



MSRB-10

DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON D C 20380

MCO P1100.61C Ch 3  
MMRE-2:hpp  
15 Mar 1974

MARINE CORPS ORDER P1100.61C Ch 3

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Military Personnel Procurement Manual (Short Title:  
MPPM)

1. Purpose. To direct a pen change to the subject Manual.
2. Action. Paragraph 2014.2a(4), line 2, delete "USMCR(J) Reservist" and insert the word "enlistee"; delete the word "five" and insert the word "two".
3. Summary of Change. Subparagraph 2014.2a(4) has been modified to provide appointment to private first class upon enlistment into the USMC or USMCR, any Marine Corps enlistee who refers two applicants that are subsequently enlisted into the Regular Marine Corps or Marine Corps Reserve.
4. Filing Instructions. This promulgation page will be filed immediately following page 5 of the basic Manual.
5. Certification. Reviewed and approved this date.

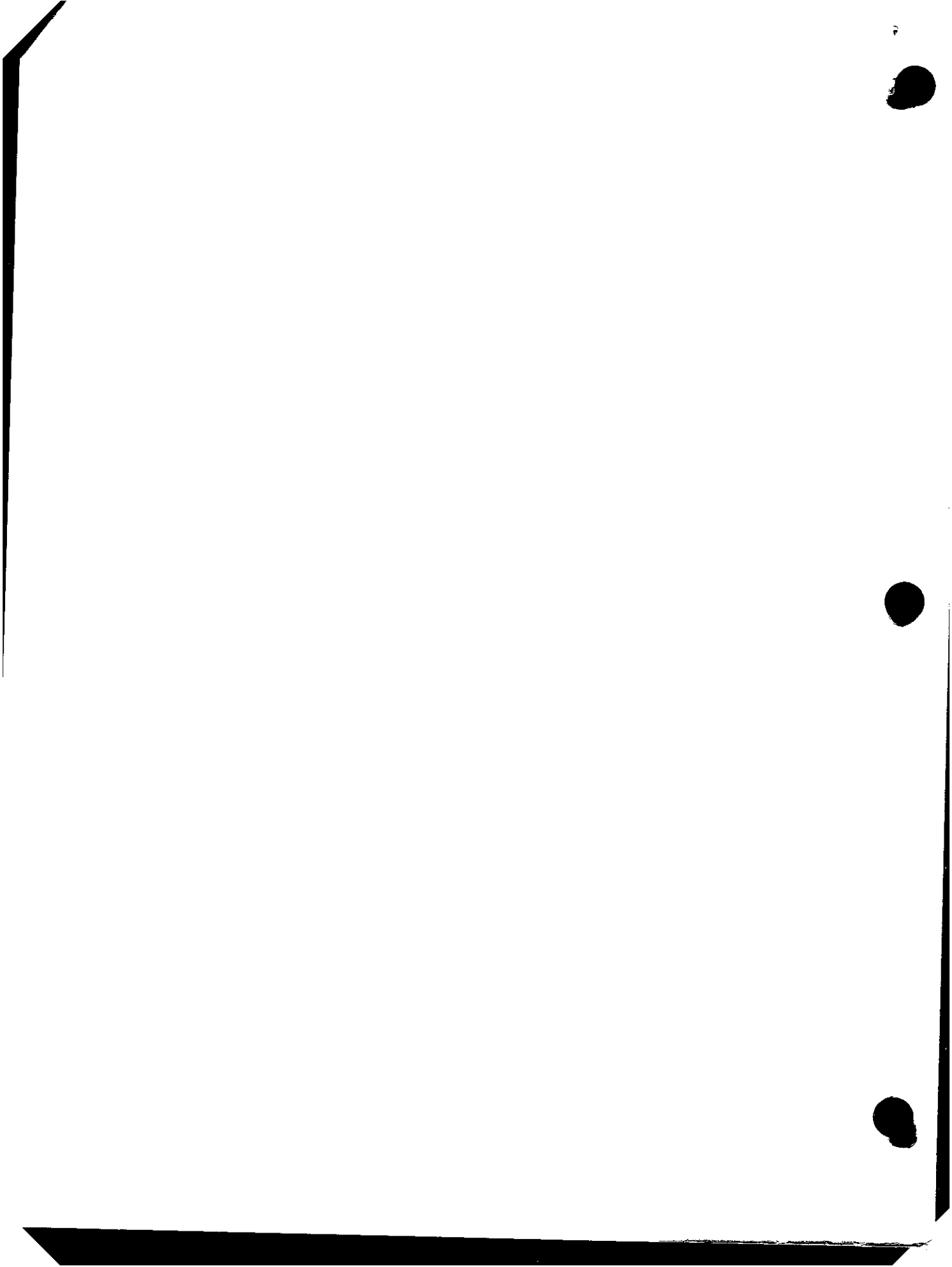
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F. C. LAHUE  
Chief of Staff

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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON D C 20380

MCO P1100.61C Ch 2  
DPJ/DC-ars  
4 Jun 1973

MARINE CORPS ORDER P1100.61C Ch 2

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Military Personnel Procurement Manual (Short Title:  
MPPM)

Encl: (1) New page inserts to MCO P1100.61C

1. Purpose. To transmit new page inserts to the subject Manual.
2. Action. Remove present pages 2-31 and 2-32 and replace with corresponding pages contained in enclosure (1) hereto.
3. Summary of Change. Subparagraph 2110.1o has been modified to authorize waivers for applicants who were discharged with physical disability severance pay and who, subsequently, have been found physically qualified.
4. Change Notation. Significant changes contained in the revised pages are denoted by an arrow (➡) symbol.
5. Filing Instructions. This page will be filed immediately following page 3 of the basic Manual.
6. Certification. Reviewed and approved this date.

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Chief of Staff

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1.





DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON D C 20380

MCO P1100.61C Ch 1  
DPJ-ars  
19 Dec 1972

MARINE CORPS ORDER P1100.61C Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Military Personnel Procurement Manual (Short Title:  
MPPM)

Encl: (1) New page inserts to MCO P1100.61C  
(2) List of Effective Pages

1. Purpose. To transmit new page inserts to the subject Manual.

2. Action

a. Insert enclosure (1).

b. Upon insertion of this Change, the pages listed on enclosure (2) are in effect. Remove and destroy pages not listed.

3. Change Notation. Significant changes contained in the revised pages are denoted by an arrow (►) symbol.

4. Filing Instructions. This promulgation page will be filed immediately following the signature page of the basic Manual.

5. Certification. Reviewed and approved this date.

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MILITARY PERSONNEL PROCUREMENT  
MANUAL  
(MPPM)

LIST OF EFFECTIVE PAGES

1 The following is a list of pages in effect after insertion of this Change Missing pages should be obtained by requisitioning the basic Manual and/or pertinent Change(s) in accordance with MCO P5600 31B

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\* Dropped in printing

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ENCLOSURE (2)





DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON D C 20380

MCO P1100.61C  
DPJ-ars  
2 Jun 1972

MARINE CORPS ORDER P1100.61C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Military Personnel Procurement Manual (Short Title:  
MPPM)

Encl: (1) Locator Sheet

Reports Required: List, page v

1. Purpose To promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of Marine Corps enlisted and officer personnel; to establish the qualifications and standards for military personnel procurement programs; and to establish procedures governing the processing of applicants for these programs.
2. Cancellation MCO P1100.61B; MCO 3700.1A.
3. Recommendations. Recommendations concerning the contents of the Military Personnel Procurement Manual are invited. Such recommendations should be forwarded to the Commandant of the Marine Corps (Code DP), via the appropriate chain of command.
4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
5. Certification. Reviewed and approved this date.

(b)(6)

By direction

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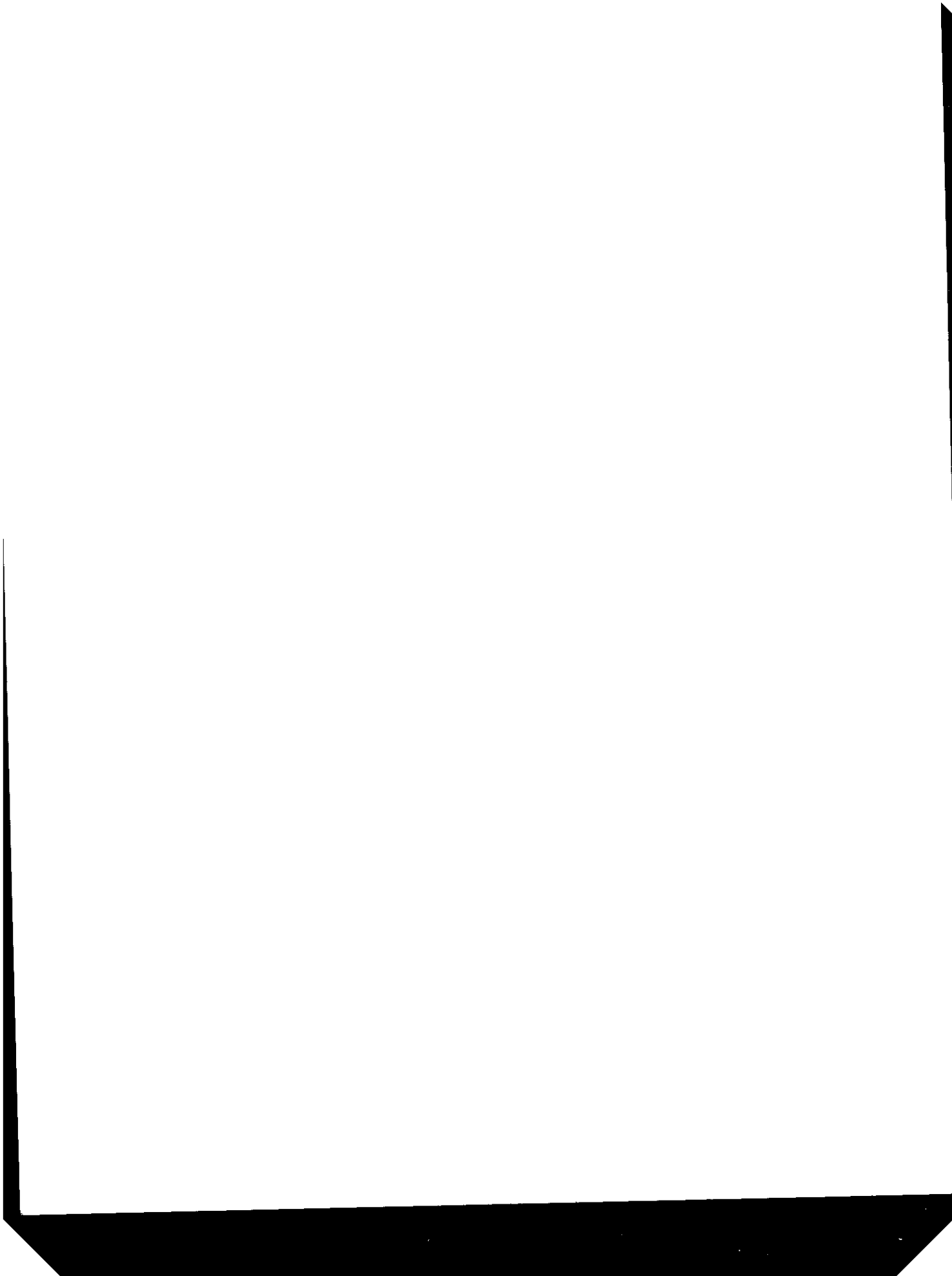


LOCATOR SHEET

Subj: Military Personnel Procurement Manual (Short Title:  
MPPM)

Location: \_\_\_\_\_  
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publication.)

ENCLOSURE (1)



## RECORD OF CHANGES

Log completed change action as indicated

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change





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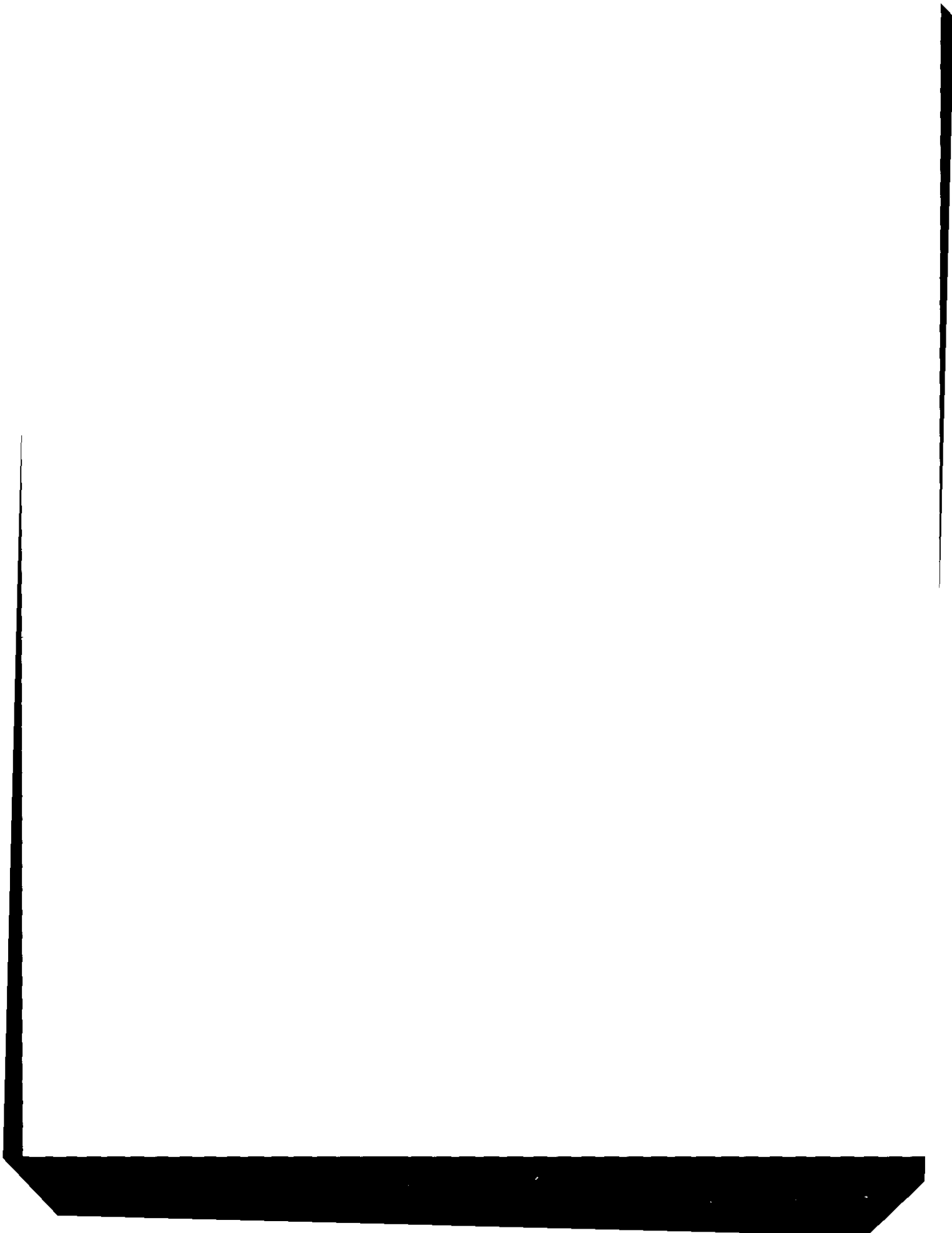
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# MILITARY PERSONNEL PROCUREMENT MANUAL

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## CHAPTER 1

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## CHAPTER 1

## ORGANIZATION AND FUNCTION

## 1000 ORGANIZATION OF THE MILITARY PERSONNEL PROCUREMENT BRANCH, PERSONNEL DEPARTMENT

1 The Military Personnel Procurement Branch, which is under the cognizance of the Director of Personnel, is divided into seven sections Administrative Section, Enlisted Section, Fiscal and Statistical Section, Special Officer Programs Section, Officer Procurement Section, Appointment Section and Procurement Aids Section

2 Office hours for the Military Personnel Procurement Branch are from 0730 to 1600 (EST or EDT, as appropriate) daily, except Saturdays, Sundays and holidays.

## 1001 DUTIES OF DIRECTORS, MARINE CORPS DISTRICTS

1 District directors will direct, supervise and coordinate personnel procurement in their areas They will issue such instructions for personnel procurement as will ensure that the policies and instructions of the Commandant of the Marine Corps are carried out They will study personnel procurement methods in their district, submitting to the Commandant of the Marine Corps recommendations for improved methods and economies which may benefit personnel procurement as a whole Copies of pertinent correspondence, issued by them to stations under their command, may be submitted to the Commandant of the Marine Corps (Code DP) for dissemination to other Marine Corps districts when the information may be of interest or benefit

2. District directors are charged with specific duties as prescribed in the Marine Corps Manual and other directives

## 1002 DISTRICT BOUNDARIES FOR PROCUREMENT OF MILITARY PERSONNEL

1. Directors, Marine Corps districts are responsible for the procurement of military personnel within district boundaries defined as follows

Director, 1st Marine Corps District  
605 Stewart Avenue, Garden City,  
Long Island, New York 11533

Maine, New Hampshire, Vermont,  
Massachusetts, Rhode Island,  
Connecticut, New York,

New Jersey  
(Counties of Monmouth, Middlesex,  
Hunterdon, Morris, Sussex, Somerset,  
Union, Essex, Passaic, Bergen,  
Hudson and Ocean, Warren)

Pennsylvania  
(Counties of Warren and McKean)

Director, 4th Marine Corps District  
1100 South Broad Street  
Philadelphia, Pennsylvania 19146

Pennsylvania  
(Less counties shown in the 1st  
District) Delaware, Maryland,  
West Virginia,

Kentucky  
 Ohio  
 (Less counties shown in the 9th District)  
 New Jersey  
 (All counties not included in the 1st District)  
 North Carolina  
 (Counties of Gates, Pasquotank, Camden, Currituck, Chowan and Perquimans)  
 District of Columbia  
 Virginia  
 Indiana  
 (Counties of Dearborn, Ohio, Gibson, Dubois, Crawford, Jefferson, Warwick, Posey, Harrison, Switzerland, Pike, Perry, Clark, Spencer, Vanderburgh and Floyd)

Director, 6th Marine Corps District  
 75 Piedmont Avenue  
 Atlanta, Georgia 30323

South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi  
 North Carolina (All counties not included in the 4th District)  
 Puerto Rico

Director, 8th Marine Corps District  
 New Orleans, Louisiana 70146

Louisiana, Arkansas, Oklahoma, Texas, New Mexico

Director, 9th Marine Corps District  
 9401 Santa Fe Drive  
 Overland Park, Kansas 66212

Michigan, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas Colorado Wyoming, Ohio  
 (Counties of Ottawa, Sandusky, Lucas, Wood, Fulton, Henry, Williams and Defiance)  
 Indiana  
 (All counties not included in the 4th District)

Director, 12th Marine Corps District  
 100 Harrison Street  
 San Francisco, California 94106

Arizona, California, Utah, Nevada, Washington, Oregon, Idaho, Montana, Alaska, Hawaii, Guam, American Samoa

2 District directors will assign geographic sectors of responsibility to subordinate recruiting stations and officer selection offices within their districts. Headquarters Marine Corps (Code DPC) publishes a college code listing which includes officer selection office responsibility for individual colleges. Changes in college responsibilities and assigned geographic sectors will be reported to the Commandant of the Marine Corps (Code DP) as they occur.



