.

(5) Paragraph 1206 of this manual stresses the importance of strictest confidentiality in these matters.

d. Decisions on Conduct/Moral Waiver Requests. Applicants should be judged on their fitness for duty in the Marine Corps or Marine Corps Reserve by their character at the time of application. The "whole person" concept discussed in paragraph 3301.2 should be used. Additionally, the following factors should be considered and addressed in the waiver request:

(1) The nature of the offense(s), to include any drug involvement, the attendant circumstances, both aggravating and extenuating, date of apprehension or arrest, trial date and/or sentencing date, and all inclusive dates of incarceration, credited or otherwise.

(2) The sentence, punishment, or other disposition.

(3) The age at the time of the offense(s), to include any illegal involvement with drugs.

(4) The degree of rehabilitation.

(5) The time elapsed since the offense (including any illegal involvement with drugs).

(6) The mitigating factors, including other enlistment qualifications.

(7) Date probation started and ended.

(8) Date of final action taken by judicial authority.

2. Medical Waivers

a. Applicants and Enlistees Awaiting Active Duty Training

(1) Applicants who do not meet physical standards, or who have physical defects that have not been properly waived, will not be enlisted or reenlisted under any conditions.

(2) No applicant not yet determined to be physically qualified will not be administered an IST or Physical Fitness Test (PFT) for any reason.

(3) Members of the DEP or the SMCR awaiting IADT who have a change of medical status require a re-examination and approval by a physician at MEPS. Those who become disqualified for enlistment/reenlistment because of physical reasons will be processed for a waiver per paragraph 3273, or discharged per paragraph 4301.2 of this manual. Determination by MEPS doctors of "not physically qualified" may be forwarded to the Commanding General MCRC, per table 3-17, page 3-149, for review.

(4) The Bureau of Medicine and Surgery makes recommendations to the CG MCRC for applicants who are determined to be physically unqualified. The medical waiver authority resides with the CG MCRC. Applicants who have been granted a medical waiver must have a copy of the medical waiver authority letter when shipping to recruit training. MEPS LNCO's will reference this medical waiver authorization in the "Remarks" section of the DD Form 1966. Recruit depots will create permanent health records from the medical documents that accompany enlistees.

b. Recommendation of the MEPS Physician. The Chief, Bureau of Medicine and Surgery (BUMED), Department of the Navy, considers physical waiver requests for Marine Corps applicants and provides appropriate recommendations to the CG MCRC. Should the MEPS physician not recommend a waiver, commanding officers may request review by higher authority if the applicant has the capacity to fulfill a military service obligation. When submitting such requests to higher authority, medical evidence, opinions of other physicians, and comments about the applicant's physical capabilities must be included. Before submission, any new information should first be provided to the MEPS physician for reconsideration.

c. Period of Validity

(1) Medical waivers are valid as long as the medical examination is valid. Medical waivers expire with the physical. If the medical exam has expired, a complete new medical waiver must be resubmitted to CG MCRC.

(2) Medical waivers from other branches of service (including BUMEDs approved outside of MCRC, or those approved for MCRC Officer Programs) are not valid for enlistment into the USMC. MCRC officer program medical waivers must be resubmitted and approved for enlistment into Marine Corps.

d. Medical Problems Disclosed after Shipment to Recruit Depots. Previously unreported medical problems disclosed by recruits at the depots require review and approval by an MCRD physician before recruit training can begin/continue. Prior to making a disapproval, the MCRD physician should confer with the Head, Physical Evaluation Section, BUMED, before declaring a recruit medically unqualified for training.

3304. SUBMISSION OF WAIVERS

1. Waiver requests will be forwarded via the chain of command. Each level of command must act on the request and provide an appropriate endorsement. However, recruiting station commanding officers, district commanding officers, and commanding generals of the recruiting regions have authority to disapprove the enlistment or reenlistment of an applicant without forwarding the case to the next higher level.

2. Medical waiver requests may be submitted to the CG MCRC from the Marine Corps District unless there are other disqualifying factors (e.g., dependent, moral, etc.) which fall within the waiver authority of region commanding general.

3. Additional waiver submission guidance is provided in Table 3-19, page 3-153.

TABLE 3-16

INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE.

I	An applicant is ineligible for enlistment when one or more of
T	following conditions exist (note 1):
E	
M	
1	Underage.
2	Failure to meet ASVAB standards.
3	Alien without proper USCIS documentation.
4	Does not possess a social security card or other required verifying documents (note 2).
5	Charges filed or pending, or other unresolved judicial proceeding (to include pre-trial intervention or diversionary programs sanctions), resulting from an alleged violation of local, state, federal, or territorial statutes. (note 3).
6	Applying as an alternative to judicial proceedings (note 4).
7	Under criminal restraint or serving a sentence (note 5).
8	Court conviction (adult/juvenile) for more than one felony/major misconduct (excluding those considered as a single incident). See paragraph 3282.5c
9	Ninety days have not elapsed in cases involving: (See Note(s) 6A, 6B, & 7).
	a. Early release from parole or probation
	b. A period of confinement served as the result of a court's sentence (except for confinement served as punishment for conviction of traffic offenses (TO) listed in Table 3-14
	c. Confinement served in lieu of fine payment for minor non-traffic offenses
10	Any criminal charges pending to include traffic violations against the applicant.
11	Intoxicated or under the influence of alcohol or drugs at the time of application or at any stage of processing.
12	Questionable Conduct/Moral/Character behavior:
	a. Former gang involvement, association or affiliation (that did result in an illegal acts against any person due to race, religion, national origin or gender or any participation in a hate crime(s), as part of an initiation, acceptance or allegiance to any gang), or any gang involvement resulting in arrests and or court convictions, or any involvement with any other activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment or reenlistment would not be in the best interest of national security. (No waivers)
	b. history of alcohol or drug dependency and/or addiction
	c. sexual assault (See note Note 7b for definition),
	d. Any sexual perversion, or any sexual related conviction/adverse adjudication for an offense resulting in mandatory registration as a Sexual Offender (Note 7c)
	e any history of anti-social behavior, body piercing, offensive branding, offensive tattoos, body mutilation (Note 8)
	f. chronic, frequent, or active venereal disease or herpes.

TABLE 3-16

INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE.--CONTINUED

I An applicant is ineligible for enlistment when one or more of
T following conditions exist (Note 1):
E
M

13 A court conviction, adverse juvenile court adjudication, or self-admitted for trafficking, selling or trading illegal drugs (Including Cannabis).

14 A conviction of any offense involving drugs (except simple possession [30 grams or less] of cannabis or steroids). See para 3254.5.c.(2)

15 Driving convictions involving drugs other than cannabis, steroids, and prescription drugs.

16 A history of psychotic disorders, or a state of insanity at the time of application.

17 Convictions or adverse adjudications as an adult or juvenile for Offenses listed in Table 3-14 Uniform Guide List for Typical Offenses:
407 - Carnal Knowledge of Child, **411** - Child Pornography, **414** - Domestic Battery (as defined under the Lautenberg Amendment), **420** - Hate Crime, **422** - Indecent Acts/Liberties with a Child, **426** - Manslaughter, **427** - Murder, **428** - Narcotics, or habit forming drugs, wrongful possession or use (not including marijuana) **433** - Rape, Sexual Assault, Sexual Abuse, Incest or other Sex Crimes, **436** - Sale, Distribution, Trafficking of any Drugs or Controlled Substances, and **437** - Sodomy.

18 Claims prior service but is unable to present written evidence.

19 Receives retired or retainer pay from any branch of the Armed Forces.

20 Receives disability compensation from any Federal or other agency/source.

21 Conscientious objector or person with beliefs or convictions which would interfere with unrestricted assignments, regardless of Selective Service classification.

22 A draft evader, including a person who receives a presidential pardon for draft evasion.

23 A doctor, dentist, theologian, or graduate student pursuing a course of study leading to one of these professions.

24 A member of any other naval or military organization or Delayed Entry Program (DEP) (other than the Marine Corps), Federal or state, active or reserve (including the National Guard) unless they present a valid, completed conditional release, DD Form 368, from their service or unit, as appropriate, and ship direct or enlist into a Marine Corps component of equal or greater mobilization potential.

25 Applicants with 3 or more dependents(including illegitimate) children are not eligible for enlistment into the USMC. Applicants with 4 or more dependents(including illegitimate) children are not eligible for enlistment into the USMCR.

26 In DEP felonies. See Note 7a

27 Individuals with 10 or more Class 2 non-traffic offenses or 6 or more serious offenses or a combination of 1 felony and 4 serious offenses.

28 Prior service Marine reenlistment applicants who have any post enlistment drug(s) usage. NO waivers will be considered.

NOTE 1. Waivers will not be granted.

NOTE 2. Birth, education and Social security number verification are required in accordance with this manual prior to enlistment processing.

NOTE 3. Pending criminal charges are a bar to enlistment. Pending civil suits are not a bar to enlistment, however, an on-going, existing or requested court appearance(s) involving civil suits should be resolved prior to shipping to recruit training. "Nolle Prosequi," though an unresolved judicial proceeding, is not a bar to enlistment, but requires a waiver.

NOTE 4. Individuals applying for enlistment as an alternative to prosecution, indictment, trial, incarceration, probation or parole, or who are granted a release from a charge by a court on the condition that they will apply, or are accepted for enlistment/reenlistment, may not enlist until the original assigned sentence has been completed.

NOTE 5. Applicants who are currently incarcerated, on parole, serving a suspended sentence, or on probation, are not eligible for enlistment until the sentence has been completed. As an exception to the foregoing, an unconditional suspended sentence or unsupervised unconditional probation, which results from conviction or offenses listed under Traffic Offenses (TO), are not considered restraint. Neither is a suspended sentence or revoked driver's license considered restraint.

NOTE 6: a. No waiting period is required following complete service of parole or probation, or a suspended sentence, as originally assigned. However, in cases of early release, either a ninety (90) day wait or the completion date of the originally assigned sentence, whichever is shorter, is required. Final action is defined as the effective release date assigned by judicial authority, to include periods of community service, and payment of fines or court costs.

b. 90 day wait for MO & MMO of court imposed incarceration (i.e. house arrest or mandatory sentence for specific offenses). Court imposed sentences of "time served" do not require 90 day wait.

NOTE 7: a. In-DEP Major Misconduct Offenses (MMO) is not normally considered. If processed, CG, MCRC must approve the waiver.

b. Major Misconduct Offense (felony) or Misconduct Offense (misdemeanor) conviction, prosecution or adverse adjudication of any sex-related crime, or Sexual Assault. The term "sex-related crime or sexual assault" is defined as any offense that has the elements of or factual basis of, any intentional sexual contact by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent, including when incapacitated by drugs or alcohol. Also any offense classified as "rape (includes statutory rape)," "forcible sodomy," & "other unwanted sexual contact that is aggravated, abusive or wrongful" or "attempts to commit one of these offenses" is prohibited for enlistment. Cases involving an adverse adjudication (other than finding of guilty in court) or a Misconduct Offense (misdemeanor), may be considered by the CG MCRC (Exception to Policy waiver). No other waivers are authorized per Department of Defense guidelines.

c. Conviction for offenses resulting in mandatory registration as a Sexual Offender, is disqualifying for enlistment. No Waivers authorized.

NOTE 8: The following tattoos (includes those visible only under ultraviolet light), brands, body markings, ornamentation, mutilations, piercings, etc. are PROHIBITED as defined below):

a. Head and Neck. This area is defined as any portion above the collarbone as viewed from front, above the seventh cervical vertebrae (C7) in the back, or visible in the open collar (in the "V" of the short sleeve khaki shirt without an undershirt. This includes markings in mouth or on face (i.e. inner lip or cosmetic tattoos, or silicone horns).

b. Hands, Fingers, & Wrist. This area includes entire hand, fingers, and wrist (up to two inches from the natural bend of the wrist).

c. Sleeve Tattoos. A sleeve tattoo is any single large tattoo or collection of smaller tattoos covering or almost covering an entire portion of arm or leg, above or below the elbow or knee.

d. Band Tattoos. Band tattoos are tattoos which encircle the particular body part. Band tattoos visible while wearing standard PT uniform are limited to a maximum width less than one quarter of the respective body parts exposed surface (i.e. leg or arm above or below the elbow or knee).

e. Tattoos Visible When Wearing Standard PT Uniform. Visible tattoos are defined as any tattoo or body marking that is fully or partially exposed when wearing a properly fitting PT uniform (shorts and shirt). The exposed portion of the tattoo or marking cannot exceed one-quarter of the respective body parts exposed surface (i.e. leg or arm above/below elbow or knee), or be larger than wearers hand with their fingers extended and joined.

f. Prejudicial to Good Order and Discipline. Tattoos, markings, brands or ornamentations that are sexist, racist, eccentric, vulgar, anti-American, anti-social, offensive, or depict nudity are prohibited. Tattoos, markings, brands or ornamentations that depict conduct or substances prohibited by the Marine Corps' drug policy are prohibited.

g. Gang or Extremist Groups. Tattoos, markings, brands or ornamentations that express or are associated with extremist or hate groups, gangs or gang membership or gang activities are prohibited. A tattoo associated with one of these groups is prohibited even if the applicant has never been directly associated with the group.

h. Body Ornamentation/Mutilations. Ear lobe holes or other ornamental body piercing holes that are not fully healed, not closed, and allow light to pass through are prohibited. Any body piercing or ornamentation hole visible while wearing the standard PT uniform, or inside of the mouth, will be recorded on the MCRC Tattoo Screening Form Page 3, Part IV Documentation and reviewed by a RS commissioned officer to ensure the holes are fully closed and healed. The quantity of the closed piercing holes is not the prohibition. The purpose of review is to certify holes are permanently healed and closed (no super glue). If ornamentation or piercing hole(s) have been surgically repaired or closed using sutures, the hole(s) must also be completely healed. The applicant will annotate the procedure accordingly on:

- DD 2807-2 Medical Prescreen (items 2.a.(75) and 2.b.) at RSS/PCS.
- DD 2807-1 Medical History (item 24) at the MEPS

During the medical examination, the MEPS Provider will review and annotate the location of any ornamentation/piercing hole(s), and any medical status comments on the DD 2808 Medical Examination, Item 37: Identifying body marks, scars tattoos. Verifying that the holes are fully closed and in accordance with this manual rests solely on **Marine Corps recruiting representatives** and not with the MEPS CMO, MEPS Provider or USMEPCOM personnel.

TABLE 3-17

INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.

I An applicant is ineligible when one or more of the following conditions exist
T (Notes 1 through 3):

E
M

-
- 1 Overage (see table 3-1).

 - 2 NPS or PS (other service) applicants with any dependent(s) in addition to, or other than, a spouse (see table 3-3).

 - 3 Failure to meet educational standards(see para 3244).

 - 4 A conviction or adverse adjudication (see table 3-13).

 - 5 Illegal drug involvement (see table 3-5).

 - 6 Failure to meet prescribed physical standards. (note 4).

 - 7 Former gang involvement, association or affiliation that did not result in any illegal acts against any person due to race, religion, national origin or gender or any participation in a hate crime(s) as part of an initiation, acceptance or allegiance to any gang, or any involvement with any activity or organization which is disloyal or subversive to the U.S. Government, or any indication that enlistment or reenlistment would not be in best interest of national security (note 5).

 - 8 Sole surviving son or daughter (note 6).

 - 9 Tattoos, Brands, Markings, Piercings and Ornamentations not listed under Table 3-16, INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE Rule 12, Note: 8 (Refer to Note 7 of this Table INELIGIBLE CATEGORIES THAT ARE WAIVERABLE)

 - 10 Prior service applicants who require recruit training (notes 5 and 7):
 - a. Were separated because of physical disability.
 - b. Were discharged with severance pay.
 - c. Accrued 45 days or more lost time during their last enlistment or period of active service.
 - d. Were honorably separated, but not considered eligible or recommended for reenlistment (note 8).
 - e. Were separated by reason of inaptitude, unsuitability, unfitness, under honorable conditions or under conditions other than honorable.
 - f. Were separated from their last period of active service by reason of dependency hardship.
 - g. Are applying for broken/continuous reenlistment, but do not meet grade and service limitations.
 - h. Fail to meet constructive age when recruit training is not required.
 - i. Are prior service (other service) and fail to meet any initial accession standards.
 - j. Are applying for broken/continuous reenlistment and have more dependents than authorized based on grade eligibility.

10 Separated or in the middle of divorce proceedings (see table 3-3, Rules 8 and 9, Page 3-39).

TABLE 3-17

INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.

I An applicant is ineligible when one or more of the following conditions exist
T (Notes 1 through 3):

E
M

NOTE 1. Waivers may be granted within prescribed criteria limits and after eligibility has been determined (refer to paragraph 3301).

NOTE 2. Unless authority is expressly delegated in this Manual or in other directives, waiver of other criteria contained in this Manual will not be granted without approval of the CG MCRC.

NOTE 3. Waiver submission is per paragraph 3303 and table 3-18, page 3-153.

NOTE 4. Enlistment of individuals fully qualified except for a minor physical defect falling within the scope of the Medical Remedial Enlistment Program (MREP) will be enlisted per MCO 1130.51.

NOTE 5. Enlistment or reenlistment of any of these categories can only be considered by the CG MCRC.

NOTE 6. A sole surviving son/daughter is not eligible for enlistment or reenlistment unless the individual waives those rights provided in MCO P1300.8. The recruiting officer will interview the applicant utilizing the criteria of MCO P1300.8 to verify the applicant's status. Sole surviving son or daughter is defined as: Any son or daughter in a family in which the father/mother or one or more sons or daughters:

- Have been killed in action or died serving in the U.S. Armed Forces from wounds, accident, disease; or
- Are in a captured or missing-in-action status; or
- Have a permanent 100% service related physical/mental disability as determined by the VA/Armed Forces and not gainfully employed.

Surviving son/daughter status is not affected by the existence of any siblings of the opposite gender of the Marine applicant, and is not based on being an "ONLY SON", "ONLY DAUGHTER" or "ONLY CHILD" unless in conjunction with above criteria. Unless in conjunction with the foregoing requirements, being an only child does not constitute sole surviving son/daughter status.

The present law provides for separation from service during peacetime for sole surviving sons/daughters. Executive Order 13223 signed 14 Sep 2001 by then President Bush, declared a National Emergency (not peacetime status). Therefore sole surviving sons/daughters can only receive restrictive assignments during National Emergencies or War, but are not eligible for separation from service except in peacetime. If the applicant is a sole surviving son or daughter, the individual must sign a waiver prior to executing the oath of enlistment (see below).

TABLE 3-17

INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.

I An applicant is ineligible when one or more of the following conditions exist
T (Notes 1 through 3):
E
M

a. The waiver will be typed in the "Remarks" section of the DD Form 1966 and signed by the applicant. The recruiting officer will sign as a witness.

"I hereby waive my rights to restrictive assignment and/or to discharge as a sole surviving son or daughter per MCO P1300.8."

Witnessing Officer Signature

Applicant Signature

b. If the applicant is less than 18 years of age, the following additional waiver must be signed by the parents or legal guardian of the applicant:

"We (I) _____ and _____ do swear that we are (I am) the parents (sole parent) (legal guardian) of _____ (Name) _____ and that we (I) do hereby waive any rights that might accrue to us (me) to request that _____ (Name) _____ be discharged or that _____ (Name) _____ be exempt as a sole surviving son/daughter from assignment to duty in a combat area."

(Signature of Witnessing Officer)

Signature of Parent or
Legal Guardian

Signature of Parent or
Legal Guardian

c. An enlistee who has waived his or her status as a sole-surviving son or daughter may request reinstatement of that status at any time.

NOTE 7.

1. The followings additional information is provided:

a. Use of TATTOO SCREENING FORM, Figures 3-10 is mandatory for all applicants. Each applicant will annotate their TATTOOS, BRAND(S), BODY MUTILATION(S) or BODY ORNAMENTATION(S) as defined, or any tattoo or body marking that was removed and or questionable, on the Tattoo Screening Form. If the applicant answers NO to Question 1, then the applicant can move directly to Part II Certification Block of the Tattoo Screening Form. Also the Tattoo Screening Form Questions 2 - 9, Part IV Documentation and Part V Certification are not required.

b. Any Tattoos, Brands, Markings etc, will require an interview by recruiting station commissioned officer (CO/XO/OPSO). This administrative review is to ensure that none of the body markings fall under the prohibited area of paragraph 3283.4.a. or listed under Table 3-16 INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE, Rule 12, & Note 8.

c. Up to 4 tattoos, brands, markings, etc., exposed or partially exposed while wearing the standard PT uniform (shorts & shirt), and the body markings are not listed under the prohibited area in paragraph 3283.4.a. or Table 3-17 INELIGIBLE CATEGORIES THAT ARE WAIVERABLE, Rule 9, Note 7, can be authorized by a commissioned officer at the recruiting station level. The statement below will be documented on the DD1966/4 Remarks for those applicants who had tattoos/body markings reviewed at the RS level:

RS Review Statement

"Applicant qualified for enlistment **IAW MCRCO 1100.1 EPM Tattoo Policy**"

RS Designated Representative

d. More than 4 tattoos, brands, marking, etc., exposed or partially exposed while wearing the standard PT uniform (shorts & shirt), and the body markings are not listed under the prohibited area in paragraph 3283.4.a. and Table 3-17 INELIGIBLE CATEGORIES THAT ARE WAIVERABLE, Rule 9, Note 7 requires an interview by commissioned officer at the recruiting station level and an administrative review and approval by the regional commanding general. The statement below will be documented on the DD1966/4 Remarks for those applicants who had tattoo/body markings reviewed at the CG level:

CG Level Review Statement

"Applicant authorized enlistment after review by CG_____ in accordance with **MCRCO 1100.1 EPM Tattoo Policy**"

RS Designated Representative

e. Any tattoo, marking etc., that was removed, concealed or altered and would have fallen under the prohibited area prior to the alteration, must be reviewed by the RS Operations Officer for compliance of tattoo policy contained in paragraph 3283.4 of this manual.

f. Any tattoo, brand, marking etc, considered questionable as far as size, number, content or location will be forwarded to the regional commanding general for review and or decision.

g. Members of DEP/AIADT who were previously DEP discharged must meet the Tattoo policy standards in effect at time re-entering the DEP/AIDT. Those who are immediate Changes of Component (ZKC) contracts are excluded.

2. STATEMENT OF UNDERSTANDING (SOU), contained in Figure 3-11 is mandatory. All applicants will read and sign the SOU and once completed it will be marked as Annex "A" to the DD Form 4.

NOTE 8. Prior service (other service) applicants with an inter-service reenlistment code other than "1" (except IRE-4) are not authorized enlistment without prior approval of the region commanding general. The provisions of table 3-18, page 3-153, apply. Prior service (other service) applicants with an inter-service reenlistment code of "4" are not authorized enlistment.

TABLE 3-18

SUBMISSION OF WAIVERS.		
A	B	C
R If applicant needs a U criteria waiver for L (notes 1 and 2): E	then approval authority is identified in (notes 3 through 5):	and the documentation required is (notes 6 through 11):
1 overage	table 3-1 on page 3-15	recent PFT (note 6)
2 dependents	table 3-3 on page 3-37	- birth certificates of all dependents - financial statement - marriage certificate, if applicable - statement of understanding (paragraph 3232.6a), page 3-44, if applicable - divorce decree, if applicable - adoption papers, if applicable - handwritten statement regarding dependency situation and care of the dependents, if applicable
3 education	paragraph 3244 on page 3-51 (CG, MCRC only)	- high school transcript - GED verification - ASVAB scores
4 moral/drug	table 3-5 on page 3-63, and 3-13 on page 3-117 and paragraphs 3254 on page 3-61 and 3285 on page 3-106	- handwritten statement of applicant giving circumstances surrounding incident(s) requiring moral/drug waiver - Drug Abuse Screening Form and Drug SOU - recommendation from probation officer, if applicable - DD Form 370s if applicable - Court Records - DD 369 Police Checks

TABLE 3-18

SUBMISSION OF WAIVERS.		
A	B	C
R If applicant needs a U criteria waiver for L (notes 1 and 2): E	then approval authority is identified in (notes 3 through 5):	and the documentation required is (notes 6 through 12):
5 medical	paragraph 3273 on page 3-88 (CG, MCRC only)	completed copy of: --DD 2807-1 --DD 2808 --SF 513 and other medical consults or doctors letters, activity statement as applicable - photograph as applicable
6 height/weight	paragraph 3273 on page 3-88 and Table 3-11 on page 3-93 PS (Marine) is CG MCRC only)	- IST/PFT - anthropometric measurements (percent body fat) - comment on uniform size (height waivers) - digital photos (weight waivers)
7 prior service	paragraph 3291 on page 3-121	- all DD Forms 214/215 (note 11) - DD Form 368, if applicable - PFT on PS Marines - IST on PS(OS) - handwritten statement of applicant, giving circumstances surrounding their separation/NJPs (if applicable)
8 any other dis- qualification	note 3	- handwritten statement giving circumstances surrounding disqualification(s) - DD Form 370s (if applicable)

TABLE 3-18

SUBMISSION OF WAIVERS..(CONTINUED)

NOTE 1. Applicants requiring a waiver will not be processed unless they are considered particularly desirable. See paragraph 3301.

NOTE 2. Before submission, inform applicants not to terminate present employment, not to dispose of personal property, and not to make any other plans or commitments based on their waiver requests.

NOTE 3. All waivable disqualifications that are not designated by current directives to be approved by a specific authority require the approval of the CG MCRC.

NOTE 4. If an applicant requires the waiver of more than one disqualification which calls for consideration at different approval levels, each level will approve their portion and forward to the highest level for the required waiver.

NOTE 5. In special instances when it is unclear if an applicant is qualified for enlistment, submit a request for determination to the next waiver authority level. If it is determined that the applicant is unqualified, the request will be evaluated for waiver of the disqualification.

NOTE 6. To properly consider a waiver request under the "whole person" concept, all information relative to the individual's enlistment or reenlistment is considered pertinent. Accordingly, request for waivers that are forwarded to the next waiver authority level will include:

a. A basic cover letter which contains:

- (1) Type waiver(s) requested for all disqualifying factors.
- (2) Date of birth/age.
- (3) Height/weight.
- (4) IST/PFT (PSEP/AUGM, NPS Age & Overweight) Note: Only those have been found Medically Qualified (MPQ) by the MEPS CMO.
- (5) Marital/dependency status.
- (6) Education level.
- (7) Test scores.

TABLE 3-18
SUBMISSION OF WAIVERS..(CONTINUED)

(8) Description of police and drug involvement, if any.

(9) Projected ship date.

(10) For prior service applicants, also include the reason for discharge, type of discharge, inter-service reenlistment code, inter-service separation code, time lost, period of active service, and grade at discharge.

(11) Any other pertinent facts not supported by an enclosure.

(12) A narrative explaining the applicant's positive factors that, in the opinion of the commanding officer of the recruiting station, outweigh the disqualification(s).

(13) A definite recommendation.

b. Copies of all forms and documents required of the application.

c. Copies of any other substantiating documents that have a bearing on the case.

d. The documentation or information listed under column C of the table is of prime importance and emphasizes the data most relative to the disqualification(s) in question. Its inclusion under column C is not intended to diminish the importance of other documents required by subparagraphs a, b and c above of this note.

NOTE 7. Supporting documents will not be returned. Do not send original documents.

NOTE 8. Photographs will be in accordance with the specifications set forth in the current edition of MCO P1070.12.

NOTE 9. For use of the DD Form 369, see paragraphs 3284.1 and 3303.1 of this manual.

NOTE 10. Personal references (DD Form 370) have a significant bearing on the outcome of waiver requests. Consequently the source and content specifically detailed written comments) are extremely important. When submitted in conjunction with a waiver request, a minimum of three references are required.

TABLE 3-18

SUBMISSION OF WAIVERS..(CONTINUED)

NOTE 11. For prior service applicants who received a discharge for hardship or dependency, specific proof is required which must clearly show that the cause for the discharge no longer exists. Notarized, sworn statements are required from:

a. The applicant must state in detail exactly how the hardship has been alleviated.

b. The person or persons in whose behalf the discharge was obtained, if still living.

c. At least three other members of the community who are familiar with the conditions. DD Form 370s will suffice for this requirement.

NOTE 12. Personal statements must be handwritten and legible.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE 3-19

WAIVER AUTHORITY DELEGATED BELOW THE CG, MCRC		
RULE	Column A	Column B
	If an applicant has an enlistment prohibition of: Review Notes 1 - 6	Waiver Level
1	-Conduct -up to Four (4) Traffic Offenses (TO), or One (1) Non-Traffic Offense (NTO) -Dependent --spouse only -Age --17-28 (inclusive) 17 yr old unmarried = Parental Consent -Weight (shippers) --5% or less over retention weight & pass IST	No waiver required (Notes 1 -6)
2	-five or more Traffic Offenses (TO), two to four Non-Traffic Offenses (NTO) and up to two Misconduct Offenses (MO) (not including Possession of MJ/Steroids or Domestic Battery) -PreDEP Marijuana (1-50x), Steroids or prescription drug use (see para 3254.5c) & Other Substances (1-5x) usage (see para 3254.5d) -One illegitimate child USMC/USMCR (no custody or support) -Legally Separated with no minor dependents USMC/USMCR -Married with One Child USMCR (includes those legally separated by court order) for enlistment USMCR only	CO Recruiting Station (Notes 1 -6)
3	-Five to nine Non-Traffic Offenses (NTO), and or three to six Misconduct Offenses (MO) and any Major Misconduct Offense (MMO) reduced to lesser offense (i.e. MMO reduced to MO Offense conviction or other adjudication) -PreDEP Marijuana (51-200x), all other preservice drug use not in Rule 2 if over 6 months prior to DEP, & Other Substances (6-10x) usage (see para 3254.5d) -Positive DAT test at MEPS (See MCRC annual OPLAN) -InDEP use Marijuana/Steroids (includes USMC/other services DEP) -Two illegitimate children USMC/USMCR (no custody or support) -One or Two Illegitimate child(ren) USMC/USMCR (no custody but pays court ordered child support) -Married applicants with spouse and one child USMC -Married applicant USMC legally separated (Court Order) w/1 child -Married applicant USMCR legally separated (Court Order w/2 child -Divorced applicant w/1 child USMC/USMCR (court ordered support) -Married/Legally Separated/Divorced with non-minor dependents -Height/Weight (6-10% Ship) standards (Male: Body fat 18% or less. Female: Body Fat 26% or less)and pass the IST (Ship Only)	CO Marine Corps District (Notes 1 -6)
4	-InDEP use of drugs(other than Marijuana/steroids) (Notes 6 & 7) -One Major Misconduct Offense (MMO) -PreDEP Marijuana (201+), all other preservice drug use not in Rules 2 & 3 above if use during the preceding 6 months of DEP-In, & all Other Substances over 10x or within last 180 days of DEP-In (see para 3254.5d) -Height/Weight (11% +) standards (Male: Body fat 18% or less. Female: Body fat 26% or less)and pass the IST (Ship Only) -Married with two children USMCR -Divorced with two children (court ordered support) USMC/USMCR -Divorced with three children (court ordered support) USMCR -Age (requires recruit training) - 29 - 34 (not reached 35 th birthday)	CG Recruiting Region (Notes 1-6)

- Note 1: See Chap 3, Part C, for Dependency disqualification & Table 3-3
 Note 2: See Chap 3, Part E, for Drug disqualification & Table 3-5
 Note 3: See Chap 3, Part G, for HT/WT disqualification & Tables 3-8 > 3-11
 Note 4: See Chap 3, Part H, for Conduct disqualification & Table 3-13
 Note 5: SUB-DELEGATION OF WAIVER AUTHORITY IS NOT AUTHORIZED
 Note 6: Includes IN-DEP USMC and other service DEP

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 4

ENLISTMENT PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
SECTION 1: <u>PRE-ENLISTMENT PROCESSING</u>		
INTRODUCTION.....	4100	4-5
RE-EMPLOYMENT RIGHTS INFORMATION FOR NON-PRIOR SERVICE APPLICANTS.....	4101	4-5
PRE-MILITARY ENTRANCE PROCESSING STATION (MEPS) SCREENING.....	4102	4-6
ENLISTMENT DOCUMENTS AND PRE-ENLISTMENT FORMS.....	4103	4-7
INFORMATION ON THE ARMED FORCES VOCATIONAL APTITUDE BATTERY (ASVAB).....	4104	4-11
FAMILIARIZATION AND PREPARATION FOR ASVAB TESTING.....	4105	4-12
SCHEDULING FOR MENTAL TESTING AND PHYSICAL EXAMINATION.....	4106	4-13
POSTSCRIPT FOR PROSPECTIVE ENLISTEES.....	4107	4-14
SECTION 2: <u>ENLISTMENT PROCESSING</u>		
INTRODUCTION.....	4200	4-21
GENERAL DUTIES AND RESPONSIBILITIES OF THE MARINE CORPS MEPS LIAISON NCO.....	4201	4-21
EXAMINATIONS AT THE MEPS.....	4202	4-21
APPLICANT INTERVIEW BY THE MEPS LIAISON NCO	4203	4-22
SAC/NATIONAL AGENCY CHECK/LOCAL AGENCY/CREDIT CHECK (NACLC) SF-86/BIQ QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS PROCESSING.....	4204	4-26
ENLISTMENT INTO THE MARINE CORPS, DEP, OR SMCR.....	4205	4-27
PLACE OF ENLISTMENT.....	4206	4-30
EFFECTIVE DATE OF ENLISTMENT.....	4207	4-30
TERMS OF ENLISTMENT.....	4208	4-30

	<u>PARAGRAPH</u>	<u>PAGE</u>
STATEMENT OF UNDERSTANDING (SOU).....	4209	4-31
GRADE UPON ENLISTMENT INTO THE MARINE CORPS OR SELECTED MARINE CORPS RESERVE.....	4210	4-32
OATH OF ENLISTMENT.....	4211	4-33
MEPS QUALITY CONTROL.....	4212	4-34
ORIENTATION BRIEFINGS FOR NON-PRIOR SERVICE RESERVISTS.....	4213	4-34

SECTION 3: POST-ENLISTMENT PROCESSING

MAINTENANCE AND DISPOSITION OF ENLISTMENT FILES.....	4300	4-41
DISCHARGES.....	4301	4-42
ASSIGNMENT AND TRANSFER OF PERSONNEL TO ACTIVE DUTY..	4302	4-47
TRAVEL ORDERS.....	4303	4-52
QUALITY CONTROL AND DISTRIBUTION OF ENLISTMENT FORMS AND DOCUMENTS.....	4304	4-53
RECRUIT TRAINING.....	4305	4-54

FIGURE

4-1 SERVICEMEMBERS CIVIL RELIEF ACT ADVICE AND STATEMENT OF UNDERSTANDING NAVMC 11494.....		4-16
4-2 MEPS QUALITY CONTROL CHECKLIST.....		4-37
4-3 SAMPLE LETTER OF NOTIFICATION OF DELAYED ENTRY PROGRAM /SELECTED MARINE CORPS RESERVE DISCHARGE.....		4-63
4-4 SAMPLE DISTRICT LETTER AUTHORIZING DISCHARGE.....		4-65
4-5 SAMPLE LETTER FOR COURTESY SHIPMENTS.....		4-67

TABLE

4-1 FORMS TO BE COMPLETED FOR ENLISTMENT.		4-17
4-2 APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT.....		4-39
4-3 DISTRIBUTION OF RECORDS.....		4-65

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 4

ENLISTMENT PROCEDURES

SECTION 1: PRE-ENLISTMENT PROCESSING

4100. INTRODUCTION

1. This section is designed to assist recruiting personnel in fulfilling their responsibilities for providing applicants/enlistees with information about enlistment processing and enlistment in the Marine Corps prior to that event. This information helps applicants and enlistees make a smooth transition from a civilian lifestyle to the Marine Corps way of life. Informing applicants/enlistees of what they can expect, and what will be expected of them, will contribute to their success as United States Marines. The following paragraphs list topics and provide short summaries for discussion with the applicant/enlistee. Use of supplementary material is encouraged.

4101. RE-EMPLOYMENT RIGHTS INFORMATION FOR NON-PRIOR SERVICE APPLICANTS

1. The Department of Labor, through its Office of Veterans Re-employment Rights, is responsible for providing information about these rights and any assistance required in connection with exercising them. Chapter 43, part III, 38 U.S. Code, provides re-employment rights to men and women who leave jobs with private employers, the federal government, or a state or local government for the purpose of entering the Armed Forces. To remain entitled to re-employment rights, a veteran:

- a. May serve for not more than 5 years
- b. Must complete the full enlistment satisfactorily.
- c. Must be qualified to perform the duties of the former position.
- d. Must make timely application for re-employment after completion of service.

2. There are certain conditions that applicants must be aware of before leaving their present jobs. If they do not request a leave of absence from their employer to process and enlist they may be impaired and found not qualified for re-employment rights. Consequently, applicants interested in protecting their re-employment rights should request a leave of absence from their employer before leaving work to seek entry into the Armed Forces. If applicants have notified their employer of their intention to enter the Armed Forces, nothing further needs to be done. If they have not, applicants should be strongly urged to do so. Figure 4-1 is a suggested format for requesting a leave of absence. It is recommended that applicants retain a copy for their personal files.

4102. PRE-MILITARY ENTRANCE PROCESSING STATION (MEPS) SCREENING

1. Pre-MEPS screening by the recruiter is the first step in determining eligibility. Careful screening is an essential element of recruiter's job. It will save valuable time and money. The purpose of screening is to:

- a. Prevent a waste of time by processing disqualified applicants, and;
- b. Prepare potentially qualified applicants for enlistment processing.

2. District and recruiting station commanding officers are responsible for the conduct of efficient, effective screening at their levels according to chapter 3, section 2 of this manual:

a. Basic Eligibility. The recruiter must initially screen the applicant's basic enlistment qualifications. Information and documents will be reviewed to verify age, educational level, citizenship, etc. It is the applicant's responsibility to provide the information and documents. The recruiter may assist, but the burden rests with the applicant. Explain the Privacy Act and warn the applicant about the need for absolute honesty.

b. Mental and Physical Screening. The purpose of preliminary medical screening is saving time and preventing return trips to the MEPS. Applicants must reveal their entire medical history, including all illnesses, injuries, hospitalization, etc. The DD 2807-2 Medical Pre-Screen of Medical History Report is used for this purpose. Page 1 of this form contains submission instructions. Minors require parental signature on this form. Recruiters must explain the limitations on orthodontic appliances.

c. Background and Moral Screening. Recruiters will explain the need for an inquiry into an applicant's background.

(1) Applicants with a long history of problems with law enforcement agencies, including juvenile authorities, gang affiliation may be ineligible. Recruiters will screen applicants for all past incidents and list on the application for enlistment every instance of being arrested, held, charged, detained, or cited by law enforcement or juvenile authorities for any offense, regardless of the final action taken by the court. Withholding or falsifying information by applicants or recruiters could have serious future consequences. The DD 369 Police Record Check is used to conduct local agency police or court checks.

(2) The recruiter must explain the Marine Corps policy on illegal drug use and thoroughly screen for any involvement.

d. Dependency. Recruiters will verify marital and dependency status. Original or certified copies of marriage certificates and all dependents birth certificates are required. The Marine Corps is concerned for the well-being of Marines, and also for the collective well-being of Marine families. That concern, combined with knowledge of the financial constraints placed on junior Marines and the extraordinary demands associated with service as a Marine, necessitates careful scrutiny of individuals with dependents. Experience has shown that Marines with dependents are more likely to experience difficulty in completely fulfilling their obligations during their initial term of service than Marines without dependents.

e. Religious, Moral, and Ethical Beliefs

(1) Marines serve under the premise they are available for duty 24/7. The Marine Corps will make every attempt to provide Marines an opportunity for religious practices; however, religious services may not always be possible. Recruiters ensure that applicants are made aware of this demand.

(2) Recruiters will advise applicants that if they are conscientious objectors, or have religious, moral, ethical, or personal beliefs that conflict with the Marine Corps role, they should refrain from further processing until their reservations have been resolved. No promises or guarantees may be made regarding special consideration because of personal, religious, moral, or ethical beliefs.

4103. ENLISTMENT DOCUMENTS AND PRE-ENLISTMENT FORMS

1. Applicant tentatively qualified after initial screening and becomes New Working Applicant (NWA), the SNCOIC will schedule NWA for MEPS processing through the RS Operations Officer.

2. Identification of Applicants. Recruiters are responsible for verifying applicant's identity. Identification can be accomplished by verifying an applicant's age and citizenship, checking the social security card and other documents. Before applicants can be processed or enlisted, they must have a social security number from Social Security Administration Office. Also, all recruiters must ensure that applicants have 2 forms of valid ID available; one must be picture ID, in order to process at the MEPS. Security measures will not allow access to federal installations without proper valid ID. Valid ID means it has not reached expiration date. Some examples are state drivers licenses, government issued and student high school/college ID. All shippers need valid photo ID to ship to MCRDs, to meet TSA requirements for flights. **Any Alien must have their I-551 in their possession when shipping.**

3. Social Security Number (SSN)

a. The SSN is the Armed Forces primary means of personnel identification. An applicant must have a SSN to process at MEPS. DoD has been notified there are current members listed in Social Security Administration (SSA) as not eligible for work. The SSA has issued SSN's to these aliens, refugees, etc., labeled **"NOT VALID FOR EMPLOYMENT"**. A Social Security Card with **"NOT VALID FOR EMPLOYMENT"** cannot be used for enlistment into the Armed Forces. The name on the Social Security Card (SSC) can reflect an initial only vice full first name or full middle name, i.e. **JOHN TIMOTHY ALLAN** can have a SSC that reads **J. TIMOTHY ALLAN** or **JOHN T. ALLAN**. It is not necessary to initiate an SS-5 Application for Social Security Card to simply replace a SSC that only shows an initial. All SSN's are vetted by USMEPCOM through Defense Manpower Data Center (DMDC) and Social Security Administration to verify SSN data.

b. The following are valid for enlistment processing at the MEPS:

(1) Original/Replacement SSA Social Security Card except those Listed: **"NOT VALID FOR EMPLOYMENT" or VALID FOR WORK WITH DHS AUTHORIZATION"**.

(2) Automated NUMIdent (**U.S. Citizens ONLY**) DEP Only

(3) Original DD-214/NGB - 22 (**Prior Service only**)

c. The SSN verification entails SSN, Name(s), Place and Date of Birth of the applicant. This verification could result in applicant record marked as "mismatch" or "not found", between the information provided and the SSA. MIRS will place record in a "N" status until the discrepancy can be cleared. Accession to active duty is precluded until the "N" status is resolved.

d. In the case of an applicants record is placed in a "N" status, the following procedures for removal of a "N" are outlined below:

(1) ONLY MEPS Personnel have authority to clear "N" Status for a SSN **not found** in the SSA database. The below listed documents must be provided to MEPS personnel at time of MEPS arrival, to clear the "N" status:

(a) Original/Replacement SSA Social Security Card, excluding those listed as "NOT VALID FOR EMPLOYMENT" or 'VALID FOR WORK ONLY WITH DHS AUTHORIZATION'.

(b) Original DD-214/DD-215/NGB-22 (**Prior Service only**)

(2) MEPS LNCO's have the ability to clear "N" status for **Mismatch** of Date & Place of Birth, and Name. The MEPCOM 680-ADP contains the "N" status info. Example listed in Appendix "H". The below listed documents can be used to verify the specific mismatch:

(a) **Name**: Original/Certified Birth Certificate, U.S. Passports, DD 372 (U.S. Citizens only), DS Form 1350, FS 240, FS 545, original/replacement Social Security Card, and Court Ordered Name Change.

(b) **Place of Birth**: Original/Certified Birth Certificate, U.S. Passports, DD 372 (U.S. Citizens only), DS Form 1350, and FS 545.

(c) **Date of Birth**: Original/Certified Birth Certificate, U.S. Passports, DD 372 (U.S. Citizens only), DS Form 1350, FS 240, and FS 545.

e. The following **are not acceptable documents to verify the SSN.**

(1) Commercially reproduced facsimiles of Social Security cards.

(2) SS-5 Verified by SSA.

(3) Automated NUMIdent Stamped and verified by SSA. (DEP Only)

(4) Any local, state or federal agencies statements, cards, or forms other than those contained in paragraph 3.a.(1) above.

(5) Wage, tax statements, or tax returns

f. The name listed on the SSC must match the enlistment name and SSN on the DD Form 1966. If applicant is applying for enlistment under the name as shown on birth certificate, it is not necessary for the social security card to reflect applicant's full first or middle name, but may reflect first name and/or middle initial). Alien applicants SSC must match the I-551 name (see page C-2, and Appendix "H"). When the number or name does not correspond, re-verify the applicant's age, citizenship, and identity. If the names do not correspond for a legitimate reason, have the applicant submit a SS Form 5 to the nearest Social Security Administration office.

g. Provide applicants who have lost their SSN cards with SS Form 5 (Application for Social Security Number) and note on the Form: "For enlistment in the U.S. Marine Corps." When replacement card is received the applicant will provide it to the recruiter for forwarding to the MEPS LNCO.

h. The social security card must be sighted by Military Entrance Processing Station (MEPS) personnel and the Marine Corps MEPS Liaison NCO immediately prior to the individual's departure for recruit training. A photocopy will be made for the residual and right side of the SRB, per Table 4-3 Distribution of Records, page 4-65, Item 1.6.

4. **Alien Registration Numbers (ARN)**. DOD has established policies to ensure the citizenship of its members, and verifying their country of citizenship for security purposes. The ARN is contained on the I-551 Lawful Permanent Residence (LPR) Card, commonly referred to as "Green Card".

a. USMEPCOM verifies ARN data through agreements with DOD and United States Citizenship & Immigration Services (USCIS). The vetting entails Alien Registration Number (ARN), Name(s), Place of Birth and Date of Birth of the applicant. This verification process could result in a record marked as "mismatch" or "not found", between the information provided and the USCIS. MIRS will place record in a "N" status until the discrepancy can be cleared. Accession to active duty is precluded until the "N" status is resolved. This process is initiated when scheduling applicant for processing at the MEPS. Recruiters/Operations staffs will:

(1) Recruiter. Annotate **IMMIGRANT ALIEN** on Block 5d, list the Country on the Line _____ (Specify) _____, and record the **ARN** in Block 5f, of the MEPCOM 680-3A-E.

(2) Recruiter. Annotate **IMMIGRANT ALIEN** on Block 5d, and record the ARN and list the Country on the Line _____ (Specify) _____ in Block 5 of the DD1966/1.

(3) RS Operations. Provide ARN when scheduling NWA for MEPS

b. The following are valid for enlistment processing for the regulars into the DEP and SMCR Awaiting Initial Active Duty for Training (IADT):

(1) Stamped Notation Foreign Passport, per page 3-27/3-28 (**DEP Only**)

(2) I-551 Lawful Permanent Registration Card

(3) Stamped G-845 Document Verification Request (**DEP Only**)

c. If notified of a **NO RECORD or MISMATCH**, and the applicant record is placed in a "N" status, the following procedures for removal of a "N" are outlined below:

(1) Only MEPS Personnel have authority to clear "N" Status relating to an ARN **not found** in the USCIS or SSA database. The below listed documents must be provided to MEPS personnel at time of MEPS arrival, to clear the "N" status:

(a) I-551 Lawful Permanent Registration Card

(b) Stamped G-845 Document Verification Request (**DEP Only**)

(c) Automated Systematic Alien Verification for Entitlements (SAVE) Program. Note: not currently used by MCRC.

(2) MEPS LNCOs have the ability to clear "N" status for Mismatch of Place of Birth, Date of Birth, and Name. The below listed documents will be used to verify the specific mismatch:

(a) Original/Certified Birth Certificate

(b) Current Valid Passports

(c) Court Ordered Name Changes

(3) Applicants pending results of the verification process with USCIS, or in a "N" status, or with "N" Status discrepancy, will not be allowed to be projected for shipping until cleared in accordance with above.

(4) The Alien Registration Card (I-551) must be sighted by Military Entrance Processing Station (MEPS) personnel and the Marine Corps MEPS Liaison NCO immediately prior to the individual's departure for recruit training. The shipper must have their I-551 in their possession to ship to recruit training. A photocopy will be made for the residual SRB.

5. Verifying Documents. Recruiters may assist applicants in obtaining the required verifying documents, but the ultimate burden of proof is on the applicant. Each document submitted by an applicant must either be an original, certified true copy per RS commanding officer Letter of Authority or an authenticated copy by a notary public.

a. ALL verifying documents must be in English language. Any document not in English must be translated by competent ability. The translated document and original document must be provided as source documents.

b. The person translating the non-English document must provide: Name, Position/Title or competency, i.e. Jorge Pasado, H.S. Spanish teacher. NOTE: translators and Notary Publics must be disinterested parties to the Marine Corps. (Affiliation with any elements of the Marine Corps Recruiting Command, and/or their families is not permitted.) Documents bearing erasures or changes will not be accepted. Recruiters must thoroughly examine all source documents for any evidence of tampering or alterations. Machine reproductions or copies of an original or an issued document, made after issuance, are not acceptable. An exception to this is a reproduction of a master birth certificate on file with a state bureau of vital statistics, with or without an official seal. These certificates are acceptable. They are often received in response to a DD Form 372 (Application for Verification of Birth for Official U.S. Armed Forces Only). Documents needed to verify eligibility are identified in the applicable part of chapter 3, section 2.

c. Foreign education secondary and post secondary diplomas/transcripts) must also be translated and certified in accordance with paragraph 3241.4.

d. Authentication. Commissioned officers have authority to officially authenticate machine reproductions or copies of an original or issued document made after issuance. To facilitate efficiency, commanding officers of recruiting stations may delegate this authority to command group members or MEPS Liaison NCOs. In exercising this authority to MEPS LNCOs, they will imprint and sign the following certification on each copy:

"I have personally sighted the original of the document shown. In the name of (Grade and Name of Commanding Officer), on (Date). I verify that this is an exact copy of the original and that no modifications or alterations have been made to either the original document or this copy.

Signature

Name, Grade, (typed or printed)"

b. Distribution. Verifying documents will be distributed in accordance with table 4-3, page 4-65.

c. Reimbursement. In obtaining verifying documents, recruiters are authorized to be reimbursed for legitimate out-of-pocket expenses (ROPE).

d. Warning. Before asking for any verifying documents or filling out any forms, the recruiter will thoroughly explain to the applicants:

(1) That there are penalties for falsifying or withholding information, and

(2) That each applicant will be subject to an initial background investigation (Special Agreement Check [SAC]) that is likely to uncover any concealed or falsified information. Such information may be grounds for a less than honorable discharge. Furthermore, all applicants enlisting will have a National Agency Check/Local Check/Credit Check (NACLIC) using the SF-86/BIQ submitted to the Office of Personnel Management (OPM). This process will be preformed via an export interface between MCRISS and OPM.

6. Initial Forms. Prior to the completion of pre-enlistment forms, the recruiter will complete:

a. Privacy Act Statements (NAVMC 11000 and the DD Form 2005).

9. Processing Continues

a. Recruiters will then decide whether or not to arrange for mental testing (if the applicant is not already ASVAB qualified) and/or physical examination at the MEPS.

b. Until the applicant is mental test qualified, the recruiter must decide how processing should continue. This decision is a "judgment call" by the recruiter based on past experiences and on the anticipated success of the applicant. Actions that may be taken include:

(1) Giving an enlistment processing worksheet to the applicant with instructions to provide required documentation (birth certificate, high school diploma, medical records, etc.) and to get dates, addresses, or other information needed to complete the form, or

(2) Requesting verification of birth (DD 372), or

(3) Assisting the applicant to prepare a request for replacement of a social security card (SS-5), or

(4) Gathering all verifying documents and preparing all forms necessary for enlistment.

4104. ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) INFORMATION

1. The ASVAB is a series of tests designed under DoD sponsorship to measure potential for training in general military occupational fields. The Marine Corps uses the ASVAB to determine mental qualifications for enlistment, and for enlistment program options and bonuses.

2. The ASVAB is under the centralized management of the MEPS in coordination with the Interservice Recruiting Committee (IRC). The IRC is composed of the local commanders from each of the four services and the MEPS commander. ASVAB testing schedules are coordinated by the IRC.

3. There are two major types of ASVAB testing:

a. Production Testing. Production tests (ASVAB) are given at the MEPS and at Mobile Examination Test (MET) sites on a scheduled basis. Qualifying scores from a valid "production" test may be used for enlistment up to 2 years from the test date (see MCO P1100.75 for additional details).

b. Career Exploration Program (CEP). Through the Armed Services Career Exploration Program, services offer the ASVAB to high schools and post-secondary institutions on a voluntary, no-cost basis. Tested students results are provided to the school administrators, students, and Armed Forces recruiting personnel. Guidance counselors and students may find the test helpful in exploring career alternatives. Qualifying scores from a valid CEP test may be used for enlistment for up to 2 years after the test is taken. Additional details on the CEP test:

(1) Promotional Activities. Because of the value of CEP testing to recruiting efforts, RS commanding officers have a responsibility to introduce and "sell" non-participating schools on the idea of using the CEP. Each year a wide variety of ASVAB promotional materials are offered to help support promotion of the program. Use of publicity materials is encouraged. However, the Secretary of Defense (ASD (MRA&L)) has directed that all publicity materials on institutional testing published by the Armed Forces, including recruiting field activities, must contain the following statements:

Purpose: The ASVAB is used by the Armed Forces for recruiting purposes and by school counselors for vocational guidance counseling. The ASVAB's ability for determining civilian job skills has not yet been proven.

Distribution of Test Scores: Test scores are provided to the school counselor (for students) and to the recruiting services of the Armed Forces.

Retention of Information: Information about individuals who have taken the ASVAB will be maintained on a computer tape for recruiting purposes for not more than two years. Scores are kept for a longer period of time for research purposes to assist in evaluation and updating test materials; however, personal identifying information (name, social security number, street address, telephone number) will be removed from existing records.

Release of Test Information: Names and other information will not be released to any agency outside of the DoD, except to the Coast Guard, and to the student's school. Information on test results will not be used for any purpose other than recruitment in the Armed Forces and high school counseling. Test data provided to school systems are disposed of in accordance with the state, local, or school policies.

(2) Voluntary Aspects. Representatives of the Armed Forces should encourage state and local school officials to use ASVAB testing within their schools. If educators require mandatory ASVAB testing of all students, this will not be discouraged, nor will the services refuse to test.

(3) Test Proctors. Recruiting station commanding officers will provide proctors in coordination with the IRC on an as-needed basis. Test administrators who are familiar with ASVAB test procedures are required to brief proctors on their responsibilities and specific duties. ASVAB test security is discussed in the following paragraph. Because test security is such a serious matter, Marines assigned as proctors must know and carry out their duties in a scrupulous manner.

(4) ASVAB Cites. ASVAB Career Exploration Program and the official ASVAB websites are: <http://www.asvabprogram.com/> and <http://www.official-asvab.com/>. A joint service publication, MCO 1130.52, provides instructions for the high school ASVAB program.

4105. FAMILIARIZATION AND PREPARATION FOR ASVAB TESTING

1. Applicants should be provided with a general familiarization of the ASVAB to ease any apprehensions about the test. There are several authorized publications that have been designed for this purpose. They are:

- a. DoD ASVAB Information Pamphlet (DoD 1304.12Z).
- b. MEPCOM ASVAB handouts: Exploring Careers: The ASVAB Workbook.

2. The ASVAB Specimen Set and the Counselor's Guide are publications designed to familiarize school officials with the institutional ASVAB. These publications and material extracted or reproduced from them are not to be used as familiarization tools for prospective applicants.

3. ASVAB guides, such as the ARCO Preparatory Study Guide, are commercially published. Recruiters may refer prospects or applicants to these study guides for individual study. Additionally, in some areas, the Department of Defense (DoD) has authorized the use of commercially sponsored pilot ASVAB Study programs. Also, DoD has participated in an ASVAB Test Prep Study whereby selected applicants received study materials or other test preparation aids. Unless authorized by DoD, recruiters, are prohibited from:

- a. Referring prospects or applicants to any commercial ASVAB preparatory school not authorized by the Department of Defense (DoD).
- b. Using commercial study guides **to coach/tutor/train** prospects or applicants individually or as a group unless part of a DoD pilot program.

4. Recruiters may help applicants familiarize themselves with the ASVAB by use of the legitimate materials listed in paragraph 4105.1 above. It should be noted, however, that because of the Marine Corps continual need for highly qualified enlistees, recruiter time and effort in this endeavor must be very minimal. Applicants who indicate a need for more than a familiarization should be immediately referred to their high school counselor.

5. Security of Screening Tests

a. Handling and Storage. District and recruiting station commanding officers will employ appropriate safeguards to prevent loss or compromise of printed, and computer aided test materials. Although these screening results do not qualify applicants for enlistment, compromising their validity defeats their intended purpose. At a minimum, all printed test materials except blank answer sheets should be stored in a locked desk or file drawer when left unattended. The Computer Adaptive Screening Test (CAST) is available on NCOIC's Laptops. Under NO circumstances will CAST versions be downloaded or transferred to a CD, disk, or email attachment for use outside the RSS/PCS.

b. Reproduction. District commanding officers are authorized to locally reproduce all printed screening test materials to allow for efficient screening and processing operations. CAST reproduction or distribution will be the responsibility of the RS Computer Specialist or District Information System Management Officer (ISMO).

4106. SCHEDULING FOR MENTAL TESTING AND PHYSICAL EXAMINATION

1. If the applicant remains tentatively qualified after the screening described in paragraph 4102 and in section 2 of chapter 3, recruiters will work with the applicant to schedule further processing. Keep in mind that for further processing, the applicant will need an Social Security Card.

2. Mental testing is normally done at a Mobile Examination Test (MET) site or at the MEPS. In either case, MEPCOM Form 680-3 (Request for Examination) must be completed by the applicant and the recruiter. Photo I.D. is required for MET Site testing, particularly for I-CAT MET Sites.

3. Based on the recruiter's judgment about the applicant's qualifications for enlistment, the recruiter should complete pre-enlistment processing and schedule the applicant for mental test, physical exam, and enlistment without any undue delay. Applicants need to be aware that their conduct and deportment while processing at the MEPS are a direct reflection on the Marine Corps. Cell phones are not authorized in any testing rooms. Applicants should be casually dressed, with no cut-offs, muscle shirts or tank tops. Jewelry, to include body-piercing jewelry must be removed and left at home. Male applicants should be clean-shaven or beards/mustaches neatly trimmed. All applicants must have under garments in order to take the physical exam.

4. **Marine Corps applicants must understand that their trip to the MEPS is for the purpose of enlisting.** Before sending an applicant's case file forward, the recruiter and the NCOIC will carefully screen all documents and forms and resolve any irregularities or contradictions. They will also ensure that all necessary documents are with the applicant at the MEPS for processing. History of residences, education, and periods of employment should be continuous, or the missing intervals should be explained. Recruiters must be cautious of applicants with lapses of memory or shadowy backgrounds. Questionable areas must be explained on the appropriate form.

5. Some of the various enlistment options and reenlistment requests require special purpose testing in addition to the ASVAB. These additional test requirements are set forth in the MCO 1130.53 Enlistment Incentive Programs.

4107. POSTSCRIPT FOR PROSPECTIVE ENLISTEES. Prior to actual enlistment, the recruiter should acquaint each prospective enlistee with the many benefits and entitlements that come with a Marine Corps enlistment. The curriculum at recruit training provides thorough briefings on all items essential to transition from civilian life to the Marine Corps. Enlistees who successfully complete recruit training will come to know and share in the pride of being a Marine. They will begin to understand the meaning of "esprit de corps," dedication and commitment, first hand. They will be given the opportunity to continue the proud tradition and legacy of our illustrious Corps. Be sure to cover these additional topics with the applicant/enlistee:

- a. Appointment Grade and Promotions.
- b. Pay/Leave and Earnings Statements.
- c. Military Identification Cards.
- d. Veterans Educational Assistance Programs.
- e. Commissioning Programs (as required).
- f. Continued Off-Duty Education.
- g. Assignments and Overseas Duty.
- h. Servicemembers Civil Relief Act (SCRA) of 2003 *
- i. Uniform Code of Military Justice (UCMJ)
- j. Grooming standards while on active duty

* All applicants will complete the Servicemembers Civil Relief Act Advice and Statement of Understanding (NAVMC 11494). The form is available through the MCRC Portal or the Automated Enlistment Package (AEP). Sample form is contained in Figure 4-1, page 4-16. Copies will be distributed in accordance with Table 4-3.