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## CHAPTER 2

## ENLISTED PROCUREMENT

## PART A GENERAL INFORMATION AND POLICY

## 2000 MISSION OF THE MARINE CORPS RECRUITING SERVICE

1 The mission of the Marine Corps recruiting service is to procure acceptable applicants for enlistment in the Regular Establishment, and to perform such other additional missions as may be assigned by the Commandant of the Marine Corps

## 2001 ORGANIZATION OF THE MARINE CORPS RECRUITING SERVICE

1 The Marine Corps recruiting service, within the United States, is comprised of Marine Corps districts, recruiting stations, and recruiting substations as authorized by T/O #5131. Permanent contact stations are also maintained by recruiting stations where economically feasible

2. The Commanding Officers, Marine Barracks, Guam, M. I. and San Juan, Puerto Rico, are authorized to effect enlistments of qualified applicants in accordance with this manual. Reports of accessions will be submitted directly to the Commandant of the Marine Corps (Code DPN) with a copy submitted to the Director of the Marine Corps District having cognizant responsibility in accordance with this manual.

## 2002 RECRUITING POLICY FOR SECONDARY SCHOOLS

1 Stay in School Students in secondary schools will be encouraged by recruiters to stay in school and graduate. Students enrolled in secondary schools will not be accepted for active duty enlistment without prior notice to the school and without parents' consent. If a nongraduate applicant for enlistment has been enrolled at any time during the current school year, the authorities of the last school attended will be notified. If a nongraduate applicant applies for enlistment during the summer vacation and was enrolled during the last school year, the school authorities will be notified. An applicant will not be enlisted until a reasonable period of time has been allowed for school authorities to properly counsel him. A period of 6 working days from the date notification was mailed or delivered to school authorities is considered appropriate. The execution of DD 373, Consent, Declaration of Parent or Legal Guardian, for nongraduate applicants under 18 years of age by parents or guardians will be considered as consent for the applicant to be enlisted even though enrolled in a secondary school provided active duty is scheduled to commence prior to graduation. For applicants 18 years of age and older, the following statement will be typed in the "remarks" section of DD 373 over the recruiter's signature: "Executed by reason of applicant being a nongraduate enrolled in high school during current (last) school year."

2. In School Recruiting. When desired by local school authorities, joint arrangements with school authorities for in-school student time will be made by one representative selected by the military recruiting elements of the military services in each community. The Marine Corps prefers to make in-school presentations by Marine Corps representatives at school career-day activities, and other similar programs conducted in various school departments. However, when local school department authorities request joint representation from the recruiting services and Reserve Forces, Marine Corps representatives will give full cooperation and assistance in every way possible to select the service representative who will make arrangements in each school. In the event

local school joint service coordinating bodies are organized, it is a Marine Corps policy that the local school department be invited to furnish a representative, such as a student guidance counselor, to act as chairman

a Secondary schools are to be encouraged and given every assistance in teaching the vocation-career opportunities of the Armed Forces at the time other occupational opportunities are taught in school. All contacts with school authorities soliciting their cooperation on military career programs will be jointly arranged by the recruiting service to the greatest practical extent. All materials furnished the recruiting service, Reserve Forces, and officer procurement personnel of vocational guidance nature, will be made available to school guidance counselors and librarians. Titles of all available Marine Corps films and reference materials, and occupational field descriptions will be furnished vocational guidance counselors or principals. A speaker's list will also be furnished. Full cooperation will benefit all branches of the Armed Forces, and will tend to eliminate confusion in the minds of school teachers, counselors, students and parents relative to Armed Forces regulations and policies.

### 3 Cooperation With Other Military Procurement Efforts and With Educational Authorities

a The National Guard, Air National Guard and Coast Guard, as appropriate, will be encouraged to participate in this secondary school program.

b Officer procurement and Regular and Reserve recruiting personnel will cooperate to the fullest extent with all educational authorities. The contents of this paragraph may be shown to any interested school representative.

## 2003 ACCEPTABILITY FOR ENLISTMENT AND REENLISTMENT

1 All applicants who meet the prescribed standards are acceptable for enlistment and reenlistment. No applicant will be refused enlistment because of his race, color, religion, or national origin.

## 2004 REFERRING APPLICANTS TO THE COMMANDANT OF THE MARINE CORPS

1 Applicants shall not be advised or informed in any manner to write or otherwise communicate with the Commandant of the Marine Corps, or present themselves in person for information regarding enlistment or reenlistment.

2 Recruiters will answer all questions to the best of their ability and if they lack any information, shall offer to obtain same by official correspondence. Applicants shall be advised that all matters pertaining to their enlistment or reenlistment can be handled by the recruiting station through correspondence, without a visit to Headquarters Marine Corps.

3 All such cases requiring information from, or action by, the Commandant of the Marine Corps will be handled officially by the respective recruiting officer. Recruiting officers will be responsible for ensuring that all personnel under their charge are thoroughly familiar with the foregoing.

## 2005 POLITICAL ASSISTANCE

1 Recruiting personnel must not suggest or imply that correspondence between applicants' political representatives or any government agency representative will give them preference or result in their acceptance after having been rejected.

## 2006 RECRUITING SERVICE PERSONNEL

1 Recruiting personnel are carefully selected for their intelligence, good conduct, military bearing and appearance, and their special fitness for recruiting duty. In many communities the recruiting service is the only Marine Corps activity; its members must be men and women who will make only the very best impression upon the public

## 2 Duties

## a. Officers in charge, Marine Corps recruiting stations

(1) Officers in charge of Marine Corps recruiting stations are responsible for the efficient and economical operation of the recruiting activities in their areas. They will ensure that policies and instructions issued by the Commandant of the Marine Corps and the district directors are carried out. Recommendations which might further the efficiency and economy of operation of the recruiting service as a whole are invited and will be submitted to the Commandant of the Marine Corps (Code DP), via the district directors.

(2) Officers in charge will maintain close liaison with Marine officer selection offices and Marine Corps Reserve units within their areas. In addition, assistance, advice and instruction will be given to these activities when requested.

(3) Officers in charge are charged with other specific duties as prescribed in various Marine Corps directives.

## b. Enlisted personnel, Marine Corps recruiting service.

(1) Enlisted personnel are ordered to duty at Marine Corps recruiting stations as recommended by the district director. Any further local assignments are at the discretion of the district director and/or the officer in charge, however, once assigned, personnel should not be shifted needlessly. Local assignments include assignments to Marine Corps recruiting substations, permanent contact station, or Armed Forces examining and entrance stations. Requests for changing personnel from administrative billets to recruiter billets or from recruiter billets to administrative billets or when a second DLA during the same FY is required will be forwarded to the Commandant of the Marine Corps (Code DFB).

(a) The district director will, upon receipt of advance orders assigning personnel either to administrative or recruiter billets directly from the transferring command, notify the transferring command of the specific ultimate duty station. The transferring command's endorsement of male Marines' orders for duty as recruiters will direct the individual to proceed and report to the officer in charge of the appropriate recruiting station for temporary duty not to exceed 5 days and for further transfer to ultimate duty station upon completion. For male Marines ordered to fill administrative or OSO assistant billets and for all Women Marines, the endorsement will direct the individual to proceed and report only to the ultimate duty station.

(b) Ultimate duty stations for Recruiters' School graduates will be determined via direct communication between the school and the districts. MCRD, San Diego will endorse the student's orders directing him, as appropriate, either to proceed and report to the officer in charge of the assigned recruiting station for temporary duty not to exceed 5 days and for further assignment to the ultimate duty station upon completion, or only to proceed and report to the ultimate duty station.

(2) Upon reporting for recruiting duty, enlisted personnel will be instructed in specific duties as well as general methods of operations, and will be given an opportunity to familiarize themselves with the city and the surroundings within which they will be detailed.

c Armed Forces examining and entrance station liaison NCO

(1) The AFEEES liaison NCO will be selected by and assigned to this assignment by the officer in charge from the recruiter personnel assigned to the recruiting station

(2) This NCO is specifically charged with the responsibility of representing the officer in charge within the AFEEES operation in all matters concerning the Marine Corps. The extent of his authority and specific responsibilities will be determined by the officer in charge, Marine Corps recruiting station who utilizes the AFEEES for processing Marine Corps accessions

d Personnel assignments to Armed Forces examining and entrance stations

(1) District directors will assign personnel to Armed Forces examining and entrance stations, in accordance with the current Marine Corps table of organization for those stations, from personnel assigned to administrative billets. These billets will be kept filled at all times except for periods of leave or sickness.

(2) Only outstanding personnel will be assigned to duty at Armed Forces examining and entrance stations. The officer in charge of the Marine Corps recruiting station will maintain close liaison with the commanding officer of the Armed Forces examining and entrance station to ensure that Marine Corps personnel are carrying out their duties to the satisfaction of the AFEEES commander.

3 Noncommissioned Officer Fitness Reports for Personnel Serving in "B" Billets on Recruiting Duty In view of the unusual aspects of recruiting duty in comparison with other military assignments, it is of vital importance that noncommissioned officer fitness reports be completed in detail. Personnel considerations often require that service records be screened for possible reassignment of former canvassers to recruiting duty. In the same vein, a detailed description of the manner in which a recruiter has performed his duties is of great importance when service records are evaluated by promotion/selection boards. The following supplemental instructions, therefore, will be used as guidance in marking noncommissioned officer fitness reports

a The markings in items 16 and 17 of section C should reflect an evaluation of the noncommissioned officer's overall performance while assigned to recruiting duty rather than a simple index of his quota attainment.

b The markings in items 18 and 19 reflect the reporting senior's considered evaluation of the individual as a noncommissioned officer of Marines and will not be restricted to an indication solely of his performance of duty as a recruiter.

c Above or below average quota productivity may be properly reflected in section D.

d Upon transfer of a noncommissioned officer from recruiting duty, reporting seniors will, in section D, specifically recommend suitability for future reassignment to recruiting duty. Individuals so recommended should be highly competent recruiters in all respects.

4. Each officer assigned to duty as officer in charge of a recruiting station shall, by virtue of such assignment, be a recruiting officer. Any other Marine Corps or Marine Corps Reserve officer assigned to the recruiting service may be designated as an assistant recruiting officer by the director of the appropriate Marine Corps district. Directors, Marine Corps districts, are authorized to assign Inspector-Instructors within their districts additional duties as assistant recruiting officers



5 The normal tour of duty for all personnel assigned to the recruiting service is 3 years. Enlisted personnel may request an extension of this tour of duty not to exceed 1 year subject to the approval of the officer in charge and the district director. Requests for extension of tours of duty will be submitted to the Commandant of the Marine Corps (Code DFB) when personnel have completed more than 30, and less than 32 months on their current tour of duty.

#### 2007 OFFICE HOURS FOR THE MARINE CORPS RECRUITING SERVICE

1. Directors of Marine Corps districts will prescribe hours during which recruiting stations, and permanent contact stations, and recruiting substations will remain open. Consideration will be given to staggering the working hours of individuals to permit these stations to remain open during later hours of the day.

#### 2008 INSPECTIONS

1. Frequent inspections or visits to Marine Corps recruiting stations, permanent contact station, and substations by the district director or his representative are considered essential to proper functioning of the recruiting effort. It is considered appropriate that a district representative inspect/visit each recruiting station once each quarter. Substations may be included in such inspections/visits at the discretion of the director.

2. Recruiting methods shall be under constant inspection by the district director so that no discredit can be brought on the Marine Corps by questionable advertising, false promises, or methods contrary to high ethics. As far as possible, the better class of theaters, movies, and other recognized educational facilities should be utilized for bringing before the people the meaning and advantages of a Marine Corps career. Under no circumstances shall recruiting personnel picture Marine Corps life as one of ease and pleasure, but one offering a career to men and women in the service and holding possibility of a technical education for those who work and are desirous of making their way in the world. Specific promises as to duty stations and as to seeing strange and enticing parts of the world should not be made. The Marine Corps as a challenging career, if properly presented, should be sufficient attraction for the young men and women of the character desired.

3. Officers in charge of recruiting stations will inspect/visit substations under their jurisdiction recurrently. Recruiting substations, and permanent contact stations will be inspected/visited a minimum of once each quarter. Greater frequency is encouraged where circumstances and time permit. Assistant officers in charge and station sergeants major may perform such inspections/visits when directed by the officer in charge and such utilization is encouraged.

#### 2009 RECRUITING AND INDUCTION TERMS

1. In order to provide uniformity for administrative and statistical purposes, the following recruiting and induction terms and definitions are prescribed for use in connection with enlistments, reenlistments, and inductions:

a. Prospect An individual who presumably possesses the necessary qualifications for enlistment or reenlistment.

b. Applicant An individual who applies in person to a recruiting officer, a noncommissioned officer of the recruiting service, or at a recruiting station for enlistment or reenlistment.

c. Accepted applicant. An applicant who has applied in person for enlistment or reenlistment, has been, upon preliminary or final screening, found qualified for enlistment or reenlistment in all respects; has the necessary supporting papers to consummate the enlistment or reenlistment contract, and states that he or she will consummate the enlistment or reenlistment within a period of 10 days

d. Pending applicant An applicant who has been found to be qualified for enlistment or reenlistment in all respects but who is unable to consummate the enlistment or reenlistment within a period of 10 days.

e. Rejected applicant An applicant who, either upon preliminary or final screening, is found not qualified for enlistment or reenlistment, or an accepted applicant or pending applicant who, within a period of 30 days from the date he originally applied for enlistment or reenlistment, has given no indication of intention to enlist or reenlist

f. Recruit enlistment. The enlistment or reenlistment of an individual who, in accordance with existing instructions, is required to undergo recruit training

g. Immediate reenlistment An applicant with prior active Marine Corps service who reenlists in the Regular Marine Corps within 24 hours from time of discharge (Sundays and holidays excepted)

h. Continuous reenlistment The reenlistment of an individual in the Regular Marine Corps who has been separated from the Regular Marine Corps for 90 days or less.

i. Broken reenlistment The reenlistment of an individual in the Regular Marine Corps who has been separated from the Regular Marine Corps for more than 90 days.

j. Local board The selective service board with which an individual who is subject to the provisions of a selective service act is registered

k. Registrant. A person registered under a selective service act or draft law with a local board

l. Armed Forces examining and entrance stations (AFEES) Those activities designated by the Department of Defense to conduct mental and physical examination, effect enlistment and furnish transportation for all CHARGEABLE accessions to the Armed Forces and to conduct such other processing as may be scheduled by the Armed Forces as approved by the Department of Defense

m. Preinduction processing examination The physical and mental examinations given to a registrant at an AFEES several days or weeks in advance of the date the registrant will, if found qualified, be called for actual induction.

n. Inductee. An individual who has been inducted into the Armed Forces at an AFEES under the provisions of a selective service act or other law

o. U. S. Marine Corps, Selective Service (USMC-SS) The term used to designate an inductee who was assigned to the Marine Corps, and who did not desire or who was not qualified to change his inductee status by discharge and enlistment in the Marine Corps

p. AFQT The abbreviation used for the Armed Forces Qualification Test administered at AFEES to determine mental qualification for enlistment and induction

q. AQT. The abbreviation used for the Applicant Qualification Test administered at recruiting stations and substations as required.

r. AFWST The abbreviation used for the Armed Forces Women's Selection Test administered to women at AFES.

s. AQB The abbreviation used for Army Qualification Battery, used by Marine Corps as required

t. Chargeable accessions, Active Forces Men, 17 years of age or older, who have not previously served in any of the Armed Forces, or who have served on active duty in any of the Armed Forces for a period of less than 6 months since 16 September 1940. Aviation cadets, officer candidates and reservists entering on extended active duty or active duty for training are excluded. Individuals enlisting in the Regular Marine Corps from the 180-day pool are chargeable accessions

u. Chargeable accessions, Reserve Forces Enlistments of males without prior active military service directly into a component of the Ready Reserves of the Army Reserve, Naval Reserve, Marine Corps Reserve or Air Force Reserve, either under the provisions of Title 10, U S Code, Section 511 or under other service programs for direct procurement of such personnel from civil life, excluding enlistments in reserve officer training programs

v. Nonchargeable accessions, Active Forces

(1) Officer candidates

(2) Aviation cadets.

(3) Members of the Reserve Forces entering active duty to include reservists assigned to extended active duty (EAD) from the 180-day pool

(4) Persons exempt from induction under Section 6, Military Selective Service Act of 1967, 50 U S C.A App, 456, are as follows

(a) Students enrolled in an officer procurement program at military colleges the curriculum of which is approved by the Secretary of Defense

(b) Students preparing for the ministry in recognized schools.

(c) Ordained ministers, priests, rabbis

(d) Sole surviving sons

(e) Former members of the Armed Forces who have served not less than 6 months on active duty

(5) Women Marines

w. Nonchargeable accessions, Reserve Forces Persons with prior active military service

x. Selective service classification. The Selective Service Classification Act states that all men residing in the United States, who are between the ages of 18-1/2 and 26, are liable for induction (priority of call in accordance with current policies) for training and service unless exempted or deferred. If the applicant has a draft classification not listed below (e.g., I-A-P - Postpone-ment) contact the local draft board for guidance. Requests to selective service boards for reclassification of applicants is not desired under any circumstances. The majority of registrants are classified

I-A Available for military service.

I-A-O Conscientious objector available for noncombatant military service only.

- I-C Member of the Armed Forces of the United States, the Coast Guard, the Coast and Geodetic Survey, or the Public Health Service.
- I-D Member of Reserve Component or student taking military training.
- I-H Is a registrant not currently subject to processing for induction.
- I-O Conscientious objector available for civilian work contributing to the maintenance of the national health, safety, or interest.
- I-W Conscientious objector performing civilian work contributing to the maintenance of the national health, safety, or interest.
- II-A Registrant deferred because of civilian occupation (except agriculture and activity in study)
- II-C Registrant deferred because of agricultural occupation.
- II-D Registrant deferred because of study progressing to the ministry.
- II-S Registrant deferred because of activity in study.
- III-A Registrant with a child or children, and registrant deferred by reason of extreme hardship to dependents.
- IV-A Registrant who has completed service, sole surviving son.
- IV-B Officials deferred by law.
- IV-C Aliens.
- IV-D Minister of religion or divinity student.
- IV-F Physically, mentally, or morally unfit.
- IV-G Registrant excused from service during peace time.
- IV-W Conscientious objector who performed alternate service in lieu of induction.