Figure 4-1.—Servicemens Civil Relief Act Advice and Statement of Understanding

TABLE 4-1

FORMS TO BE COMPLETED FOR ENLISTMENT.							
A	B	C	D	E	F	G	
FORM NO. (note 1)	TITLE	NPS	PS	COPIES (note 4)	USE (note 2)	PREPARED BY (notes 3 and 4)	
						RCTR	LNCO MEPS
DD Form 4	Enlistment/ Reenlistment Document Armed Forces of the United States	X	X	4	ALL		X
DD Form 93	Record of Emergency Data	X	X	4	ALL		X
DD Form 368	Request for Discharge or Clearance from Reserve Component		X	4	As required	X	
DD Form 369	Police Record Check	X	X	1	As required	X	
FD 258	Fingerprint Card	X	X	1	ALL		X
DD Form 370	Request for Reference	X	X	1 copy of each reference	Minimum of (3) required	X	
DD Form 372	Application for Verifica- tion of Birth	X	X	4	As required	X	
DD Form 1966	Record of Military Processing- Armed Forces United States	X	X	4	ALL	X	X
SF 86	Questionnaire For National Security Positions	X	X	4	ALL	X	X
DD Form 2005	Privacy Act Statement Health Care Records	X	X	4	As required		X
DD Form 2807-2	Medical PreScreen of Medical History	X	X	4	ALL	X	X
DD Form 2808	Report of Medical Examination	X	X	4	ALL		X
DD Form 2807-1	Report of Medical History	X	X	4	ALL		X
SF 513	Medical Record required Consult Sheet	X	X	4	As required		X

TABLE 4-1

FORMS TO BE COMPLETED FOR ENLISTMENT.							
A	B	C	D	E	F	G	
FORM NO. (note 1)	TITLE	NPS	PS	COPIES (note 4)	USE (note 2)	PREPARED BY (notes 3 and 4) RCTR LNCO MEPS	
NAVMC 11000	Privacy Act Statement for Marine Corps Personnel & Pay Records	X	X	4	ALL	X	
NAVMC 11494	Servicemembers Civil Relief Act (SCRA) of 2003 (SOU)	X	X	2	ALL	X	
EPM Form	Statement of Understanding for Applicants w/ Dependents	X	X	4	As required	X	
EPM Form	Marine Corps Enlistee Financial Statement	X	X	4	As required	X	
EPM Form	Statement of Eligibility for OCC	X	X	4	As required	X	
EPM Form	Statement Of Understanding Marine Corps Drug Policy	X	X	4	ALL	X	X
EPM Form	Drug Abuse Screening Form	X	X	4	ALL	X	X
EPM Form	Statement of Understanding On Marine Corps Policy Tattoos	X	X	4	ALL	X	X
EPM Form	Tattoo Screening Form	X	X	4	ALL	X	
EPM Form	Statement of Understanding on Marine Corps Policy Gangs	X	X	4	ALL	X	X
MCRC EIP Forms	SOU's for Enlistment Incentive Program	X	X	X	As required	X	
MCRC Reserve Forms	All Reserve Program SOU's: ROEP IIADT MGIB KICKER SRIP	X		4	As required	X	X

NOTE 1. Other documents are required for verification of eligibility (e.g., a DD Form 214/215 for prior service and a high school diploma/transcripts for educational level). Refer to chapter 3, section 2.

NOTE 2. The applicant's status will determine use (e.g., if an applicant is in a Reserve component, then a DD Form 368 is required). Applicants who are processed and subsequently enlist into the Marine must have a Copy of the DD 4, Enlistment Contract returned attached to the DD 368 to releasing reserve component.

NOTE 3. Most forms must be prepared with the applicant, at the initiative of the recruiter or MEPS Liaison NCO. Use of forms contained in the Automated Enlistment Package are the ONLY MEPCOM/DOD approved automated forms for use by MCRC recruiting personnel. Some forms require entries by the recruiter, by the MEPS LNCO, and by MEPS staff personnel.

NOTE 4. Some of these forms (i.e. DD 1966, DD 2807-1, DD 2807-2, DD 2808), can be downloaded from DoD websites or the MCRC Automated Enlistment Package (AEP), as fillable Adobe and are a single sheet. Most forms do not come as carbon sets and recruiters may not have easy access to a copy machine. Consequently, commanding officers of recruiting stations must establish local procedures to ensure that adequate copies are available for distribution. This function is normally carried out by the MEPS Liaison NCO, who makes the copies from the originals provided by the recruiter for distribution.

CHAPTER 4

ENLISTMENT PROCEDURES

SECTION 2: ENLISTMENT PROCESSING

4200. INTRODUCTION. This section details enlistment processing and the role of the MEPS in the enlistment process. The MEPS is a joint service facility with the responsibility for examining and processing applicants for all services. This is where enlistment takes place. Recruiters must instruct their applicants to bring with them the necessary verifying documents. Documents required to determine eligibility for enlistment are contained in chapter 3, section 2 and on Table 4-1. Chapter 3, section 2 contains the instructions for the completion of specific forms required for processing.

4201. GENERAL DUTIES/RESPONSIBILITIES OF THE MARINE CORPS MEPS LIAISON NCO

1. The Marine Corps MEPS Liaison NCO serve as the liaison between the recruiting stations, (includes recruiting sub-stations) and the MEPS. The MEPS Liaison NCO is the most important element of quality enlistment processing. They manage the flow of applicants and enlistees through the required processing steps at the MEPS. Their primary responsibilities are:

- a. To ensure that only fully qualified applicants are enlisted, and that only fully qualified enlistees depart for active duty.
- b. To ensure that applicants have a clear and honest understanding of their enlistment contracts and guarantees, if any.
- c. To ensure that required documents and enlistment forms are accurate, complete, and properly distributed.

2. There is a section in the Guidebook for RS Operations, Volume III, G003, entitled "MEPS Liaison NCO." It provides detailed information on the duties and functions of the MEPS Liaison NCO. The following paragraphs of this section provide specific enlistment processing instructions.

4202. EXAMINATIONS AT THE MEPS

1. Mental Examination. The Armed Services Vocational Aptitude Battery (ASVAB) test will determine mental qualification for enlistment and enlistment incentive programs. All Marine Corps applicants must have a qualifying ASVAB test score in order to enlist. The ASVAB is administered in high schools as part of the Student Testing Program Career Exploration Program (www.official-asvab.com or www.asvabprogram.com), or through USMEPCOM MET sites or at each MEPS. Prior service Marine (PSEP) applicants can have a physical exam without an ASVAB, by annotating the MEPCOM 680 A-E as **ASVAB Not Required**). Any applicant determined by medical pre-screen or found medically unqualified at MEPS, is not eligible for the Mental Exam (to include Re-Test Exam), unless a physical exam is requested by the medical waiver authority (MCRC/BUMED). ASVAB retesting is in accordance with Table 3-7 of this manual. Recruiters must be ever vigilant to determine the exact date and test version of the previous ASVAB. Retest dates are based on date of last test (valid or in-valid [i.e. re-tested too soon or same ASVAB version]). Applicants with qualifying scores may process for enlistment without delay.

2. Physical Examination/Inspection Examination

a. The medical staff at the MEPS will perform a thorough physical examination. If any medical records or documents are necessary, the applicant should already have been reminded of this need and have them in hand. The applicant must disclose any previous physical examination taken for any branch of service. The recruiter can verify the results. Medical staff will perform an internal examination on female applicants.

b. Results of medical examinations will determine physical qualification for enlistment. A re-examination will also be conducted at the depots for recruit training. Information on one's medical history that is falsified or withheld prior to commencement of active duty could result in discharge under less than honorable conditions as a medical fraudulent enlistment.

c. An Inspection Examination is conducted on any applicant entering the DEP, **when 30 days has elapsed since the physical examination.** An Inspection Examination is required on all accessions onto active duty, (shipment to recruit training or reenlistment into the Marine Corps), **when 72 hours has elapsed since the physical examination or inspection. No exceptions.**

3. Return from the MEPS. If applicants are unable to pass either the mental or physical examination, transportation home will be provided. If applicants are mentally and physically qualified, they will be referred to the Marine Corps MEPS Liaison NCO for further screening, processing and enlistment.

4203. APPLICANT INTERVIEW BY THE MEPS LIAISON NCO

1. To carry out those primary responsibilities identified in paragraph 4201, the MEPS Liaison NCO must interview each applicant. Commanding officers of recruiting stations will include this requirement in the MEPS Liaison NCO's letter of appointment (see Section 7G MEPS Liaison NCO) in Volume III, Guidebook for RS Operations, for further information and instructions on the appointment letter.

2. Ceasing the Interview. If at any time during the interview an applicant is found to be unqualified, processing will cease unless a waiver is considered to be warranted. If a waiver is considered, it will be processed in accordance with Chapter 3, Section 3 of this manual.

3. Review of Examination Results. Normally, applicants will be mentally tested and medically examined before the MEPS Liaison NCO conducts an interview. The MEPS Liaison NCO will evaluate examination results. If the applicant meets the minimum mental and physical enlistment requirements, the MEPS Liaison NCO can prepare for the interview. If the applicant is unqualified, and an interview is not necessary, arrange transportation to send the applicant home. However, if the applicant is medically unqualified and if there is a basis for a waiver, then the MEPS Liaison NCO should prepare copies of the medical documents, assist in medical consultation requirements, and expedite waiver processing in accordance with local procedures.

4. Review of the Case File. The MEPS Liaison NCO must retrace the recruiter's steps. The MEPS Liaison NCO will carefully review the case file for accuracy and completeness. Any contradictions in the forms and documents must be noted for questioning during the interview. The verifying documents

provided by the applicant and by the recruiter must receive close examination to ensure that they clearly support the entries on the enlistment forms, in accordance with chapter 3 of this manual. Discrepancies within a case file will be reported to the NCOIC of the recruiting substation, with a copy sent to the operations section of the recruiting station. The MEPS Quality Control Checklist (figure 4-2, page 4-39) is used for this purpose.

5. Review of Qualifications. The qualifications for enlistment, as well as the qualifications for desired options, must be personally verified by the MEPS Liaison NCO. If the applicant is qualified, does not have an option, and if the desired option is available, the MEPS Liaison NCO will explain any details and coordinate with the recruiter to obtain the authority to grant a program allocation or a quota serial number (QSN).

a. For enlistments in the Regular Marine Corps, programs are obtained through the Marine Corps Recruiting Information Support System - RS (MCRISS), depending on the option desired. Refer to MCO 1130.53 series.

b. For enlistments in the SMCR, programs are associated with QSNs, which are assigned through the Marine Corps Recruiting Information Support System - RS (MCRISS) or obtained from MCRC via CMC (RAP).

6. Enlistment Forms and Documents. The MEPS Liaison will initiate and complete all additional enlistment forms as required. Verification of parental consent and of approved waivers for moral offenses, illegal drug use, dependency, education, citizenship, medical deficiencies, prior service, etc., all require special attention.

7. MEPS Liaison NCO Interview. If the forms and documents are accurate and complete, the MEPS Liaison NCO will proceed with the actual interview, emphasizing to the applicant the need for complete honesty. Any facet of the applicant's background or qualifications, which might result in a fraudulent or erroneous enlistment, must be uncovered. Also, it must be determined if the applicant is concealing or distorting any information, or if the applicant has received any unauthorized help with the test or with a police records, etc. Each document and every entry on all enlistment forms will be reviewed with the applicant. **MEPS Quality Control Checklist (figure 4-2)** is used to report discrepancies. MEPS Liaison NCO's must then ensure that each applicant has a complete understanding of the enlistment agreement (e.g., guarantees, terms of enlistment, grade, etc.).

a. Enlistment Program Guarantees. If an applicant is enlisting under an "open" contract, the MEPS Liaison NCO will explain that the Marine Corps will determine the MOS training and assignment based on the needs of the Marine Corps. If the applicant is enlisting with a guarantee option, ensure that the applicant has clear understanding of exactly what the option entails, including its limitations. Use of the DD Form 4 and appropriate Statement of Understanding (Annex B) will be helpful, but the MEPS Liaison NCOs should not limit themselves to these documents alone. The applicant must be questioned to reveal any pre-conceived ideas or misunderstandings. Verbal promises or insinuations made by recruiting personnel, regarding any particular MOS's contained in the EIP need to be rectified prior to the assignment of any guarantee. Programs requiring a clearance must have a SF-86/BIQ/BIQ submitted, and received to the Office of Personnel Management (OPM) prior to shipment to recruit training. There are no exceptions to this policy.

b. DEP or Awaiting IADT. Explain to the applicant that enlistment into the DEP or SMCR awaiting IADT represents a legal commitment to enlist at a later date in the Active Component of the Marine Corps or to commence IADT on a specific date, provided the individual remains qualified. In turn, the Marine Corps agrees that on that specific date an opening will exist to begin active duty, and in a particular enlistment program if specified. Explain the advantages of the DEP listed in paragraph 2203.2. Ensure that applicants understand that the contract which they initialed and signed is a legally and morally binding agreement between them and the United States Marine Corps.

(1) Additionally, explain that members of the DEP:

(a) Are not entitled to full-time Servicemen's Group Life Insurance (SGLI) coverage under Public Law 93-289.

(b) May accrue and become entitled to educational benefits administered by the VA once they report for active duty.

(c) Are not entitled to pay, allowances, or leave, until they report for active duty.

(d) Pay Entry Base Date (PEBD)

1 Non-prior service enlistees (K5) do not establish a pay entry base date (PEBD) until they report for active duty.

2 Prior service enlistees (KA) who still have service to fulfill their military service obligation (MSO) continue to have their Individual Ready Reserve (IRR) time credited to their PEBD.

(e) Do begin 8-yr MSO when they initially "swear" into USMCR.

(2) Additionally, explain that members of the SMCR awaiting IADT:

(a) Are entitled to full-time Servicemen's Group Life Insurance (SGLI) coverage under Public Law 93-289.

(b) May accrue and become entitled to educational benefits administered by the VA if they have obligated themselves to a "6x2" program.

(c) Are not entitled to pay, allowances, or leave, until they report to IADT.

(d) Do not establish a PEBD until they report for initial active duty for training (IADT).

(e) Do begin 8-yr MSO when they initially "swear" into USMCR.

NOTE. A discharge from the DEP invalidates all accumulated time creditable against the 8-year MSO and/or for pay purposes, as applicable.

(3) Under present statutes, members of the DEP or SMCR awaiting IADT **may** or **may not** be eligible for medical or burial benefits from the Department of the Navy. (See paragraph 4301)

c. Term of Enlistment. Explain the military service obligation and the term of enlistment.

d. Individual Ready Reserve Component Refresher Training. Inform all enlistees, both Active and Reserve that they can be involuntarily ordered to 2 weeks active duty annually while members of the Individual Ready Reserve (IRR). Additionally, members of the IRR are subject to mobilization and activation during contingencies or time of war. **Any Marine who has not completed the full eight (8) year MSO after release from active duty or completion of service with the SMCR must maintain a full issue of uniforms.**

e. Grade upon Enlistment. Explain the opportunities for **appointment** to a higher grade upon commencement of active duty (see Table 4-2).

f. Background Investigations. All applicants (including prior service) will have a background investigations accomplished at the time of contracting into the Armed Forces. These investigations are a means by which each applicants' pre-enlistment history (medical, conduct, drugs) is verified. The three elements to the background investigation as part of MEPS Processing:

- (1) MEPS - Pre-Enlistment Interview (PEI).
- (2) Special Agreement Check (SAC).
- (3) National Agency Check/Local Agency Check/Credit Check (NACLIC)

8. Applicant Confirmation. The MEPS Liaison NCO should finalize their interview by reviewing and confirming the applicant's understanding of:

- a. The term of enlistment and grade upon enlistment; and
- b. The exact nature of program guarantees, or in the case of applicants with and "open" contract, the fact that there are no guarantees of training, assignment, or enlistment bonus; and
- c. The benefits and obligations incurred while enlisted the DEP or in the SMCR awaiting IADT, if applicable; and
- d. The day scheduled to commence active duty.

9. Once the applicant's forms and documents have been reviewed and cross-checked for accuracy, continuity, and completeness, the MEPS Liaison NCO will arrange for PEI interview processing with the MEPS.

4204. PERSONAL SECURITY INVESTIGATIONS (PSI)

1. Definition of Terms

a. MEPS - Pre-Enlistment Interview (PEI). All applicants processed at the MEPS will have a printed copy of signed SF-86/BIQ available for the MEPS PEI Interview. The main purpose of the MEPS Pre-Enlistment Interview (PEI) is to determine if all information critical to qualification for enlistment has been disclosed. If additional information is disclosed during this interview it will be provided to the MEPS Liaison NCO for resolution through the RS Operations Officer. Applicants who disclose additional information will not be enlisted into the DEP/SMCR AIADT or further processed without the consent of the RS commanding officer or his designated representative.

b. SPECIAL AGREEMENT CHECK (SAC). The Special Agreement Check (SAC) will be accomplished on all applicants contracted at the MEPS. The Special Agreement Check consists of a technical search of FBI's criminal Fingerprint Search (FBIF). SAC's are submitted to Office of Personnel Management (OPM), by MEPCOM personnel via the FD 258 Electronic Fingerprint Card or Livescan.

(1) Tech Check Mailbox. The MEPS LNCO will be provided via their Tech Check Mailbox account a Case Closing Transmittal (CCT) report. This is normally available 3-5 days after the SAC is submitted to OPM/FBI. This report will show results of FBI Fingerprint Search (FBIF) only. Take the following actions on the CCT:

(A) If NO RECORD is annotated under the FBIF section on the CCT report, file in the applicants residual.

(B) If RECORD is annotated under the FBIF section on the CCT, the RAP sheet will be attached. Take the following action for unfavorable CCT with RAP Sheet:

1. Ensure the offenses are listed on the SF-86/BIQ
2. That applicable waivers previously completed
3. If offenses undisclosed forward the CCT/RAP sheet to the OPSO to ascertain whether waiver is considered appropriate
4. If applicant has shipped to recruit training forward to applicable recruit depot Recruit Liaison Section (RLS) for action

(C) Both the Case Closing Transmittal and RAP sheet (if applicable) will be maintained in the MEPS residual package.

(D) If there are no tech check disclosures, **and** disclosure waivers are accomplished, the Tech Check is complete.

c. National Agency Check/Local Agency Check/Credit Check (NACLIC) MCRCO uses the SF-86/BIQ (Questionnaire for National Security Positions/Background Investigation Questionnaire-BIQ) to submit the NACLIC to OPM. The SF-86/BIQ will be completed at the RSS/PCS level using current automated software and Marine Corps Recruiting Information Support System (MCRISS). The SF-86/BIQ data will be **validated** and **uploaded** into MCRISS on all New Working Applicants (NWAs). The MEPS Liaisons will **validate**, **certify**, and have each NWA sign the SF-86/BIQ Release/Privacy statements using MCRCO authorized Signature Pads, and **export** the SF-86/BIQ data to OPM via the Joint Personnel Adjudication System (JPAS). Exports will only be accomplished on DEP date or no later than **5 working days** from Date of DEP. No SF-86/BIQ exports on "ONE" NWAs. The successful data/signature page export 'bundle' is paramount for OPM to initiate investigation. **All shippers must have JPAS verification that their PSI has been accepted by OPM, and either Opened, Scheduled or Closed prior to their departure to MCRD for recruit training. No Exceptions.**

d. Follow-up on Unclassifiable Fingerprints and Unacceptable Case Notices received from OPM. The following actions required:

(1) Rejected fingerprints. Fingerprints returned by the FBI/OPM as unclassifiable, will be re-accomplished and retransmitted by MEPS before the enlistee departs for recruit training. If already shipped to recruit training, notify applicable recruit depot (RLS and regional Security Manager), and request re-fingerprinting and exporting to **OPM**. Investigations cannot be opened until prints are received at OPM.

(2) OPM will notify the submitting office with a one time per case telephone call, of a Personal Security Investigation which has discrepant information. A Submitting Office Number (SON), which is exported as part of the SF-86/BIQ contains contact information. OPM maintains a database with contact information for each SON. A SON was created for all Marine Corps MEPS Liaison offices (see below). The SON information contains Points of Contact, Address, and Phone Numbers etc. It is imperative whenever there is a change of SON contact information that the MEPS LNCO submit a OPM Form PIPS-12 to update this information. Sample PIPS-12 form and instructions are available in Figures H-4 & H-5 in Appendix H.

(3) The following SF-86/BIQ Submitting Office Numbers (SON) were established specifically for each Marine Corps MEPS Liaison location:

MEPS CODES

<u>MEPS</u>	<u>MEPS</u>	<u>MCTFS</u>	<u>SF-86</u> <u>/BIQ</u>	<u>MEPS</u>	<u>MEPS</u>	<u>MCTFS</u>	<u>SF-86</u> <u>/BIQ</u>
<u>MEPS</u>	<u>CODE</u>	<u>CODE</u>	<u>SON</u>	<u>MEPS</u>	<u>CODE</u>	<u>CODE</u>	<u>SON</u>
Albany, NY	A01M	L91	810H	Kansas City, MO	B43M	L75	770H
Baltimore, MD	A02M	L09	800H	Little Rock, AR	B44M	L19	783H
Boston, MA	A03M	L63	811H	Memphis, TN	B45M	M17	792H
Buffalo, NY	A04M	M00	812H	New Orleans, LA	B46M	L49	796H
New York, NY	A05M	M83	815H	Oklahoma City, OK	C47M	M10	784H
Harrisburg, PA	A06M	M12	814H	San Antonio, TX	C48M	M16	786H
Frederick, MD			807H	Shreveport, LA	B49M	L51	798H
Fort Dix	A10M	M04	813H	Lansing, MI	B50M	LC5	771H
Pittsburgh, PA	A11M	M05	816H	Chicago, IL	B54M	L39	766H
Portland, ME	A12M	L55	817H	Cleveland, OH	B56M	M01	803H
Springfield, MA	A13M	L57	818H	Columbus, OH	B57M	M02	804H
Syracuse, NY	A14M	L93	819H	Des Moines, IA	B58M	L43	767H
Tampa, FL	A17M	LBY	799H	Detroit, MI	B59M	L74	805H
Atlanta, GA	A20M	L31	787H	Fargo, ND	B60M	L98	768H
Beckley, WV	A21M	M49	801H	Indianapolis, IN	B61M	L41	769H
Charlotte, NC	A22M	L95	802H	Milwaukee, WI	B62M	M53	772H
Miami, FL	A23M	MBC	793H	Minneapolis, MN	B63M	L61	776H
Ft. Jackson, SC	A24M	M11	788H	Omaha, NE	B64M	L79	773H
Jacksonville, FL	A25M	L75	790H	Sioux Falls, SD	B65M	M13	774H
Knoxville, TN	B26M	M15	791H	St. Louis, MO	B66M	L73	775H
Louisville, KY	B27M	L47	808H	San Diego, CA	C67M	MBH	764H
Montgomery, AL	B28M	L16	794H	Boise, ID	C70M	L35	755H
Nashville, TN	B29M	M21	795H	Butte, MT	C71M	L77	756H
San Juan, PR	A30M	MBA	797H	Sacramento	C72M	MDL	761H
Raleigh, NC	A31M	L97	809H	Honolulu, HI	C73M	LAE	758H
Richmond, VA	A32M	M41	806H	Los Angeles, CA	C74M	L13	757H
Albuquerque, NM	C36M	L89	777H	San Jose, CA	C75M	L23	763H
Amarillo, TX	C37M	M29	778H	Phoenix, AZ	C76M	L17	785H
Dallas, TX	C38M	M31	779H	Portland, OR	C77M	M03	759H
Denver, CO	C39M	L40	780H	Salt Lake City, UT	C78M	L9Y	760H
El Paso, TX	C40M	M33	781H	Seattle, WA	C79M	M45	762H
Houston, TX	C41M	M37	782H	Spokane, WA	C80M	M47	765H
Jackson, MS	B42M	L71	789H	Anchorage, AK	C81M	L9X	754H
RSS Guam			363K				

4205. ENLISTMENT INTO THE MARINE CORPS, THE DEP, OR THE SMCR

1. After the applicant finishes the PEI interview, the MEPS Liaison NCO will accept the applicant for enlistment. The applicant's clear understanding and agreement with all aspects of the enlistment contract should be reverified. After signing the acceptance, MEPS officials will administer the oath of enlistment.

2. For applicants who enlist in the DEP or SMCR to await IADT, the MEPS Liaison NCO must provide complete instructions on required future actions. The need to return to the MEPS for enlistment onto active duty on a scheduled day must be emphasized. Applicants enlisting into the SMCR should also be informed they will receive an orientation briefing by designated recruiting representatives. Details on this briefing are provided in paragraph 4213.

3. General Provisions while in the DEP. Applicants must be advised they are not entitled to receive pay while in the DEP, nor participate in any Reserve training during the time they are in the DEP. DEP members should also be aware of the RS/RSS Pool Program and necessity to participate to prepare them mentally, physically and emotionally for the rigors of recruit training. Issuing of the DD Form 2, Military Identification Cards, or any type of DEP Program photo ID cards are not authorized for members of DEP/SMCR AIADT.

4. DEP for Non-Prior Service Personnel

a. Qualified men and women will be processed per this chapter and the following instructions:

(1) Each applicant intending to enlist into the Marine Corps DEP, or SMCR awaiting IADT, will agree to an assignment to active duty for a period equal to a term of enlistment authorized by current directives. This term, expressed in years, will be inserted in item 8a of the DD Form 4.

(2) The commanders of the MEPS effecting the enlistment will issue orders per MCO P1100.75.

(3) Individuals subsequently reporting for enlistment from the DEP to active duty will be required to execute the DD Form 4/3 Enlistment Document, Section F. DISCHARGE FROM DELAYED ENTRY ENLSITMENT PROGRAM. Care must be taken to ensure that the latest Annexes are listed on the DD4/3, 20.a., DD1966/1 Block 18, and DD 1966/3 section V, 34. Recertification.

b. Individuals who apply for a Reserve officer program while a member of the DEP or awaiting IADT, and are acceptable to the Officer Selection Officer (OSO), will be processed as follows:

(1) Officer program applicants recommended by OSO prior to their enlistment to active duty, or assignment to IADT, will be retained in the DEP or awaiting IADT status until final disposition is made by the CG, MCRC.

(2) Application for the appropriate Reserve Officer Program will be per MCO P1100.73, EPM, Volume III, Officer Procurement, to include a conditional enlistment contract and new service record book. The prior service entry will reflect USMCR (K4, K5, K8, K9, KA and B5) service indicating a date of discharge 1-day prior to enlistment in the USMCR(C) Officer Candidate Program. Upon final determination by the CG, MCRC, accomplish one of the following actions:

(a) Approved Applicants for Reserve Officer Program

1 Discharge from the USMCR (K4, K5, KA, K8, K9, OR B5) effective the day preceding the date upon which the conditional enlistment contract (that enrolled the individual in the Reserve officer program) was executed.

2 Forward enlisted records to the CMC (MMSB-20) after making the following remark in **red** pencil on the original DD Form 4:

"SR - discharged (date) Convenience of Government to enlist in USMCR(C) (OCC) program."

3 Discharge the applicant through the Military Entrance Processing Reporting System (MIRS).

(b) Disapproved Applicants for Reserve Officer Programs
Effect enlistment in the Marine Corps, order to active duty, or assign to IADT per the contract executed by the individual upon enlistment in the DEP or SMCR awaiting IADT.

(3) Notify the CG, MCRC of individuals whose applications for a Reserve officer program have not received final determination within 90-days of projected active duty date for assistance in resolving the application.

5. Prior Service (Other Service) Personnel Enlisting in the Marine Corps and Prior Service Marines Reenlisting into the Regular Marine Corps.

a. Prior service applicants, when fully qualified for enlistment into the Marine Corps or Marine Corps Reserve, must meet established criteria contained in paragraph 3291, on pages 3-123 through 3-129, to determine their eligibility to enter the DEP (USMCR (K5)). Prior service applicants currently in a reserve component **can not** enlist into the DEP, and **must be** direct contract/shipper. However, if prior service (other service) applicants are eligible to enter the DEP, the completion of the DD Form 4, and DD1966/1 (current editions) must be executed with care to avoid errors in terms of service because these applicants will, in most cases, have completed all or a portion of their 8-year MSO. The term of enlistment, however, may be for, four, five or six years per current directives. Additionally the Active Duty Base Date (ADBDB) and Pay Entry Base Date (PEBD) must also be adjusted to account for all prior service.

b. Prior service Marines **may not be enlisted into the DEP** (USMCR (KA)). Applicants must meet the criteria of MCO 1130.80 series, and if approved for reenlistment will receive written authorization and assignment instructions, which may be effected at any time within the specified period authorized in the approval letter. Reenlistment programs are contained in MCO 1130.80 series, Prior Service and Reserve Augmentations Enlistments into the Regular Marine Corps. These applicants must be cautioned that reenlistment over three months from date of separation will cause them to lose any entitlement they may have to reenlistment bonuses.

c. For additional details on processing prior service applicants, see paragraph 3291 of this manual.

d. Discharge of prior service (other service) enlistees from the DEP will be per paragraph 4301 of this manual.

6. Maximum Time in the Delayed Entry Program

a. Recruiting station commanding officers are authorized to grant a maximum 365 day delay to all non-prior service component enlistees. The exceptions to this policy are:

(1) High school/home schooled rising senior applicants (11S) who are enlisting under the terms of the "410 DEP Program" which allows these new rising seniors to enlist within 30 days of present senior class graduation date and departing for recruit training within **410 days**. **The 410 DEP Plan authority for the current year will be included in the MCRC OPLAN. This program is applicable 1 May through 30 June when authorized by the OPLAN.**

(2) **Those applicants given an Entry Level Separation (ELS) for failure to complete recruit training from the sponsoring service component, per paragraph 3291.e, are limited to a maximum of 90-day delay.**

b. An enlistee's DEP or awaiting IADT time begins on the day of enlistment and cannot exceed the time limits prescribed in paragraph 4205.6. The Date of Enlistment (DOE) is provided in MCRISS from interfaces with the USMEPCOM MIRS Databases. The DOE remains valid unless there is a change of component code, or a discharge from the DEP or SMCR awaiting IADT. A Change of Component (CC) or DEP discharge erases all accumulated DEP or awaiting IADT time. If a discharged enlistee is subsequently re-accessed into the DEP; awaiting IADT time again may extend to prescribed limits.

c. Component code changes will not be effected in the MCRISS until they are affected through MEPS.