#### 2010 AUTHORITY TO EFFECT ENLISTMENTS, REENLISTMENTS AND INDUCTIONS

1 Recruit enlistments, broken reenlistments and continuous reenlistments must be authorized by recruiting officers or assistant recruiting officers. When enlistment or reenlistment of an individual has been authorized by proper authority, the actual oath of enlistment may be administered by any commissioned officer of a Regular, Reserve, or Retired component of the U. S. Armed Forces.

2 Induction of personnel assigned to the Marine Corps will be effected by personnel of the Armed Forces examining and entrance station in accordance with AR 601-270.

#### 2011 COURTESY TO APPLICANTS

1 All applicants will be treated with courtesy and consideration. This applies equally to rejected applicants. Such rejected applicants must be made to feel that the Marine Corps also regrets they cannot be accepted, that their interest in the Marine Corps is appreciated, and that they are to feel free to return any time for further information about the Marine Corps.

## 2012 GENERAL INSTRUCTIONS TO BE GIVEN APPLICANTS AND ENLISTEES

1 Recruiting personnel shall carefully explain the regulations regarding enlistments, promotion, discharges, and discipline to those applying for enlistment. Applicants shall be informed of the kind of life they are to lead and that the Marine Corps is a military organization serving the United States throughout the world. Applicants will thus realize the discipline and military life involved and, by such realization, may overcome dissatisfaction they might encounter during the early period of training.

2 Recruiters must be careful to make no promises, either actual or implied, regarding leave, assignment to duty, advancements, or schooling. To ensure that all applicants are fully apprised of the unconditional nature of a general service contract, their attention will be specifically directed to item 54 of the Enlistment Contract - Armed Forces of the United States (DD 4).

3 All applicants will be informed that fingerprints, when received at the Federal Bureau of Investigation, are compared with other fingerprint records. If any applicant has a criminal record it will be detected and necessary disciplinary action may be taken.

## 2013 SENDING OF RECRUITMENT MATERIAL OUTSIDE THE UNITED STATES

1. The forwarding of recruitment material to foreign nationals residing outside the United States is prohibited. Replies to enlistment inquiries from such foreign nationals will include the following paragraph:

"The sending of recruiting material outside the United States to other than American citizens is prohibited regardless of the channel of communication used. However, for your guidance in this matter, enlistments in the U. S. Marine Corps under the United States Code are restricted to U. S. citizens and those non-citizens who have established permanent residence in the United States. Should you be able to obtain entry into the United States with a permanent residence visa and establish permanent residence, you may apply for consideration for enlistment at the nearest Marine Corps recruiting facility."

2. The territories and trust mandates of the United States are exceptions to the above.

## 2014 GRADE UPON ENLISTMENT

1 All enlistments and reenlistments in the Marine Corps will be in the grade of private.

2. Instructions regarding appointments and reappointments are as follows:

a Appointment to Private First Class:

1. For former members of other Armed Services, refer to latest changes to MCO P1040 31.

2. For former members of the Marine Corps, refer to latest changes to MCO P1040 31.

3. For those enlistees who present evidence of successful completion of either 2-year Reserve Officer's Training Course or a 3-year Junior Reserve Officers' Training Course (i.e., school transcripts, diploma, or other official correspondence), ensure promotion to private first class to be effective upon the date of enlistment. Individuals who successfully complete an ROTC course in less than the normal period will be given full credit. This paragraph will be cited in block 56 (remarks) of DD Form 4 as authority for promotion. Entry in block 3 will be "PVT", entry in block 37 will be "PFC." These entries will be made on USMCR(J) contracts only for those who have

presented proof of successful completion, not for those who will have successfully completed training at a later date. In those cases, appointment to PFC will be accomplished upon enlistment into the Regular Marine Corps, or upon assignment to extended active duty except as indicated otherwise herein.

▶ (4) Recruiting officers are authorized to appoint to private first class, any ~~USMCR(J) Reservist~~ <sup>enlisted</sup> who refers ~~five~~ <sup>two</sup> applicants for enlistment that are subsequently found fully qualified in accordance with this manual, and do enlist in the USMCR(J), Regular Marine Corps or Marine Corps Reserve (USMCR(K)). Appointment to private first class will be effective the date that the USMCR(J) Reservist is sworn into the Regular Marine Corps. In block 56 of the DD Form 4, cite this paragraph as appointing authority.

▶ (5) Former members of the Platoon Leaders Class Program will, upon enlistment in the Regular Marine Corps or upon assignment to extended active duty in an enlisted status, be appointed as follows.

(a) If the applicant has completed the Junior Course of the Platoon Leaders Class only, appoint to private.

(b) If the applicant has completed the Senior Course of the Platoon Leaders Class and is not eligible for appointment to a higher grade under the provisions of current Marine Corps directives, appoint to private first class.

▶ (6) Applicants enlisted under the provisions of the Ground Enlistment Options Program (MCO 1130.53) or the Aviation Enlistment Options Program (MCO 1130.21), who have completed one full-time semester or its equivalent in a nationally accredited college and have a minimum average grade of "C+" (2.3 or better on a 4.0 scale) will be appointed to the grade of private first class. Enlistees appointed to private first class will receive the pay of a private first class upon reporting for active duty, but will not wear the grade insignia until graduation from recruit training. Cite the appropriate Order in block 56 of the enlistment contract (DD Form 4) as authority for promotion.

▶ b. Appointment to grades other than private first class or reappointment. Refer to latest changes in MCO P1040.31.

#### 2015 GENERAL SERVICE ENLISTMENTS

1. All enlistments and reenlistments in the Marine Corps will be for general service, unless otherwise authorized by the Commandant of the Marine Corps.

#### 2016 PLACE OF ENLISTMENT

1. The place of enlistment is the place where the oath of enlistment is administered.

#### 2017 OATH OF ENLISTMENT

1. All recruiting officers are authorized to administer the oaths necessary in the performance of their duties. All other persons designated by regulations of the Armed Forces, or by statute, are authorized to administer oaths. Suitable arrangements will be made to ensure that the oath of enlistment is administered in a dignified manner and in appropriate 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.

#### 2018 EFFECTIVE DATE OF ENLISTMENT

1. The effective date of enlistment is the commencement date of the contract. Normally this will be the same date the oath of enlistment is administered. However, if in the case of reenlistment the oath is administered prior to or on the date of discharge, the effective date will be subsequent to the date of discharge. For example, if the date of discharge falls on Sunday, the oath of enlistment may be administered on Saturday, effective the following Monday.

## 2019 CONDUCT OF RECRUITS EN ROUTE TO MARINE CORPS RECRUIT DEPOTS

1 All recruits traveling by public conveyance, either singly or in drafts, shall be cautioned to so conduct themselves that there can be no complaints as to their behavior. They shall definitely be informed that conduct which brings discredit upon the Marine Corps, or violates Marine Corps regulations, will make them subject to trial by courts martial. They shall also be informed that conductors of trains, drivers of busses, and captains of airplanes are responsible to their employers for the safety and comfort of their passengers and the condition of the equipment in their charge, and that the public carrier representatives have the authority to take such steps as are necessary and legal, to restrain disorderly persons traveling on these carriers.

## 2020 SUPERVISORY PERSONNEL TO ACCOMPANY RECRUITS TRAVELING BY RAIL

1 The following supervisory personnel will accompany recruit movements from the recruiting station to the recruit depot when travel is by rail

a For movements of 50 or less recruits, the senior Marine in a group or a designated recruit will be placed in charge of the movement

b For movements of more than 50 but less than 100 recruits, one staff noncommissioned officer will be placed in charge of the movement

c For movements of more than 100 recruits, one officer and one noncommissioned officer will be placed in charge of the movement

2. Supervisory personnel as specified in subparagraphs 1b and 1c, above, will travel in a temporary additional duty status. Cost of the temporary additional duty travel will be chargeable to recruiting funds allocated to directors, Marine Corps districts

3 Supervisory personnel to accompany recruit movements will be furnished by the recruiting station at the point of origin, except as indicated below

a When officers are not available

b. When such action would cause the station to fall below 75 percent effective enlisted strength.

In the event such a personnel shortage exists, the recruiting station will request necessary supervisory personnel from the Commandant of the Marine Corps (Code DF) not later than 5 days prior to the expected date of movement. The request will include appropriate accounting data.

## 2021 REPORTS OF SEPARATION

1 The third copy of DD 214, Armed Forces of the United States Report of Transfer or Discharge, is forwarded to the cognizant Marine Corps district by the separating activity and will be forwarded to the recruiting station which has the home address of the dischargee in its assigned area. Based on information contained in the report of separation, the officer in charge will determine basic eligibility and desirability for reenlistment.

2 In the event the dischargee is considered basically qualified for reenlistment, has been recommended and is considered desirable for reenlistment, action will be initiated to contact the prospect on or about the 60th day after separation. The initial contact should be made in person by a recruiter, however, it may be accomplished by telephone or mail. When the initial contact is made by telephone or mail, a followup personal contact by the recruiter is extremely desirable.

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3 Should reenlistment in the Marine Corps be effected, or if it is determined that the prospect has enlisted in another branch of the service, the report of separation received may be destroyed

4. If it is determined that the prospect does not intend to reenlist in the Marine Corps after repeated contacts and a period of 3 to 6 months, or such other period as directed by the district director, has elapsed, the report of separation will be forwarded by the recruiting station to the Organized Marine Corps Reserve unit nearest the prospect's home address for further contact by that unit

5. The Organized Marine Corps Reserve unit will follow a procedure similar to that described above relative to personal, telephonic or mail contacting, after receipt of the report of separation from the recruiting station. If it is determined that the prospect has enlisted in another branch of the service, or does not intend to enlist in or affiliate with the Organized Marine Corps Reserve after repeated contacts and a period of approximately 1 year has elapsed, the report of separation may be destroyed

#### 2022 TYPES OF SEPARATION

1. Appendix A contains a listing of applicable reenlistment codes for the Armed Forces of the United States which may be used to establish eligibility for enlistment or reenlistment of individuals otherwise qualified. Applicants for enlistment or reenlistment with prior service in any other branch of the Armed Forces whose DD 214 does not contain an acceptable reenlistment code will not be enlisted without prior approval of the Commandant of the Marine Corps (Code DPJ). The provisions of paragraph 2113 apply.

#### 2023 ENLISTMENT AND REENLISTMENT OF MEMBERS OF THE ARMED FORCES AND RESERVE COMPONENTS THEREOF

1. No member of the Armed Forces while serving as a Regular in one branch of the Armed Forces shall be enlisted either as a Regular or a Reserve in another branch of the Armed Forces

2. No member of a Reserve component of any branch of the Armed Forces shall, while serving in an extended active duty or active duty for training status, be enlisted in another branch of the Armed Forces

3. A member of a Reserve component of the Armed Forces who is in an inactive status may be enlisted in the Regular Marine Corps without prior clearance or discharge from such Reserve component

4. Inactive members of a Reserve component of branches of the Armed Forces, other than the Marine Corps, will not be accepted for enlistment within the 60-day period immediately preceding the effective date of orders to extended active duty or active duty for training other than the annual 15-day tour.

5. A member of the National Guard shall not be accepted for enlistment in the Regular Marine Corps until clearance is obtained from the commanding officer of the National Guard unit concerned. Requests for clearance will be submitted on DD 368, Request for Discharge or Clearance From Reserve Component. In case, however, a National Guard unit commander fails to reply to a request for clearance within 3 weeks of the date the request is mailed, the clearance will be assumed to have been given. Request for clearance will be forwarded by certified mail with an information copy to the Adjutant General of the State concerned. In the event the National Guard unit commander declines the clearance for any reason, the applicant will be rejected until such time as positive clearance is received from National Guard authorities

6 When a member of a Reserve component or a member of the National Guard is enlisted in the Regular Marine Corps, the officer effecting the enlistment shall notify the commanding officer of the Reserve component or the National Guard unit concerned of the enlistment DD 368 will be used for this purpose It will then be the responsibility of the commanding officer to discharge the individual from the Reserve component or from the National Guard, effective the day preceding the day of enlistment

## 2024 INQUIRIES BY PROSPECTS FOR ENLISTMENT FOR DUTY WITH SPECIAL BANDS OF THE MARINE CORPS

### 1. U. S. Marine Band

a. All prospects for enlistment for duty with the U. S. Marine Band must be auditioned and found musically qualified by the Director, U. S. Marine Band, Marine Barracks, 8th and Eye Streets, S. E., Washington, D. C. 20390.

b. Prospects will be advised to write the Director, U. S. Marine Band, for an audition and interview appointment. All travel and expenses incident to the audition must be borne by the prospect. When a prospect has been found musically qualified and desirable for enlistment "for duty with the U. S. Marine Band only," the Director of the band will submit appropriate information to the Commandant of the Marine Corps (Code DPJ). The Commandant of the Marine Corps (Code DPJ) will then initiate instructions to the appropriate recruiting station and the prospect relative to enlistment processing.

c. Applicants found qualified in all respects for enlistment "for duty with the U. S. Marine Band only," are, upon enlistment, ordered to report directly to the Marine Barracks, 8th and Eye Streets, S. E., Washington, D. C. 20390 from the recruiting station. All initial enlistments for this duty are for the term of 4 years.

### 2. U. S. Marine Corps Field Band

a. All prospects for enlistment for duty with the U. S. Marine Corps Field Band must be auditioned and found musically qualified by the Director, U. S. Marine Corps Field Band, Marine Corps Development and Education Command, Marine Corps Base, Quantico, Virginia 22134.

b. Prospects will be advised to write the Director, U. S. Marine Corps Field Band, for an audition and interview appointment. All travel and expenses incident to the audition must be borne by the prospect. When a prospect has been found musically qualified and desirable for enlistment "for duty with the U. S. Marine Corps Field Band only," the Director of the Field Band will submit the appropriate information to the Commandant of the Marine Corps (Code DPJ). The Commandant of the Marine Corps (Code DPJ) will then initiate instructions to the appropriate recruiting station and the prospect relative to enlistment processing.

c. Applicants found qualified in all respects for enlistment "for duty with the U. S. Marine Corps Field Band only," are, upon enlistment, ordered to report to the appropriate recruit depot for recruit training. Upon successful completion of recruit training, the Marine will be transferred to Marine Corps Development and Education Command, Marine Corps Base, Quantico, Virginia for duty. All initial enlistments for this duty are for the term of 3 or 4 years.

### 3. The Musician Assignment Program

a. The provisions of MCO 1130.54 and paragraph 2406 of this manual apply to applicants of this special enlistment program.

b. Every effort should be made to obtain qualified applicants for this program.

#### 4. Grade determination

a. Upon enlistment of applicants for the United States Marine Band, as described in paragraph 2024.1, above, they will be appointed to the grade of staff sergeant.

b. Applicants of the United States Marine Corps Field Band, described in paragraph 2024.2, above, will be appointed to the grade of staff sergeant shortly after transfer to Marine Corps Development and Education Command, Marine Corps Base, Quantico, Virginia.

c. The provisions of MCO 1130.54 will determine the grade to which applicants for the Musician Assignment Program will be appointed.

#### 2025 ENLISTMENTS FOR THE NAVAL ACADEMY

1. Applicants desiring to enlist for the purpose of entering the Naval Academy are not sought. Individuals who enlist with this purpose in view will be informed that in case of failure to secure appointment, they will be required to complete their enlistment in the Marine Corps. The fact that a limited number of enlisted personnel are eligible for appointment to the Naval Academy each year will not be used as an inducement in securing enlistments.

#### 2026 REENLISTMENT OF ENLISTED PERSONNEL REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST

1. Marine Corps and Marine Corps Reserve personnel whose names have been placed on the temporary disability retired list 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.

2. In all such cases, authority to effect reenlistment will be authorized by the Commandant of the Marine Corps by individual letters.

3. Personnel whose names are removed from the temporary disability retired list and who are discharged with severance pay are not eligible for reenlistment.

#### 2027 "DRIFTERS"

1. As a general rule, applicants should apply for enlistment at the recruiting station nearest their place of residence or employment. This will enable the recruiting officer to make proper investigation of the applicant's qualifications. When an applicant applies at a station distant from his home or place of employment, the recruiting officer should be on the alert to ensure that he is not a "drifter." In such cases, it is the responsibility of the recruiting officer to verify the acceptability of the applicant by communicating with the recruiting station nearest the applicant's home, if necessary. The "drifter" type generally is not desirable for service in the Marine Corps.

#### 2028 BRIBES

1. In the event an applicant attempts to bribe recruiting personnel for any purpose, this fact will be reported to the district director who will forward the report to the Commandant of the Marine Corps. The applicant will be rejected as undesirable.

## 2029 NAVY DEPARTMENT BOARDS

1 The Marine Corps has no authority to change the type of discharge awarded by competent authority to former members. In the event inquiries are received pertaining to review of discharge, the applicant should be advised to contact or petition the following boards:

President  
Navy Discharge Review Board  
Navy Department  
Washington, D C 20370

(For discharges other than  
pursuant to the sentence of  
General Courts Martial)

The Secretary of the Navy  
(Board for Correction of  
Naval Records)  
Navy Department  
Washington, D C 20370

(For discharges pursuant to  
the sentence of General  
Courts Martial and for  
correction of records)

2 These boards do not have the authority to reinstate any person in the Marine Corps but will determine if any change is warranted in the type and nature of discharge.

3 No member of the recruiting service shall inform an applicant that he will or can be accepted for enlistment or reenlistment after his discharge has been changed. The purpose of this is to prevent giving the applicant false hope that (a) his previous discharge will be changed, and (b) if his discharge is changed, that he will be accepted for enlistment or reenlistment.

## 2030 COOPERATION WITH LOCAL OFFICES OF STATE EMPLOYMENT SERVICES

1 Policy The Department of Defense and the Department of Labor have a reciprocal working relationship whereby information on job and training opportunities available in the Armed Forces is provided to local offices of the State employment services (including Youth Opportunity Centers), procedures are also established under which individuals who apply for enlistment at recruiting offices but cannot qualify are referred to local offices of the State employment services for assistance in obtaining employment or occupational training. The local offices of the State employment services, affiliates of the United States Employment Service, Department of Labor, 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. Officers in charge of recruiting stations will establish mutually satisfactory arrangements with local 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 United States Marine Corps.

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

c Coordinate with the local State employment service office mutually acceptable procedures to be followed when individuals are referred to Marine Corps recruiting offices for particulars about job and training opportunities in the Marine Corps.

d. Furnish additional information in their areas of responsibility upon request

e. Participate in group guidance sessions which may be arranged by the local State employment service offices.

f. Assist the local State employment service offices in any other way deemed mutually desirable.

3. Job Opportunities and Occupational Training Available Through Employment Services Offices. Recruiting personnel will take the following action when an applicant is rejected at the recruiting station or substation level for mental, moral, or physical reasons (this does not include those rejected at AFES who will be referred under the provisions of another program)

a. Urge rejected applicants to visit the local State employment service office to obtain assistance in pursuing their civilian careers. Part I of the referral card shown in figure 2-1 will be handed to the rejected applicant after the recruiter has informed him of the assistance available at the State employment service office

b. Inform the State employment service local offices of the name, address, telephone number and age of each rejectee, provided the individual authorizes such referral. Part II of figure 2-1, which will be return-addressed by the State employment office, will be mailed on the same day it is signed by the individual. Authorization by the rejectee for such mailing is strictly voluntary. This card will be used by the local State employment service offices in contacting rejectees who do not visit those offices on their own volition

c. Supplies of preprinted and preaddressed cards will be provided by local offices of the State employment services

#### 2031 ASSISTANCE TO THE CAREER PLANNING PROGRAM

1. The postal card, MARINE THINKS IT OVER - SHIPS OVER (NAVMC 6961), will be mailed by the recruiting station which effects a reenlistment to the commanding officer of the organization from which a reenlistee was last discharged or released from active duty. The last duty station will be that address indicated on DD 214 unless the unit indicated is a separation center. If the last unit was a separation center the unit with which the reenlistee was last regularly assigned will be determined from the individual and the postal card will be mailed to that organization.

2. Information on personnel who reenlist on a continuous or broken reenlistment is of real value to commanding officers and career planning personnel. Such information permits evaluation of long range effectiveness delayed action effect of the program. These postal cards also have a decided effect on individuals in a unit who may be influenced by the reenlistment of a recently discharged friend.

#### 2032 ASSIGNMENT OF MARINE CORPS JUNIORS TO RECRUIT TRAINING

1. Personnel entering a first enlistment who are sons of Marines who died while on active duty, retired Marines, or active duty Marines will, upon request, be assigned to recruit training at the recruit depot in which the father received his recruit training. Such assignments will be made regardless of the geographical location of the place of enlistment.

## REFERRAL CARD

(SAMPLE)

## PART I

---

(Date)Mr. \_\_\_\_\_  
(Applicant's name)Please contact  
(Space for name and address  
of local office or YOC)

For assistance in obtaining training or job opportunities.

---

(Telephone Number)

---

(Recruiter)

---

(Service)  
-----

## PART II

Mr. \_\_\_\_\_  
(Applicant's name)

---

(Applicant's address (Street, City and Zip Code))

---

(Telephone Number)

---

(Age)

has been referred to your office by

---

(Recruiter)

---

(Service)I approve of having the information contained on this card sent to my local State  
Employment Service Office.

---

(Applicant's signature)

(Part I will be preaddressed by the local State employment office.)

Figure 2-1

### 2033 UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 1173) FOR DEPENDENT WIVES OF RECRUIT PERSONNEL

- 1 Recruiting officers will take administrative action to ensure that the wives of individuals enlisted on recruit enlistments are issued a Uniformed Services Identification and Privilege Card (DD 1173).
2. The Application for Uniformed Services Identification and Privilege Card (DD 1172) will be executed, including the sponsor's signature, prior to transfer of the enlistee to the Marine Corps recruit depot from the Armed Forces examining and entrance station (AFEES).
3. In cases of delay in issuing DD 1173 to eligible wives, which precludes forwarding the original DD 1172 with the service record documents submitted by AFEES, the original DD 1172 will be forwarded directly to the appropriate Marine Corps recruit depot with a Transmittal of Service Records (NAVMC 941)
- 4 When the service records of recruits separated from the Marine Corps during recruit training indicate that a DD 1173 has been issued by a recruiting station, the Commanding General, Marine Corps Recruit Depot will notify the appropriate recruiting station which will in turn recover the previously issued DD 1173
5. In the case of dependents other than eligible dependent wives of recruit personnel, eligibility will be established and the subject card will be issued at the initial duty station

### 2034 REEMPLOYMENT RIGHTS OF APPLICANTS FOR ENLISTMENT IN THE MARINE CORPS

- 1 The Military Selective Service Act of 1967, as amended, provides reemployment protective rights to those individuals who report for the purpose of entering or determining their physical qualifications for entering the Armed Forces. Individuals who apply for enlistment and are found not qualified, will be advised of their rights using a fact sheet which contains the following information:

"INFORMATION ABOUT REINSTATEMENT RIGHTS OF PERSONS WHO DO NOT QUALIFY FOR MILITARY SERVICE

"The Congress has enacted a law which gives reinstatement rights to persons who leave their positions (other than temporary) for the purpose of being inducted into, entering or determining their physical fitness to enter the Armed Forces of the United States but are found not qualified. The Department of Labor through its Office of Veterans' Reemployment Rights is responsible for providing information about the rights you have and any assistance you need in connection with exercising them. The Armed Forces are cooperating to bring this important matter to your attention. The most important thing to remember is that the law requires that a person found not qualified for military service make application for his former job at the next regularly scheduled work period following his return home. The law permits normal travel time from the examining station to his home. If circumstances beyond his control extend this time, his reemployment protection will also continue. It is suggested, therefore, that if you desire to return to your former job, you report for work at the next regularly scheduled work period or just as soon thereafter as you possibly can. If you have any difficulty with your employer in retaining your former job, it is suggested that you communicate immediately with the Office of Veterans' Reemployment Rights, U S Department of Labor, at the address shown below "

(Name and address of appropriate office as determined from directory on the next page.)

DIRECTORY

## OFFICE OF VETERANS' REEMPLOYMENT RIGHTS

Labor Department Building, Washington, D. C. 20210

FIELD AND CONTACT\* OFFICESSTATES COVEREDADDRESSConnecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island, VermontJohn Fitzgerald Kennedy Federal  
Building  
Room 1603-a, Government Center  
Boston, Massachusetts 02202

New Jersey, New York, Puerto Rico

839 Parcel Post Building  
341 Ninth Avenue  
New York, New York 10001\*435 Federal Building  
121 Ellicott Street  
Buffalo, New York 14203\*1060 Broad Street  
Room 356  
Newark, New Jersey 07102Delaware, District of Columbia,  
Maryland, North Carolina,  
Pennsylvania, Virginia, West VirginiaFourth Floor, Penn Square Building  
1317 Filbert Street  
Philadelphia, Pennsylvania 19107\*5000 U. S. Courthouse Building  
9th & Market Streets  
Philadelphia, Pennsylvania 19107\*2002 Federal Office Building  
1000 Liberty Avenue  
Pittsburgh, Pennsylvania 15222Alabama, Florida, Georgia, Mississippi,  
Tennessee, South Carolina1371 Peachtree Street, N. E.  
Room 324  
Atlanta, Georgia 30309\*786 U. S. Courthouse Building  
801 Broadway  
Nashville, Tennessee 37203\*51 S. W. First Avenue  
Room 517  
Miami, Florida 33130

Ohio, Michigan, Kentucky

843 Federal Office Building  
1240 East 9th Street  
Cleveland, Ohio 44199\*1906 Washington Building  
234 State Street  
Detroit, Michigan 48226Illinois, Indiana, Minnesota,  
Wisconsin219 South Dearborn Street  
Room 830  
Chicago, Illinois 60604



STATES COVEREDADDRESS

	*110 Federal Courts Building 110 South Fourth Street Minneapolis, Minnesota 55401
Iowa, Kansas, Missouri, Nebraska	2507 Federal Office Building 911 Walnut Street Kansas City, Missouri 64106
	*3740 Federal Office Building 1520 Market Street St. Louis, Missouri 63103
Colorado, Idaho, Montana, North Dakota, South Dakota, Utah, Wyoming	302 New Custom House 19th & Stout Streets Denver, Colorado 80202
New Mexico, Oklahoma, Texas, Arkansas, Louisiana	Room 338 Mayflower Building 411 North Akard Street Dallas, Texas 75201
	*204 U. S. Customs House Building 423 Canal Street New Orleans, Louisiana 70130
Northern California, Hawaii, Nevada, Washington, Oregon, Alaska	10428 Federal Building 450 Golden Gate Avenue San Francisco, California 94102
	*3301 Smith Tower Building 506 Second Avenue Seattle, Washington 98104
	*1833 Kalakaua Avenue Room 601 Honolulu, Hawaii 96815
Southern California, Arizona	7615 Federal Building 300 North Los Angeles Street Los Angeles, California 90012

\*Denotes Labor-Management Welfare Plan Cooperating offices which serve as contact points for the Office of Veterans' Reemployment Rights

## 2035 HONOR GRADUATES FROM RECRUIT TRAINING

1 Recruits who are honor graduates at Marine Corps recruit depots are of invaluable assistance to the recruiting service in the area of public relations and in quality recruiting. Accordingly, Marine Corps recruit depots will submit the following information concerning recruits graduated with honors to the appropriate Marine Corps district director

- a Name of recruit, including component
- b. Recruiting station or Reserve unit responsible for enlistment.
- c Platoon number
- d Date of graduation.
- e Award

2 For the purpose of this paragraph, an honor graduate is defined as one who achieves one or more of the following

- a Awarded the American Spirit Honor Medal
- b Selected as the outstanding man in the platoon
- c High marksman of his platoon.
- d Meritoriously promoted to PFC upon graduation

#### 2036 CASUALTY ASSISTANCE NOTIFICATION

1 In the case of first term enlistees, when the Commandant of the Marine Corps (Code DN) notifies a district of a KIA casualty whose next of kin must be informed, the district representative will seek information from the Code DN representative regarding the recruiting station through which the casualty was accepted. Whether the casualty is or is not on his initial enlistment, and where he was accepted will be revealed in block 15 of the enlistee's DD Form 4 (Enlistment Contract). The Code DN representative will have the DD Form 4 for KIA cases only. In other cases, the next of kin's address will be used as a guide for identifying the proper recruiting station.

2 The district representative will ensure that the recruiting station through which a casualty was enlisted is notified of the facts concerning the enlistee's status as a casualty. WIA, KIA, and prognosis. The recruiting station will ensure that the NCOIC of the recruiting substation or permanent contact stations through which the casualty was recruited is notified. The NCOIC will note the facts and ensure his recruiters are also aware of the casualty status of a Marine enlisted from their area.

NOTE The purpose of this procedure is to provide local recruiters information concerning their recruiting areas which will preclude embarrassment through ignorance. This procedure is in addition to those prescribed in the current edition of Marine Corps Order P3040.4, MARCORCASPROCMAN, and other Marine Corps directives. Any conflict between the procedures of this Manual concerning casualties, and those prescribed by MCO P3040.4 and other 3040 series publications will be resolved in favor of the publications in the 3040 series.

#### 2037 ASSISTANCE TO THE NAVY NURSE PROGRAM

1. Requirements of the Navy Nurse Corps are of concern to all assigned to the procurement of military personnel within the naval service. Marine Corps recruiters will provide every assistance possible to the Navy recruiting effort in this area. Recruiters will provide the names of likely prospects for the Nurse Corps to their Navy recruiter counterparts.

## PART B MALE MARINES - ENLISTMENT AND REENLISTMENT - MARINE CORPS

## 2100 PURPOSE

1 The purpose of this part is to prescribe, qualifications and eligibility criteria for enlistment and reenlistment in the Regular Marine Corps and Marine Corps Reserve, Category "J."

## 2101 INTERVIEWS OF APPLICANT BY RECRUITER

1. Each applicant will be interviewed to determine his eligibility for enlistment or reenlistment, as appropriate. During this interview the applicant will be thoroughly interrogated and, if found ineligible, will be rejected. Determination will be made to ensure that the applicant has no obvious physical defect that would cause later rejection. Should the applicant be eligible for any Marine Corps officer program, the program for which he is eligible should be explained.

2 As far as it is possible to do so, the character of the applicant offering himself for enlistment should be carefully examined, his habits and general reputation in the neighborhood determined, and his physical fitness established beyond doubt.

## 2102 AGE REQUIREMENTS

1 The acceptable age for enlistment of a male applicant who requires recruit training is between the ages of 17 and 28 inclusive.

2. The acceptable age for enlistment or reenlistment of a male applicant who does not require recruit training is limited to those having sufficient previous combined active service in the U. S. Army, Marine Corps, Navy, Air Force and Coast Guard, including active service in the Reserve components thereof, that deducting the period of such service from the present age results in a figure less than 32 years. The Commandant of the Marine Corps (Code DP) may waive this limitation when such action is considered to be in the best interest of the Marine Corps.

3 The correct age for all applicants for enlistment or reenlistment shall be verified by inspection of one of the following types of evidence, and shall be accepted provided there are no alterations discernible and no fraud is suspected.

a Certificate of birth

b. Age as given on passports. Consular verification of birth is also acceptable as proof of citizenship for enlisted applicants.

c. Date of birth as shown on last Discharge Certificate or Armed Forces of the United States Report of Transfer or Separation

d Official transcript of the records of either the State, County or City Department of Public Health or Bureau of Vital Statistics, showing the date of birth of the applicant, procured on DD 372, Application for Verification of Birth

e Sworn affidavit of parents or guardian on the prescribed NAVMC 5002, Age Certificate, which shall be used only when supported by one of the following

(1) A transcript of records of the grammar school the applicant attended, showing the date of birth of the applicant

(2) A transcript of records of the hospital in which the applicant was born, showing the date of birth of the applicant

## 2103 NAMES

1 An individual has the right to change his name without legal proceedings and the name thus assumed is as much his legal name, for all purposes, as though he had borne that name from birth. The primary purpose for requiring an applicant for enlistment to submit a birth, or naturalization certificate is to obtain evidence upon which to establish his age and citizenship. Such a certificate cannot be considered to be conclusive evidence that his legal name is that which appears therein since the applicant has been at liberty to change his legal name at any time subsequent to birth. A person's legal name is the one by which he is known and called in the community where he lives and is best known. In view of the broad provisions of the law regarding the legal name of an individual, the following provisions shall govern the use of names for enlistment and record purposes. Where the name given by an applicant who has had no prior Marine Corps service, either Regular, Reserve, or inductee, differs from that shown on the individual's birth, baptismal, or naturalization certificate, or marriage certificate in the case of a woman applicant, the individual may be enlisted under the name given by the applicant provided

a. The applicant can produce a court order for change of name, or

b. The applicant can secure affidavits from three responsible but disinterested persons of the community in which the applicant resides, indicating that they have known the applicant by the name under which he or she desires to enlist.

2 An applicant with prior service in any branch of the Armed Forces of the United States (active or inactive) shall be enlisted or reenlisted under the same name as that which appears on the individual's discharge certificate, certificate in lieu thereof, or other separation papers, unless such individual possesses a court order or other legal document which shows the name to have legally changed. In the latter case, the individual shall be enlisted or reenlisted under the name shown on the court order or other document. In such cases, a copy of the court order or other document will be forwarded with the duplicate enlistment contract as a supporting document.

## 2104 PARENTS CONSENT

1 Each male minor under 18 years of age, prior to his physical examination for enlistment shall be required to have the written consent of his parents or guardian, if any. The term "consent of parents or guardian" as used herein shall mean written consent executed before a witnessing official, a recruiting officer or recruiter on DD 373. Such consent shall be given by

a. Both parents, if living and not legally separated, or,

b. The surviving parent if one parent is deceased, or

c. The custodial parent if parents are legally separated, or,

d. The legally appointed guardian if both parents are deceased, or if parents were legally separated and the custody of the applicant was awarded to a person other than one of the parents.

2 Many applicants knowing that they cannot secure the consent of their parents or guardian to their enlistment will claim that they have no living parents or legally appointed guardian. However, careful and proper checking by the recruiting officer will, in most cases, prove these claims to be false. In order to afford those applicants whose claims can be substantiated with the same opportunity for enlistment as that provided to those applicants who have living parents or a legally appointed guardian, a male 17 years of age having no living parents or guardian may be accepted for enlistment provided such claim can be substantiated in accordance with the following procedure which shall govern such cases

a. By furnishing a transcript of the death certificate of his parents, or

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

3 DD 373 will be executed in the case of all non-high school graduates who are currently enrolled in a secondary school and scheduled for extended active duty prior to graduation as prescribed in paragraph 2002

4. Applicants who are required to obtain a Parents Consent Form (DD 373) will not be enlisted in the Regular Marine Corps, or ordered to extended active duty for a term of active service longer than that which appears on the completed form.

#### 2105 CITIZENSHIP

1. An applicant for enlistment must be

a A citizen of the United States, or,

b An alien who has entered the United States on a permanent residence visa Alien Registration Card (INS I-151), established a bona fide residence, has a home of record in the United States and whose Statement of Personal History (DD 398) does not indicate that prior approval is required in accordance with subparagraph 2, below

◆ c. Aliens on 2-year probation (INS I-94). Cuban refugees, initially admitted to the United States on Form I-94, who are not United States citizens, may be enlisted in the Marine Corps only if they have completed a 2-year probation period and have filed to become a permanent resident of the United States. Upon proof of application for an INS I-151, request for waiver for enlistment may be submitted to this Headquarters (Code DPJ).

2. Requests for authority to enlist aliens in the Marine Corps will be submitted to the Commandant of the Marine Corps in accordance with subparagraph 4, below, only in those cases where the alien applicant indicates on DD 398, item 10 and/or 12 that

a. A spouse, parent, brother, sister or offspring currently resides in a nation whose interests are inimical to those of the United States.

b He has either traveled or resided in one of the countries listed in paragraph 3, below, within the last 10 years.

3 Countries whose interests are inimical to the United States for the purposes of this regulation are

ALBANIA	CUBA	KURILE ISLANDS &	SOVIET SECTOR OF BERLIN
BULGARIA	EAST GERMANY	SOUTH SAKALIN	ROMANIA
CZECHOSLOVAKIA	ESTONIA	(KARAFUTO)	YUGOSLAVIA
HUNGARY	NORTH KOREA	LATVIA	USSR
POLAND	NORTH VIETNAM	LITHUANIA	CHINA (except TAIWAN)

4 Request for authority to enlist those aliens described above in the Marine Corps will include the following information

- a Date of birth
- b Physical profile serial (PULHES).
- c AFQT score and mental group
- d Place of birth
- e Nationality - race
- f An affirmative statement by the recruiting officer that he has personally sighted the applicant's INS I-151 and that the applicant for enlistment in the Regular Marine Corps was lawfully admitted to the United States for permanent residence. In the case of an applicant for enlistment in the Marine Corps Reserve an affirmative statement by the recruiting officer that he has personally sighted the duplicate or triplicate copy of Declaration of Intent (INS N-315) duly authenticated by a Federal District Court Declaration of intent is not required for enlistment in the Regular Marine Corps. The INS I-151 and INS N-315 will not be reproduced in any form and will not be forwarded to the Commandant of the Marine Corps under any circumstances.
- g A statement by the recruiting officer that the applicant is able to read, write and speak the English language sufficiently to complete recruit training without further instruction in the English language
- h Recommendation of the recruiting officer together with a statement that the applicant has been interviewed and is considered to be a desirable individual
- i A completed DD 398 will be submitted with the request Statements of personal history submitted to the Commandant of the Marine Corps (Code DP) are important source documents and are carefully analyzed for determination of eligibility for enlistment Careful screening prior to submission is directed to ensure completeness and accuracy
- j Subsequent to the enlistment of an alien the date of enlistment and SSN will be reported immediately to the Commandant of the Marine Corps (Code DP) via speedletter.