7. Extensions in the DEP. Extensions of time in the DEP or awaiting IADT beyond the prescribed 365 day limit will not normally be authorized. Only the CG, MCRC may grant such requests. DEP extensions will only be submitted in cases such as natural disasters, extreme weather conditions, temporary medical disqualifications, educational (failure to graduate) extensions, and the like. DEP extensions will be submitted via the chain of command in a policy waiver format, for a maximum of 180 days. No member can exceed 545 consecutive days in the DEP, including those authorized 410 DEP enlistees.

4206. PLACE OF ENLISTMENT. The place of enlistment is where the oath of enlistment is administered. All personnel processed through MEPS will have the oath of enlistment administered at a MEPS. Exceptions to this policy are handled by request to the specific MEPS commander from the RS commanding officer. These requests are considered outside enlistments into the DEP or SMCR awaiting IADT only and not authorized for shippers. The RS must provide the Rank, Name, SSN, and Title of the Commissioned Officer to perform the outside enlistment. MEPS personnel will prepare the DD-4, and provide to the requesting RS MEPS LNCO. After the oath of enlistment is administered, the applicant and the officer affecting the oath will sign the DD-4 and return to the MEPS. MEPS will report the enlistment into MIRS, which will interface with MCRISS. No enlistment/reenlistment/augmentation of any Marine applicant will be conducted external to this MEPS MIRS process.

4207. EFFECTIVE DATE OF ENLISTMENT. The effective date of enlistment or reenlistment is the commencement date of the contract. This will be the same date the oath of enlistment is administered.

4208. TERMS OF ENLISTMENT

1. Regular

a. DEP USMCR (Component Code K5). Enlistments in the DEP USMCR (K5) will be for an 8-year term. Prior service applicants must meet criteria in paragraph 3291, pages 3-123 - 129, to determine eligibility to enter the DEP.

b. Regular Enlistment

(1) General. Enlistments into the Regular Marine Corps for non-prior service or prior service (other service or USMCR K4, K8, K9, or B5) applicants, either directly or from the DEP, will be for terms of 2*,3, 4, or 5 years). * Note: Two year TOE for NPS enlistments into the National Call to Service Program; actual EAS will be adjusted upon completion of MOS school.

(2) Maximum Terms of Enlistment

(a) No "open contract" will be for more than **four (4)** years.

(b) No **Regular Enlistment** will be for more than **six (6)** years.

c. Broken or Continuous Reenlistment. Prior service Marines approved for broken or continuous reenlistment will normally be approved for four year terms of enlistment (TOE). MMEA-6 may also authorized a two, or three year term of enlistment per instructions issued by MCRC (see MCO 1130.80 series for details).

2. Reserve Enlistments

a. Non-prior Service (NPS). All non-prior service applicants enlisting into the SMCR (USMCR K4 or K9) **will enlist for a full eight year term**. The specific enlistment program, which the applicant chooses, designates the periods for SMCR duty (drill and IRR, i.e. 4 X 4, 6 X 2) participation.

b. Prior Service (Other Service) Applicants. All prior service enlistments into the SMCR are processed per instructions contained in MCO 1130.80. Cases are forwarded to MCRC G-3, and routed through M&RA (RAP) to MMEA-6 for final approval. Paragraph 3291.3 contains appropriate instructions. All PSOS applicants for the SMCR must attend recruit training, MCT/SOI, and possibly MOS school.

c. Component Code Changes will not be effected into MCRISS until they are effected through MEPCOM Information Reporting System (MIRS).

4209. STATEMENT OF UNDERSTANDING (SOU)

1. Enlistment program documents (SOUs) become part of the DD Form 4 as Annexes. As such, care must be taken in assigning a program and completion of documents and recording the Enlistment Incentive Program number (MCROC)/Quota Serial Number (QSN) from MCRISS. In the interest of avoiding costly defective enlistments, Marines involved in the contractual process must be extremely careful in completing the documents and will refrain from making inferences that could be misconstrued or perceived as assurances, promises, or guarantees which are not specifically written in the enlistment package.

2. Accordingly, each applicant enlisting for a regular Enlistment Incentive Program (EIP)/Reserve Quota Serial Number (QSN) will complete a SOU. An example of the SOU is provided in MCO 1130.53, and the ROEP, IIADT, reserve programs. Reproduction of the SOU is authorized. Automated Enlistment Package (AEP) contains both regular and reserve enlistment SOU's. Local changes or edits to the SOU(s) however, are prohibited. The **original** SOU (both regular and reserve SOU's) will be marked as Annex "B". Subsequent SOU's annotated in succession, "C", "D", etc., voiding the previous SOU.

a. Program SOUs for Regular. Annex "A" is used for the Marine Corps Drug Policy SOU, Tattoo SOU & Gang/Extremist SOU. The completed SOU (along with any required appendices) will be marked "Annex B" and attached to the Enlistment or Reenlistment Document (DD Form 4) as required by MCO 1130.53 series. If the member of the DEP (regular), changes options, the original authenticated Annex "B" will be marked **VOID**, with a diagonal line from top right to bottom left, initialed and dated by the member, and a new SOU will be completed and annotated as Annex "C". Any additional changes in an authenticated SOU will follow the same format, with each new SOU marked successively as Annex **D, E, F etc.** All voided SOUs will be retained in all enlistment records and remain a part of the DD Form 4 series. MEPS LNCOs will record the changes to the annex(s) in Section F. DISCHARGE FROM/DELAYED ENTRY/ENLISTMENT PROGRAM, Blocks 20a. b. & c. of the DD Form 4/3, and the DD1966/1 Block 18 Accession Data Sub-blocks s. and t. and DD1966/3 Section V Recertification. SOUs that are attachments to other SOUs (i.e. EIP SOU for MCSF "UV" and SOU Security Clearance Form, will both be annotated as Annex "B" (Program SOU/Attachment SOU) and stapled together. If the applicant changes the original program (i.e. "UV" to "UH") then the same format as listed above will prevail, where the Annexes could read, "Annex C" and "D".
NOTE: It is imperative to ensure that these changes are made correctly. Most applicants enlist for 4 year TOE at time of DEP, and then select a EIP/EBP that requires a 5 or six year TOE. If not changed on the DD4/3 correctly it could result in the voiding of the program.

b. Program SOUs for Reserve. Annex "A" is used for the Marine Corps Drug Policy SOU, Tattoo SOU & Gang/Extremist SOU. Assigned reserve programs will be recorded as Annex "B". If a reserve member (SMCR awaiting IADT), changes options while awaiting IADT (i.e. ROEP 4 X 4 to IIADT 6 X 2), a new Annex "B" for the newly assigned reserve option will be authenticated, signed and dated. The **original** authenticated Annex "B" will be marked **VOID**, with a diagonal line from top right to bottom left, and initialed by the reserve member. Additionally, the **original** Annex "B" will be marked on the bottom of page one "Replaced by Annex "B" dated _____", (date new Annex "B" SOU was signed by the reserve member). SOUs that are attachments to other SOUs (i.e. ROEP, SRIP, or Kicker), will all be annotated as Annex "B" (Program SOU/Attachment SOU) and stapled together. All SOU(s) will be attached to the DD Form 4/1 and 4/2 to include previously voided SOU(s).

c. The applicant will complete those portions of SOU(s) not populated by the Automated Enlistment Package (AEP) in their own handwriting, prior to enlisting in the Delayed Entry Program, or upon notification of an assigned program (reserve or regular) prior to shipping to recruit training. Erasures or cross outs are not permitted and render the SOU void. SOU's completed prior to arrival at MEPS are not valid until a MCROC/QSN/BCN as applicable, are documented, and signed by applicant and MEPS LNCO certifying assignment of the program. As a measure of caution when multiple SOU's are provided to MEPS LNCO at time of contracting, those not used must be marked **VOID**, with a diagonal line from top right to bottom left, and initialed by applicant.

3. The completed SOU will be distributed in accordance with the instructions contained in MCO 1130.53 series. **Further, a copy of the completed SOU will be given to each applicant the day they enlist into the DEP and any time the applicant changes their enlistment option program, or completes a new SOU. The voided original SOU and new Annex will be recorded with the appropriate alpha character (B,C,D etc) and maintained in the SRB.** A statement on the DD Form 1966, Section VI, should reflect the reason for the program change.

4210. GRADE UPON ENLISTMENT INTO THE MARINE CORPS OR MARINE CORPS RESERVE

1. All enlistments in the Marine Corps or SMCR will be in the grade of Private unless otherwise authorized Table 4-2, on page 4-39.
2. All broken and continuous reenlistments into the Marine Corps will be in the grade specified by MCO 1130.80 series, unless otherwise authorized by the reenlistment request authorization approval from MMEA-6.
3. Prior service personnel (Marine Corps or other service) for enlistment or reenlistment in the SMCR will be appointed as specified by the CMC (MMEA). MCO P1040R.35 and MCO 1130.80 series contain specific details.

4211. OATH OF ENLISTMENT

1. All Regular Marine Corps or SMCR enlistments and Regular Marine Corps reenlistments (broken or continuous) must be authorized by either the commanding generals of the eastern or western recruiting regions, the district commanding officers, recruiting station commanding officers or their authorized representatives, unless otherwise directed by the CG, MCRC.
2. Normally, commissioned officers assigned to the MEPS will administer the oath of enlistment to all non-prior service Marine applicants while wearing the prescribed service uniform. However, recruiting officers are authorized to administer oaths necessary in the performance of duties for non-prior service and prior service Marine reenlistees, **if prior coordination is made with the local MEPS.** This action is necessary to allow input into the MEPCOM MIRS system, which interfaces with MCRISS. Provisions of Title 10 U.S.C. 502 require that the oath of enlistment be administered by a commissioned officer; no exceptions to this statutory requirement can be granted. Any commissioned officer of any regular or reserve component of any U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard), whether or not on active duty, may administer the Oath of Enlistment (10 U.S.C. 1031). "Commissioned officer" includes "commissioned" warrant officers.
3. Before giving oath of enlistment to applicants, enlisting officers will:
 - a. Explain the provisions of the UCMJ, Article 83, emphasizing the UCMJ significance in respect to truthful answers on their enlistment forms.
 - b. Tell the applicants that anything in their record that may prohibit enlistment must be disclosed before the oath is administered. Explain that if disclosure is made at this time (before the oath of enlistment), the worst that can happen will be their initial rejection for enlistment and that a waiver may be considered and submitted. Also explain to the applicants that their failure to disclose any criminal or drug involvement or unacceptable moral behavior, etc., may result in punitive action and discharge.

c. Warn the applicants that their fingerprints will be forwarded to the OPM. Warn the applicants that even though a person may conceal a criminal or juvenile record or prior service at the time of enlistment, such a record will be discovered later, and that the applicant, now a Marine, will be subject to trial by court-martial for fraudulent enlistment and to possible discharge under less than honorable conditions.

4. The oath of enlistment in the DD Form 4 will be administered orally, in English, to each applicant by a commissioned officer of any of the Armed Forces. Make suitable arrangements to ensure that the oath is administered in a dignified manner and in proper surroundings. The flag of the United States, and the Marine Corps standard when available, will be displayed prominently near the officer administering the oath of enlistment.

5. Immediately after the oath of enlistment, the enlisting officer will:

- a. Explain the substance of Articles 85 and 86 of the UCMJ
- b. Require each enlistee to sign the DD Form 4.

c. Provide each enlistee with a legible copy of the enlistment forms as prescribed in Table 4-3 on page 4-65.

4212. MEPS QUALITY CONTROL

1. Use of the MEPS Quality Control Checklist (Figure 4-2 page 4-39) by MEPS Liaison NCO is required. This checklist is used as a quality control tool:

- a. To return unacceptable case files
- b. To report case file discrepancies.
- c. To notify recruiters that additional documents/forms are required.
- d. To provide comments on applicant's case preparation for enlistment.
- e. To report on the disposition of applicants (e.g., medical consult).
- f. To alert the RS command group of possible training deficiencies.

2. MEPS Liaison NCOs will prepare the MEPS Quality Control Checklist The original is sent to the recruiting station operations officer. The first copy is sent to the NCOIC of the respective substation, and remaining copy is a file copy. If follow-up action is required, place the file copy with the case file and assign a 2-week suspense date. If no response within this period, the MEPS Liaison NCO will notify the operations officer for appropriate action.

4213. ORIENTATION BRIEF FOR NON-PRIOR SERVICE RESERVISTS

1. An orientation brief affords designated SMCR Unit/I-I representatives the opportunity to fulfill a fundamental leadership responsibility that of welcoming and getting acquainted with new unit members. The new Marine reservist becomes familiar with his/her unit as well as post-IADT duties and training highlights. More than a mere exchange of information, the

interview/orientation brief conveys a sense of belonging and being part of a team. The enthusiasm and interest communicated by the designated SMCR unit/I-I representative should motivate and strengthen the new reservist's commitment to the unit and to the Marine Corps. Questions by the new reservist should be encouraged and answered in a forthright positive manner.

2. The orientation brief is just that, an orientation brief. It is not a screening process to determine acceptability into the reserves, which is the responsibility of the recruiting station.

3. Each member is assigned a mentor as part of the unit cohesion program. The mentor will remain in contact with the member through recruit training, MCT, and MOS school. Once the member returns to the unit the mentor will assist with checking in.

4. Recruiting station commanders and SMCR unit CO's/I-I's must work together to establish mutually agreeable and efficient procedures for accomplishing the orientation briefs. These briefs should occur within 30 days of enlistment into the Selected Marine Corps Reserve. To reiterate the intention of this orientation/indoctrination briefing, it is not a screening process, but a tool to welcome the reservist into the local SMCR unit. The local SMCR unit I-I/commanding officer is required to assign a sponsor/mentor to every new Marine before they depart for recruit training. The intent is for the sponsor/mentor to communicate with the reservist prior to departure and while undergoing recruit training, MCT/SOI and MOS training. If a reservist changes Quota Serial Number (QSN) while awaiting initial active duty for training, but remains in the same RUC, there is no requirement to be re-interviewed. If the SMCR member changes to a new RUC, the interview/orientation process must be completed at the new SMCR unit. In cases of immediate reserve accessions, or those contracted and shipped within 10 days, the recruiting station will attempt to arrange for an I-I interview. If not feasible to conduct an I & I interview in person, the responsible recruiting station will arrange a phone interview from the RS with the applicant and a dually appointed representative of the I-I staff. If that is not possible, the recruiting station commanding officer or their designated representative may conduct the interview/orientation brief. When this occurs the recruiting station should inform the reserve unit of the enlistment date in the SMCR, date shipped to recruit training, date of interview, and who conducted the interview at the RS.

a. The reserve orientation brief (I & I Interview) will be documented on the DD1966/4 Section VI Remarks, for all non-prior service reserve enlistments. A courtesy copy of the DD1966/4 will be provided to the I-I staff at the first opportunity.

b. Sample reserve interview for the DD1966/4 Remarks:

"SELECTED MARINE CORPS RESERVE ORIENTATION BRIEF WAS CONDUCTED ON _(Date)___"

SMCR I & I/UNIT COMMANDING OFFICER/RS COMM OFFICER/MEPS LIAISON NCO SIGNATURE

THIS PAGE INTENTIONALLY LEFT BLANK

MEPS QUALITY CONTROL CHECKLIST

(If more space is needed to complete this form, continue on a separate sheet, identify by section, and attach hereto.)

FROM: (MEPS LNCO) TO: (NCOIC) COPY: (RS CO)

APPLICANT'S NAME (Last, First, MI) SSN Processing Date RCTR

A. ENLISTMENT FORMS

The following information and/or forms were missing, incomplete, incorrect, or had improper entries as indicated:

DD Form 368/DD214/DD215

DD Form 369

DD Form 370

SF 86

DD Form 2807-2

MEPCOM 680-3 A-E

SOU Regular/Reserve

Drug Abuse Screening Form/Drug SOU

Gang Affiliation/Aberrant Behavior Checklist

Enlistee Financial Statement

DD Form 1966 (Identify by Page and Block)

Tattoo Screening Form/Tattoo SOU

B. VERIFICATION DOCUMENTS

Documents needed to verify enlistment qualifications were not available or were unacceptable for the reason given:

Age

Education

Name

Moral

Parental Consent

Prior Service

Citizenship

SSN

Dependency

Other: (Specify)

C. MENTAL

Note: A copy of the completed MEPCOM Form 714/680 ADP may be attached instead of completion of this section.

TEST FORM: _____ AFQT _____ GT _____ EL _____ MM _____ CL _____

SPECIAL TEST RESULTS: EDPT _____ DLAB _____ DLPT _____

Figure 4-2.--MEPS Quality Control Checklist.

D. MORAL/Conduct

The following moral disqualifications were uncovered during processing:

E. PHYSICAL

Note: A copy of the DD 2808 or the MEPS CMO comment from the DD Form 2807-2 may be used to explain disqualifications instead of completing this section.

Profile: P__U__L__H__E__S__X__ Height____ Weight_____

Consultations Required (date and type): _____

Disqualifications:

Waiver recommended by the MEPS physicians: YES____ NO____

F. DISPOSITION

Applicant

Enlistment Package

__ Enlisted

__ Pending Waiver File

__ Ship Date _____

__ Awaiting Missing Documents

__ Waiver Required

__ Returned to Recruiter

__ Waiver Pending

__ Filed

__ Program Enlisted For _____

__ Refused To Enlist

G. SALES

Sales problems/comments (also indicate whether or not the applicant was prepared to come to the MEPS):

MEPS LIAISON NCO Printed Name

MEPS Liaison NCO Signature & Date

Figure 4-2.--MEPS Quality Control Checklist.

TABLE 4-2

APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT.		
R	A	B
U	If an applicant (Notes 1 through 4):	Then grade at enlistment will be:
L		
E		
1	has prior service (other service) with six or more months of active duty (180 consecutive days) to include continuous active duty for training	Private First Class (Notes 5 & 6)
2	a high school graduate (Tier I) and successfully completed two (2) yrs of Reserve Officer Training Course (ROTC)	
3	is a high school graduate (Tier I) and has evidence of successful completion of two or more years or equivalent , (i.e. 4 X 4 Block Schedule one semester = one year) of a Junior Reserve Officer Training Course (JROTC) verified by JROTC Unit, or a graduate of a four year High School Military Academy (must have attended for four years)	(Notes 2 & 6)
4	enlists in the DEP or SMCR awaiting IADT and refers two (2) applicants who subsequently enlist	(Notes 2 & 7)
5	has completed officer commissioning course, Platoon Leaders Class (PLC) or Officer Candidate Course (OCC)	
6	a. Earned 15 semester/22 quarter hours of college level courses of classroom instruction (includes On-Line Internet Courses, excludes College Level Examination Program (CLEP)) from an institution listed in the degree granting section of the current AIPE or in accordance with paragraph 3241.4 (Foreign High School Graduate/College Student)	(Notes 2 & 12)
	Note 1: Non Tier I applicants must complete the 10th grade in a traditional, religious, home school, or continuation/alternative high school, to be promoted under this rule.	
	Note 2: Applicants who are educationally coded XX8 are not eligible to apply the same <u>college semester hrs/qtr hours for promotion</u> , which qualified their educational tier status. Additional hours, beyond the 15 semester and/or 22 quarter hours classifying as Tier I, may be used if in accordance with rule 6a. (Minimum 30 semester/44 qtr hrs.)	
	b. Applicants whose verified education code is 14D or 16K from an institution listed in the degree granting section of the current AIPE, or in accordance with paragraph 3241.4. (Foreign High School Graduate/College Student).	
7	Enlists under the provisions of the Enlistment Incentive Program: College Enlistment Program (CEP) or Musician Enlistment Option Program (MEOP) contained in MCO 1130.53	
8	Marine Cadets of America	(Notes 2 & 11)
9	is an Eagle Scout in the Boy Scouts of America or a Girl Scout Gold Award in the Girl Scouts of America	(Notes 2 & 8)
10	attained grade E-3 or completed at least 24-months in the Naval Sea Cadet Corps or Civil Air Patrol (CAP)	(Notes 2 & 8)
11	enlists for duty with the U.S. Marine Band (Presidents Own, Marine Barracks 8th & I, Washington DC) only	Staff Sergeant (Note 9)
12	Evidence of passing the Defense Language Proficiency Test (DLPT) with a score of 2/2 while in DEP or recruit training	(Note 3)
13	Young Marines who have achieved the rank of Sergeant E-5.	(Notes 2 & 10)

TABLE 4-2
APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT. (con't)

NOTE 1. Recruits who did not complete recruit training will be enlisted in the grade of private E-1 unless otherwise qualified per this table.

NOTE 2. Substantiation document required to verify higher appointment. The appointment documents must be received, verified and be administratively effected no later than applicants MCRD graduation. **Post MCRD appointments will not be considered and are not authorized.**

NOTE 3. Administrative Instructions.

a. The effective date of grade appointments is the date the individual enlists into the Marine Corps to commence recruit training.

b. The authority for appointments under this table will be recorded in "Remarks" section of DD Form 1966 and cite the specific rule, for example:

Appointed to the grade of PFC (E-2) per Rule 4 of Table 4-2 of MCRCO 1130 EPM

MEPS Liaison Signature

Date

c. Ensure that the correct enlistment grades (i.e. E-2) are entered in the appropriate blocks on the DD Form 1966 and the DD Form 4.

NOTE 4. Individuals appointed under the provisions of this table who are required to attend recruit training will be advised that they cannot wear the grade insignia until successful completion of recruit training.

NOTE 5. Only if individual was last discharged as a E-2 or higher.

NOTE 6. Two (2) yrs or more at a service academy satisfies this requirement.

NOTE 7. The poolee/recruit making referrals is only eligible for higher appointment, if referrals enlist into DEP/SMCR prior to individual making referrals graduation date from recruit training. Those DEP discharged with referral credits, and later reenter the DEP, will not retain previous credits for appointment to PFC (excluding same month DEP discharges who are Changes of Component Code ZKC). This also applies to Entry Level Separations (ELS) who failed to complete recruit training and are later reassessed.

NOTE 8. The individual must present full documentation, e.g., official Boy/Girl Scout certificates awarding Eagle/Gold Award status, Naval Sea Cadet Corps promotion/service certificates, or Civil Air Patrol etc.

NOTE 9. See paragraph 2306 for special procedures.

NOTE 10. See MCO 5000.20.

NOTE 11. The applicant must show evidence of being an NCO with a minimum of four (4) years of participation in the Marine Cadets of America program.

NOTE 12. Must be listed in the current AIPE Degree Granting section or accredited by AACRO or NACES (refer paragraph 3241.4). On-Line Internet Courses acceptable if on college transcript and not a majority of the total college credits earned. CLEP Test credits are excluded.

CHAPTER 4

ENLISTMENT PROCEDURES

SECTION 3: POST-ENLISTMENT PROCESSING

4300. MAINTENANCE AND DISPOSITION OF ENLISTMENT CASE FILES

1. Pending Case Files. Enlistment case files on applicants who were processed and enlisted in the DEP or SMCR awaiting IADT will be filed by projected active duty date.
2. Completed Case Files. Recruiting stations will maintain a copy of the enlistment processing record for each enlistee. These case files will be commonly referred to as "residual records." They will be maintained in alphabetical order with separate files for each fiscal year. Within each year, the records of those who fail to complete recruit training should be filed separately after the recruiter of record has reviewed the case. Residual records will be kept on file for the term of initial enlistment and then properly destroyed (burned or shredded).
3. Case Files on Applicants/Enlistees Who Do Not Commence Active Duty. In each of the following cases, the original examination records (the DD 2807-2, DD 2807-1, DD 2808) must be returned to the MEPS after it has been determined that the individual will not commence active duty. Additionally, the following instructions apply:
 - a. Disqualified Applicants. The enlistment case files of applicants processed and disqualified with no waiver action taken will be returned to the recruiter. **All original personal documents will be returned to these applicants.** The recruiters will destroy the files as they see fit.
 - b. Qualified Applicants Who Do Not Enlist. Same as subparagraph 4300.3a, above.
 - c. Enlistees Discharged from the DEP or SMCR Awaiting Initial Active Duty for Training. These individuals will be separated per the instructions in paragraph 4301. **All original personal documents will be returned to the individual. The original of the DD Form 4 and the annotated DD Form 1966 (Remarks Section) showing the date, character, and reason for discharge will be forwarded to the CMC (MMSB-20).** Excluding examination records, remaining material will be kept on file at the recruiting station for two (2) years and then destroyed.

4301. DISCHARGES

1. Special Procedures in the Event of Serious Illness, Injury, or Sudden Death of Applicants or Members of the DEP (K5 OR KA) or SMCR (K4 or K9) Awaiting IADT.

a. General. Government benefits **may** be available to applicants or members of the DEP or SMCR in the event of serious illness, injury, or sudden death while in the DEP, en route to or from a military facility, or while awaiting IADT. No assurance can or should be given by any recruiting personnel that benefits are owed to an applicant or member or to their survivors. Authority to determine entitlements rests with other agencies.

b. Benefits Administered Through the Marine Corps

(1) Section 1475(a)(5), Title 10, U.S. Code, provides that the Secretary of the Navy shall pay a death gratuity to the survivor of a person who dies while traveling to or from or while at a place for final acceptance, or for entry upon active duty (other than for training), in an armed force, who has been ordered or directed to go to that place, and who:

(a) Has been provisionally accepted for that duty, or

(b) Has been selected under the Military Selective Service Act ([50 App. U.S.C. 451](#) et seq.), for service in that Armed Force. This statute covers applicants.

(2) BUMED Instruction 6320.3 series provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at a MEPS or at other military facilities may be given emergency medical care, including emergency hospitalization, at government expense. Claims are processed per BUMED Instruction 6320.1 series.

(3) SMCR members awaiting IADT may be eligible for the Servicemen's Group Life Insurance (SGLI) benefits even though they have not paid premiums, completed an SGLI form, or served on active duty. Final determination is made by the SGLI office. Report deaths of SMCR members awaiting IADT to the CMC (MHP-10) per MCO P3040.4.

c. Benefits Administered by the Veterans Administration (VA). Title 38, U.S. Code is the foundation for benefits due veterans of military service. These benefits, administered by the VA, provide that any person who:

(1) has applied for enlistment in the active military service and has been provisionally accepted and directed or ordered to report to a place for final acceptance into such service; or

(2) has been drafted for service in the Armed Forces and has reported pursuant to selective service notification; and

(3) has suffered an injury or contracted a disease in the line of duty while en route to or from or while at a place for final acceptance or entry upon active duty, will (for the purpose of chapters 11, 13, 19, 21, 31, and 39 of Title 38, U.S. Code, and for purposes of determining service connection of a disability under chapter 17), be considered to have been on active duty and to have incurred such disability in the active military service. Application for determination of entitlement to veterans benefits may be made to any VA assistance office.

d. Benefits Administered by the Social Security Administration. Application for determination of benefits available to survivors of deceased applicants or registrants from the Social Security Administration should be made to the nearest social security office.

2. Disqualified Enlistees

a. Before members of the DEP or SMCR awaiting IADT commence active duty training, they must meet accession qualifications.

b. When an enlistee is found to be disqualified due to mental, moral, physical, or other factors, discharge action may be necessary. Upon discovery, the commanding officer of the recruiting station must take one of the following courses of action, as appropriate:

(1) If the individual is in DEP or SMCR awaiting IADT, either:

(a) If the disqualification is minor in nature (resolved in 30 days or less for an arrest/conviction of a conduct offense listed in Table 3-14, Traffic Offenses (TO) or Non-Traffic Offenses (NTO) and adjudication does not result in probation/restraint (driver license probation is excluded), and a waiver is deemed appropriate, member can be retained in the DEP or SMCR awaiting IADT. This includes SAC results which were undisclosed. Waivers must be concluded by the 10th day of the following month or member will be discharged. Note: member will not be considered for waiver if military service is an alternative to criminal proceedings.

(b) **If an applicant is arrested and/or convicted of any offense(s) listed in Table 3-14, Misconduct Offenses (MO) or Major Misconduct Offenses (MMO) formerly called Serious or Felony Offenses, they will be discharged no later than the 10th day of the following month.** If a waiver is deemed appropriate, and subsequently approved the applicant will be re-accessed into the DEP or SMCR awaiting IADT. Felony In-DEP waivers, if considered, are Exceptions to Policy Moral Waivers, and will only be approved by the CG, MCRC. (Table 3-16 Item 26, Note 7) NO EXCEPTIONS.

(c) If any member of DEP or SMCR awaiting IADT tests positive on the Drug and Alcohol Test (DAT) they will be discharged as soon as possible, but not later than the 10th day of the next month. USMEPCOM in accordance with DoD directives will discharge any member after 45 days from notification of a positive DAT, if not previously requested by the service component.

(d) All other cases, process for discharge as soon as possible, but not later than the 10th day of the next month.

(2) If an individual has already been enlisted onto active duty/active duty for training (**sworn into the Regular Marine Corps, or a reservist who has signed orders directing to recruit training**), but has not executed the orders to recruit training or to the assigned command:

(a) Cancel the travel orders with MEPS Personnel, and

(b) Inform the individual of the erroneous, fraudulent, or voided enlistment, and order the individual home awaiting disposition, and;

(c) **Within 24 hours**, send correspondence with grade, name, social security number, a brief description of the erroneous, fraudulent, or voiding conditions, to CG, MCRD Parris Island or San Diego via district CO. The recruiting station will request authority for immediate discharge from active duty or active duty for training. MCRD's will join the member by service record book and immediately discharge due to the fraudulent, erroneous or voided enlistment.

(3) If individual has already executed orders to active duty, notify the CG, MCRD Parris Island or San Diego via district CO, within 24 hours of the erroneous, fraudulent, or voiding conditions. Include the individual's grade, name, and social security number, along with a brief description of the circumstances of the erroneous, fraudulent, or voiding condition. The region commanding general will discharge the member due to the fraudulent, erroneous or voided enlistment.

c. When an individual is qualified, properly enlisted, and sworn in, but then refuses to execute the order to recruit training or to the assigned command, the recruiting station commander will immediately notify the gaining command of the same. The gaining command will join the enlistee by service record only and make an appropriate unit diary entry reflecting "**unauthorized absence**", and process for discharge.