5 Prior to enlistment all alien applicants will be advised as follows

- a. That security clearance requirements may delay or preclude their assignment to certain schools and duties, due to their alien status
- b They are not entitled to any special privileges or consideration, including discharge for own convenience, because of their status An alien is expected to complete the full term of his enlistment unless sooner discharged under the same policies and procedures which apply to United States citizens
- c Explain the provisions of and have him sign the following statement on NAVMC 118(11)

"(date), I understand that Section 1426, Title 8, U. S. Code provides that if I apply for discharge from service in the Armed Forces of the United States on the ground that I am an alien and am discharged from such service on such ground, I shall be permanently ineligible to become a citizen of the United States. Further, I understand that this does not grant me the privilege or right to discharge prior to completion of my enlistment.

\_\_\_\_\_  
(signature of Applicant)

#### 2106 PHYSICAL QUALIFICATION

1. A male applicant under 18 years of age must have consent of his parents or legal guardian, DD 373, prior to medical examination.
2. Physical requirements for enlistment in the Regular Marine Corps for male accessions will be those prescribed in AR 40-501 and conducted at Armed Forces examining and entrance stations. Only profiles A and B as modified by current directives are acceptable.
3. Applicants, prior to being sent to Armed Forces examining and entrance stations for examination, will be thoroughly examined for obvious physical defects such as overheight, underheight, overweight, underweight, deformities of the extremities, vision and other visual defects.
4. All applicants shall be warned that any false information entered on SF 93, Report of Medical History, may constitute a fraudulent enlistment

#### 2107 EDUCATIONAL AND RECRUITING TEST REQUIREMENTS

1. No educational requirements in terms of school years are established for male applicants, except that high school graduation should be a consideration in applying the "whole man" concept in cases of individuals who appear to have marginal potential.
2. To be acceptable for enlistment, all applicants must attain a score or not less than the minimum on the AFQT, AQT or AQB, as established in current directives. Instructions for applicants who have not reached their eighteenth birthday are also contained in current directives.
3. Applicants for broken or continuous reenlistment with previous Marine Corps service and who were recommended for reenlistment and are qualified in all respects are excluded from test requirements.

#### 2108 TERM OF ENLISTMENT

1. Enlistments in the 180 Day Delay Program (USMCR(J)) will be for a term of 6 years. Enlistments in the Regular Marine Corps will be for 2, 3, or 4 years. Aliens enlisted in accordance with paragraph 2105 may be enlisted for 4 years without referral to the Commandant of the Marine Corps. A statement to the effect that the enlistee understands the provisions of paragraph 2105.5a will be entered in item 56 of his enlistment contract.
2. Applicants having previous active duty in the Marine Corps or Marine Corps Reserve may enlist or reenlist, as appropriate, for 2, 3, 4, or 6 years at their option in accordance with administrative instructions issued by the Commandant of the Marine Corps (Code DC)
3. Personnel who were separated from active duty in pay grades E-1 or E-2 in any branch of the Armed Forces except the Marine Corps, and personnel separated from the Marine Corps not having completed recruit training, will not be enlisted or reenlisted without prior approval of the Commandant of the Marine Corps (Code DPJ) When determined to be fully qualified and approved by

the Commandant of the Marine Corps, these personnel may be enlisted for 2, 3, or 4 years.

#### 2109 DEPENDENTS

1. Male applicants with only one dependent are acceptable for enlistment in the Marine Corps or Marine Corps Reserve, Category "J", if otherwise qualified, and such enlistment will not in the opinion of the recruiting officer impose unusual financial hardship on the individuals concerned. Prior to effecting such enlistment, both husband and wife will certify that they understand the following
  - a. Limitations on dependents travel reimbursement
  - b. Limitations on shipment of household effects
  - c. Limitations as to eligibility for dependent housing
  - d. The probability of applicants assignment overseas unaccompanied by dependent.
2. Individuals with more than one dependent will not be enlisted without authority from the Commandant of the Marine Corps (Code DPJ). Requests for waiver will only be submitted in cases where entry pay and allowances would not impose a hardship on his dependents or himself. Waiver requests will be submitted as per paragraph 2113 of this manual. Requests will include a complete financial statement and a statement of understanding of limitations and overseas assignment as prescribed in paragraph 2109.1, above.
3. Individuals who have dependents will have the originals or certified copies of the following documents in their possession at the time of departure for recruit training
  - a. Marriage certificate
  - b. Divorce decrees
  - c. Birth certificates of all children

#### 2110 CATEGORIES INELIGIBLE FOR ENLISTMENT OR REENLISTMENT

1. Individuals who fall within the below categories are ineligible for enlistment or reenlistment unless the disqualification is waived by the Commandant of the Marine Corps (Code DP). Disqualifications for which waivers will not be granted are also listed. Waiver requests will be submitted only in those cases which the recruiting officer, after thorough investigation, determines to be especially meritorious and in the best interests of the Marine Corps. Unless otherwise indicated, waivers granted by the Commandant of the Marine Corps are valid only for 60 days from the date of issuance
  - a. Overage Waivers will not be granted for nonprior service applicants who are over the maximum age limitations. Requests for waivers for overage applicants with prior service may be submitted, provided the applicant has not attained his 33rd birthday or his constructive age is 33 years or less.
  - b. Aliens Aliens are not acceptable for enlistment in the Regular Marine Corps except under those conditions prescribed in paragraph 2105
  - c. Mentally substandard applicants Applicants from civilian life who fail to meet the prescribed mental standards are not acceptable for enlistment. No waivers will be granted.



d Illiterates Applicants who are illiterate are not acceptable for enlistment. Applicants must be able to read, write and understand the English language sufficiently to ensure that they can satisfactorily absorb the required training. No waivers will be granted.

e Physically substandard applicants Applicants who fail to meet the prescribed physical standards or who were last separated from any branch of the Armed Forces by reason of physical disability are not eligible for enlistment or reenlistment in the Regular Marine Corps unless the recommendation for waiver of the physically disqualifying defect has been approved by the Commandant of the Marine Corps (Code DP). Request for waivers will be submitted in accordance with the provisions of paragraph 2113.

f Applicants having time lost Male applicants who have had prior service in any branch of the Armed Forces, including Reserve components thereof, whose total time lost was 45 days or more during their last enlistment or period of active service, are not eligible for enlistment or reenlistment in the Regular Marine Corps. Women applicants who have had prior service in any branch of the Armed Forces, including Reserve components thereof, whose total time lost was 6 days or more during their last enlistment or period of active service, are not eligible for enlistment or reenlistment in the Regular Marine Corps. No waivers will be granted.

g Felonies Applicants who have one or more felony convictions, or who have been the subject of an adverse juvenile adjudication for one or more felonies, and who have no prior Marine Corps service, or who have been so convicted or adjudicated subsequent to their last enlistment, are not eligible for enlistment or reenlistment without prior approval from the Commandant of the Marine Corps (Code DP).

h Applicants against whom criminal charges are pending Applicants who have criminal charges filed and pending against them alleging a violation of State, Federal, or Territorial statutes, are not eligible for enlistment or reenlistment in the Regular Marine Corps. Included in this category are persons who, as an alternative to further prosecution, indictment, trial, or incarceration for such violation, are granted a release from the charge by the court on the condition that they will apply and are accepted for enlistment in the Marine Corps. No waivers will be granted.

i. Parolees Applicants on parole, probation, or suspended sentence from civil court, other than verified cases of unconditional suspended sentence or unsupervised unconditional probation, are not eligible for enlistment or reenlistment in the Marine Corps or Marine Corps Reserve. No waivers will be granted.

j Insane or intoxicated persons Applicants who have been adjudged to be insane or who are intoxicated at the time of their application for enlistment are not acceptable for enlistment or reenlistment in the Regular Marine Corps. No waivers are granted.

k Applicants having venereal disease or a history of venereal disease Male applicants who have an active or chronic venereal disease and women applicants who have or have had a history of venereal disease are not eligible for enlistment in the Regular Marine Corps. No waivers will be granted.

l Claim of prior honorable service Applicants who apply for enlistment or reenlistment in the Regular Marine Corps and claim prior honorable service in any branch of the Armed Forces, but are unable to produce their last discharge certificate or other written evidence of last active service will not be enlisted or reenlisted until verification of such service can be obtained. Statements of prior service will be obtained from the Commandant of the Marine Corps (Code DGK) for all prior service, active and inactive, except for service in the National Guard which will be obtained from the State Adjutant General, National Guard, of the State in which the applicant

claims prior service. Past experience indicates that it takes 1 to 3 months to obtain verification of prior service from other branches of the Armed Forces. Verification of prior Marine Corps and Marine Corps Reserve service can be made within 1 month. Requests for statements of prior service submitted to the Commandant of the Marine Corps (Code DGK) will include the following information

- (1) Full name of applicant
- (2) Branch of service and social security number.
- (3) Date and place of birth.
- (4) Date and place of enlistment.
- (5) Date and place of discharge.
- (6) Inclusive dates of active duty.
- (7) AFQT score and mental group.
- (8) Physical profile series (PULHES).

(9) Statement to the effect that applicant is physically and otherwise qualified for enlistment or reenlistment.

m. Persons receiving retired or retainer pay. Persons who are in a retired status or who are receiving pay from any branch of the Armed Forces are not eligible for enlistment or reenlistment in the Regular Marine Corps. Waivers will not be granted. Marine Corps or Marine Corps Reserve personnel serving on the Temporary Disability Retired List who are found to be physically fit by a Naval Medical Examining Board to perform duties of their grade may be reenlisted when authorized by the Commandant of the Marine Corps.

n. Persons receiving disability pension or compensation Applicants receiving disability pension or compensation from the Veterans' Administration are not eligible for enlistment or reenlistment in the Regular Marine Corps.

o. Persons discharged with severance pay. Applicants who were last separated from any branch of the Armed Forces with severance pay, either officer or enlisted, are not eligible for enlistment or reenlistment in the Regular Marine Corps. Waivers may be requested only by those applicants who have received physical disability severance pay and subsequently, have been found physically qualified

p. Disloyal or subversive applicants. For applicants who admit participation or whose available records show that they have at any time engaged in disloyal or subversive activities, or who admit association or membership in any of those activities listed on the Armed Forces Security Questionnaire (DD 98), or who refuse to sign this certificate, recruiting officers will comply with the provisions of paragraph 2328.

q. Conscientious objectors Applicants who are categorized as "conscientious objectors" are not eligible for enlistment or reenlistment in the Regular Marine Corps. No waivers will be granted.

r. Sole surviving sons. A sole surviving son is not eligible for enlistment or reenlistment unless he waives his rights as provided herein. The definition of a sole surviving son will be explained to each applicant. When an applicant indicates that his father, brother, or sister, or corresponding relatives by adoption, is deceased or permanently disabled, the recruiting officer will ensure that the applicant is thoroughly questioned as to the circumstances, in order to determine the applicant's sole surviving son status. If the applicant is a sole surviving son, prior to executing the oath of enlistment, he must execute a waiver as indicated below, such waiver to be typed below the recruiting officer's signature in item 56 of the Enlistment Contract - Armed Forces of the United States (DD Form 4)

♦ "I hereby waive my rights to duty in areas other than hostile fire/discharge as a sole surviving son in accordance with MCO 1300.11H.

\_\_\_\_\_  
(Signature of Applicant)"

If the applicant is less than 21 years of age, the above waiver will be executed and in addition, the following notarized waiver, signed by the parents or legal guardian of the applicant will be executed.

"We (I) \_\_\_\_\_ and \_\_\_\_\_ do swear that we are (I am) the parents (sole parent) (legal guardian) of \_\_\_\_\_ and that we (I) do hereby waive any rights which might accrue to us (me) to request that he be discharged or that he be exempt as a sole surviving son from assignment to duty in a combat area."

♦ (1) Sole surviving son defined. A sole surviving son is the only remaining son in a family where the father (or one or more sons or daughters) was killed in action or died in the line of duty while serving in the Armed Forces as a result of wounds, accident, or disease, or is in a captured or missing-in-action status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Veterans' Administration or one of the military services and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability. Neither the acquisition or retention of sole surviving son status is dependent upon the existence of any other living family member. Thus, the continued existence of a family unit is not required as a prerequisite for qualification as a "sole surviving son".

s Persons honorably separated but not recommended for reenlistment, and persons separated by reason of inaptitude, unsuitability, unfitness, under honorable conditions or under conditions other than honorable Applicants with prior service in any branch of the Armed Forces who were separated from their last period of active service for inaptitude, unsuitability, unfitness, honorably, but not recommended for reenlistment, under honorable conditions or under conditions other than honorable are ineligible for enlistment or reenlistment in the Marine Corps without prior approval of the Commandant of the Marine Corps. The applicant must be physically and otherwise qualified for enlistment or reenlistment. A reasonable period, normally 2 years, must have elapsed since last separation except in the case of an applicant who was last separated from active service honorably but not recommended for reenlistment or an applicant who was separated from active service under honorable conditions by reason of expiration of enlistment and was recommended for reenlistment. These applicants are eligible for consideration for reenlistment at any time subsequent to separation. All requests for waivers will be forwarded through the director of the appropriate Marine Corps district who, after a thorough review of the request, will make a definite recommendation in his forwarding endorsement. All requests for waivers will include the following

- (1) Full name, former branch of service and social security number.
- (2) A copy of all reports of separation, DD 214, will be attached as an enclosure to the request
- (3) Definite evidence, through letters of recommendation from responsible citizens who are thoroughly familiar with the applicant and his background, that the applicant has demonstrated attributes of good citizenship in the community or

communities in which he has resided since last discharge. This paragraph is not applicable in the case of applicants honorably discharged but not recommended for reenlistment.

(4) Completed Police Record Checks (DD 369) from each place the applicant has resided since last discharge.

(5) Report of Medical Examination (SF 88) in duplicate and Report of Medical History (SF 93)

(6) AFQT or AQT score and any evidence that applicant has increased educational qualifications since last discharge.

(7) A statement of investigation of circumstances surrounding an individual's qualifications to include logical conclusions and a definitive recommendation will be included by the recruiting officer. Statements of other recruiting service personnel who have gained personal knowledge of the individual as a result of personal investigation are appropriate for inclusion in these requests for waiver.

t. Persons separated by reason of dependency or hardship. Applicants with prior service in any branch of the Armed Forces who were separated from their last period of active service by reason of dependency or hardship are not eligible for enlistment or reenlistment in the Regular Marine Corps without prior approval of the Commandant of the Marine Corps (Code DP). Normally, approval is given only in exceptional cases. In those cases where recruiting officers, after careful investigation, deem waivers advisable, assurance will be made that the following conditions are fulfilled:

(1) One year has elapsed since date of separation and the cause for which separated has been removed.

(2) The burden of proof that the cause for separation no longer exists rests upon the applicant.

(3) Proof will be furnished in the form of affidavits or a sworn statement executed by the person or persons on whose behalf the dependency discharge was obtained, and/or other members of the community who are thoroughly familiar with the home conditions of the applicant's family. A minimum of three affidavits or sworn statements will be forwarded with the request for waiver. A sworn statement will also be obtained from the individual applying for enlistment or reenlistment setting forth in detail exactly how the dependency or hardship for which he was previously separated has been alleviated.

(4) The facilities of the Selective Service System or the American Red Cross will not be used to obtain this evidence.

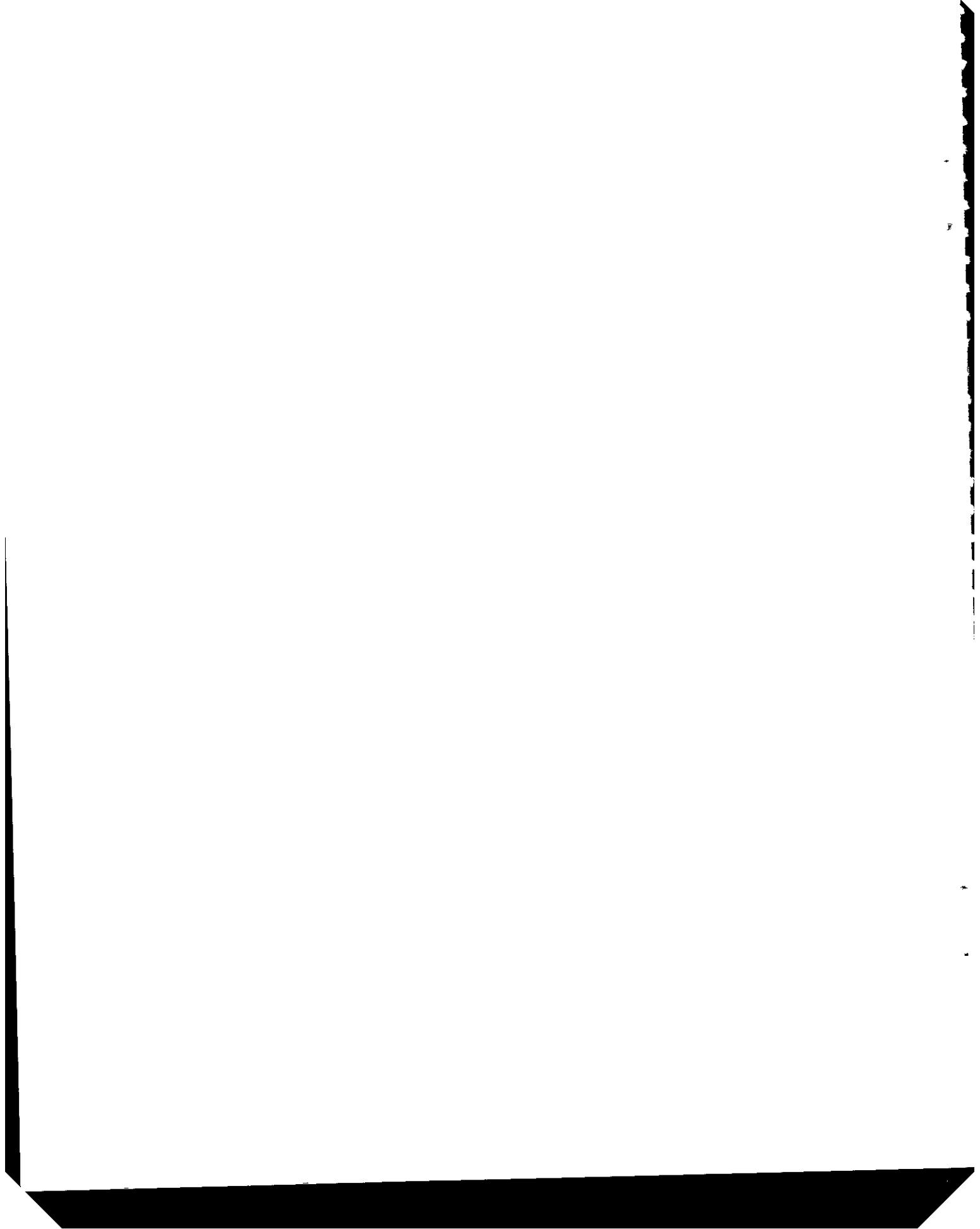
u. Applicants classified as 4-F. Applicants who are classified as 4-F by their local selective service boards will normally not be accepted for enlistment in the Marine Corps or Marine Corps Reserve. Requests for waiver will be submitted to Commandant of the Marine Corps (Code DPJ). Enlistments of individuals fully qualified except for a minor physical defect falling within the provisions of the Medically Remedial Enlistment Program will be in accordance with the current edition of MCO 1130.51. Requests to selective service boards for reclassification of applicants will not be made under any circumstances.

v. Homosexuals. No person will be accepted for enlistment who has participated in homosexual act(s) or who possess homosexual tendencies. No waivers will be granted.

w. Applicants who admit use of illicit/dangerous drugs. No applicant who admits to ever using or being involved in abuse of LSD, marijuana, opiates, peyote, sniffing glue or using any other hallucinogen, hypnotics, stimulants or

the other known harmful or habit-forming drugs and/or chemicals will be accepted for enlistment. No waivers will be granted.

- ▶ x. Lawsuits pending. Any applicant with a lawsuit pending against him is not acceptable for enlistment until such time he is free of all legal action and otherwise fully qualified in accordance with this manual. No waivers will be granted.



y Restrictive assignment. If the applicant qualifies for a permanent restrictive assignment, prior to executing the oath of enlistment he must execute a waiver as shown below. The waiver will be typed below the recruiting officer's signature in Item 56 of the Enlistment Contract - Armed Forces of the United States (DD 4) MCO 1300.23\_ applies.

"I hereby waive my rights to the restrictive assignment contained in paragraph 4 of MCO 1300.23\_ "

#### 2111 MORAL PROVISIONS - CHARACTER REQUIREMENTS - WAIVER PROVISIONS

1. Moral Character of Applicant The moral character of an applicant is determined in order to screen out persons who are likely to become serious disciplinary problems in the service and who would thus divert resources from the performance of military missions. Additionally, the moral character of an applicant is determined in order to assure enlistees and their parents that servicemen will not be thrown into close association with individuals who are chronic offenders or who have committed serious offenses. The moral character of an applicant will be established as follows

a The recruiter will personally question each applicant for enlistment or reenlistment as to whether he has ever been convicted of an offense by a civil court, including an adverse adjudication by a juvenile court, or whether he has committed an act that would render him liable to prosecution in such court

b At the place of application for enlistment, each applicant will read, have explained to him, complete part I, and sign NAVMC 136, Examination of Applicant by Recruiting Officer, and DD 398. Each applicant will have explained to him the procedure used in verifying offense records, or the absence thereof, by the use of a DD 369.

c If an applicant admits to a civil record, or if the enlisting agency has reason to believe such a record exists, enlistment action will be held in abeyance pending a complete investigation of the facts. Inquiry will be made to civil authorities concerning the applicant's character, rehabilitation, if appropriate, actual offenses committed, circumstances involved, disposition by the courts, actual confinement served, and whether any form of civil restraint, i.e., confinement, parole, probation, or suspension of sentence imposed by either a criminal or juvenile court, exists. Any other information deemed relevant to an evaluation of the case should also be requested. Evaluation by the civil court and its probation officers should be given careful consideration. When civil authorities refuse to divulge information, the enlistment will be held in abeyance and the applicant advised that the burden of furnishing the information is upon him. It must be explained to applicants that in furnishing information with respect to prior convictions by criminal courts, or prior adverse adjudications by juvenile courts, disclosure thereof is required regardless of whether or not, after such convictions or adjudications, probation is imposed, no sentence is executed, execution of a sentence is deferred, delayed, or suspended, or whether, by local law, custom, or procedure, charges, convictions, or juvenile adjudications are dismissed, withheld, or expunged from criminal or juvenile records after the expiration of certain periods of time, the payment of a fine, completion of periods of confinement, or completion of a period of probation

d. When the applicant admits to or investigation reveals a criminal court conviction, an adverse adjudication, or the commission of an offense, the applicant will be required to obtain no less than three personal character references. It must be realized that a character reference is no better than the source. Recruiters, therefore, must establish that the source is a reputable and responsible citizen. Character references from high school principals, school teachers, guidance counselors, clergymen, reputable

businessmen, former employers and adult neighborhood acquaintances are appropriate. In those instances where an applicant has at some time been under the supervision of a probation officer, a reference from the latter is considered essential.

e. It is imperative that recruiters and recruiting officers conduct a thorough home environment investigation, since mitigating or aggravating circumstances often exist concerning an applicant's qualifications. Such information is of marked assistance in fully evaluating an applicant during the remainder of his enlistment processing.

f. Police Record Check (DD 369) will be used to obtain verification of criminal and juvenile court actions or police records in existence, or to verify the absence of such records. Verification will be obtained from police officials in each city, town, county listed by an applicant as a residence since his 14th birthday, if the applicant is less than 18, and since his 15th birthday for those 18 or older. Alien applicants and applicants who have resided in foreign countries since their 14th birthday are eligible for enlistment without police record checks from the foreign countries concerned, provided they are otherwise qualified. In the event an applicant admits a civil record in a foreign country, the provisions of this paragraph apply relative to obtaining all possible information. Reference to foreign authorities for determination of moral qualifications and waiver processing will not, however, be made.

2 Classification of Offenses. The following categories of offenses are provided for guidance of recruiting officers in processing waivers. These classifications are only a guide and are not all inclusive. Recruiting officers will apply these classifications using their sound judgment and the further general guidelines found at the end of each category of offenses. These classifications will obviate problems which would otherwise arise from the varied treatment of the same offense under different State criminal or juvenile codes and under the Uniform Code of Military Justice. The four classifications are set forth for the purpose of facilitating the routing of cases to appropriate levels of decision in effecting moral waivers. Such decisions, at whatever level, will continue to be based upon the merits of the individual case and not upon the classification of the offense(s).

a Minor traffic offenses

- (1) Blocking or retarding traffic
- (2) Careless driving
- (3) Crossing yellow line, driving left of center.
- (4) Disobeying traffic lights, signs, or signals
- (5) Driving on shoulder
- (6) Driving uninsured vehicle
- (7) Driving with blocked vision
- (8) Driving without plates or with expired plates.
- (9) Driving without registration or with improper registration
- (10) Driving wrong way on one-way street.
- (11) Failure to comply with officer's directives.
- (12) Failure to have vehicle under control



- (13) Failure to keep to right or in line.
- (14) Failure to signal.
- (15) Failure to stop for or yield to pedestrian.
- (16) Failure to submit report following accident
- (17) Failure to yield right-of-way
- (18) Faulty equipment (defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, or windshield wipers).
- (19) Following too closely
- (20) Improper backing backing into intersection or highway; backing on expressway, backing over crosswalk.
- (21) Improper sounding of horn
- (22) Improper parking restricted area, fire hydrant, double parking.
- (23) Improper passing passing on right, in no-passing zone; passing parked school bus, pedestrian in crosswalk (when not treated as reckless driving)
- (24) Improper turn.
- (25) Invalid or unofficial inspection sticker, failure to display inspection sticker
- (26) Leaving key in ignition
- (27) License plates improperly displayed or not displayed
- (28) Operating overloaded vehicle
- (29) Racing, dragging, contest for speed (when not treated as reckless driving).
- (30) Speeding (when not treated as reckless driving).
- (31) Spinning wheels; improper start, zigzagging or weaving in traffic (when not treated as reckless driving).

NOTE It would be impracticable to prepare an all-inclusive list of minor traffic offenses valid for all States. The above list is intended as a guide. Offenses of a similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.

b. Minor nontraffic offenses

- (1) Abusive language under circumstances to provoke breach of peace
- (2) Carrying concealed weapon (other than firearm), possession of brass knuckles
- (3) Curfew violation.
- (4) Damaging road signs.
- (5) Discharging firearm through carelessness.

- (6) Discharging firearm within municipal limits.
- (7) Disobeying summons.
- (8) Disorderly conduct; creating disturbance; boisterous conduct.
- (9) Disturbing peace.
- (10) Drinking liquor on train (other than club car).
- (11) Drunk in public, drunk and disorderly.
- (12) Dumping refuse near highway.
- (13) Fighting, participating in affray
- (14) Fornication.
- (15) Illegal betting or gambling; operating illegal handbook, raffle, lottery, punch board, matching cockfight.
- (16) Juvenile noncriminal misconduct; beyond parental control, incorrigible, runaway, truant, or wayward
- (17) Unlawful killing of domestic animal.
- (18) Liquor      unlawful manufacture, sale or possession, or consumption in public place
- (19) Loitering.
- (20) Malicious mischief      painting water tower, throwing water filled balloons, throwing rocks on highway, throwing missiles at athletic contests, or throwing objects at vehicle.
- (21) Nuisance, committing.
- (22) Poaching
- (23) Possession of cigarettes by minor
- (24) Possession of indecent publications or pictures.
- (25) Purchase, possession, or consumption of alcoholic beverages by minor
- (26) Removing property under lien.
- (28) Robbing orchard.
- (29) Shooting from highway.
- (30) Shooting on public road.
- (31) Simple assault
- (32) Throwing glass or other material in road.
- (33) Trespass on property
- (34) Unlawful assembly.

- (35) Using or wearing unlawful emblem.
- (36) Vagrancy.
- (37) Vandalism injuring or defacing public property or property of another; shooting out street lights
- (38) Violation of fireworks law
- (39) Violation of fish and game laws

NOTE. It would be impracticable to prepare an all-inclusive list of minor non-traffic offenses valid for all States. The above list is intended as a guide. Offenses of a similar nature should be treated as minor offenses. In doubtful cases, the following rule should be applied. If the maximum confinement under local law is 4 months or less, the offense should be treated as minor.

c. Other (nonminor) misdemeanors

- (1) Adultery.
- (2) Assault consummated by battery
- (3) Bigamy.
- (4) Breaking and entering vehicle.
- (5) Check, worthless, making or uttering, with intent to defraud or deceive (\$100 or less).
- (6) Conspiring to commit misdemeanor.
- (7) Contributing to delinquency of minor.
- (8) Desecration of grave
- (9) Driving while drugged or intoxicated
- (10) Failure to stop and render aid after accident.
- (11) Indecent exposure
- (12) Indecent, insulting, or obscene language communicated to a female directly or by telephone
- (13) Leaving dead animal.
- (14) Leaving scene of accident (hit and run)
- (15) Looting.
- (16) Negligent homicide
- (17) Petty larceny (value \$100 or less); stealing hub caps, shoplifting.
- (18) Reckless driving
- (19) Resisting arrest
- (20) Selling or leasing weapons to minor.
- (21) Slander.

- (22) Stolen property, knowingly receiving (value \$100 or less)
- (23) Suffrage rights, interference with
- (24) Unlawful carrying of firearms, carrying concealed firearm.
- (25) Unlawful entry.
- (26) Unlawful use of long-distance telephone lines
- (27) Use of telephone to abuse, annoy, harass, threaten, or torment another.
- (28) Using boat without owner's consent.
- (29) Willfully discharging firearm so as to endanger life, shooting in public place.
- (30) Wrongful appropriation of motor vehicle; joyriding, driving motor vehicle without owner's consent

This group of motor vehicle offenses, and offenses of comparable nature and seriousness but variously described (auto theft, auto larceny, etc ), comprises the familiar case of taking or withholding a motor vehicle without authority and with intent temporarily to deprive the owner of this property. It does not encompass offenses where there is clear evidence that the offender intended permanently to deprive the owner of his motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of over \$100, listed in subparagraph 2d

NOTE It would be impracticable to prepare an all-inclusive list of nonminor misdemeanors valid for all States. The above list is intended as a guide. Offenses of comparable seriousness should be treated as nonminor misdemeanors. In doubtful cases, the following rule should be applied. If the maximum confinement under local law exceeds 4 months but does not exceed 1 year, the offense should be treated as a nonminor misdemeanor

d Felonies

- (1) Aggravated assault, assault with dangerous weapon, assault intentionally inflicting great bodily harm; assault with intent to commit felony.
- (2) Arson.
- (3) Attempt to commit felony
- (4) Breaking and entering with intent to commit felony.
- (5) Bribery
- (6) Burglary
- (7) Carnal knowledge of female under 16
- (8) Cattle rustling.
- (9) Check, worthless, making or uttering, with intent to defraud or deceive (over \$100)
- (10) Conspiring to commit felony.
- (11) Criminal libel

- (12) Extortion.
- (13) Forgery; knowingly uttering or passing forged instrument.
- (14) Graft.
- (15) Grand larceny, embezzlement (value over \$100)
- (16) Housebreaking
- (17) Indecent acts or liberties with child under 16
- (18) Indecent assault
- (19) Kidnapping, abduction.
- (20) Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, or taking
- (21) Mails depositing obscene or indecent matter.
- (22) Maiming disfiguring
- (23) Manslaughter.
- (24) Misprison of felony.
- (25) Murder
- (26) Narcotics or habit forming drugs wrongful possession, use or sale
- (27) Pandering.
- (28) Perjury, subornation of perjury
- (29) Public record altering, concealing, destroying, mutilating, obliterating, or removing.
- (30) Rape.
- (31) Riot
- (32) Robbery.
- (33) Sedition, solicitating to commit sedition.
- (34) Sodomy.
- (35) Stolen property, knowingly receiving (value over \$100).

NOTE It would be impracticable to prepare an all-inclusive list of felonies valid for all States. The above list is intended as a guide. Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule should be applied. If the maximum confinement under local law exceeds 1 year, the offense should be treated as a felony

3. Moral Waivers Civil conviction or adjudication as a youthful offender, juvenile delinquent or other disposition by civil authorities is not in itself a bar to enlistment if the applicant is otherwise eligible. Applicants will be judged as to their fitness for the Marine Corps or Marine Corps Reserve by their character at the time of application. Conversely, personnel of the recruiting service are expected to exercise mature judgment, taking into

account aggravating and mitigating circumstances, education, mental and physical qualifications, and basic moral character of the individual. The offenses listed in subparagraph 2 above, are classified without regard to whether they were committed when the applicant was a juvenile or an adult, and without regard to whether they were disposed of by juvenile or criminal proceedings. Moral waivers are approved or denied for such offenses on the basis of the following factors: the nature of the offense(s) and the attendant circumstances, the sentence, punishment, or other disposition of the offender, the offender's age at the time when the offense(s) were committed, the offender's degree of rehabilitation; the duration of the period since the last offense, and reports of probation authorities, school officials, employers, etc. In difficult cases the "whole man" concept is applied, that is, the individual's mental test score, physical rating, and employment record are considered along with his offense record. While applicants are required to disclose all arrests, detentions or investigations by police or juvenile authorities, even though no charges or trial resulted therefrom, moral waivers are required only when the applicant has had an adverse adjudication as juvenile or when criminal charges have resulted in conviction or action by a court tantamount to a finding of guilty. No moral waivers are required on the basis of an arrest, questioning, or detention by police or juvenile authorities which did not result in preferment of charges, nor when charges were dismissed without an adjudication of guilt or an adverse juvenile adjudication, nor when the applicant was found not guilty of the charges. Enlistment will be authorized or waivers recommended only in those cases where it is clearly in the best interest of the Marine Corps.

a Processing applicants with moral disqualifications

R U L E	A	B	C
	If applicant has a conviction or an adverse juvenile adjudication for (Note 1)	and the offenses number	then approval authority for the waiver is
1	Minor traffic offenses (see par 2111 2a)	any amount	recruiting officer
2	Minor nontraffic offenses (see par 2111 2b)	less than four	recruiting officer
3	- do -	four or more	CG, MARTC or district director
4	Other (nonminor) misdemeanors (see par. 2111 2c)	one or more	CG, 4thMAW/MARTC or district director
5	A felony (see par 2111 2d)	one or more	Commandant of the Marine Corps

NOTES

1 Waiting periods after civilian restraint are as follows

a No waiting period is required following termination of parole, probation, or suspended sentence

b. A 3-month waiting period is required after termination of confinement of 15 days or more for those convicted as an adult

c Up to a 3-month waiting period after termination of confinement of 15 days or more for juvenile offenders is authorized when considered necessary by the recruiting officer.

d Up to a 2-month waiting period after termination of confinement of less than 15 days for those convicted as an adult or adjudicated as a juvenile is authorized when considered necessary by the recruiting officer

b Miscellaneous moral waiver provisions

(1) In connection with the provisions of subparagraph 3a, above, cases involving more than one class of offense will be routed to the decision level authorized to grant moral waivers for the classification in which the most serious offense falls.