3. Other Situations Involving Members of the DEP and SMCR Awaiting IADT Where Discharge is Appropriate

a. Hardships. Enlistees who have bona fide hardships may be discharged when it is determined that:

(1) undue and genuine hardships exists, and

(2) the hardship is not temporary, and

(3) conditions have arisen or have been aggravated to an excessive degree since enlistment, and

(4) the individual has made every reasonable effort to remedy the situation, and

(5) separation will eliminate or materially alleviate the conditions, and there are not other means readily available.

b. Education. Any enlistee who has registered and been accepted to any educational institution (e.g., secondary school, community college, university, or approved vocational school), will be discharged upon presentation of a letter of acceptance from the school's registrar. Before members are discharged, they will be informed of the Incremental IADT (IIADT) program contained in the current edition of MCO 1001R.54 and of the educational benefits associated with the program. Members who are not enlisted for or interested in these programs and who are discharged to continue their education on a college level, will be referred to the appropriate OSO for possible future recruitment.

c. Acceptance to a Commissioning Program. Any member accepted to a commissioning program will be discharged in accordance with paragraph 4301.4 of this manual.

d. Desire for Release or Intent Not to Report. Cases will arise in which members express a desire to be released from their enlistment contract. This may have been expressed through letters to a congressional representative via chain of command. Their intention is to not report to the MEPS for enlistment in the Marine Corps, or to not execute their IADT orders. Whenever commanding officers of recruiting stations are confronted with the above situation, the following action will be taken:

(1) The individual will be interviewed and counseled about fulfilling the contract. Individuals will be reminded that their enlistment contract is legally and morally binding.

(2) If the interview and counseling session fails, and the individual insists on being released from the enlistment, the individual will be discharged as soon as possible.

(3) Letters advising individuals of their discharge from the DEP should not chastise or degrade the individual. Rather, we should offer our best wishes for success in their future endeavors so as to maintain a cordial relationship.

4. Procedures for Discharge of Members of the DEP/SMCR Prior to IADT

a. When appropriate, commanding officers of recruiting stations will request discharge for these enlistees. The request will be in writing, and will give the specific reason and discharge code that necessitates the discharge. These requests will be forwarded to the district commanding officer for appropriate action.

b. District commanding officers may effect discharges for members of the DEP and SMCR awaiting IADT under the provisions contained in the current edition of MCO P1900.16 (Short Title: MARCORSEPMAN). They may authorize recruiting station commanding officers to effect the requested discharges. Reserve component entry-level status begins upon enlisting and terminates 180 days after the beginning of entry-level active duty training. Therefore, these discharges will be categorized as "uncharacterized entry-level separations." Under normal circumstances, these discharges do not require a DD 214, or discharge certificate (DD Form 256). The letter format in figure 4-3, page 4-65, will be the only correspondence used to effect an "uncharacterized entry-level separation."

c. When discharges are directed, commanding officers of recruiting stations are responsible for taking the following actions:

(1) Effect discharges as directed, but not later than the 10th day of the next month.

(2) Cancel enlistment incentive programs in MCRISS if applicable.

(3) Ensure DEP discharge codes/reasons entered in MCRISS.

(4) Notify the appropriate MEPS commander to facilitate required administrative action and cancellation of travel reservations and any issued orders.

(5) Notify and provide to MEPS Control Desk for each case:

(a) District CO letter authorizing discharge

(b) Copy of DD 1966/1 with date, reason & discharge code

(c) Original medical documents (DD 2807-1, DD2808)

(6) Forward original copies of DD Form 4 and DD Form 1966 to CMC (MMSB-20). Annotate DD 1966 to show discharge date and reason.

(7) Dispose of the case files in accordance with paragraph 4300.3 of this manual.

5. Delayed Entry Program (DEP) Discharge Codes.

<u>Reason for Discharge</u>	<u>Code</u>
Medical Disqualification-EPTS	ZAA
Medical Disqualification-Non/EPTS	ZAB
Pregnancy	ZAC
Death	ZAD
Moral Disqualification-EPTS	ZBA
Moral Disqualification-Non/EPTS	ZBB
Apathy/Personal Problem	ZBC
Refused to Enlist-Separate action initiated	ZBD
Did Not Report on Date Scheduled for Active Duty	ZBE
Concealment of Prior Service	ZBF
Dependency Disqualification	ZCA
Marriage	ZCB
Personal Hardship	ZCC
Failure to Graduate from High School	ZDA
Pursuit of Higher Education	ZDB
Religious Training or Appointment as Ordained Minister	ZDC
Enlisted in Another Service	ZEA
Recruiting Error	ZEB
Enlistment Misunderstanding	ZEC
No Longer Qualified for Option & Declines Alternate Option	ZED
Temporarily DQ for Original & Declines Alternate Option	ZEE
Headquarters Marine Corps directed QSN deletion	ZEF *
Discharge for Entry into an Officer Program	ZEG *
Other Reason	ZFA
Enlistment into another Component of Same Service (CoC)	ZKC #
Positive Urinalysis at MEPS (DAT Test)	ZZY
For MEPCOM use only	ZZZ

* USMC use only, not a DoD/USMEPCOM DEP Discharge Code

Change of components must be immediately reaccessed in MCRISS

4302. ASSIGNMENT AND TRANSFER OF PERSONNEL TO ACTIVE DUTY

1. Discharge from the DEP and Enlistment onto Active Duty. The following steps must be taken:

a. At Least 48 Hours before Return to Commence Active Duty. The MEPS Liaison NCO must review the case files of members of the DEP or SMCR awaiting IADT for accuracy and completeness. During this review, the MEPS Liaison NCO must ensure that the case file is 100% complete. There are too many actions that must occur on ship day that preclude the documentation of forms, completing SOU's, or retrieving missing documents. Also, LNCO must ensure that SF-86/BIQ has been exported, signature pages transmitted, and personal security investigation has been received at OPM prior to the departure for recruit training.

b. Active Duty Date. When the individual returns for active duty, the MEPS Liaison NCO determines if there has been any change in qualifications (e.g., educational, moral, medical, drug-use, etc.). Changes in status that require a waiver will be noted and proper action taken. Caution all applicants to inform recruiting personnel, the MEPS Liaison NCO, or MEPS medical personnel, about any changes to their physical condition as soon as they occur.

(1) Inspection Physical. Members of the DEP, SMCR awaiting IADT, or any direct enlistment (i.e. PSEP or prior service) will be subject to an inspection physical within **72 hours** before they commence active duty. At this time, they are obligated to make known the full details of any accidents, injuries, or illnesses that they have had since the initial examination. The MEPS Liaison NCO will review the results of the physical examination, with special attention given to the re-verification of height and weight and the date of the physical. Weight will be checked, and if they have gained or lost to the point of exceeding the established limits for their age and height, they will not be allowed to begin active duty. This information is especially important to those whose current weight is already near the minimum or maximum authorized. PSEP reenlistments must meet retention standards regarding height/weight and/or body fat percentages.

(2) Forms and Documents. The MEPS Liaison NCO will again review all enlistment documents and forms with the applicant for accuracy and completeness. Any changes in their status will be discussed and must be properly documented. At this time, enlistees must reveal any potentially disqualifying factor(s) that has occurred since initial processing (e.g., an offenses, arrests, fines, violations, or tickets; any illegal involvement with drugs, including marijuana; any marriages or divorces; any additional dependents or any other information that might in any way change their qualifications for enlistment; etc.). Special attention will be given to the social security card and to the document that verifies education. If the enlistee entered the DEP or SMCR awaiting IADT as a high school senior, a high school diploma or other form of documentation must be presented to the MEPS Liaison NCO for verification of education status. If enlistees are doubtful or unsure about anything, they should bring it to the MEPS Liaison NCOs attention.

c. After the case file review is finished and any required changes and corrections have been made, the MEPS Liaison NCO reviews the terms of the agreement so that the enlistee has a complete understanding of all factors associated with the contract, including guarantees or absence of guarantees, to include:

(1) Term of Enlistment (TOE). Ensure the DD Form 4/3 is completed for the correct TOE when five (5) or six (6) year programs are assigned while in DEP.

(2) Grade upon commencement of active duty.

(3) Exact details of any enlistment incentives.

d. Applicants/enlistees must be specifically aware of following:

(1) That only the guarantees listed on the enlistment forms, initialed and signed by the applicants/enlistees as proof of their acceptance and agreement, will be honored by the Marine Corps.

(2) That the recruiter and all other personnel who participate in the enlistment processing are expressly prohibited from making any oral or written promises which do not appear on the enlistment contract as Annexes, or contained in the Statement(s) of Understanding (SOU), associated with the specific enlistment incentive.

(3) That, as in any other legal transaction, neither the Marine Corps nor the individual is bound by terms not specifically contained in writing.

(4) That they should read all documents before initialing or signing them, and that they must understand what they are initialing or signing.

e. Finally, if the responsibilities set forth in paragraph 4201 have been met, the MEPS Liaison NCO will then accept the DEP enlistee into the Regular Marine Corps or present the reservist with orders for IADT. At this point, the MEPS Liaison NCO will send DEP enlistees to an officer at the MEPS who will administer the oath of enlistment into the Regular Marine Corps. The oath releases DEP "poolees" from their DEP contract and commits them to serve on active duty for the term specified. Enlistees for the Marine Corps Reserve do not re-take the oath of enlistment as they are already members of the Reserve.

2. Transfer of Personnel. The commanding officers of recruiting stations will direct the transfer of personnel upon enlistment or reenlistment in the Marine Corps, or upon assignment to IADT in the case of reservists, per the following instructions:

a. Following the swearing-in ceremony, individuals who require recruit training will be transferred to the recruit depot indicated below, unless otherwise modified by the CG MCRC:

(1) To the Commanding General, Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, South Carolina:

(a) All personnel enlisted by the following activities:

1st Marine Corps District
4th Marine Corps District
6th Marine Corps District

(b) All female enlistees, regardless of activity.

(2) To the Commanding General, Marine Corps Recruit Depot/
Western Recruiting Region, San Diego, California, all male personnel
enlisted by the following activities:

8th Marine Corps District
9th Marine Corps District
12th Marine Corps District

NOTE: There is one exception. Personnel entering a first enlistment in either the Regular or Reserve Component who are sons of former Marines, or of active duty Marines, will, upon request, be assigned to recruit training at the recruit depot from which their parent received recruit training. Such assignments will be made without regard to the place of enlistment, but must be submitted and approved by the AC/S recruiting staffs at both recruit depots. Furthermore, applicants should be made aware of the possible additional expenses which may occur traveling from one coast to the other for Boot Leave that are not reimbursable at government expense. This request will be recorded in Section VI, Remarks, of the DD 1966, Record of Military Processing.

b. Authority granting exception to the policy in paragraph 4302.2a will be cited in section VI of the DD Form 1966.

c. Personnel with prior service will be assigned/transferred per MCO 1130.80 series and instructions provided by CG MCRC or CMC (MMEA).

3. Special Procedures for Courtesy Shipments. Courtesy shipments may be authorized by commanding officers of recruiting stations when in the best interest of the Marine Corps or when necessary to prevent a severe personal hardship to the applicant or the applicant's family. With the implementation of Recruit travel through the Defense Travel System (DTS) once requests are approved applicable transfer to codes must be applied to MCRISS on the DEP member. Follow-up is imperative.

a. The following exceptions apply:

(1) Courtesy shipments of individuals who enlist or reenlist in the grade of corporal or above requires the approval of CG, MCRC.

(2) Courtesy shipments from overseas are not authorized except as permitted by MCO 1130.61.

b. To effect a courtesy shipment, the following steps must be taken by the "enlisting" recruiting station:

(1) Coordinate with the "shipping" recruiting station that will effect the enlistment.

(2) Modify the individual's MCRISS screens for Projected Ship To: applicable recruit depot, and direct member to report to the commanding officer of the recruiting station providing courtesy ship.

(3) At least 15 days before the scheduled active duty date, forward a letter with the complete case file enclosed to the "shipping" recruiting station. See figure 4-5 for a sample letter.

(4) In addition to the above, at least 15 days prior to the scheduled active duty date, ensure coordination between the two MEPS LNCO's and both MEPS effecting the courtesy shipment.

(5) The "enlisting" recruiting station may make and retain a reproduced copy of the case file, but all documents and enlistment forms that are required for commencement of active duty must be provided. For SMCR members, include orders to IADT.

(6) In the event a member of SMCR awaiting IADT moves to a new location and requires an intermittent transfer, appropriate action will be taken per chapter 2 of MCO P100R.1. The commanding officer of the recruiting station will coordinate with the respective Reserve unit commander to ensure that the member reports for IADT as ordered.

(7) Regional commanders should be notified of all courtesy shipments requested by their region well in advance to coordinate with the receiving recruit depot.

c. On the shipping date, the "shipping" recruiting station will:

(1) As soon as possible, notify the "enlisting" recruiting station after the shipment occurs, and

(2) Return the residual record to the enlisting station.

d. The "enlisting" recruiting station attains the shipping credit, and this attainment will be reported as such in MCRISS.

e. MEPS LNCOs and recruiters must ensure members of the DEP and SMCR awaiting IADT understand that they must return to the same MEPS for active duty processing unless a courtesy shipment is authorized.

4. Conduct of Recruits En Route to Marine Corps Recruit Depots. Recruiters will caution all recruits traveling by public conveyance, either singularly or in groups, to conduct themselves appropriately while en route. As Marine recruits now on active duty, they are subject to the UCMJ. It should be impressed upon them that conduct, which brings discredit upon the Marine Corps, or violates Marine Corps regulations, could subject them to trial by courts-martial. Recruits shall also be informed that conductors of trains, drivers of buses, and captains of airplanes are responsible to their employers for the safety and comfort of all their passengers and the condition of the equipment in their charge. As such, public carrier representatives have the authority to take such steps, as are necessary and legal to restrain disorderly persons traveling on these carriers.

5. Supervisory Personnel to Accompany Recruits Traveling to Recruit Training

a. The following supervisory personnel will accompany recruit movements from the recruiting station to the recruit depot:

(1) For movements of 50 or less recruits, the most senior Marine available or a designated recruit will be placed in charge.

(2) For movements of between 51 and 100 recruits, one staff noncommissioned officer (SNCO) will be placed in charge.

(3) For movements of more than 100 recruits, two (NCO's) noncommissioned officers will be placed in charge.

b. Supervisory personal specified above will travel in temporary additional duty (TAD) status. The TAD expenditure will be chargeable to recruiting funds allocated to the commanding officer of the respective Marine Corps district.

c. Supervisory personnel accompanying recruit movements will be by the recruiting station at point of origin, except when such action would cause the station to fall below a 75% effective strength. In such a case, the recruiting station will request personnel from the district no less than 15 days prior to the expected date of movement.

4303. TRAVEL ORDERS

1. Enlistments in Regular Marine Corps (Recruit Training Required)

a. Travel orders will be prepared by the MEPS per MCO P1100.75. Commanding officers of recruiting stations are responsible for providing the MEPS with the information needed to prepare the orders. This includes all appropriation data.

b. Personnel ordered to recruit training will travel by government-sponsored transportation. Travel by privately-owned conveyance will not be authorized.

c. **Applicants traveling to recruit training must have valid photo identification on their person to meet TSA security screening.** Those who are Permanent Residents Aliens must also bring their I-551 cards.

2. Enlistments or Reenlistments into the Regular Marine Corps with Recruit Training Not Required (RTNR)

a. Enlistments in this category are Prior Service Enlistment Program (PSEP) Marines or those selected for the Presidents Own, Marine Barracks, Washington D.C.

b. MEPS Travel orders should direct the enlistee or re-enlistee to report to the recruiting station commanding Officer (RS CO). This procedure will allow the recruiting stations administrative section to accomplish the following procedures:

(1) PSEP reenlistments. The RS commanding officer will ensure that documents required to validate the reenlistment are forwarded to Mobilization Command (MOBOCOM), Kansas City, MO. Additionally, notify the District to update Total Force Retention System (TFRS) records for MMEA-6. These elements coupled with diary entries allow the member to be joined to an awaiting transfer status at the recruiting station.

(2) Marine Corps Band. The RS commanding officer will ensure all documents required to validate the enlistment are forwarded to the Marine Corps Band, Marine Barracks, Washington, DC. Additionally, the new member will be joined awaiting transfer, will be assisted in the issuance of an Armed Forces ID card, and directed to the nearest Traffic Management Office (TMO) for movement of household goods.

c. Once enlistment/reenlistment documents, and join/transfer entries are completed, travel orders will be prepared by the recruiting stations per MCO P1000.6 (ACTS Manual).

3. Enlistment into the Selected Marine Corps Reserve. Travel orders for reservists are the responsibility of the MEPS. The recruiting station commanding officer retains the requirement to ensure that each reservist has a bona fide QSN and is qualified for their intended MOS.

4304. QUALITY CONTROL AND DISTRIBUTION OF ENLISTMENT FORMS AND DOCUMENTS. As listed in paragraph 4201, one of the MEPS Liaison NCO's primary responsibilities is to ensure that required enlistment forms and documents are accurate and complete. The MEPS Liaison NCO must ensure those documents are forwarded to the CMC(MMSB-20) and to the gaining command with the MEPS checklist of per current Marine Corps requirements.

1. Quality Control. If there are forms or documents missing, or if entries are missing or erroneous, corrective action should be taken before the enlistee departs. Errors or omissions discovered after the enlistee has executed orders to active duty must be reported to the receiving command within 24 hours of discovery. Send information copies to the Marine Corps district, to the CG, MCRC and to the SMCR unit, if the enlistee is a reservist. See paragraph 4301.2 for instructions on processing erroneous or fraudulent enlistments.

2. Distribution of Records. The MEPS will distribute records for enlistees into the Regular Marine Corps and for members of the SMCR upon commencement of IADT. (Case files for DEP enlistees and SMCR members awaiting IADT will remain intact and with MEPS Liaison NCO). Table 4-3, page 4-65, provides detailed instructions.

4305. RECRUIT TRAINING

1. Overview. Recruiters must fully apprise enlistees of the nature of military life as Marines, first in recruit training, and then at subsequent assignments. They must understand the importance of discipline and rigorous training. With this understanding, enlistees will be able to successfully cope with the challenges that they will encounter as Marines. Cover the following topics:

- a. Information on Recruit Training.
- b. Urinalysis testing upon arrival at recruit training
- c. Physical Conditioning.
- d. Remedial Training and Recycling.
- e. Military Appearance and Grooming Standards.
- f. Leave and Liberty.
- g. Pay and allowances.
- h. Emergencies at Home and the Role of the Red Cross.
- i. Appropriate Attire (includes grooming standards) for traveling to Recruit Training (see below).
- j. Transportation Security Administration (TSA) requirements and prohibitions (i.e. weapons/sharp objects), Photo ID requirements and restrictions (i.e. liquids and gels TSA 3-1-1 guidance below). Additional information can be retrieved at www.tsa.gov.

2. Dress Code for Recruits Enroute to Marine Corps Recruit Depot

a. Male. Dress in appropriate casual attire such as blue jeans/slacks, collared shirt, and/or sweater-jacket (during winter months). Running Suits/PT type clothing, and sports game jerseys are considered inappropriate attire for travel. Footwear should consist of comfortable footwear (i.e. athletic shoes). Male's hair must be of their natural color and of a length that can be cut with an electric razor. No eccentric haircuts, shaves or weaves (cornrows, dread locks or twists) are allowed. All facial hair will be removed prior to arrival at the MEPS and subsequent shipping to recruit training.

b. Females. Casual attire such slacks or jeans, shirts (no cut-offs, bare midriffs or low cut attire) and comfortable footwear. No eccentric haircuts, shaves (Mohawks or crew-cuts) or weaves (cornrows, dread locks or twists) are allowed. Female's hair must be their natural color (no tinted, dyed, or highlights).

3. What to Bring and What Not to Bring to the Recruit Depot

a. General. Prior to transfer to the recruit depot, recruiters will inform all enlistees that civilian clothing and personal effects not required for recruit training will be locked up and stored during training. Enlistees will also be instructed to wear presentable, comfortable, appropriate seasonal attire per paragraph 4302.4, and to take only personal effects necessary for trip to the recruit depot.

Note: No recruit while in transit to recruit training, will turnover any of their personal items or belongings (including money), to any person prior to arrival at the Marine Corps Recruit Depot (MCRD). Upon arrival at the MCRD recruits will then place said items into their personal storage bags and store along with their other personal effects.

b. Transportation Security Administration (TSA) restrictions:

3-1-1 for Carry-Ons

3 ounces or smaller containers of a liquid or gel	1 quart size clear plastic zip-top bag holding the 3 oz. containers	1 plastic bag per traveler
--	---	--------------------------------------

c. What you should bring (Males & Females):

(1) Valid unexpired photo ID, Social Security Card and if applicable; Lawful Permanent Residence Card (Green Card). Do not bring any other original documents to recruit training.

(2) Recruiters Business Card.

(3) Eyeglasses (NO contact lenses).

(4) Prescription medication and copy of the paper prescription from your doctor.

(5) No more than Forty dollars (\$40) cash to cover travel incidentals.

d. Male Recruits. Male recruits should not bring any additional clothing items to recruit training. All Male recruits need to be aware of the dress code and personal grooming standards to travel to the recruit depot, that are outlined in paragraph 2.a. above.

e. Female Recruits. Female recruits need to be aware of the dress code and grooming standards outlined in paragraph 2.b. above. What you should bring must fit in no more than **one small suitcase, or**

travel bag. Appropriate personal items for female recruits will be updated periodically by CG, ERR Ops Notes to both regions. The following items can be and are encouraged to be brought to recruit training for female recruits:

(1) 1 standard white or beige brassiere (Bra)

(2) 4-5 white support sports bras (recommend Champion brand). Female recruits must be cognizant of the fact that your size might not be available when you arrive at Parris Island. To preclude training delays due to possible special orders, recruits are highly encouraged to bring these items to recruit training.

(3) 7 or more pair of white panties (no thongs, G-strings)

(4) Feminine hygiene products (see 3-1-1 restrictions above)

f. What you should NOT bring (Females):

(1) Fingernail polish or nail polish remover

(2) T-shirts/Tank tops/Shorts/cut-offs/revealing attire.

(3) Running Suits/PT Type Clothing.

(4) Any perfumes, sprays, lotions etc.

(5) Hairdryers, curling irons, straightening irons, hot combs and hair scrunches.

g. Inappropriate Personal Items for Male/Female Recruits: The following articles **are neither necessary** nor acceptable, and **will be confiscated**, or stored upon arrival at MCRD:

(1) Cell phones, portable music players, cameras, etc,

(2) Firearms, ammunition, explosives, fireworks, any type of weapons etc.

(3) Alcoholic beverages, or liquids with alcohol.

(4) Narcotics, associated equipment.

(5) Prescription or patient medicines not issued personally to the recruit by a doctor, including aspirin, ointments, laxatives, vitamins, and related medicines.

(6) Any product contained in glass or pressurized can.

(7) Electric razor or any other electrical appliance.

(8) Playing cards, dice, or any other gambling devices.

- (9) Obscene literature or pornography.
- (10) Sunglasses
- (11) Photographs larger than wallet size
- (12) Magazines or books (except religious scriptures)
- (13) Valuable documents (except Photo ID, I-551 Green Card and Social Security Card)
- (14) Chewing gum, chewing tobacco, or any food products.
- (15) Jewelry and clocks other than watches or simple rings (wedding bands and religious medals are acceptable).
- (16) Shoe polish.
- (17) Tobacco products of any kind, matches or lighters.
- (18) Shaving kits, razor blades

h. Optional items (Males and Females):

- (1) Religious materials
- (2) Religious medals (placed on long chains)
- (3) Small Address book (must fit in pocket)

i. Disposal of Inappropriate Items. Recruiting personnel will not collect any of the aforementioned prohibited items from recruits prior to their departure for recruit training. Recruits who have prohibited items in their possession at the time they report for enlistment and transfer will be advised to make arrangements to send them home or dispose of them prior to departure from the MEPS.

THIS PAGE INTENTIONALLY LEFT BLANK

RECRUITING STATION HEADING

DATE

Mr. U. R. GONE
101 Any Street
Mytown, AR 00000

Dear Mr. Gone:

This is to inform you that effective____(Date)_____, you are released and no longer have any contractual affiliation or obligation to any component of the United States Marine Corps. You are hereby separated for____(Reason)_____.

The description of your discharge is "entry-level separation." Members in this status do not receive a discharge certificate or characterization of service at separation.

If you eliminate your disqualification and desire to re-enter the U.S. Marine Corps, present this letter to the commanding officer of the nearest Marine Corps recruiting station.

Sincerely,

(Signature)

Copy to:
MEPS Commander
(CO SMCR Unit, if applicable)

Figure 4-3. Sample Letter of Notification of Delayed Entry Program/Selected Marine Corps Reserve Discharge.

THIS PAGE INTENTIONALLY LEFT BLANK

DISTRICT HEADING

Date

From: Commanding Officer, _____ Marine Corps District
To: Commanding Officer, Marine Corps Recruiting Station, _____

Subj: DISCHARGE IN THE CASE OF _____

Ref: (a) CO USMC-RS _____ltr_____ of _____
(b) MCO P1100.72C

1. Per reference (a), _____ is approved for discharge from the delayed entry program.
2. Effect discharge using the standard letter shown in figure 4-3 of reference (b). Description of discharge will be "entry-level separation."
3. Ensure that the appropriate MEPS is notified for cancellation of orders.

(Signature)

Figure 4-4. Sample District Letter Authorizing Discharge.

THIS PAGE INTENTIONALLY LEFT BLANK

RECRUITING STATION HEADING

Date

From: Commanding Officer, Marine Corps Recruiting Station, _____
To: Commanding Officer, Marine Corps Recruiting Station, _____

Subj: COURTESY SHIPMENT IN THE CASE OF (Grade, Full Name, & SSN)

Ref: (a) MCO P1100.72, par. 4302.3

Encl: (1) Case File

1. The subject named enlistee is scheduled to (enlist) (reenlist) (commence initial active duty for training) through your recruiting station. The enclosure contains all forms and documents necessary to accomplish the requested action.

2. Per the reference, the following information is provided:

a. Recruiter: _____
Address: _____
Telephone: _____

b. Approximate arrival time/date in your area is _____.

c. While in your area, the address and telephone number of the subject named enlistee will be _____.

d. The subject named enlistee entered the (DEP) (SMCR) on _____. The scheduled active duty date is _____.

e. MEPS _____ did the initial processing and the telephone number is _____.

3. This action was coordinated with _____ of your recruiting station on _____. The complete case file is included as the enclosure to this letter.

4. Please contact _____ at _____ if questions or problems arise.

5. Following departure for active duty, please notify our operations section by telephone and forward the residual record.

SIGNATURE

Copy to:
District Headquarters (less enclosure (1))
Gaining MEPS (less enclosure (1))
(CO, SMCR unit, if applicable)

Figure 4-5. Sample Letter for Courtesy Shipments.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE 4-3 DISTRIBUTION OF RECORDS
DOCUMENT DISTRIBUTION NUMBER ADDRESSES

- 1 COMMANDANT OF THE MARINE CORPS (MMSB-20)
HEADQUARTERS U.S. MARINE CORPS
2008 ELLIOT ROAD
QUANTICO VA 22134-5030
- 2 Gaining Command (Marine Corps Recruit Depot (MCRD) or Duty Station
- 3 Marine Corps Recruiting Station (MCRS) Residual
- 4 Enlisted Member -- See Note 9

KEY: * If applicable O - Original R - Reproduced Copy					
ITEM NUMBER	DOCUMENT (Notes 1 through 7)	DOCUMENT DISTRIBUTION			
		1	2	3	4
(LEFT SIDE OF DOCUMENT PACKAGE Items 1 - 9)					
1	ORDERS and any Amendments	-	R	R	R
2	DD 2808 (Report of Medical Examination) -SF-513 (Medical Consultations) * -Medical Supporting Documents *	R	O	R	-
2.1	DD 2807-1 (Report of Medical History)	R	O	R	-
2.2	USMEPCOM Form 40-1-15-E Supplemental Health Screening Questionnaire	R	O	R	-
2.3	Audiogram	-	O	R	-
2.4	USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)	-	O	R	-
2.5	DD 2807-2 (Medical History Prescreen)	-	O	R	-
2.6	USMEPCOM Form 40-8-1-E (HIV Antibody Test)	-	O	R	-
2.7	DD 2005 (Privacy Act Statement - Health Care)	-	O	R	-
3	DD FORM 1966 Series (Record of Military Processing- Armed Forces of the United States)	R	O	R	R
4	DD FORM 4 SERIES (Enlistment/Reenlistment Document Armed Forces of the United States)	R	O	R	R
5	MEPCOM 680 ADP	-	R	R	-
6	SF-86/Background Investigation Questionnaire (BIQ) Note 7	-	R	R	-
6.1	Single Agency Check (SAC) Results	-	R	R	-
6.2	USMEPCOM Form 601-23-5-R-E (PAI Interview)	-	R	O	-
7	(Reserved for Future Use)	-	-	-	-
8	USMEPCOM Form 40-8-R-E (DAT Test Acknowledgement)-		R	-	-
9	DD 214/215/NGB 22/DD220* (Certificate of Release or Discharge/Correction of DD214)	R*	R	R	-
9.1	DD Form 368 * (Request for Conditional Release)	R*	R	R	-
9.2	DD 369 * (Police Record Check)	-	R	R	-
9.3	DD 372 (Request for Verification of Birth)	R*	R	R	-
9.4	DD FORM 93 (Record of Emergency Data)	-	O	R	R

ITEM NUMBER	DOCUMENT (Notes 1 through 8)	DOCUMENT DISTRIBUTION			
		1	2	3	4
(Right Side of Document Package Items)					
1	OPNAV 1780/1 (Statement of Understanding Selected Reserve Educ Asst Program) *	-	R	R	R
2	NAVMAC 11000 (Privacy Act Statement for Marine Corps Personnel & Pay Records)	-	R	R	-
3	ANNEX(s) (B, C, etc) of the DD-4 SERIES	R	O	R	R
3.1	ANNEX "A" Statements of Understanding (SOU's) for Marine Corps Policy Concerning:				
3.1A	SOU Illegal Use of Drugs	R	R	R	R
3.1B	SOU Tattoos, Branding & Ornamentation	R	R	R	R
3.1C	SOU Participation in Gangs/Extremist Group	R	R	R	R
4	Applicant Documents				
4.1	Birth Certificate	R	R	R	-
4.2	High School Diploma or High School Verification Letter	R	R	R	-
4.3	High School Transcripts (Note 7)	-	R	R	-
4.4	College Acceptance Letters (IIADT's only)*	-	R	R	-
4.5	Divorce Decree(s) of Member *	R*	R	R	-
4.6	Marriage Certificate of Member *	-	R	R	-
4.7	Enlistee Financial Statement *	-	R	R	-
5	DEPENDENT VERIFICATION DOCUMENTS: * (Note 8)				
5.1	-Spouse Social Security Card	-	R	R	-
5.2	-Dependent(s) Social Security Card	-	R	R	-
5.3	-Spouse Birth Certificate	-	R	R	-
5.4	-Dependent(s) Birth Certificate	-	R	R	-
5.5	-Dependency Affidavit(s)	-	R	R	-
5.6	-Court Orders for Support				
5.7	-Copy of Photo ID of Spouse/Guardian of Child	-	R	R	-
5.8	-DD 137-4 Dependency Statement Child Born Out Of Wedlock under 21	-	O	R	-
6	Miscellaneous Forms/Copies				
6.1	Tattoo Screening Form	-	R	R	-
6.2	Drug Abuse Screening Form	-	R	R	-
6.3	Questionable Conduct/Aberrant Behavior Checklist	-	-	R	-
6.4	Marine Corps Policy on Discrimination and Sexual Harassment	-	O	R	R
6.5	(Reserved for Future Use)	-	-	-	-
6.6	Social Security Card	-	R	R	-
6.7	ALIEN VERIFICATION DOCUMENTS*	-	R	-	O
6.8	NAVMC 11494 Servicemembers Civil Relief Act Advice and Statement of Understanding	-	O	R	R

* Will be hand carried by all shippers

TABLE 4-3
DISTRIBUTION OF RECORDS - CONTINUED

NOTE 1. Records will be assembled in this sequence, top to bottom.

NOTE 2. Most of these forms are locally produced or are generated from the Automated Enlistment Package (AEP) and do not come as carbon sets. Recruiters may not have easy access to a copy machine, consequently, recruiting stations commanding officers, must establish local procedures to ensure that adequate copies are available for distribution. The MEPS Liaison NCO, who makes copies from the originals provided by the RSS, normally carries out this function.

NOTE 3. When both male and female enlistees are traveling to Marine Corps Recruit Depot, Parris Island, their enlistment records **will be** assembled and packaged separately.

NOTE 4. DD 368. Once clearance is obtained and enlistment to commence active duty/active duty for training is effected, one copy with part III completed, must be forwarded to the Reserve unit commander so that discharge from the Reserve component can be accomplished.

NOTE 5. Where the MEPS qualifies an applicant for enlistment using file copies of documents from a previous MEPS physical examination, certified copies of those documents may be forwarded to the CMC (MMSB-20) in place of the original medical documents.

NOTE 6. Do not send any non required documents to **CMC (MMSB-20)**.

NOTE 7. The SF-86/BIQ must be **exported** by the recruiting station to JPAS/OPM on all applicants. A paper copy of the SF-86/BIQ printable form will be sent to the receiving command (i.e. MCRD).

NOTE 8. Recruits will not carry ORIGINAL dependency documents to recruit training. Certified True Copies (CTC) will be used by the Recruit Admin Centers to initiate DEERS enrollment and BAH applications. Further instructions see Table 3-4, Note 7 of this manual.

NOTE 9. **Recruits shipping to training** will not hand carry any documents listed under Packet # 4 above to the Marine Corps Recruit Depots, except for a copy of their Recruit Travel Orders. Any shipper requesting copies of the other documents listed under Packet # 4, will either have them mailed to their Home of Record (HOR), or given to a responsible adult or parents who accompanied the shipper to the MEPS. The MCRDs do not have facilities to properly store documents while undergoing training that contain Personal Identifiable Information (PII).

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX A

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

ADT	Active Duty Training
AEP	Automated Enlistment Package
AFADBD	Armed Forces Active Duty Base Date
AFQT	Armed Forces Qualification Test
AIPE	Accredited Institutions of Post-Secondary Education
AR	Army Regulation
ASVAB	Armed Services Vocational Aptitude Battery
B/C	Broken/Continuous
BNA	By-Name Assignment
BUMED	Bureau of Medicine and Surgery
CAHS	California Adult High School
CAT	Computer Assisted Test (Computerized ASVAB)
CAST	Computerized Adaptive Screening Test (Computerized EST)
CEP	College Enlistment Program
DAT	Drug Alcohol Test
DDMMYY	Date/Month/Year (i.e. 24MAR09)
DSS	Defense Security Service
DLAB	Defense Language Aptitude Battery
DMDC	Defense Manpower Data Center
DoD	Department of Defense
EAD	Extended Active Duty
EAS	Expiration of Active Service

EBP	Enlistment Bonus Program
ECC	Expiration of Current Contract
EDPT	Electronic Data Processing Test
ELS	Entry-Level Separation
ELTA	Entry-Level Training Assignment
EIP	Enlistment Incentive Program
EPM	Enlistment Procurement Manual
EPTS	Existed Prior to Service
EQM	Enlisted Quota Module
ERR	Eastern Recruiting Region
ES	Entry Status
EST	Enlistment Screening Test
ETA	Education Training Act
FALANT	Farnsworth Lantern Color Perception Test (Red/Green Color Blindness Test)
GED	General Educational Development
GT	General-Technical
HQMC	Headquarters Marine Corps
HSG	High School Graduate
HSSR	High School Senior
IADT	Initial Active Duty for Training
IDT	Inactive Duty for Training (Drill)
IIADT	Incremental Initial Active Duty for Training
IRC	Inter-service Recruiting Committee
IRR	Individual Ready Reserve

JFTR	Joint Federal Travel Regulations
JRCC	Joint Recruitment Commanders' Committee
LSL	Lump Sum Leave
MANMED	Manual of the Medical Department, U.S. Navy
MBS	Master Brief Sheet
MCCF	Marine Corps College Fund
MCRC	Marine Corps Recruiting Command
MCRD	Marine Corps Recruit Depot
MCRISS	Marine Corps Recruiting Information Support System
MCROC	Marine Corps Recruit Option Center
MCRSC	Marine Corps Reserve Support Command
MCSA	Marine Corps Support Activity (Formerly "MCFC")
MEOP	Musician Enlistment Option Program
MEPCOM	Military Entrance Processing Command
MEPRS	Military Entrance Processing Reporting System
MEPS	Military Entrance Processing Station
MET	Mobile Examination Test
MGIB	Montgomery G.I. Bill
MGIB-R	Montgomery GI Bill-Reserve
MIRS	MEPCOM Integrated Resource System
MIRC	Mid-level Inter-Service Recruitment Committee
MOBCOM	Mobilization Command
MPPM	Military Personnel Procurement Manual
MREP	Medical Remedial Enlistment Program

MSAS	Military Skills Attainment Section
MSO	Military Service Obligation
NAC	National Agency Check
NACLC	National Agency Check Local Agency Check with Credit Check
NAQ	National Agency Questionnaire
NCP	Normal Color Perception
NHSG	Non-High School Graduate
NPS	Non-prior Service
NROTC	Naval Reserve Officer Training Corps
OCC	Officer Candidate Course
OASD	Office of the Assistant Secretary of Defense
ODASD	Office of the Deputy Assistant Secretary of Defense
OMPF	Official Military Personnel File
OPM	Office of Personal Mangement
OSO	Officer Selection Officer
PADD	Projected Active Duty Date
PAFQT	Pseudo Armed Forces Qualification Test
PCSO	Permanent Change of Station Orders
PEBD	Pay Entry Base Date
PEF	Program Enlisted For
PIP	Pseudoisochromatic Plates Color Vision Test (Identifies Normal Color Perception (NCP))
PLC	Platoon Leaders Class
PRASP	Permissive Recruiter Assistant Program
PS	Prior Service

PTAD	Permissive Temporary Additional Duty
PULHES	Physical (overall)/Upper Extremities/Lower Extremities/Hearing/Eyes/Psychological
QSN	Quota Serial Number
RAP	Recruitment Advertising Plan
RBJ	Re-evaluation/Return Believed Justified
RE	Reenlistment Eligibility
RED	Record of Emergency Data
REDD	Recruiter Eligibility Determination Database
RIF	Reduction in Force
ROEP	Reserve Optional Enlistment Program
RS	Recruiting Station
RSS	Recruiting Substation
RSSO	Reserve Special Staff Officer
RTNR	Recruit Training Not Required
RTR	Recruit Training Required/Recruit Training Regiment
SAC	Special Agreement Check (AKA ENTNAC)
SDA	Special Duty Assignment
SMCR	Selected Marine Corps Reserve
SOU	Statement of Understanding
SRIP	Selected Reserve Incentive Program
SSN	Social Security Number
SSS	Selective Service System
TCO	Test Control Officer

TCPG	Training Category Pay Group
TDRL	Temporary Disability Retired List
TFRFS	Total Force Recruiting Fact Sheet
TOE	Term of Enlistment
UCMJ	Uniform Code of Military Justice
USC	United States Code
VEAP	Veterans Educational Assistance Program
WRAT	Wide Range Achievement Test
YPF	Youth Physical Fitness Program
YYMMDD	2 Digit Year 2 Digit Month 2 Digit Day used to specify a date in 6 digits for enlistment.
YYYYMMDD	4 Digit Year 2 Digit Month 2 Digit Day used to specify a date in 8 digits for enlistment.

APPENDIX B
REFERENCE LIST

<u>Order Number</u>	<u>Subject</u>
MCO P1000.6	Assignment, Classification, and Travel Systems Manual (Short Title: ACTS Manual)
MCO P1001R.1	Marine Corps Reserve Administrative Management Manual (Short Title MCRAM)
MCO 1001R.54	Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT) Program
MCO 1001.59	Active Duty for Special Work (ADSW) in Support of the Total Force
MCO P1020.34	Marine Corps Uniform Regulations
MCO P1040.31	Enlisted Retention and Career Development Manual
MCO P1050.3	Regulations for Leave, Liberty, and Administrative Absence
MCO P1070.12	Marine Corps Individual Records Administration Manual (Short Title: IRAM)
MCO P1080.20	Marine Corps Total Force System Codes Manual
MCO P1080.40	Marine Corps Total Force System Personnel Reporting Instructions Manual (Short Title: MCTFSPRIM)
MCO P1100.71	Military Personnel Procurement Manual, Volume 1, Administration
MCO P1100.72	Military Personnel Procurement Manual, Volume 2, Enlisted Procurement
MCO P1100.73	Military Personnel Procurement Manual, Volume 3, Officer Procurement
MCO P1100.75	Military Entrance Processing Station
MCO 1100.76	Career Recruiter Program
MCO 1130.51	Medical Remedial Enlistment Program
MCO 1130.52	Armed Services Military Personnel Accession Testing Program

<u>Order Number</u>	<u>Subject</u>
MCO 1130.53	Enlistment Incentives Program (EIP)
MCO 1130.56	Total Force Recruiting
MCO 1130.61	Enlistment of American Citizens Residing Outside the United States
MCO 1130.62	Command Recruiting Program
MCO 1130.65	Total Force Recruiting Quality Control
MCO 1130.76	Conduct of Recruiting Operations
MCO 1130.80	Prior Service Enlistments into the Regular Marine Corps
MCO 1133R.26	Reserve Optional Enlistment Program (ROEP)
MCO 1150.1	Recruiting Support Officer Program
MCO P1200.7	Military Occupational Specialties Manual (Short Title: MOPS Manual)
MCO 1220.5	Enlisted Lateral Movement
MCO P1300.8	Personal Assignment Policy
MCO 1306.16	Conscientious Objectors
MCO 1306.17	Administration of Marines Appointed Midshipmen or Cadets in Federal Service Academies or Naval Reserve Officers Training Corps (NROTC) Units
MCO 1326.7	Selection, Screening, and Preparing Enlisted Marines for Drill Instructor, Recruiter, and Independent Duties
MCO P1400.32	Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (Short Title: MARCORPROMMAN)
MCO 1550.22	U.S. Marine Corps Apprenticeship Program
MCO 1560.33	Marine Corps Tuition Assistance Program
MCO 1560.28	Veterans' Educational Assistance Benefits
MCO 1560R.30	Montgomery GI Bill-Reserve

<u>Order Number</u>	<u>Subject</u>
MCO P1610.7	Performance Evaluation System (Sort Title: PES)
MCO 1650.38	CMC Recruiter of the Year Program
MCO P1741.11	Survivor Benefit Plan (SBP)
MCO P1900.16	Marine Corps Separation and Retirement Manual
MCO P3040.4	Casualty Procedures Manual
MCO 5000.20	Marine Corps Support of the Young Marines
MCO P5211.2	The Privacy Act of 1974
MCO P5512.11	Identification Cards for Members of the Uniformed Services
MCO 5521.3	Personnel Security Investigations, Security Clearances, and Access
MCO P5354.1	Marine Corps Equal Opportunity Manual
MCO P5600.31	Marine Corps Publications and Printing Regulations
MCO 5740.2	Serious Incident Reports
MCO 5830.5	Headquarters Marine Corps Procedures for Review of JAG Manual Investigations
MCO 6110.3	Marine Corps Body Composition and Military Appearance Program
MCO 6100.11	Marine Corps Youth Physical Fitness Program for Secondary School Students
MCO 7220.12	Special Duty Assignment Pay Program
MCO 7220.24	Selective Reenlistment Bonus Program (SRB)
MCO 7220R.38	Selected Reserve Incentive Program (SRIP)
MCO P10120.28	Individual Clothing Regulations
OPNAVINST 5510.1	Department of the Navy Information and Personnel Security Program Regulation
JAGINST 5800.7	Manual of the Judge Advocate General

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX C

INSTRUCTIONS FOR COMPLETION OF
RECORD OF MILITARY PROCESSING -
ARMED FORCES OF THE UNITED STATES
(DD FORM 1966, AUGUST 2011 EDITION)

1. **General Instructions.** The following instructions are to assist in completing the Record of Military Processing - Armed Forces of the United States. Please read the instructions for each item prior to making an entry. All entries for items A through D and 1 through 15 must be type printed, no corrections, cross-outs, abbreviations, erasures, or punctuation will be used. YES or NO questions can be answered with "X" for automated forms only.

2. **Detailed Instructions**

<u>Item</u>	<u>Title</u>	<u>Code</u>	<u>Entry, Description, and/or Explanation</u>
A	SERVICE		Enter appropriate three-digit code: for Marine Corps Active for Marine Corps Reserve
	PROCESSING FOR	DMR DMV	
B	PRIOR SERVICE		All periods of active duty must be reflected from the DD214, DD215, NGB-22 etc., when re-computing DD1966/1 Blocks 18.b.and 18.c., regardless if applicant meets USMC definition of Prior Service as indicated below.
	YES		Enter: "X" if applicant has Prior Service in accordance with paragraph 3291 of this manual.
	NO		Enter: "X" if applicant has no Prior Service in accordance with paragraph 3291 of this manual.
	NO. DAYS		Enter: The number of days of prior service from DD214, DD215 or NGB-22
C	SELECTIVE SERVICE CLASSIFICATION		Leave blank unless applicants are being classified by the Selective Service system in accordance with the Military Selective Service Act.
D	SELECTIVE SERVICE REGISTRATION NO		Enter: Registration number, if applicable. Otherwise, leave blank. Applicants not registered will be automatically registered upon accessing onto active duty. Not applicable to female applicants.

SECTION I - PERSONAL DATA

<u>Item</u>	<u>Title</u>	<u>Code</u>	<u>Entry, Description, and/or Explanation</u>
1	SOCIAL SECURITY NUMBER		Enter: 9 digits in the appropriate blocks. <u>This is a mandatory entry.</u>
2	NAME		Enter: Last, first, middle name (& maiden name if any), Jr., Sr., etc. If applicant has no middle name, just an initial record, Spanish tradition (father & mothers family names) or is an Alien record as indicated below. Resident Aliens names must match the I-551 name as recorded above the I-551 photo.

	<u>Name of Record</u>	<u>Record DD1966 Name As</u>
Full:	JOHN TIMOTHY ALLAN	ALLAN JOHN TIMOTHY
NMN:	PATRICK ARBEC	ARBEC PATRICK
MI:	JOHN L RUSSELL	RUSSELL JOHN L
W/Jr:	JOHN JAMES OBRIEN JR	OBRIEN JOHN JAMES JR
Spanish:	JORGE JUAN RUIZ-SOTO	RUIZSOTO JORGE JUAN
I-551:	MOGANDOTZ, JOSEPH V	MOGANDOTZ JOSEPH V

Block 2 requires full name i.e. JOHN TIMOTHY ALLAN (exception: I-551s that reflect middle initial will only record initial. The name should match the Social Security Card. (Exception: DD1966 Block 2 full name JOHN TIMOTHY ALLAN, SSC may reflect middle initial i.e. JOHN T ALLAN.

NOTE: See paragraph 4103.3. on page 4-7. If through court action the applicant's name has changed from their birth certificate, record the original name on the form in Section VI - REMARKS. However, if the applicant has effected a legal name change, the name reflected on the applicant's social security card must agree with the legal/ preferred name used on the enlistment form. If not, an SS-5 form "Request for Change of Social Security Record" must be completed and submitted to the nearest Social Security Administration district office to change the Social Security record. If the preferred name of the applicant is different from the name on the birth certificate, and has not been legally changed, the applicant must complete Section VII - STATEMENT OF NAME FOR OFFICIAL MILITARY RECORDS. **Aliens cannot use "preferred" names. Enlistment records must match USCIS Records (i.e., DD 1966/1 Block 2 must match INS-551). See Figure H-2 Appendix H.**

<u>Item</u>	<u>Title</u>	<u>Code</u>	<u>Entry, Description, and/or Explanation</u>
3	CURRENT ADDRESS		Enter: Street, city, county, state, country, and zip code, on date of Application for Enlistment.

<u>Item</u>	<u>Title</u>	<u>Entry, Description, and/or Explanation</u>
4	HOME OF RECORD ADDRESS	Enter: Street, city, county, state, country, Zip code, declared by the applicant as their permanent/actual home at time of enlistment. If this address is the same as the address shown in Item 3, enter "Same as Item 3." Do not enter a temporary address.
5	CITIZENSHIP	
5a.	US Citizen at Birth (1) Native Born or (2) Born Abroad of U.S. Parents	ENTER: "X" in Block 5a. if applicant is U.S. Citizen at birth . Also, Enter: "X" in (1) " Native Born ", or (2) " Born Abroad of U.S. Parents ", as appropriate. Also citizens from U.S. Territories of Guam, and the Virgin Islands, and Commonwealths of Puerto Rico and Northern Marianas Islands are considered <u>Native Born U.S. Citizens</u>
5b.	U.S. Naturalized	Enter: "X" in Block 5b. " U.S. Naturalized " If citizenship was derived from Parents or through the Naturalization process only.
5c.	U.S. Non-Citizen National	Enter: "X" in Block 5c. " U.S. Non-Citizen National " if not a citizen of United States, i.e. American Samoa includes Swains Islands
5d.	Immigrant Alien (Specify)	Enter "X " in block 5d, " Immigrant Alien " (Specify). Enter the " <u>country of present citizenship</u> " i.e. CANADA in the block. Enter the ALIEN REGISTRATION NUMBER (ARN) if it is applicable in block provided. Also <u>North American Indians fall in this category and are enlisted as Immigrant Aliens. They are not required to have an ARN, but many do.</u>
5e.	Non-Immigrant Foreign National (Specify)	Enter: "X" in Block 5e. " Non-Immigrant Foreign National (Specify) ", block e, if applicable. Also this category covers citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or Palau. Enter "Freely Associated States" in the "Specify" block.
	ALIEN REGISTRATION NUMBER (if issued)	Enter: in Block 5. " Alien Registration Number , if issued in the applicable block.
6	SEX	Enter: "X" in the appropriate block.

<u>Item</u>	<u>Title</u>	<u>Code</u>	<u>Entry, Description, and/or Explanation</u>
7a	RACIAL CATEGORY		APPLICANT can select ALL THAT APPLY Block
		(1)	Enter: "X" on block (1) "American Indian/Alaskan Native", or
		(2)	Enter: "X" on block (2) "Asian" or
		(3)	Enter: "X" on block (3) "Black or African American", or
		(4)	Enter: "X" on block (4) "Native Hawaiian or Other Pacific Islander" or
		(5)	Enter: "X" on block (5) "White"
7b	ETHNIC CATEGORY	(1)	Enter "X" block (1) " Hispanic or Latino ", or
		(2)	Enter "X" block (2) " Not Hispanic or Latino "
8	MARITAL STATUS	A	Annulled
		D	Divorced
		I	Interlocutory
		L	Legally Separated
		M	Married
		S	Single
9	NUMBER OF DEPENDENTS		Enter: Number of persons totally or partially dependent on applicant for their support. If none, enter "00".
		00	None
		01	1 Dependent
		02	2 Dependents
		03	3 Dependents etc.
10	DATE OF BIRTH		Enter: Eight digit date in YYYYMMDD format. Example: April 5, 1988, will be entered as "19880405."

NOTE: An applicant's dependent pay and allowances will be determined after enlistment. The applicant's indication of dependents does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Armed Forces for their support.

11 RELIGIOUS PREFERENCE OPTIONAL ITEM; APPLICANT DOES NOT HAVE TO ANSWER. If the applicant responds to This question, refer to the Consolidated List of Religious Preferences below. If the preference is listed below, enter it as shown. If not listed, enter the complete name of the applicant's religious preference in item 11.

Consolidated List of Religious Preferences

Code Title

DA Advent Christian Church
DB African Methodist Episcopal Church
DC African Methodist Episcopal Zion Church
CA American Baptist Association
06 American Baptist Churches
CH American Baptist Convention
CI American Baptist Churches of the USA
A0 American Council of Christian Churches
GB American Lutheran Church, The
BA Anglican Orthodox Church, The
AA Asbury Bible Churches
04 Assemblies of God
LA Associate Reformed Presbyterian Church (General Synod)
B0 Associated Gospel Churches, The
75 Atheist
BB Baptist Bible Fellowship
10 Baptist - Churches Other
DD Baptist General Conference
CD Baptist Missionary Association of America
BH Bible Presbyterian Church
AB Bible Protestant Church
BC Brethren in Christ Fellowship
12 Brethren Church
14 Buddhism
JT Central Bible Church
24 Christian Church (Disciples of Christ)
JB Christian Churches and Churches of Christ
BD Christian Crusade
DE Christian Methodist Episcopal Church
JA Christian and Missionary Alliance
13 Christian-No Denominational Preference
DF Christian Reformed Church
16 Christian Science (First Church of Christ, Scientist)
18 Church of Christ
20 Church of God
DG Church of God (Anderson, IN)

Code Title

JC Church of God (Cleveland, TN)
DV Church of God General Conference
19 Church of God in Christ
DH Church of God in North America
ED Church of God of Prophecy
38 Church of Jesus Christ of Latter Day Saints (LDS)
50 Church of Nazarene
JD Church of United Brethren in Christ
EP Churches of Christ
JE Churches of Christ in Christian Union
DX Churches of God General Conference
AC Congregational Methodist Church
JF Conservative Baptist Association of America
JG Conservation Congressional Christian Conference
FB Jewish Conservative
LB Cumberland Presbyterian Church
53 Eastern Orthodox Churches
JH Elim Fellowship
JV Elim Missionary Assemblies
47 Evangelical Church Alliance, The
45 Evangelical Church of North America
DJ Evangelical Congregational Church
46 Evangelical Covenant Church in America
JJ Evangelical Free Church of America
JK Evangelical Friends Alliance
GD Evangelical Lutheran Church, Association of
JL Evangelical Methodist Church
AD Evangelical Methodist Church of America
EJ Fellowship of Grace Brethren Churches
JU Free Lutheran Congregation, The Association of
NB Free Methodist Church of North America
CE Free Will Baptists
DL Free Will Baptists, NC State Convention of
32 Friends
55 Full Gospel Pentecostal Assoc., The
AE Fundamental Methodist Church, Inc.
CF General Association of General Baptists
CG General Association of Regular Baptist Churches
D0 General Commission of Chaplains and Armed Forces Personnel
05 Grace Gospel Fellowship
49 Hindu
07 Independent Baptist Bible Mission
BE Independent Baptist Churches
AF Independent Churches Affiliated
E0 Independent Denominational Endorsing Agencies
AG Independent Fundamental Bible Churches
EH Independent Fundamental Churches of America
BF Independent Lutheran Church

<u>Code</u>	<u>Title</u>
JM	International Church of the Foursquare Gospel
34	Jehovah's Witnesses
36	Judaism
JW	Kansas Yearly Meeting of Friends
40	Lutheran Churches
GA	Lutheran Church in America
GC	Lutheran Church Missouri Synod
GA	Lutheran Council in the USA
44	Methodist Churches
AK	Methodist Protestant Church
AL	Militant Fundamental Bible Churches
JR	Missionary Church, The
JX	Missionary Church, Association
DM	Moravian Church
48	Muslim
DN	National Association of Congregational Christian Churches
J0	National Association of Evangelicals
09	National Association of Free Will Baptists
DP	National Baptist Convention of America
DQ	National Baptist Convention, USA
00	No Preference Recorded
01	No Religious Preference
DR	North American Baptist Conference
JY	Ohio Yearly Meeting of Friends
JN	Open Bible Standard Churches, Ind
FC	Orthodox Judaism
LE	Orthodox Presbyterian Church, The
74	Other Religions
56	Pentecostal Churches
JP	Pentecostal Church of God of America, Inc.
JQ	Pentecostal Holiness Church
EK	Plymouth Brethren
58	Presbyterian Churches
LH	Presbyterian Church in America
LC	Presbyterian Church in the USA
LJ	Presbyterian Council for Chaplains and Military Personnel
NC	Primitive Methodist Church, The
DS	Primitive Methodist Church, USA
DT	Progressive National Baptist Convention, Inc.
26	Protestant Episcopal Church
72	Protestant-No Denomination Preference
70	Protestant-Other Churches
FA	Reform Judaism
60	Reformed Churches
DU	Reformed Church in America
EL	Reformed Church in the U.S.
EM	Reformed Episcopal Church
LF	Reformed Presbyterian Church

<u>Code</u>	<u>Title</u>
EN	Reorganized Church of Jesus Christ of Latter Day Saints
62	Roman Catholic Church
64	Salvation Army, The
DY	Schwenkfelder Church, The General
02	Seventh-Day Adventists, Conference of
DW	Seventh Day Baptist, General Conference of
08	Southern Baptist Convention
NE	Southern Methodist Church
BG	Southwide Baptist Fellowship
DZ	Swedenborgian Church, General Conference of
AH	Tioga River Christian Conference
AJ	Ukrainiana Evangelical Baptist Conference
66	Unitarian Universal Association
AM	United Christian Church
68	United Church of Christ
NA	United Methodist Church, International
57	United Pentecostal Church, International
LD	United Presbyterian Church, Evangelical Synod
LG	United Presbyterian Church in the USA
99	Unknown
ND	Wesleyan Church, The
CJ	World Baptist Fellowship

<u>Item</u>	<u>Title</u>	<u>Code Entry, Description, and/or Explanation</u>
12	EDUCATION	This data contains the amount of education an individual claims, that can be verified by documentation such as certificate(s), diploma(s) or degree(s) awarded for that education. The first two digits (years), identify the number of formal academic years of education (i.e. teacher-student(s) classroom instruction environment) an individual has successfully completed.
	Notes:	<ul style="list-style-type: none"> -<u>Tier I</u> High school seniors record as: 11S. -<u>Tier I</u> Home school seniors record as: 11H -<u>Tier I</u> Codes "B", "F", "H", & "L" record as: 12__ -<u>Tier I</u> Code "D" record as: 14D -<u>Tier I</u> Code "K" record as: 16K -<u>Tier I</u> Code "M" record as applicable i.e. 11M -<u>Tier I</u> Codes "8", "G", "N", "R", "U", & "W", & Tier II Codes "5", "7", "C", "E", "H", "J", "X", & Tier III's, Code "1" record the highest level of formal academic years of education as stated above (i.e. 111).

NOTE: The applicant must provide documentation verifying the level of education claimed. (non-verified education will not be recorded as the level of education completed, i.e. applicant has one year of college but only provided high school diploma, record as 12L vice 13L)

- 01 Completed 1st Grade
- 02 Completed 2nd Grade
- 03 Completed 3rd Grade
- 04 Completed 4th Grade
- 05 Completed 5th Grade
- 06 Completed 6th Grade
- 07 Completed 7th Grade
- 08 Completed 8th Grade
- 09 Completed 9th Grade
- 10 Completed 10th Grade
- 11 Completed 11th Grade
- 12 Completed 12th Grade
- 13 Completed 1 year of college
- 14 Completed 2 years of college
- 15 Completed 3 years of college
- 16 Completed 4 years or more of college
(excludes master's degree and first
professional - use 17 or 18 as
appropriate).
- 17 Master's. A certificate conferred
upon completion of additional
academic requirements beyond the
baccalaureate or first professional
degree, but below the doctorate
level.
- 18 First Professional. A certificate
conferred upon completion of the
academic requirement for a selected
profession. Post-masters.
Completion of additional academic
requirements beyond the "master's
degree" level.
- 19 Doctorate. A certificate conferred
in recognition of the highest
academic achievement within an
academic field (excludes honorary
degree and first professional
degrees).