(2) Despite the provisions of this paragraph relating to moral waivers, each decision level, i.e., the recruiting officer, the Commanding General, 4th Marine Aircraft Wing/Marine Air Reserve Training Command or district directors, and the Commandant of the Marine Corps, has the authority to disapprove the enlistment of an applicant without forwarding the case to the next higher decision level for resolution

(3) NAVMC 136, Examination of Applicant by Recruiting Officer, will be used, in accordance with paragraph 2337, as the basis for authorizing an applicant's enlistment or for requesting a waiver of an applicant's moral disqualification. Additional information required is outlined in paragraph 2113

(4) Existing civil restraint consisting of either an unconditionally suspended sentence or an unsupervised unconditional probation is not a bar to enlistment. All other existing civil restraint is an absolute bar to enlistment and no waiver will be granted. As used herein, the term "civil restraint" includes confinement or other incarceration, parole, probation, or suspension of a sentence, imposed by either a criminal or juvenile court. The terms "an unconditional suspended sentence" or "and unsupervised unconditional probation" are defined as any suspended sentence or probationary status imposed by a criminal or juvenile court that places no conditions upon the individual

(a) regarding his freedom of movement,

(b) requiring the payment of damages;

(c) requiring periodic reporting by him to an officer of the court; or

(d) involving supervision by an officer of the court

4 An offense committed prior to or during a previous enlistment in the Marine Corps, or period of EAD in the case of reservists, which did not result in discharge due to the discovery of such an offense is not a bar to reenlistment and does not require a waiver. It is not necessary in such cases to obtain police record checks from any addresses except those given by the applicant as his residence since discharge from the Marine Corps or release from active duty

5 All character, police and employment references, or any other documents reflecting upon the character of an applicant are confidential in nature. Their source and contents will be treated accordingly and will not be made available to any person outside the recruiting service. It is incumbent upon recruiters to refrain from divulging the nature or source of any adverse rating to prevent reflections on institutions, officials, or others who have made objective ratings

2112 AVAILABILITY OF RECORDS OF MEMBERS OF MARINE CORPS RESERVE

1. In those instances where the applicant for enlistment or reenlistment in the Regular Marine Corps is a member of the Marine Corps Reserve, his service records are available at the organization on whose rolls he is carried. Recruiting officers may consider information contained in these records in

determining the applicant's eligibility for enlistment or reenlistment. In all cases where waivers or determination of eligibility for enlistment or reenlistment are to be requested from the Commandant of the Marine Corps (Code DP) and the applicant is a member of the Marine Corps Reserve, the request will be forwarded via the organization having custody of the applicant's service records for endorsement. For the purpose of determining on whose rolls the reservist is carried, the following instructions are furnished

a. All Class III reservists - Commanding Officer, Marine Corps Reserve Forces, Class III, 1500 East Bannister Road, Kansas City, Missouri 64131.

b. All Class II reservists - Appropriate Organized Marine Corps Reserve unit

2. The following information will be included in the endorsement by the organization having custody of the reservist's service records

a. Marital or dependency status as evidenced by service records.

b. Average conduct and proficiency markings

c. Number and nature of offenses, if any.

d. GCT/AA score.

e. Any other pertinent information contained in service records considered to have bearing on applicant's eligibility for enlistment or reenlistment

f. Recommendation of commanding officer in the case of Organized Marine Corps Reserve units.

#### 2113 SUBMISSION OF REQUESTS FOR WAIVERS OR DETERMINATION OF ELIGIBILITY FOR ENLISTMENT OR REENLISTMENT

1. All requests for waivers or determination of eligibility for enlistment or reenlistment, regardless of nature, which are submitted to the Commandant of the Marine Corps (Code DP) will show, where applicable, the following information:

a. All prior service by term of service and branch. DD 214 should be used to substantiate all active duty and will be included where facilities for reproduction are available (originals will not be forwarded)

b. AFQT, AQB or AQT scores

c. Physical profile (PULHES).

d. Education.

e. Number and relationship of dependents.

f. Work experience or special skills

g. A concise statement of the nature of the disqualification including pertinent factors which should be considered in making a determination and a definitive recommendation by the recruiting officer. Statements of recruiting personnel who have direct information based upon personal investigation are appropriate for enclosure in cases where circumstances warrant.

h. All requests for waiver of physical disqualification will be submitted to the Commandant of the Marine Corps (Code DP) and will include SF 88, in



duplicate, and one copy of SF 93. A positive recommendation concerning waiver will be included by the examining physician and consultations, when conducted, will be included for use in making a final determination.

#### 2114 INAPPROPRIATE PERSONAL ITEMS FOR RECRUITS TRAVELING TO RECRUIT DEPOTS

1. Male recruits will be advised of the provisions of this paragraph prior to referral to the AFES for transportation to the appropriate recruit depot.

2. The following articles are not acceptable and upon arrival at the recruit depot will be confiscated or required to be sent home:

- a. Firearms, ammunition, explosives, fireworks or pyrotechnics
- b. Lethal weapons including blackjacks, brass knuckles, pocket knives equipped with spring release blades, scissors, or straight razors
- c. Alcoholic beverages, including any liquid containing alcohol.
- d. Narcotics and associated equipment
- e. Prescription or patent medicines including aspirin, ointments, laxatives, vitamins and related medicines
- f. Any product contained in glass.
- g. Electric razor or any other electrical appliance.
- h. Playing cards, dice, or any other gambling paraphernalia
- i. Obscene literature or pictures
- j. Photographs larger than billfold size and any framed picture
- k. Pulp magazines or books
- l. Valuable documents
- m. Chewing gum, chewing tobacco, or any perishable food products
- n. Jewelry and clocks other than watches or simple rings
- o. Shoe polish
- p. Cameras and radios
- q. Contact lens (if glasses are regularly worn, framed eyeglasses with prescription are required)
- r. Shaving kits.

3. Mascots, such as bulldogs, will not be sent with special recruit units inasmuch as recruit depots do not have the proper facilities to properly take for them.

4. Recruiting personnel will not collect any of the aforementioned prohibited items from recruits prior to their departure for recruit depots. Recruits who have prohibited items in their possession at the time they report for enlistment and transfer will be advised to dispose of them prior to departure.

5. The above information will be disseminated to all recruits prior to their departure date for Marine Corps recruit depots.

2205

## MILITARY PERSONNEL PROCUREMENT MANUAL

## 2205 CITIZENSHIP

1 The provisions of paragraph 2105 apply to enlistment qualifications of women in the Marine Corps or Marine Corps Reserve

## 2206 PHYSICAL EXAMINATION

1 Women applicants under 21 years of age must have consent of parents or legal guardian, DD 373, prior to medical examination

2 Physical examinations of women applicants will not be conducted at recruiting stations, substations, or permanent contact station, however, no applicant will be sent to an Armed Forces examining and entrance station for examination who has obvious physical defects such as overheight, underheight, overweight, underweight, deformities of the extremities, vision and other obvious defects

3 Physical examinations of women will be conducted at an Armed Forces examining and entrance station except as provided in AFES regulations

4 The minimum acceptable numerical PULHES profile for women applicants for enlistment, who are examined at Armed Forces examining stations, is established at 111221 in accordance with AR 40-501 and modified as follows Height - minimum 60 inches - maximum 72 inches

5. All applicants shall be warned that any false information entered on SF 93, Report of Medical History, may constitute a fraudulent enlistment.

## 2207 EDUCATIONAL AND RECRUITING TEST REQUIREMENTS

1 All women applicants except those with prior active service in the Marine Corps or Marine Corps Reserve must present evidence of high school graduation Satisfactory completion of General Education Development Tests, high school level, is acceptable as the educational equivalent of high school graduation. Satisfactory completion may be established only if the tests have been administered by a recognized testing agency approved by a State Department of Education, a Veterans Testing Service, or the U. S. Armed Forces Institute. Recruiting officers will familiarize themselves with the policies of the State concerned to ensure that the above provisions are fulfilled It is the policy of the Department of Defense that any fee assessed for civilian testing must be paid by the person seeking enlistment and that no reimbursement to an individual, a State Department of Education, or recruiting service will be authorized

2 The Women's Enlistment Screening Test (WEST). The WEST will be administered to all women applicants at recruiting substations and on itinerant recruiting trips in accordance with the following instructions

a A minimum raw score of 14 on the WEST, Forms 3 and 4, is required before a woman applicant will be referred to AFES for administration of the AFWST

b A retest may be administered to those applicants who have previously been administered screening tests by another branch of the Armed Forces.

3 Armed Forces Women's Selection Test (AFWST) The AFWST will be administered to all women applicants for enlistment in the Marine Corps or Marine Corps Reserve

a The AFWST will be administered at AFES's for enlistment in the Marine Corps or Marine Corps Reserve

► b. Results of AFWST administered by another branch of the Armed Forces are not acceptable. Only the results of AFWST administered by AFEEs will be acceptable for enlistment.

► c. Retest on the AFWST may be authorized on a one-time basis by district directors under the below listed conditions, if the original score is 32-41 on the AFWST, Form 5 or 37-46 on the AFWST Form 6. In all cases, the alternate test form will be used for the retest, i.e., if the applicant was first tested on Form 6, she would be retested using Form 5

(1) When conditions existed during the first testing which make the results of the first test invalid, e.g., illness or extreme fatigue of the applicant, or severe distractions during testing.

(2) When it can be determined, through other evidence, e.g., excellent high school and/or employment record, that the first test score probably does not accurately reflect the applicants true potential.

d. Minimum acceptable raw scores for enlistment in the Marine Corps or Marine Corps Reserve are as follows AFWST Form 5 42 AFWST Form 6 47

e The AFWST raw score will be recorded on the NAVMC 136 and on the enlistment contract in the same manner as prescribed for the AFQT percentile score for male applicants.

f Mental testing of former Women Marines (broken and continuous reenlistments) who apply for reenlistment is not required

#### ►4 Test Materials and Security

a. The directors, Marine Corps districts, will requisition the following testing materials in accordance with NAVSANDA Publication 2002

DA PAM 611-47	Administering & scoring women enlisted screening test, WEST 3 & 4
DA-6047	Women's enlistment screening test, WEST 3
DA-6047-1	Women's enlistment screening test, scoring key, rights, WEST 3
DA-6047-2	Women's enlistment screening test, answer sheet, WEST 3 & 4
DA-6048	Women's enlistment screening test, WEST 4
DA-6048-1	Women's enlistment screening test, scoring key, rights, WEST 4

b Tests will be administered in accordance with the test administrator's manual appropriate to each test

c Reproduction of test material in whole or part is prohibited

d The security of all testing materials is mandatory In the event of loss of any controlled testing material, the test form concerned will be suspended from use and such loss will be investigated immediately by the responsible officer The report of investigation shall be forwarded to the Commandant of the Marine Corps (Code DPJ) via appropriate commands. Such report will include a statement that the test form has been suspended from use Suspended test forms may not be placed in use until authorized by the Commandant of the Marine Corps The provisions of MCO P1000 6A, ACTS Manual, paragraph 1158 apply.

e. Unserviceable testing materials will be returned by certified mail to the district director. These materials will be destroyed by burning under the supervision of a person designated to handle test materials. A report of destruction is required and will indicate the date of destruction and the amount of material destroyed by title. The report will be signed by the person actually destroying the material and certified by a person witnessing such destruction. The report will be retained until 2 years after the test ceases to be effective.

#### 2208 TERM OF ENLISTMENT

1. Women applicants with no prior service in any branch of the Armed Forces may be enlisted in the Regular Marine Corps for 2, 3 or 4 years.
2. Women applicants with no prior active service may be enlisted in the Marine Corps Reserve for 3 or 4 years and request assignment to extended active duty for 2, 3 or 4 years. For enlistees in the 180-day delay program, paragraph 2404.3, the extended active duty period may not be more than 3 years (fig. 2-2).
3. Women applicants with no prior active service may be enlisted in the Woman Marine Special Enlistment Program in the Marine Corps Reserve (Class II, Ready Reserve) for a period of 3 years. (See current MCO 1001R.47 for instructions.)

#### 2209 DEPENDENTS

1. Women applicants with no previous Marine Corps service, active or inactive, who are married, or who are the sole or partial support of minor children or other dependents, shall not be accepted for enlistment in the Regular Marine Corps, or the Marine Corps Reserve.
2. Women applicants who have ever been pregnant are not acceptable for enlistment or reenlistment in the Marine Corps without prior approval of Commandant of the Marine Corps (Code DPJ). Normally, approval is given only in exceptional cases.
3. Women applicants who have a child or children under 18 years of age are unacceptable for enlistment or reenlistment. The term "child or children" means offspring of the woman herself, stepchildren, adopted or foster children. The fact that she has surrendered all rights to custody or control of the child or children through divorce proceedings or through formal adoption does not alter her status of unacceptability for enlistment or reenlistment.
4. Women applicants who are married or have dependents over 18 years of age, and have previous Marine Corps service, active or inactive, may be accepted for enlistment or reenlistment in the Regular Marine Corps provided they are eligible for appointment or reappointment to the grade of corporal or higher in accordance with current instructions. Prior approval must be given by the Commandant of the Marine Corps (Code DP).

## 2210 CIVIL RECORD

1 The provisions of subparagraph 2111.1 apply to women applicants and verification of their civil, including juvenile, records. Women applicants who have juvenile or youthful offender records or who have been convicted by a criminal court of any offense, except minor traffic violations, are not eligible for enlistment or reenlistment in the Marine Corps. No waivers will be granted.

## 2211 CHARACTER, EMPLOYMENT AND BACKGROUND INVESTIGATION

1 Obtain character and employment references in accordance with the following instructions:

a Use DD 370, Request for Report From (Employer) - (School) - (Personal References), to obtain character and employment references. A minimum of three character references and, where applicable, two employment references will be obtained

b. Have references accomplished by those persons who have had an opportunity to observe the applicant, i e., minister, school principal, guidance counselor, teachers, employers, or a person of good standing within the community. (Such requests will not be sent to an applicant's current employer without the applicant's prior consent )

c. In the event question or doubt arises upon receipt of these references, request sufficient additional information or references in order to obtain a satisfactory comprehensive evaluation of each woman applicant.

d. The completed forms are confidential in nature. Their source and contents will be treated accordingly and will not be made available for the information of any person outside the recruiting service. Whenever an applicant is rejected because of an adverse reference rating, it is incumbent upon recruiters to prevent any reflection on institutions, officials, or others who have made objective ratings

2. Conduct a comprehensive background investigation on each woman applicant for enlistment

a. Arrange for interviews with the parents and with disinterested members of the community for the purpose of obtaining further information regarding the applicant's background and character

b During this investigation, recruiters should be alert in order to discover information concerning character traits or emotional disturbances. Applicants who have been patients in a mental institution, or have been treated for chronic nervous or emotional difficulties, those who have been divorced and have not made good adjustment since divorce, and those who do not meet the moral standards of the community are not considered desirable

c. In instances where an applicant has resided in more than one community it is most essential that a complete background investigation be completed. When necessary, recruiting officers may request assistance from recruiting stations in different geographical areas in conducting these investigations.

## 2212 REQUESTS FOR WAIVERS

1. A request for waiver of any kind will contain the following information in addition to information required for the specific type waiver:

a. Score attained on AFWST and number of test

b. Evidence of civilian education and grades earned in school. Whenever the individual did not complete school, give reason for dropout, and provide evidence of GEDT results.

## DD Form 4 for WOMEN MARINES - Initial Enlistments

R U L E	A	B	C	D	E	F	G	H	
	If Term of Enlistment is	And Individual Desires	Then appropriate items of the DD-4 should be:						
			Item 4	Item 7	Item 13	Item 14	Item 49	Item 57	
1	4 years	Regular - immediate active duty	USMC	FOUR	ØØ	Leave Blank	Leave Blank	four USMC	
2		180-Day-Delay to go Reg upon asgn to active duty INITIAL CONTRACT	USMCR (C)			Inactive Duty		four USMCR	
		REGULAR CONTRACT	USMC			TWO, THREE or FOUR		Leave Blank	Indicate Pool Time
3		180-Day-Delay to go 2 years EAD*	USMCR (C)	FOUR		24	Inactive Duty	Leave Blank	four USMCR
4		180-Day-Delay to go 3 years EAD*							
5		Reserve enlistment-IMMEDIATE EAD-2 years*							
6		Reserve enlistment-IMMEDIATE EAD-3 years*							
7	3 years	Regular - immediate active duty	USMC	THREE	ØØ	Leave Blank		three USMC	
8		Reserve enlistment-IMMEDIATE EAD-2 years*	USMCR (C)		24	Immediate Active Duty		three USMCR	
9	2 years	Regular - immediate active duty	USMC	TWO	ØØ	Leave Blank			two USMC

\*Do not type new DD Form 4 for personnel going to extended active duty (EAD). Issue orders and ensure that copies of these orders accompany all copies of the DD Form 4.

Figure 2-2

c Work experience since leaving school or since last discharge from the service, whether part time or full time If prior service in another Armed Force, indicate branch, former service number, type duty performed and reason for discharge.

d Three pictures of the individual (one front face and one profile, passport-type - one full length standing, side view)

e Short handwritten autobiography.

f. Recommendations from former employer(s) and school officials.

2 In addition, all requests for waivers of medically disqualifying defects will contain SF 88, in duplicate, and SF 93 completed by the applicant Requests for waivers of medically disqualifying defects will not be made by message.

#### 2213 APPROPRIATE AND INAPPROPRIATE PERSONAL ITEMS FOR TRAVELING TO RECRUIT DEPOT

1 The following articles are acceptable and recommended

a. A minimum amount of appropriate seasonal civilian attire with stockings and comfortable shoes. (For example a skirt or suit with blouses, or dresses, depending upon time spent en route )

b Underclothing and full length white slips A girdle suitable for wear with the uniform will be purchased at the Marine Corps Exchange during the first week.

c. Two sleeping garments (preferably pajamas)

\*d A robe (preferably plain style and quick drying) and slippers.

\*e. A conservatively cut bathing suit and bathing cap A two-piece suit may be worn if it is not a bikini

\*f Towel and face cloth, soap, deodorant, toothbrush and toothpaste, safety razor

\*g. Steam iron (regular size is better than travel size)

\*n Shower clogs

1. If glasses are worn, regular glasses instead of contact lenses are recommended

j. Individuals may bring a camera

k Hairbrush, comb, bobby pins, and hair rollers

1. It is also recommended that individuals bring about \$25 to take care of incidental purchases until the first recruit payday, which is approximately 22 days after arrival.

m For convenience, all items should fit into one large suitcase, which should be carried with the individual rather than shipped independently

\*These items may be purchased in the Marine Corps Exchange; however, if the individual already owns them, it is preferable to bring them rather than make duplicate purchases after arriving at Parris Island

2. The following articles are not acceptable and upon arrival at the recruit depot will be confiscated or required to be sent home. Items listed in paragraph 2114.2 through 2114.5 except cameras.





## PART D PROCESSING OF PERSONNEL

## Section 1 GENERAL

## 2300 PURPOSE

1. To establish procedures for processing personnel accessions into the Marine Corps from time of application until enlistment and transfer to the Marine Corps recruit depot or initial duty station. Processing generally can be described as preenlistment procedures which establish an individual's eligibility for enlistment or reenlistment, enlistment procedures including physical and mental qualification, effecting the enlistment, and transfer of personnel by the joint processing unit of the Armed Forces examining and entrance station.

## 2301 SOCIAL SECURITY NUMBERS

1. Social security numbers are the primary means of personnel identification.
2. An applicant must have a social security number before enlistment.
3. Pseudo social security numbers are not authorized and will not be used.
4. All correspondence, requests for waiver, etc., will contain a valid social security number as required by current Marine Corps directives.