The 3rd digit represent educational category and corresponding Educational Tier levels are as follows:

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
1	3	<u>Less than High School Diploma</u>	An individual who is not attending high school, or a high school graduate, or an alternate credential holder.
5	2	<u>Other Non-Traditional High School Credential</u>	A secondary school credential issued for completing an alternative school/program that differs in course content and curriculum from traditional high school Diploma program (i.e. 12B or 12L). Schools/programs that are accelerated and issue a diploma based on combination of testing, independent study, adult based education (ABE) and/or ompetencies are classified as Tier 2, regardless whether credential was issued by secondary or post secondary institution. <u>Note</u> : May include some Charter schools see paragraph 3241.1
7	2	<u>Correspondence School</u> **	A secondary diploma or certificate upon completion of correspondence school course, <u>regardless of whether the diploma was issued by a correspondence school, state, or secondary or post-secondary educational institution.</u> Also included in this group are Internet /Distant Learning Certificate/ Diploma holders. This is considered an alternate high school credential.
8	1	<u>Completed One Semester of College/Post-Secondary Education</u>	The status of a non high school diploma graduate (i.e. Tier 2) who has attended and successfully completed a minimum of 15 semester hours/22 quarter hours of college level work, regardless of high school/grammar school education. "Successfully completed" means that the individual earned college level credits (series 100 or better) through campus classroom and/or concurrent campus & on-line courses in the same semester, while attending an institution listed in degree granting section of current AIPE. Credit(s) earned through non-degree granting institutions in the AIPE, adult education, testing (i.e. CLEP), life experience, military training, or GED type programs <u>are not applicable.</u>

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
B	1	<u>Adult/ Alternative Diploma</u> **	An individual who has earned a secondary school diploma awarded on basis of attending and completing an alternative, continuation, adult or "external" diploma program. A diploma issued from a school/program whose course content and curriculum are similar to, but whose method of instruction is different from the traditional high school program. The diploma received must be issued on the basis of completing a classroom structured (teacher-student environment) teacher directed, credit based program. <u>Note:</u> May include some Charter schools see paragraph 3241.1
C	2	<u>Occupational Program Certificate of Attendance</u> **	An individual who has attended a non-correspondence vocational, technical or proprietary school for at least six months. An individual so coded must also have completed 11 years of regular formal academic day school, and possesses certificate of attendance or completion indicating such. Correspondence schools offering vocational certificates are not included. This is considered an alternate high school credential.
D	1	<u>Associate Degree</u>	A certificate conferred upon completion of a two year program at a junior/community college, university, or technical institute.
E	2	<u>Test-based Equivalency</u> **	A diploma or certificate of General Education Development (GED) or other test-based high school diploma. This includes state-wide testing program such as the California High School Proficiency Examination (CHSPE), Whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate credential.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
F	1	<u>Exit Exam Failures</u>	An individual who has attended and completed all requirements for graduation in SY 1999-2000 and thereafter, but failed the exit exam. To apply this rule HS Verification Letter and Transcripts must be show the <u>"sole reason for not graduating" is due to failing the "exit exam"</u> . Tier I status to can be applied up to one year from the date of the <u>original exit exam</u> . (The <u>original exit exam date</u> and the <u>date enlisted into the DEP or SMCR AIADT</u> must be within 365 days or rule does not apply).
G	1	<u>Professional Nursing Diploma</u>	A certificate conferred upon completion of a three year hospital school of nursing program.
H	1	<u>Home School Diploma ** (I-IIIA AFQT 50+)</u>	A high school diploma or certificate, typically awarded by a local, state, or national accredited Home School Association, based upon certification by a parent or guardian that an individual completed his/her secondary education at home. The curriculum must involve parental instruction and/or adult supervision, and closely pattern the normal credit hours per subject as used in public schools. The Home School Legal Defense Association has provided guidance to the Office of the Assistant Secretary of Defense, (OASD) that at a <u>minimum the student should be home schooled for at least one (1) full school year</u> . All home school diploma graduates must complete the <u>last academic year of education (minimum of nine [9] academic months) in a home school environment</u> . Individuals, in a <u>non-home school curriculum</u> , <u>who disenroll from their school during their senior year, or who fail to graduate with their class (includes seniors in the DEP) are not eligible to enlist under the "H" education code heading</u> . Home school diploma (if issued) and transcripts must be provided.
H	2	<u>Home School Diploma ** (IIIB-IV AFQT 21-49)</u>	Tier I Code "H" credential AFQT 50+ Tier II Code "H" credential AFQT 21-49

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
J	2	<u>High School Certificate of Attendance/Completion of Special Education</u>	High school letter along with a Marine Corps high school verification letter and high school transcripts that reflect attendance through the 12 th grade (through the last day of school) of a traditional/religious based high school; or a high school diploma/certificate based on Individualized Educations programs (IEP) that involves community experience, employment training, daily living skills and post-school transition skills which differ from the traditional high school requirements.
K	1	<u>Baccalaureate Degree</u>	A certificate conferred upon from a four year college program, first professional degree.
L	1	<u>Traditional High school, & Religious High School Diploma **</u>	A diploma issued to an individual who has attended and completed a 12-year or 12 th grade day program of classroom instruction; the diploma must be issued from a traditional/religious based high school where the individual completed all the program requirements. <u>Note:</u> May include some Charter schools see paragraph 3241.1
M	1	<u>Credentialial Near Completion</u>	Status of an individual who is <u>currently enrolled and presently attending classes in a Tier I category credential other than High School Diploma Code "L" (Codes "8" or "B" only) and will complete the program Within 270 days from date of enrollment.</u> (DEP Code only) Note: Refer to annual MCRC Operations Plan (OPLAN) for enlistment restrictions of this education code.
N	1	<u>Master's Degree</u>	A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree, but below the doctorate level.

<u>Code</u>	<u>Tier</u>	<u>Title</u>	<u>Description</u>
R	1	<u>Post-Masters Degree</u>	A certificate conferred upon completion of additional academic requirements beyond the master's level, but below the doctorate level.
S	1	<u>Traditional High school, Religious School, or Home School Senior</u>	Status of individual who is <u>currently</u> attending a traditional high school, religious high school, or home school, <u>that will lead to Tier I Credential</u> and is classified as a high school senior by evidence of school transcripts/letter. <u>Note:</u> May include some Charter schools see paragraph 3241.1
U	1	<u>Doctorate Degree</u>	A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.
W	1	<u>First Professional Degree</u>	A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: architecture, certified public accountant, chiropody (D.S.C.), podiatry, dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathy (D.O.), pharmacy, veterinary medicine, law L.L.B. or J.D., and theology (B.D. or Rabbi, or other first professional degree).
X	2	<u>National Guard Youth Challenge Program w/GED</u>	An individual who has <u>attended and completed</u> the National Guard Youth Challenge Program and received a GED while attending the program. Applicants currently attending are not eligible until completion of the NGYCP.

**** EDUCATION DETERMINATION NOTE**

Education determinations are only made at MCRC G-3. The Education Codes for DoD are not "one size fits all". MCRC will assign an education code for education credentials forwarded for review. The code assigned will be the code that is the most closely related or associated with the credential reviewed. The intent is to group education credentials into the proper Tier level to meet the DoD directives and guidance.

- | <u>Item</u> | <u>Title</u> | <u>Code Entry, Description, and/or Explanation</u> |
|-------------|-----------------------------|--|
| 13 | FOREIGN LANGUAGE IDENTIFIER | Enter: Up to two languages, if applicant <u>claims</u> they read, write, or speak a foreign language. Proficiency is not required to be verified. If no language(s) given, enter " NONE ." |
| 14 | VALID DRIVER'S LICENSE | Enter: " YES " or " NO ", If yes, list the state that issued the license, license number, and expiration date. If the applicant does not hold a valid driver's license, enter "NO." |
| 15 | PLACE OF BIRTH | Enter: City, State, and Country of the applicant's place of birth. |

SECTION II

Items 18 through 22 are to be completed by MEPS Liaison NCO only.

- | | | |
|-----|-----------------------|--|
| 16 | APTITUDE TEST RESULTS | |
| 16a | TEST ID | Enter: A three-digit code that identifies the ASVAB test version. For example: 02A, 02B, etc. |
| 16b | TEST SCORES | Enter: Composite test scores will be recorded as two-digit numbers from the ASVAB scores provided by MEPS MIRS and listed on the MEPCOM 714 ADP. |

EXAMPLE

a. TEST ID	b. Test Scores	AFQT PERCENTILE	GS	AR	WK	PC	MK	EI	AS	MC	AO	VE
02D		92	62	64	60	59	63	63	44	57	NA	60

- | | | |
|-----|----------------------------|---|
| 17 | <u>DEP ENLISTMENT DATA</u> | |
| 17a | DATE OF DEP ENLISTMENT | Enter: YYYYMMDD format. |
| 17b | PROJECTED ACTIVE DUTY DATE | Enter: YYYYMMDD format, must be date in future. |
| 17c | ES | Enter: " 3 " only for entry status. |
| 17d | RECRUITER ID | Enter: nine digit identification such as:
111223333 |

- 17e STN ID Enter: 3 digit MCC & 2 digit MCRISS RSS Code (i.e. **932JT**)
- 17f PROGRAM(s)
ENLISTED
FOR Enter: **00** if applicant has no program guarantee. If applicant contracts with enlistment incentive program enter the appropriate two/three digit program code. (i.e. **UH59**) Reference: MCO 1130.53 series.
- 17g T-E MOS/AFS Enter: **8000** - Basic Marine General Service
8011 - Basic Marine w/ EIP program
- 17h WAIVER Enter: Enter appropriate three (3) digit waiver codes, for medical (BUMED), height, weight or MEDREP waivers ONLY, which were required and authorized to allow applicant to enter the Delayed Enlistment Program (DEP). i.e. HCB|HBC or XXE
- See Figure H-3
Appendix H.

FIRST DIGIT - Medical Waivers

- H MEDICAL/PHYSICAL DISQUALIFICATION
- X MEDREP

SECOND DIGIT - Type of medical waiver

- A HEIGHT WAIVER
- B WEIGHT/BODY FAT PERCENTAGE WAIVER
- C MEDICAL WAIVER(BUMED) W/ICD9 CODE
- B Hemorrhoids
- C Undescended testicle, unilateral
- D Varicocele
- E Hydrocele
- F Inguinal hernia, unilateral
- H Undescended testicle and inguinal hernia, same side
- I Inguinal hernia and varicocele/hydrocele, same side
- J Simple goiter

- K Deviated nasal septum with airway obstruction
- L External Otitis
- M Hyperdactylia (hands and feet)
- P Ingrown toenail(s)
- R Phimosis - circumcision is required for hygiene
- S Hypertrophic tonsils and adenoids
with airway obstruction
- T Nasal polyps with airway obstruction
- U Abdominal wall hernias-only primary
hernias, no incisional hernias

THIRD DIGIT - Approval Waiver level authority

- B COMMANDING GENERAL, MCRC
- C COMMANDING GENERAL, RECRUITING REGION
- D COMMANDING OFFICER, MARINE CORPS DISTRICT
- E COMMANDING OFFICER, RECRUITING STATION

17i PAY GRADE Enter: Pay grade enlisting for i.e E01

17j SVC ANNEX CODES Enter: All the applicable SOU Annex(s) i.e.

j. SVC ANNEX CODES					
A	B				

A = Drug SOU (always annotated as "A")

B = SOU at time of DEP/SMCR AIADT

17k MSO (YYWW)

Enter: per EPM para 3291.2 - 0800

Applicants per EPM 3291.1 cannot enter DEP

Applicants per EPM 3291.2 must have their

MSO adjusted to give credit for all weeks

and or years and weeks, i.e. Previous USMC

ELS discharge with DD214 reflecting 28 days

AcDu (4 weeks) will be recorded as 0748.

171 AD OBLIGATION (YYWW) Enter: Three year TOE: 0300 *
 Four year TOE: 0400
 Five year TOE: 0500
 Six year TOE: 0600

* only used when directed by Headquarters Marine Corps (HQMC)

18 ACCESSION DATA

18a DATE of ENLISTMENT Enter: **YYYYMMDD** format.

18b ACTIVE DUTY Enter: **YYYYMMDD** format. Compute as
 SERVICCE DATE follows: Include all previous periods of
 active federal military service in
 commissioned, warrant, flight officer,
 or enlisted status. If there is no
 break in active duty from the date of
 original entry on such duty, ADSD is
 the date of original entry on active
 duty. If there is a break in active
 duty, ADSD is later than the date of
 original entry by a period
 equivalent to the break (or breaks).
 In computing, include all periods of
 active duty for training as verified by
 the applicant's DD Forms 214/215 or
 DD 368. For periods of 30-days or
 less, count the actual number of days.

<u>SERVICE DATES</u>	<u>TIME</u>	<u>SERVICE PERFORMED</u>
15 Jul 87 - 14 Jul 91	4 yrs	Served in Active Component USMC
15 Jul 91 - 14 Jul 93	0 yrs	Served in Reserve Component USMC (no active duty training credit)
10 Sep 94 - 09 Sep 00	4 months 12 days	Served in Reserve ANG; during this period served 132 days on active duty for training

CALCULATION

15 Jan 00	00 01 15	Date of current enlistment
	- 4 4 12	- Total active duty time
03 Sep 95	95 09 03	Active Duty Service Date

18c PAY ENTRY DATE

Enter: **YYYYMMDD** format. Using the example shown for item 18b above, the PEBD is computed as follows:

04 00 00
02 00 00

+06 00 00
12 00 00

Include initial enlistment period of 4 years. Service in SMCR from Jul 91 -Jul 93, Service in Air National Guard Sep 94 to - Sep 80 = TOTAL Service 12 00 00 for pay purposes

15 Jan 00 00 01 15
 -12 00 00
 78 01 15

Date of current enlistment
Total service for pay
Pay Entry Base Date (PEBD)

18d MSO (YYWW)

All accessions from the DEP default IAW EPM Para 3291.2 to: **0800**

All accessions per EPM 3291.1 must have their MSO adjusted to give credit for all weeks & or years and weeks, i.e. Previous USMC ELS discharge with DD214 reflecting 28 days AcDu (4 weeks) record as 0748.

-All accessions with prior service (not from DEP) and currently under original 8 yr MSO will reflect YYWW remaining until original MSO completed or the current length of this contract TOE, whichever is longer.

18e AD/RC Obligation

AD Active Duty Enter: **YMMWDD** for TOE

- Three year TOE: **03000000 ***
- Four year TOE: **04000000**
- Five year TOE: **05000000**
- Six year TOE: **06000000 ***

*** Only use when directed or authorized by Headquarters Marine Corps (HQMC)**

Note: Applicants with enlistment Incentive programs, the TOE must match the program's required TOE.

<u>RC Obligation</u>	<u>TOE</u>	<u>AD/RC OBLIGATION</u>
K-4	6	06000000
B-5	5	05000000
K-9	4	04000000
K-8	3	03000000

18f WAIVER
See Figure H-3
Appendix H.

Enter: If no waiver enter: **YYY**. If waiver granted from DoD Enlistment Waiver Tables below, enter applicable three (3) digit waiver codes for the following categories: (Do Not report USMC Service Review Waivers)

Categories of DoD Waiver: **B - DEPENDENCY** **D - MISCONDUCT**
 F - DRUG **H - MEDICAL**

Note: Medical waivers in Block 17h must also be noted in block 18f.
Additionally, all other DoD waivers will entered categorically by highest level approved, i.e. Misconduct or Drug. Example Block 18f: **HCB | BBE | DCA**. Note: MCRC Service Review waivers are only recorded on the DD1966/4 Section VI - REMARKS.

DoD Enlistment Waiver Codes

CODE

DEPENDENCY WAIVERS

BBB Dependency due to number of DEPENDENTS waiver approved by MCRC
BBC Dependency due to number of DEPENDENTS waiver approved by Region
BBD Dependency due to number of DEPENDENTS waiver approved District
BBE Dependency due to number of DEPENDENTS waiver approved RS level

MISCONDUCT WAIVERS

DCA Waiver of one MISCONDUCT & four Other Non-Traffic Offenses
DCB Waiver of five or more Other Non-Traffic Offense(s)
DDA Waiver granted of MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a waiver.
DDB Waiver granted of MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed on the violator resulting in a waiver.
DEA Waiver granted of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in an adult major misconduct waiver.
DEB Waiver granted of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions placed resulting in adult major misconduct waiver.
DFA Waiver granted of MAJOR MISCONDUCT offense(s) where the adverse adjudication was a finding of guilty and the charge was not reduced resulting in a juvenile major misconduct waiver.
DFB Waiver granted of MAJOR MISCONDUCT offense(s) where the adverse adjudication resulted in the charges being dropped, dismissed, expunged, reduced, or some other diversion program where conditions were placed in a juvenile major misconduct waiver.

DRUG WAIVER

FDB Drug involvement (DAT POSITIVE) WAIVER approved by MCRC.
FDC Drug involvement (DAT POSITIVE) waiver approved by Regions.
FDD Drug involvement (DAT POSITIVE) waiver approved by Districts.
FDE Drug involvement (DAT POSITIVE) waiver approved by the RS level

MEDICAL WAIVERS (Height)

HAB Medical disqualification HEIGHT waiver approved by MCRC.
HAC Medical disqualification HEIGHT waiver approved by Regions.
HAD Medical disqualification HEIGHT waiver approved by Districts.
HAE Medical disqualification HEIGHT waiver approved by RS level

MEDICAL WAIVERS (Weight)

HBB Medical disqualification WEIGHT waiver approved by MCRC.
HBC Medical disqualification WEIGHT waiver approved by Regions.
HBD Medical disqualification WEIGHT waiver approved by the Districts.
HBE Medical disqualification WEIGHT waiver approved by the RS level

MEDICAL WAIVERS (Disqualification)

HCB Medical disqualification (ICD-9) waiver approved by MCRC

NO WAIVERS RECORDED

YYY No recorded waivers annotated

Note: Service Reviews recorded in Section VI - REMARKS of DD 1966/4

<u>1ST DIGIT</u>	<u>2nd DIGIT</u>	<u>3rd DIGIT</u>
<u>AGE MCRC SERVICE REVIEWS</u>		
A	Y NOT APPLICABLE	B MCRC C Region
<u>DEPENDENCY MCRC SERVICE REVIEWS</u>		
B	A MILITARY SPOUSE B DEPENDENTS	B MCRC C Region D District E RS level
<u>MENTAL MCRC QUALIFICATIONS SERVICE REVIEWS</u>		
C	Y	B MCRC
<u>MISCONDUCT MCRC SERVICE REVIEWS</u>		
D	A TRAFFIC OFFENSES C OTHER NON TRAFFIC OFFENSES D MISCONDUCT OFFENSES	B MCRC C Region D District E RS level
<u>PRIOR SERVICE MCRC SERVICE REVIEWS</u>		
E	A REENLISTMENT (RE CODES) B RANK/PAY GRADE C LOST TIME D EXISTING CONDITION (EPTE) E MOS REQUIREMENTS Y NOT APPLICABLE	B MCRC

18p YOUTH

Enter: Three digit code as follows:

FIRST DIGIT

- A JROTC
- B ROTC
- X Other
- Y Not applicable

SECOND DIGIT

- A Department of Army
- F Department of the Air Force
- M United States Marine Corps
- N Department of the Navy
- Y Not applicable

THIRD DIGIT

- 0-9 Number of years in program
- Y Not applicable

18q OA

Enter: "YY" in all cases. (Options Analysis code)

18r State Guard

Leave Blank

18s SVX Annex Codes

Repeat codes from Block 17j or enter new annex codes as applicable

j.SVC ANNEX CODES					
A	C				

- A = SOU Drugs
SOU Gang/Extremist Group
SOU Tattoo, Brands, etc
- C = new program assigned In-DEP

18t Replaces Annexes

If annexes have changed record changes

j. REPLACES ANNEXES					
A	B				

- A = Drug SOU (always annotated as "A")
- B = SOU for Open Contract replaced by Annex "C" recorded in Block 18S above

Note: Blocks 18t & 18s will be used by USMEPCOM MIRS to update the Automated DD Form 4, (JUL 2007) page 4/3, Block 20a, where stated: "No changes have been made to my enlistment option OR if changes were made they are recorded on Annex(es) _____ which replace(s) Annex(es)_____."

18u TRANSFER TO

Enter: 016 (MCRD Parris Island)
017 (MCRD San Diego)

19 SERVICE REQUIRED CODES (Codes contained in MCO 1080.2)

<u>Sub-Block(s)</u>	<u>Enter</u>	<u>Code</u>	<u>Reference/Description</u>
1-2	COMPONENT CODE	11 KA K4 K5 K8 K9 B5	Regular USMC only Reserve prior service non-obligor serving in an SMCR unit. Reserve (SMCR) non-prior service (NPS) obligor enlistee (six years duty in SMCR plus two years in IRR.) Regular USMC enlisting into the DEP. Reserve (SMCR) NPS obligor enlistee (three yrs SMCR + five yrs IRR). Reserve (SMCR) NPS obligor enlistee four yrs SMCR + four yrs IRR) Reserve (SMCR) NPS obligor enlistee (five yrs SMCR + three yrs IRR).
3-5	MCC OF RS WITH ENLISTMENT CREDIT		i.e. 932
6-10	RUC OF SMCR UNIT RECRUITED FOR		<u>Note: SMCR enlistments only i.e.</u> 00048 (HQ MAG-41 Ft Worth Tx)
11-14	SOURCE OF ENTRY CODE (Ref App H-7)		HAAA for reserves AAAA for regulars (all PSOS/PSEP refer to APP H)
15-17	PROJECTED EDUCATIONAL CODE		Education code expected upon commence active duty (Page C-8)
18-20	TERM OF IADT		Three digits: i.e 092 or 139 expressed in days. (Reserve only)
21-23	MCC OF THE MEPS		Three character Code i.e. M00
25-47	TEST SCORE DATA		Completed by MEPS Liaison NCO from MIRS data/MEPCOM 680-3 A-E. The data will reflect following: 25-27 GT 29-31 EL 33-35 CL 37-39 MM 41-43 DLAB only 45-47 EDPT only 48-50 DLPT only 51-53 EDT only 55-59 Term of Enlistment: i.e. Enter as: TOE=4, TOE=5, TOE=6 (Regulars into DEP Only) 60--140 (Reserved for future use)

DD 1966 Page 2
BLOCK

20 NAME Enter: Same name as shown in item 2.

21 SOCIAL SECURITY NUMBER Enter: Same data as shown in item 1.

SECTION III - OTHER PERSONAL DATA

22a EDUCATION Enter: Dates attended, name, and location of all high schools and higher level educational institutions attended. Do not list elementary schools unless was the last school attended. If still attending school, enter the word "Present" in the "To" column.

NOTE: Applicants will have to provide documentation of the highest educational level completed (see item 14).

23 MARITAL/DEPENDENCY STATUS AND FAMILY DATA Self-explanatory: YES or NO Applicants initials/automated form "X"

24 PREVIOUS MILITARY SERVICE OR EMPLOYMENT WITH THE US GOVERNMENT Self-explanatory: YES or NO Applicants initials/automated form "X"

25 ABILITY TO PERFORM MILITARY DUTIES Self-explanatory: YES or NO Applicants initials/automated form "X"

26 DRUG USE AND ABUSE Applicants DO NOT initial this item.
Instead annotate "Refer to DASF"

DD 1966 Page 3
BLOCK

SECTION IV - CERTIFICATION

27 NAME Enter: Same name as shown in item 2.

28 SOCIAL SECURITY NUMBER Enter: Same data as shown in item 1.

29 CERTIFICATION OF APPLICANT THE APPLICANT'S SIGNATURE IN BLOCK 29C MUST BE WITNESSED BY THE RECRUITER. APPLICANT WILL NOT SIGN THIS ITEM UNTIL THEY HAVE COMPLETED ALL REQUIRED ITEMS AND WHEN IN THE PRESENCE OF THEIR RECRUITER.

30 DATA VERIFICATION BY RECRUITER This item will be completed by the recruiter involved in completing the Record of Military Processing, DD1966.

- 31 CERTIFICATION OF WITNESS This item will be completed by the recruiter involved in completing the Record of Military Processing, DD1966.
- 32 SPECIFIC OPTION/ PROGRAM ENLISTED FOR, MILITARY SKILL, OR ASSIGNMENT TO A GEOGRAPHICAL AREA GUARANTEES Applicant will initial item 32c. Be sure the applicant fully understands all entries in item 32a and has carefully read item 32b. The Statement of Understanding (SOU) for the applicant's program must match item 32a.
- 33 CERTIFICATION OF RECRUITER This item will be completed by the MEPS LNCO of Record.

SECTION V - RECERTIFICATION

- 34 RECERTIFICATION BY APPLICANT AND CORRECTION OF DATA AT THE TIME ACTIVE DUTY ENTRY This item will reflect any changes or corrections prior to entry on active duty. It also serves as a re-certification that all entries on the form are correct. The applicant will sign item 34d.(1) in the presence of a witness. The witness will sign item 34.e(1).
- 35 NAME Enter: Same name as shown in item 2.
- 36 SOCIAL SECURITY NUMBER Enter: Same data as shown in item 1.

DD 1966 Page 4
BLOCK

SECTION VI - REMARKS

Use this item for continuation of other items. When used as a continuation, specify item number continued, i.e. Block 22 con't: _____.

This Remarks Section is also used as directed by Recruiting Station (RS), Marine Corps District (MCD), Region, or MCRC policy guidance.

SECTION VII-STATEMENT OF NAME FOR OFFICIAL MILITARY RECORDS

This section may not be used by aliens, to change their name. An aliens' enlistment name and military record must match I-551.

- 37 NAME CHANGE
- 37a Self-explanatory
- 37b Self-explanatory
- 37c Self-explanatory
- 37d(1) & (2) Self-explanatory
- 37e(1), (2) & (3) Self-explanatory

DD 1966 Page 5

- 38 NAME Enter: Same name as shown in item 2.
- 39 SOCIAL SECURITY NUMBER Enter: Same data as shown in item 1.

SECTION VIII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT

- 40 PARENT/GUARDIAN STATEMENTS Complete only for all unmarried 17-year old applicants prior to MEPS medical or enlistment processing. No amendment or strikeouts of wording ("I/we, his/her, etc.") is required. Both parents/guardians will sign the appropriate block and have each signature notarized or witnessed by an officer, non-commissioned officer, or government officials acting in their official capacity. If parents are separated or divorced, consent of the parent or legal guardian having legal custody of the applicant is acceptable, provided a copy of the court order or adoption papers awarding custody is certified by recruiting personnel.

NOTE: THE APPLICANT'S SIGNATURE IN BLOCK 39d(1) MUST BE WITNESSED BY THE RECRUITER, RECRUITING OFFICIAL OR A NOTARY PUBLIC.

- 41 VERIFICATION OF SINGLE PARENT When both parents do not sign, copies of court orders or decrees which explain and substantiate the status of the non-signing parent(s) must accompany the application. In cases in which one parent has abandoned the family or is absolutely unavailable for signature, but no formal proof exists, a statement will be made by the remaining parent confirming sole custody and assuming full responsibility for the enlistment in Section VI - REMARKS of the DD1966/4. When one parent is deceased, consent of the surviving parent is acceptable, providing a death certificate attesting to the fact that the other parent is deceased, is provided.

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX D

INSTRUCTIONS FOR COMPLETION OF ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4, JULY 2007 EDITION)

1. Scope of Instructions

a. The DD Form 4 is the basic document establishing a legal contract between the United States Government and the enlisted member of the Armed Forces. This document is used for all enlistments and reenlistments (immediate, continuous, or broken) in the Marine Corps or Marine Corps Reserve. The instructions contained herein apply to the preparation and distribution of the DD Form 4 for enlistments in the Marine Corps and Marine Corps Reserve, and reenlistments in the Marine Corps.

b. The DD Form 4 must be prepared correctly. Each recruiting station, Military Entrance Processing Station, and the Marine Corps Liaison NCO is responsible to ensure the form is complete and accurate and reflects the agreement that the member and the service component is about to enter. Under most circumstances the DD Form 4 Enlistment/Reenlistment Document is auto-populated by MIRS input and prepared by MEPS personnel.

2. General Instructions

a. The ALL-CAPITALIZATION format is used to prepare the form. Lower case should not be used. The form can also be found at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. The form is available in Form Flow format. Some MEPS locations have the ability to biometrically sign (photo and fingerprint) the DD Form 4, and will not display a 'wet' signature for the enlistee, service representative, or enlistment officer. Reproductions of this form must be certified true copies. When the form is prepared at the recruiting station, all signatures and initials required will be in black ink. Erasures or corrections to item 5 - "DATE OF ENLISTMENT/REENLISTMENT," item 8 - (service period of enlistment and pay grade), or any item(s) in Sections D - "CERTIFICATION AND ACCEPTANCE" and E - "CONFIRMATION OF ENLISTMENT OR REENLISTMENT," are prohibited. **Errors in these items will necessitate a complete re-type of the document.**

b. Prior to signing the completed form, service representative who accepts an applicant for enlistment/reenlistment will verify typed entries for correctness and explain all applicable parts to applicant.

3. Detailed Instructions

a. SECTION A - ENLISTEE/REENLISTEE IDENTIFICATION DATA

(1) Item 1 - NAME. Enter full last name (including compound name, if applicable), first name, middle name(s), and any suffixes, such as Jr., Sr., III, etc. If the enlistee was given an initial or initials rather than a first and/or middle name, enter such initial or initials. If there is no middle name or initial, make no entry for the middle name. Do not use punctuation of any sort, including apostrophes, periods, or hyphens. Spaces will not be inserted between sections of compound names, nor for apostrophes or hyphens. Example:

**STYKA MICHAEL JOHN
HART A J
CLICK R LARRY
ARBEC PATRICK S**

NOTE 1: Applicants who use apostrophes, hyphens, or spaces between letters in their names will not have these grammatical provisions reflected as a part of their official name on military records.

NOTE 2: If, through court action, an applicant has changed their name from that shown on the birth certificate, record the birth name in item 8b "Remarks." If the preferred enlistment name (item 1) is not the same as that on the birth certificate and has not been changed by the legal procedures prescribed by the state law, ensure that item 39 of the DD Form 1966 is completed. In either case, whatever name chosen, that name must match the applicant's name on social security card (however, may reflect either a middle initial or middle name).

NOTE 3: Except in the case of court action (e.g., marriage), once an applicant has enlisted into the DEP or the SMCR awaiting IADT, they will not be permitted to change their name prior to completion of recruit training

(2) Item 2 - SOCIAL SECURITY NUMBER. Enter the applicant's SSN. Separate divisions with a hyphen. For example: **111-22-3333**.

(3) Item 3 - HOME OF RECORD. Enter street, city, state and zip code claimed by individual as legal home of record. For example:

**11101 Williamsburg Court
Fredericksburg VA 22407**

(4) Item 4 - PLACE OF ENLISTMENT/REENLISTMENT. "X" out the word "ENLISTMENT" or "REENLISTMENT", as appropriate. Enter the organization, city, and state of the enlisting/reenlisting activity. Abbreviations may be used. For example: **MEPS BUFFALO NY**

(5) Item 5 - DATE OF ENLISTMENT/REENLISTMENT. "X" out the word "ENLISTMENT" or "REENLISTMENT", as appropriate. Enter the effective date of the contract in **YYYYMMDD** format.

(6) Item 6 - DATE OF BIRTH. Enter in **YYYYMMDD** format.

(7) Item 7 - PREV MIL SVC UPON ENL/REENLIST. Enter, in the spaces provided, total active military service and total inactive military service (to include time in the DEP) completed at the time of the enlistment/reenlistment. Enter year, month and day totals in two positions each. Precede singular digits with a "0." If the applicant has no prior military service, enter "00" for year, month and day. Complete all blocks. If claimed, credit for previous military service must be substantiated by the enlistee. **"X" out the abbreviation "ENL" or "REENLIST," as appropriate.**

b. SECTION B - AGREEMENTS

The DD4 Enlistment Document is used to enlist in the Marine Corps Reserve or Marine Corps, directly into the regular Marine Corps (no DEP) or into the DEP. The following guidance provided:

(1) Item 8. For enlistments into the Marine Corps Reserve: Immediately following the words "I am," "X" out the word "enlisting" or "reenlisting," as appropriate. In the spaces provided, enter:

(a) **"MARINE CORPS RESERVE"**

- (b) Enter the Arabic number of years/weeks of:
1 "8" Years - all NPS Reserve in SMCR (ROEP/IIADT)
2 "00" Weeks -all NPS Reserve in SMCR (ROEP/IIADT)
- (c) Enter the pay grade in which enlisting/reenlisting:
1 "E-1"
2 "E-2" for those appointed to PFC
- (d) Enter the Arabic number of years/weeks:
1 "0" Years - considered Active duty obligation
2 "00" Weeks -always display "00" weeks
- (e) Enter the Arabic number of years/weeks:
1 "4", or "6" Yrs - serve in Reserve Component
2 "00" Weeks -always display "00" weeks
- (f) Section C Annex(es)
1 **Annex "A"**. For the *Marine Corps Drug SOU*,
2 **Annex "B"**. For SOU for ROEP or IIADT

(2) Item 8. For enlistments directly onto active duty in regular Marine Corps (No DEP). Immediately following the words "I am," "X" out the word "enlisting" or "reenlisting," as appropriate. In the spaces provided, enter:

- (a) **"MARINE CORPS"**
- (b) Enter the Arabic number of years/weeks of:
 - 1 "8" Years - all enlistments MSO
 - 2 "00" Weeks -always display "00" weeks
- (c) Enter the pay grade in which enlisting/reenlisting:
 - 1 "E-1" or
 - 2 "E-2" for those appointed to PFC
- (d) Enter the Arabic number of years/weeks:
 - 1 "4","5" or "6" Yrs - Active duty obligation
 - 2 "00" Weeks -always display "00" weeks
- (e) Enter the Arabic number of years/weeks:
 - 1 "4", "3" or "2" Yrs - served in reserve Component
 - 2 "00" Weeks - always display "00" weeks
- (f) Section C Annex(es)
 - 1 Annex "A" - Marine Corps Drug SOU,
 - 2 Annex "B" - SOU for Enlistment Incentive Program

(3) Item 8. For enlistments into the Marine Corps DEP: Immediately following the words "I am," "X" out the word "enlisting" or "reenlisting," as appropriate. In the space provided, enter:

- (a) **"MARINE CORPS"**
- (b) Enter the Arabic number of years/weeks of:
 - 1 "8" Years - all enlistments MSO
 - 2 "00" Weeks -always display "00" weeks
- (c) Enter the pay grade in which enlisting/reenlisting:
 - 1 "E-1" or
 - 2 "E-2" for those appointed to PFC
- (d) Enter the Arabic number of years/weeks:
 - 1 "4","5" or "6" Yrs - Active duty obligation
 - 2 "00" Weeks -always display "00" weeks

- (e) Enter the Arabic number of years/weeks:
 - 1 "4", "3" or "2" Yrs - served in reserve Component
 - 2 "00" Weeks - always display "00" weeks

- (f) Section C Annex(es)
 - 1 Annex "A" - Marine Corps Drug SOU,
 - 2 Annex "B" - SOU for Enlistment Incentive Program

(4) Item 8a. **FOR ENLISTMENT INTO THE DELAYED ENTRY/ENLISTMENT PROGRAM (DEP)**. Immediately following the words "I am," "X" out the word "enlisting" or "reenlisting," as appropriate. In the space provided, enter:

- (a) **"MARINE CORPS"**

- (b) **YYYYMMDD** - Date ordered to active duty from the DEP

- (c) Enter the Arabic number of years/weeks:
 - 1 "4", "5" or "6" Yrs - Active duty obligation
 - 2 "00" Weeks -always display "00" weeks

(5) Item 8b. Record "None"

(6) Item 8c. Applicant will read and initial in block _____

c. SECTION C - PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

- (1) All enlistees/reenlistees will read items 9, 10, 11.
- (2) All male enlistees/reenlistees will read item 12.
- (3) Make no annotations in this section.

d. SECTION D - CERTIFICATION AND ACCEPTANCE

(1) Item 13a. The enlistee will read the certification and acceptance block.

(2) Items 13b and 13c - SIGNATURE OF ENLISTEE/REENLISTEE and DATE SIGNED. Immediately following the words "SIGNATURE OF," "x" out the word "ENLISTEE" or "REENLISTEE," as appropriate. The applicant will sign full name. Enter the date in year, month and day format on the original document only. The date in items 13c and 14f must agree.

(3) Service Representative Certification

(a) Item 14a. In the space provided, enter **"MARINE CORPS"** or **"MARINE CORPS RESERVE,"** as appropriate.

(b) Items 14b - 14g. In the appropriate blocks, enter the name in last name, first name and middle initial sequence, pay grade (for example: E-8), unit/command name, date signed and unit/command address of the service representative accepting the applicant for enlistment/reenlistment. The date in items 13c and 14f must agree.

(c) Item 14e - SIGNATURE. Prior to signing, the service representative (identified in item 14b) will verify correctness of entries and explain all applicable paragraphs of the document to the applicant. The representative will sign in first name, middle initial and last name sequence (initials and last name are acceptable) on the original document only.

e. SECTION E - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

(1) Item 15. Immediately following the letter "I," in the space provided, type the enlistee's full first, middle and last name, and any suffix. Do not use punctuation of any sort, including periods or dashes. For enlistees electing to affirm their oath of enlistment, strike out the words "swear or" in the body of the oath and the words "So help me God" at the end of the oath. The official who reads, and the enlistee who repeats, the oath will omit the stricken words.

(2) Item 16. No entry required. Leave Blank.

(3) Item 17. No entry required. Leave Blank.

(4) Items 18a and 18b - SIGNATURE OF ENLISTEE/REENLISTEE and DATE SIGNED. "X" out the word "ENLISTEE" or "REENLISTEE," as appropriate. The applicant will sign full name. Enter the date in year, month and day format on the original document only. The date in items 18b and 19f must agree.

(5) Items 19b - 19g. In the appropriate blocks, enter the name of the officer who administered the oath (in last name, first name and middle initial sequence), pay grade (for example: O-5), unit/command name, date signed (in year, month and day format), and unit/command address. This officer will sign in first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only. The date in items 18b and 19f must agree.

NOTE 1: No further entries are required for those enlisting in the Marine Corps Reserve.

f. At the top of page 4/3 of the form, enter the enlistee's last, first and middle name (or initial). If, through court action (e.g., marriage), this name differs from the name given on the date the individual enlisted into the DEP (or SMCR awaiting IADT), ensure that this new name is corrected throughout all enlistment documents and that appropriate remarks are made (see also item 1, note 2).

g. SECTION F - DISCHARGE FROM DELAYED ENTRY/ENLISTMENT PROGRAM

(1) Item 20a. In the space provided enter:

(a) "**MARINE CORPS**" - for the branch of service,
(b) "**4, 5 or 6**" - Years of active duty per PEF
(c) "**00**" - Weeks are not used in USMC enlistments.
(d) Annex(es) - If enlistment options or programs have changed since original enlistment into the DEP, enter in space for "Annex(es)," the new annex(es) labeled in proceeding succession, i.e. "**C**", or "**D**" etc, as applicable for regular enlistments. In the second space for "which replace(s) Annex(es)," enter the original annex "**B**", which was replaced/superseded by the new annex. Although the old annex(es) are superseded, they will be marked 'VOID' and provided with DD Form 4. New annex(es), if applicable, will be added. If there are no change(s) to enlistment options, enter "N/A" in both spaces.

(2) Items 20b and 20c - SIGNATURE OF DELAYED ENTRY/ENLISTMENT PROGRAM ENLISTEE and DATE SIGNED. At the time of enlistment into the Regular component, the delayed enlistee will sign full name. Enter the date in YYYYMMDD format on the original document only.

h. SECTION G - APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE

(1) Item 21a. In the space provided for branch of service, enter "MARINE CORPS." Enter the appropriate pay grade in the space provided (for example: E-1, E-2.)

(2) Items 21b - 21g. In the appropriate blocks, enter the name in last name, first name and middle initial sequence, pay grade (for example: E-8), unit/command name, date signed, and unit/command address of the service representative accepting the enlistee's application.

(3) Item 21e - SIGNATURE. Prior to signing, the service representative (identified in item 21b) will verify correctness of entries and explain all applicable paragraphs of the document to the applicant. The representative will sign in first name, middle initial, and last name sequence.

i. SECTION H - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

(1) Item 22a. Immediately following the letter "I," in the space provided, type the enlistee's full first, middle and last name, and any suffix. Do not use punctuation of any sort, including periods or dashes. For enlistees who elect to affirm their oath rather than swear to it, strike out the words "swear or" in the body of the oath and the words "So help me God" at the end of the oath. The official who reads, and the enlistee who repeats, the oath will omit the stricken words.

(2) Items 22b and 22c - SIGNATURE OF ENLISTEE/REENLISTEE and DATE SIGNED. "X" out the word "REENLISTEE." The enlistee will sign full name. Enter the date in year, month and day format on the original document only. The date in items 22c and 23f must agree.

(3) Items 23b - 23g. In the appropriate blocks, enter the name of the officer who administered the oath (in last name, first name and middle initial sequence), pay grade (for example: 0-5), unit/command name, date signed (in year, month and day format) and unit/command address. This officer will sign in first name, middle initial and last name sequence.

4. Disposition Instructions. The original DD Form 4 and all required copies, with all annex(es) thereof, will be distributed as specified in table 4-3 of this manual.

APPENDIX E

INSTRUCTIONS FOR COMPLETION OF
RECORD OF EMERGENCY DATA
(DD FORM 93, JANUARY 2008 EDITION)

The Record of Emergency Data (RED) is used by all services for casualty notification and for certain beneficiary designations. The RED is an extremely important form, and accuracy in preparation is paramount. Applicants must be aware of this form and its contents especially regarding names and addresses for beneficiaries, and Person Authorized to Direct Disposition (PADD).

1. For the Marine Corps, the DD Form 93 will be used for all accessions (enlistments and reenlistments, Reserve and Regular) that process through MEPS.

2. The form can be found on DoD Forms page in Form Flow format:
<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>

3. MEPS personnel will prepare the form in accordance with the instructions on the form and the following:

4. REPORTING UNIT CODE DUTY STATION. Enter:

**"MCC 016" for enlistees accessing to Marine Corps Recruit Depot,
Parris Island, South Carolina, or**

**"MCC 017" for enlistees accessing to Marine Corps Recruit Depot,
San Diego, California.**

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX F

MOBILIZATION

1. Purpose. This appendix establishes general concepts, assumptions and responsibilities, as well as a general plan of execution to manage the flow of both volunteers and inductees into the Marine Corps upon mobilization (activation of the draft), in coordination with the activities of the Selective Service System (SSS).

2. Concept. The concept is to manage the flow of volunteers to allow for a maximum enlistment of inductees. Mobilization establishes a priority to inductees over volunteers. Volunteers are defined as members of the Delayed Entry Program and untrained members of the Reserve Component.

a. Mobilization (M+1 to M+76), the services will accelerate the processing of members of the Delayed Entry Program and untrained members of the Reserve Component awaiting initial active duty for training. Each service will provide personnel to augment the MEPS staff by M+72. Augmenting the MEPS staff will be fair-shared based on percentage of inductees for the services. M+86 the MEPS will begin to qualify SSS registrants for induction. MEPS will begin 18 hours per day/six (6) days per week operations. M+193 MEPS will begin shipping inductees to the reception/training sites. By M+210 process and access 100,000 inductees/enlistees for service. During mobilization MEPCOM is not required to perform Student Testing, and MEPS Special Tests. Also Drug/Alcohol/HIV Testing may be suspended at the option of the Secretary of Defense. Processing volunteers, will continue during mobilization but at a lower priority and slower processing schedule. The priority will be inductees.

b. The MCRC will determine and provide requirements at least 16 days in advance so that MEPCOM can modify requirements in time to preclude processing overflows or shortfalls. The DEP contribution will vary depending on the size of the DEP at the time of mobilization and according to the percentage of the pool not in school.

3. Assumptions. The following assumptions will be used in developing plans for processing volunteers and inductees at mobilization.

a. That the Congress will pass legislation re-instituting the draft, effective M-Day.

(1) Authority will not be granted for the induction of women.

(2) MEPS will not classify/examine registrants prior to M-Day.

(3) Personnel "stop loss" actions will be in effect on M-Day (no resignations, no EAS separations, no retirements, etc.).

b. That the SSS will be able to provide the first inductee for processing by M+86, and will, thereafter, continue to provide sufficient inductees to keep the MEPS filled to capacity. Maximum load for USMEPCOM is 18,000 registrant/applicants per day. Individual MEPS capacities will be determined after M-Day.

(1) Marine Corps recruiting service personnel will augment SSS area offices on M+72 Day.

(2) DoD will continue to support a joint MEPCOM-SSS Computer Center.

c. That the MEPS will provide a sufficient flow of accessions to keep training bases filled to wartime capacity.

(1) The MEPS will operate 7 days a week. Volunteers and inductees will be processed 6 days a week.

(2) The MEPS will process inductees, volunteers from civilian status, untrained Reserves, and DEP personnel. All pre-trained Marine Corps personnel (e.g., IRR Standby Reserve and retired personnel) will be processed under the direction of the CMC (M&RA), as appropriate.

d. That the SSS will be activated during FULL mobilization.

e. That SSS registrants will not be permitted to enlist in the Marine Corps after receipt of their induction orders. However, their enlistments will be permitted if they volunteer prior to receipt of their induction orders.

f. That the Assistant Secretary of Defense (MI&L) will reserve the option to centrally control the distribution of personnel assigned each service if one or more of the services do not receive an adequate number of personnel at the quality levels required.

g. That inductee ceilings on AFQT categories (I, II, III and IV) will be established by DoD; these ceilings may differ from voluntary enlistments. Minimum AFQT for induction is 16.

4. Execution. The Marine Corps will continue to seek those individuals who desire to voluntarily enlist or accept a commission into the Marine Corps during early stages of mobilization (through M+85), and thereafter, if deemed appropriate.

a. General

(1) Pre-mobilization. Personnel procurement will be governed by current, policies and directives through normal channels.

(2) Selective Mobilization. Same as paragraph 4a(1) above.

(3) Partial Mobilization. Normal recruiting procedures will be followed for approximately the first 90 days after partial mobilization. During that period, the Marine Corps will provide 405 of its retirees, who have been pre-assigned, to the Joint Augmentation Units (JAU) and to the MEPS to assist with the increased volume of accessions anticipated. Beyond the initial phase, recruiting actions will be dependent upon whether or not the SSS is activated. If the SSS is activated, Marine Corps will provide a total of 204 recruiters to administer the SSS for the first 45 days of its functioning.

(4) Full Mobilization. During FULL mobilization, process inductees in accordance with the current edition of MCO P1100.75. As in a PARTIAL mobilization, the Marine Corps will help man the SSS and the MEPS.

b. Volunteer Enlistments

(1) Enlistments and reenlistments in the Marine Corps and Marine Corps Reserve will continue as set forth in current directives.

(2) Activities reenlisting prior service Marines will report such accessions in accordance with the instructions contained in the current edition of MCO P1080.35 (MCTFSPRIM).

(3) Mental and physical standards for entrance into the Marine Corps will include:

(a) Mental qualifications as prescribed in this manual and in the MCBul 1100 series.

(b) Physical requirements as prescribed in the USMEPCOM Regulations.

c. Selected Marine Corps Reserve (SMCR) Enlistments. During periods of "partial mobilization," voluntary enlistments in the SMCR will continue only for those units not mobilized. Initial skill training for SMCR volunteers will necessitate that units be allowed to enlist personnel above the level of their wartime authorized strengths.

d. Delayed Entry Program (DEP). For the first 72 days after M-Day, the Marine Corps will recruit volunteers for enlistment. The DEP will be limited to the current month plus two months beyond. At no time may enlistments be delayed beyond the stated 90-day input requirement.

e. Female Volunteers. Women will be allowed to volunteer and will be called from the DEP provided that their accession processing and training does not delay that of men who are needed for essential combat skills.

f. Accession of Personnel Without a Social Security Number (SSN). No person will be processed for the Marine Corps without a Social Security Number. MEPCOM and MCRISS provisions prevent the processing of individuals who do not have an SSN.

g. Recruiting Force Size. Within the first 90 days, the size of the recruiting force will be adjusted as necessary to meet recruiting needs consistent with applicable DoD directives.

(1) Recruiting Command personnel identified as excess may be subject to reassignment on M-Day as directed by the CMC (MM). Identification of these personnel will be accomplished by the GC, MCRC prior to M-Day.

(2) Remaining recruiting command personnel will be assigned throughout the Marine Corps districts to provide maximum exposure to the known, most lucrative markets.

(3) Remaining Recruiting Command personnel will not be issued permanent change of station orders (PSCO) except in extreme circumstances.

(4) Certain Marine Corps recruiting command facilities will be turned over to the SSS on M-Day in accordance with DoD memoranda.

5. Responsibility. The CG, MCRC will allocate 204 recruiting personnel as follows:

a. Commanding General, Eastern Recruiting Region. Coordinate and supervise the pre-assignment of 49% of MCRC allotted recruiting personnel to the SSS on M-Day to perform duties as directed for a period of about 120 days.

b. Commanding General, Western Recruiting Region. Coordinate and supervise the pre-assignment of 51% of MCRC allotted recruiting personnel to the SSS on M-Day to perform duties as directed for a period of about 120 days.

APPENDIX G
EPM FROST CALLS

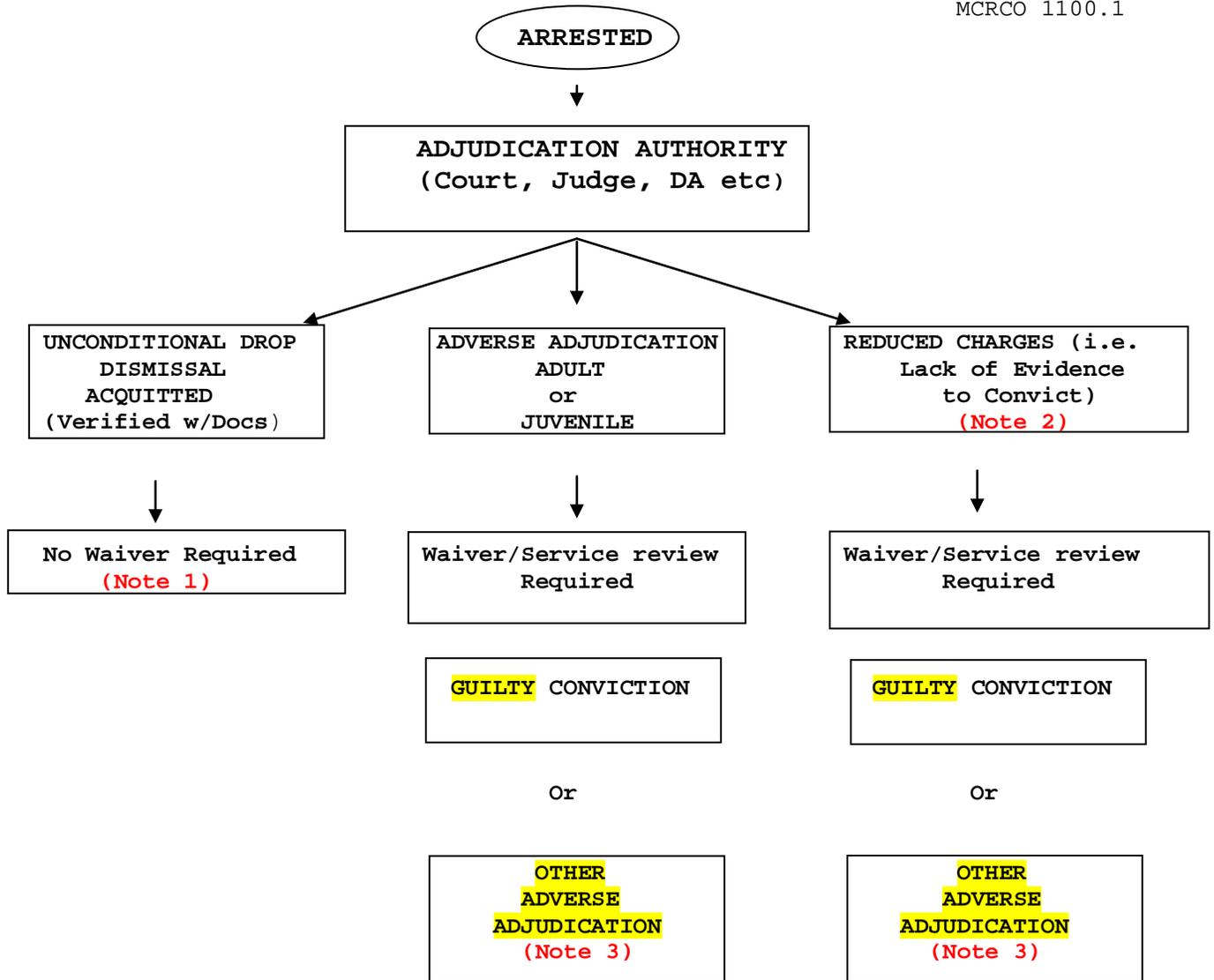
1. Marine Corps Recruiting Command issued Frost Calls that pertain to this manual will be filed under this appendix in order of their sequence numbers as "**reference material matter only**". Frost Calls not pertaining to the manuals MCO P1100.72 Military Personnel Procurement Manual (Short Title MPPM) or MCRCO 1100 Enlistment Procurement Manual (Short Title EPM) will not be filed in this section.

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX H
EPM DESKTOP GUIDELINES

1. Marine Corps Recruiting Command will publish frost calls that may contain enclosures as desktop guidelines. These will be filed in Appendix H, as the designated Figure, i.e. Figure H-1.

THIS PAGE INTENTIONALLY LEFT BLANK



Refer to MPPM Paragraph 3282 for additional information

- Note 1 - No waiver required if charges are unconditionally dropped, unconditionally dismissed, not guilty or acquitted. [This must be verified with court documents.](#)
- Note 2 - Charges reduced prior to adjudication (i.e. reduced due to lack of evidence to convict) will be waived/service reviewed at the level for the reduced charge(s) per Table 3-13. (i.e. MMO reduced to MO)
- Note 3 - Charges reduced or suspended as part of a conditional adjudication sentence, will be waived at the level for the original charge(s), i.e. MO Offense 309 Driving while Ability Impaired, and as part of the conditional adjudication, was required to attend classes and after six months charges reduced to NTO Offense 207 Damaging a Road Sign. The exception to this rule is any MMO (felony) reduced to MO (misdemeanor) or NTO (non-traffic) or TO (traffic) requires District level waiver.

Figure H-3 cont

SOURCE OF ENTRY CODES

Enlisted Source of Entry Codes Regular or Reserve through enlistment or reenlistment

DD 1966/1 Block 19 sub-blocks 11-14

<u>1st digit</u>		<u>Type of enlistment this period</u>
A		USMC, 1 st enlistment in
B		USMC, 2 nd enlistment in
C		USMC, 3 rd enlistment in
D		USMC, 4 th enlistment in
<u>2nd digit</u>		<u>Type of last period of Marine Corps Service</u>
A		No previous Marine Corps service
B		USMC (Enlisted)
C		USMCR (Enlisted) member of regular component at separation
D		USMCR (Enlisted) member of reserve component at separation
<u>3rd digit</u>		<u>Continuity of Marine Corps Service</u>
<u>USMC</u>	<u>USMCR</u>	
A	A	No previous Marine Corps service
B	B	Has prior enlisted USMC service, however enlisting in this component for first time, i.e. prior USMC regular to SMCR
C	F	Immediate reenlistment - reenlisted at unit within 24 hrs of separation exclusive of Sundays & holidays
D	G	Continuous reenlistment H-4 reenlisted after 24 hours but within 90 days of separation
E	H	Broken reenlistment ... listed after more than 90 days of Separation
<u>4th digit</u>		<u>Previous Service other Armed Force (if more than 1 list latest)</u>
A		None
B		US Navy or Naval Reserve (active)
C		US Army
D		US Air Force
E		US Coast Guard or Coast Guard Reserve (active)
F		Armed Forces of the US (inactive) other than USMCR
G		Armed Force of another nation

Examples: First enlistment USMC no prior service - **AAAA**
 First enlistment USMCR no prior service - **HAAA**

First enlistment USMC w/2 years USNR - **AAAB**
 1st reenlistment USMC over 90 days - **BBDA**

**U. S. Office of Personnel Management
Center for Investigative Services
Federal Investigations Processing Center
PO Box 618
Boyers, PA 16018-0618
Commercial 724 794-5612 FAX 724 794-2891**

(SON label/code:) ___

SUBMITTING OFFICE NUMBER (SON) AUTHORIZATION AND AMENDMENT FORM

ATTENTION: PERSONNEL OFFICER

OPM authorizes an SON for each Personnel Office that submits investigation requests and to make case status requests. The SON data is used to mail a variety of investigative notices, and to contact a submitting office to clarify information that may otherwise delay an investigation. OPM-FIPC must have current information on:

- Agency name and mailing address; and
- Name, position, and phone numbers of a contact person.

To request an SON or advise OPM of SON changes, complete the necessary items on the form below. Mail or fax the completed form to the address on the top of this form, attention Customer Services Group (CSG). For additional information and/or assistance, call OPM-FIPC, CSG at 724 794-5612.

1. Check this block if requesting a new SON

2. SOI: ___

3. Change/add Online Payment And Collection (OPAC) Agency Location Code (ALC):

Billing ___
Address: ___

City: ___ State: ___ Zip Code: ___

Contact ___ Phone: (___) - ___ - ___ Extension ___
Name: ___

4. Change/add Agency Name/Address:

Agency ___
Name: ___

Address: ___

City: ___ State: ___ Zip Code: ___

5. Add Contact Person:

Name: ___

Position: ___

6. Delete Contact Person:

Name: ___

Name: ___

7. Change/add SON Contact telephone numbers: Commercial (___) - ___ - ___ Extension ___

PIPS - 12 FORM
INSTRUCTIONS TO UPDATE THE OPM PIPS 12 FORM

Key: Blue areas must be filled out
Red Areas Do not fill out
Black areas Fill out if being updated

(SON label/code :) Insert your SON from MPPM Chap 4 para 4205.d.(3)

-Block 1 (DO NOT CHECK OR FILL OUT)

-Block 2 - SOI: NV00 (this will not be changed)

-Block 3 (DO NOT CHECK OR FILL OUT)

-Block 4 **Change**/add Agency Address: Check the Block [✓] and Insert New address, if no change leave BLANK

-Block 5 This is the most important section! Change/Add of Contact Person: **All** Marine Corps LNCO's and any alternates within that office must be listed

-Block 6 Delete Contact Person: Check the Block [✓] If former contacts are known fill in as appropriate. If former contacts are unknown, annotate in space that former contacts are unknown to this contact.

-Block 7 Phone Number and/or extension change: Check the Block [✓] Enter new phone number or extension #

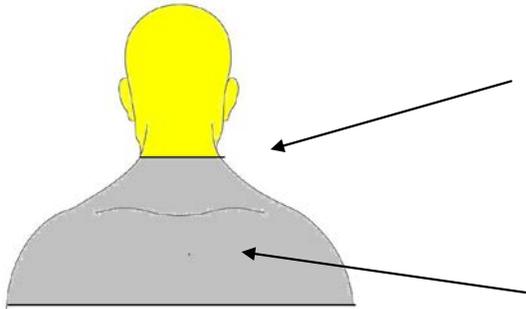
FAX to OPM Customer Service @ **724-794-2891**.

+++++
This form must be used to notify OPM of any changes in your Liaison Office regarding:

- Mailing Address
- Adding POC's (MEPS LNCO Primary, Alternate, Backup or Admin Rep)
- Delete POC's (MEPS LNCO Primary, Alternate, Backup or Admin Rep)
- Change of Phone Number

OPM Customer Service will use this information to contact the SON if there are any administrative discrepancies on the SF-86 submitted. If the OPM caller asks for POC's that are no longer in that office, they will terminate the call. Most mistakes can be fixed via phone or FAX, vice returning by mail to the SON. Ensure a PIPS-12 is submitted to OPM anytime there is a change within the MEPS Liaison office and provide copy to MCRC G-3 Programs.

Back view of Head & Neck

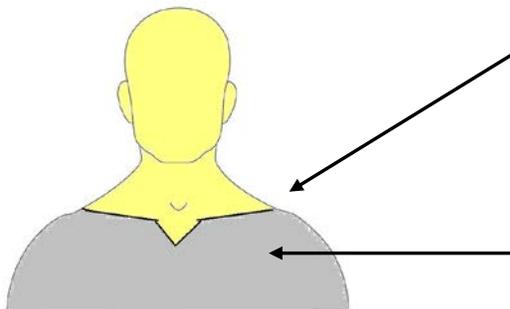


7th Cervical Vertebrae

Any Tattoo, Brand, Mutilation, Marking, Piercing or Ornamentation in area depicted in YELLOW is disqualifying.

Any Tattoo, Brand, Mutilation, Marking, Piercing or Ornamentation in area depicted in GRAY that exceeds size (larger than wearers hand or exceed 1/4 of respective body part), or number (more than 4) or were removed require an Administrative Review by regional Commanding General.

Front view of Head & Neck



Collarbone & Charlie shirt

Any Tattoo, Brand, Mutilation, Marking, Piercing or Ornamentation in area depicted in GRAY that exceeds size (larger than wearers hand or exceed 1/4 of respective body part), or number (more than 4) or were removed require an Administrative Review by regional Commanding General.

Figure H-5