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## Section 2 PREENLISTMENT PROCEDURES

## 2325 GENERAL

1 Preenlistment processing procedures are normally accomplished at the permanent contact station/recruiting substation or recruiting station prior to referral of an applicant to AFES for enlistment processing. Physical and mental qualifications may be accomplished incident to the preenlistment procedures where such referral will result in economy of time and money or will ensure that an individual is eligible for a particular program. Preenlistment eligibility will be established and recorded through the completion of the following records and documents:

## 2326 POLICE RECORD CHECK (DD FORM 369)

1 To provide a standard for local police checks in all places in which the applicant has lived since the age of 15 (age 14 for those less than 18 years of age). This form will also be used to obtain verification of prior civil court actions, juvenile court adjudications or other youthful or wayward minor records in existence, or to verify that no such record exists. When used for police checks the original will be retained in the recruiting station files.

## 2327 STATEMENT OF PERSONAL HISTORY (DD FORM 398)

1 General Information This form will be prepared for all applicants for enlistment or reenlistment in the Marine Corps. The form will be initiated during initial interview and will be used to eliminate unqualified or undesirable applicants. The nature of the form is such that much of the information necessary to complete the items thereon must be obtained by the individual from his family and local records. In addition to use as an applicant screening device, DD 398 will be used to:

a Request permission to enlist certain alien applicants as required by paragraph 2105.

b Initiate National Agency checks by recruit depots as required by current directives.

c Establish a basis for appropriate action in cases of individuals who obtain enlistment through fraud.

2 Preparation Instructions. Answer all questions. If an item is not applicable, indicate "N/A" (not applicable). Do not use the term "Unknown" for dates, schooling, employment, or residences - if unsure, show approximate date and indicate "APPROX." Forms must be typed or neatly printed in ink. Copies may be prepared using carbon paper or a permanent reproduction method such as Xerox. Each copy must be signed and witnessed in ink.

a Item 1 Check the appropriate box and list full name, to include first, middle (maiden name if applicable), and last name, in that order. If no middle name, use "(NMN)." If initial only, insert the appropriate initial followed by "(IO)." Indicate "Jr," "II," or "III," as appropriate.

b Item 2 Self-explanatory.

c Item 3. List all other names by which known to include aliases, nicknames, or changes in name. This includes all names under which applicant has been known to employers, associates or others. If known by a middle name or initials only, so indicate. Nicknames derived from given names should not be listed, e.g., "Joe" if name is "Joseph." If applicant has been known by

any other last name not identical to that appearing in item 1, so indicate and give inclusive dates. If none of the above apply, insert "N/A." If adopted, give date and place in item 20

d Item 4 This item reflects home of record or legal address

e Item 5 Spell out or abbreviate birth date, e g , 2 June 1934, do not use numbers, as 6-2-34

f. Item 6. If the answer to any one of these questions is "Yes," include a complete explanation under item 20 with dates and places and the doctor and/or hospital if any treatment was involved (NOTE This item is frequently left uncompleted Review to ensure that all questions are answered )

g Item 7 Citizenship status as reflected in this item must be complete, i e , each block must be completed or annotated "N/A" as appropriate. If a naturalized citizen, list certificate number, date and place of naturalization court. If citizenship is derived, list the certificate number(s) of parents, the date and place of naturalization. If an alien, list alien registration number, citizen of what country, date and place of entry into the United States. If an alien has not applied for naturalization, state reason in detail in item 20. If naturalization application is pending, explain the circumstances in item 20. If applicant has been lawfully admitted into the United States under an immigration visa for permanent residence, list the I-151 number. If the information required above is not readily available, it must be obtained from parents or other sources in possession of such information

h Item 8. Self-explanatory

i. Item 9 Do not list service schools except Military Academies. Grammar schools will be listed only if the grammar school was the last school attended. Indicate whether graduated from each school and college and indicate college degree(s) received, if any. Location of school must be shown, if located in a large metropolitan city, borough or subdivision will be shown. The specific school or college of all universities attended must be shown

j Item 10 List name of each close relative identified at the beginning of this item, including stepbrothers, stepsisters, parents-in-law, children by other marriages, each preceded by an appropriate identification, e.g., brother, sister, daughter, etc. Full names must be shown. For married female relatives, give both maiden and married name (e g , Alice May Jones, nee Smith, also known as (AKA) Mrs. James Robert Jones). Give day, month, year, city, and state of birth. Indicate date and place of marriage in item 20 or enter "N/A," if not married, in spouse block. If previously married, list former spouse(s) together with date and place of divorce /annulment. For each listed person born outside of the United States, use item 20 to show: name, date and place of birth, date and port of entry into the United States, alien registration number, date of naturalization, place of naturalization, name under which naturalized, name and location of court jurisdiction, and naturalization certificate number, when applicable. Present addresses must include street, number, city, and state. If any member of the immediate family is deceased, list year of death.

k Item 11. Furnish complete identifying data regarding each relative or alien friend required to be listed under this item. Do not include U S Government personnel or their dependents on overseas assignment. If "N/A," so state. Give the current name of the country in which the relative presently resides. When relatives and alien friends reside in any of the following countries, the method (mail, personal visits, etc ) regularity, and recency of contact, if any, with such individuals must be shown in item 20 or on a separate sheet: Albania, Bulgaria, Chinese People's Republic (Communist China, including Tibet), Cuba, Czechoslovakia, Democratic People's Republic of Korea (North Korea), Democratic Republic of Vietnam (North Vietnam), German Democratic

Republic (GDR-East Germany, including the Soviet sector of Berlin), Hungary, Mongolian People's (Outer Mongolia), Poland, Rumania, Union of Soviet Socialist Republics (U.S.S.R.), including Estonia, Latvia, Lithuania, and all other constituent republics, and Yugoslavia. If Germany, indicate whether East or West.

1. Item 12 Self-explanatory

m Item 13 List all employment in chronological order, beginning with present employment. Include part-time and school vacation employment, self-employment, and unemployment. Do not list military service or education under this item. Include complete names, street, street number, city and state. If any employment was in a large metropolitan city, indicate the borough or subdivision. If employed by a large manufacturing concern, give the name of the specific plant or division and its address. The month and year of beginning and ending of each period must be shown. If self-employed, or unemployed, during any period, list in item 20 or on separate sheet, the complete names and addresses of individuals who can verify period of self-employment and/or unemployment, and the complete name and address of the business if self-employed. Note that there are three questions at the end of this item. Any "Yes" answer must be explained in item 20. Social Security number must be given. If not known, it must be obtained before completing the form.

n Item 14 Credit references are no longer required. List five character references, do not use relatives, former employers, or persons outside the United States. Give ZIP Code, if available, for addresses of references. All character references must be adult persons and, where possible, should be individuals with whom a close and continuing relationship exists or has existed. If available, list both references home and business address, and phone number. If military personnel are listed as references, their military grade and complete current address (with ZIP Code) must be given. If any references are located in a large metropolitan city, indicate the borough or subdivision. The time required to complete a background investigation may, in many cases, be considerably shortened if all or the majority of listed personal references are located within one geographic area.

o Item 15 It is no longer necessary to list all residences from 1 January 1937. List all places of residence during the last 15 years, in chronological order by month and year.

p Item 16 Give pertinent information, including complete names and locations, of each organization of which the applicant has been a member, and indicate any offices held. National Guard and Reserve organizations (if not reflected elsewhere) must be listed. If this item does not apply, enter "N/A."

q Item 17 Read carefully. Each question requires either a "Yes" or "No" answer. If a "Yes" has been checked in answer to any question, enter a complete and detailed explanation in either the space provided or in item 20.

r. Item 18. If the applicant was ever detained, held, or arrested by the police or any law enforcement agency, regardless of the outcome, he must answer this item "Yes." List the date, nature of the offense, location, and disposition of the case. Minor traffic violations may be excluded if the total cost was \$25 or less. The \$25 limit does not apply to any other offense or violation. All courts-martial must be listed.

s Item 19. Give details of any incident or situation which is felt to require some explanation.

t Item 20. Use this space for continuation of other items where insufficient space was provided. If necessary, use attached sheets and indicate by

stating "See attached sheet(s)" at the end of this space. Each copy of this Statement of Personal History and all attached sheets must be signed by both the applicant and a witness. Each copy must be dated. The applicant must understand that the certificate he signs must be accurate in every detail (to the best of his knowledge and belief), and understand the implications of certifying to false statements

### 3 Disposition

a. Completed DD 398 (original only) will accompany request for authority to enlist certain aliens as required by paragraph 2105. Upon enlistment, the duplicate and triplicate DD 398 will be distributed as indicated in subparagraph 3b, below.

#### b Enlistment and reenlistment

(1) Original Forward to activity effecting enlistment for submission with the duplicate enlistment contract, except in cases of approved aliens as indicated in subparagraph 3a, above

(2) Duplicate Forward to activity effecting enlistment for submission to appropriate Marine Corps recruit depot for individuals requiring recruit training

(3) Triplicate Retain in recruiting station files.

## 2328 ARMED FORCES SECURITY QUESTIONNAIRE (DD FORM 98)

### 1. General Information

a. This form is provided to permit the applicant to furnish information concerning his security qualifications so that his loyalty to the United States may be determined

b. Prepare the original only.

c. Each applicant for initial enlistment in the Marine Corps or Marine Corps Reserve shall execute a DD Form 98 prior to such enlistment. Execution of DD Form 98 normally shall not be required for reenlistment provided the individual to be reenlisted has had continuous service (no more than 90 days lapse therein) in the Marine Corps or Marine Corps Reserve and has previously satisfactorily completed DD Form 98. Retired members of the Marine Corps and Marine Corps Reserve shall execute DD Form 98 prior to being recalled to active or extended active duty

d. Each member of the Marine Corps Reserve (except those enlisted in the six month training program and subsequently ordered to active duty for training within a period of 1 year from initial enlistment) upon entering a tour of extended active duty, either voluntarily or involuntarily, shall further execute DD Form 98 immediately upon reporting to the initial activity to which official orders require him to report for such duty

e. Each member of the Marine Corps Reserve enlisted in the six month training program who has been ordered to involuntary active duty by reason of unsatisfactory participation in the Marine Corps Reserve, shall execute DD Form 98 immediately upon reporting to the initial regular activity to which official orders require him to report

f. If an applicant for enlistment/reenlistment intentionally fails or refuses to execute DD Form 98 in its entirety the enlistment/reenlistment will be denied

g If the completed DD Form 98 contains any answer other than "no" for question 2, part IV, or if a retired member of the Marine Corps or Marine Corps Reserve, or member of the Marine Corps Reserve being recalled to active or extended active duty as applicable, either voluntarily or involuntarily, intentionally fails or refuses to execute DD Form 98 in its entirety, the recruiting officer will do the following

(1) Withhold the enlistment, recall orders or orders to active duty or extended active duty, as appropriate. Exception When the answer to the question 2r, part IV, is "yes," the applicant may be completely processed without reference to Headquarters Marine Corps, as provided below, provided that

(a) The applicant is otherwise qualified, and

(b) The inquiry into the background to determine eligibility clearly reveals that there has been no attempt on the part of the applicant to hide his true identity, and

(c) There is nothing which may cause suspicion as to the applicant's loyalty.

(2) Forward the completed or partially completed DD Form 98 and all appointment or enlistment papers, recall orders, or orders to active duty, or extended active duty direct to the Commandant of the Marine Corps to the applicable code indicated below, with a letter report outlining in detail the circumstances surrounding the incident

(a) Code DP - applicants for enlistment.

(b) Code DF - retired members of the Marine Corps and Marine Corps Reserve being recalled to active or extended active duty, or members of the Marine Corps Reserve being recalled to extended active duty with the Regular Establishment, either voluntarily or involuntarily

(c) Code AFC - members of the Marine Corps Reserve being ordered to extended active duty with the Reserve Establishment

(d) Code DC - applicants for reenlistment

2 Disposition. Forwarded to the activity effecting enlistment

2329 STANDBY RESERVE CONTROL (DD FORM 889) AND STANDBY RESERVE NOTICE AND REPORT (SSS FORM 91)

1. Purpose

a. The DD 889 is designed to serve a twofold purpose. It will be used by the Commanding General, 4th Marine Aircraft Wing, Marine Air Reserve Training Command, the District Directors, and the Commanding Officer, Marine Corps Reserve Forces, Class III, to notify selective service authorities of transfer of reservists to or removal from the Standby Reserve. The Selective Service System will use the form to report initial availability for active duty to the armed services.

b SSS 91, will be used by the Selective Service System to notify the services, annually, of the redetermined availability of each member of the Standby Reserve

2 Preparation of DD 889 by the Commanding General, 4th Marine Aircraft Wing, Marine Air Reserve Training Command; the District Directors, and the Commanding Officer, Marine Corps Reserve Forces, Class III

a. Both sides of DD 889 will be prepared by the custodian of the reservist's service record book/officer's qualification record in the case of each transfer to the Standby Reserve. The necessity of entering the selective service number on this form cannot be overemphasized. If the reservist concerned is a selective service registrant, the completed form will be sent in an envelope to the State Director of the State in which the reservist is registered. The appropriate State Director can be determined from the selective service number which is composed of four elements, the first of which is the State code. If the reservist is not a registrant or if his selective service number is not known, the form will be sent to the State Director of the State in which the reservist maintains his current mailing address.

b. Upon removal of a reservist from the Standby Reserve for any reason, a DD 889 will be prepared and forwarded as follows:

(1) Complete lines 1 through 5 of the left front side of the form as outlined in the "Legend" enter an "X" and the date of removal in the appropriate blocks, and stamp the address of the preparing activity on the reverse of the same half of the form.

(2) When enlisted personnel are processed for discharge the above requirements will be completed. In addition, a notation will be placed below line 5 and on the right-hand side of the form beneath the new address indicating the type discharge and discharge date.

(3) Forward only the completed left half of the form to the appropriate State Director as determined from the selective service number or the Standby Reserve number. In those cases in which the number is not known, the form must be forwarded to the same State Director to whom notification of entry into the Standby Reserve was previously addressed.

c. When a DD 889 is prepared on officers or enlisted reservists, either for transfer to or removal from the Standby Reserve, an appropriate entry on the remarks page of the service book/officer's qualification record will be made.

3 Determination of Availability of Standby Reservists for Active Duty The Director of Selective Service determines the availability of Standby reservists for involuntary active duty.

4 Selective Service Notifications. When availability for active duty has been determined, the cognizant selective service board will complete and return the right half of the DD 889 to the headquarters from which received. The left half is retained by the board for future references. The right half will be completed as follows:

a. An "X" will appear in the "Yes" or "No" block below the line "Available for Active Duty." For the reservist who does not respond to the Selective Service Questionnaire, upon which the determination is based, an "X" will be shown in the "No" block and in the block "Received But Did Not Return Questionnaire" ("RBDNRQ" on SS Form 91). For those whose questionnaire was returned by postal authorities as undeliverable, an "X" will be shown in the block "Did Not Receive Questionnaire" ("DNRQ" on SSS 91) and in the "No" block.

b. When address is different from the one reported by the Marine Corps activity, the new address will be shown.

c. A selective service number, or a Standby Reserve Control number, as appropriate, will be shown, if a number was not previously assigned. (The same formula used for the selective service number is used for the Standby Reserve Control number.)

d. The local board stamp will be affixed.



5. Redetermination of Availability of Standby Reservists for Active Duty  
Availability will be redetermined annually by means of SSS 91, a two-part postal card, mailed to each reservist by the local board having cognizance. Upon return of that part of the form completed by the reservist, the board reviews the case, indicates his redetermined availability on the form and forwards it to the Commanding Officer, Marine Corps Reserve Forces, Class III.

6 Action by the Commanding Officer, Marine Corps Reserve Forces, Class III.  
Upon receipt from the Selective Service System of the DD 889 or the annual SSS 91, an appropriate change in the personnel accounting system will be made if necessary, and the appropriate form will be filed in the service record book or officer qualification record. Only the current DD 889 or SSS 91 will be retained

2330 APPLICATION FOR VERIFICATION OF BIRTH FOR OFFICIAL U S. ARMED FORCES USE ONLY (DD FORM 372)

1. This form is provided for use by the recruiting officer in establishing the correct date of birth of an applicant for enlistment who cannot provide other documentary evidence of his or her correct date of birth, as listed in paragraph 2102. Prepare the original only.

2. The returned verified form is retained at the recruiting station.

2331 REQUEST FOR REPORT FROM (EMPLOYER) - (SCHOOL) - (PERSONAL REFERENCE) (DD FORM 370)

1. General Information. This form is provided to obtain character or employment references for prospective Marines when required by paragraphs 2111 and 2211, or directed by the recruiting officer.

2. Disposition. Only the original is prepared for each reference. All personal references of personnel enlisted will be retained in the recruiting station files after final decision has been made in such case.

2332 CONSENT, DECLARATION OF PARENT OR LEGAL GUARDIAN (DD FORM 373)

1 This form is provided to record the written consent of parents or guardian as required by paragraphs 2104 and 2204, and to record the birth verification

2 Prior to signature of the parent or legal guardian, the term of service will be recorded on the form in the space indicated. The term of enlistment will not subsequently be increased without completion of a new form.

3. When this form is executed precedent to enlistment in the 180-day-delay program as authorized in paragraph 2404, only the words "United States Marine Corps" will be typed in the space entitled "Service or component for which consent is given" regardless of whether the applicant ultimately is assigned to extended active duty or enlisted in the Regular Marine Corps.

4. Signature of individuals listed in paragraphs 2104 and 2204 will be affixed to the document in the presence of the witnessing official. The witnessing official may be either:

a. Recruiting officer or recruiter. The grade and title of the witnessing official will be shown in the space provided.

b. Notary public or other official as provided in UCMJ, art 136. The title of the witnessing official will be shown This method of witnessing

will be used only when the circumstances preclude witnessing by recruiting service personnel.

5 The reverse of this form provides for the recording of date and place of birth of the applicant. The entries in this section will be made as follows.

a. In all cases, record the name, place of birth, date of birth and how the date of birth was verified

b. In cases where the last name of the applicant is different from that of the person or persons who have signed the consent papers, or where the applicant was furnished proof that he has no one legally qualified to furnish the required consent, an explanation will be given under "remarks" to include a description of the documentary evidence inspected

c The signature will be that of the recruiter who verifies the information in this section

6. Disposition

a Original Forward to the activity effecting the enlistment for submission to the Commandant of the Marine Corps (Code DGK)

b Duplicate. Forward to the activity effecting the enlistment for transmission to the initial duty station as a supporting document to the original enlistment contract

c Triplicate. Will be retained in recruiting station files

d. Quadruplicate May be forwarded to AFEEs to authorize mental and physical examination of applicant

2333 AGE CERTIFICATE (NAVMC 5002)

1 This form is provided for use by recruiting officers in verifying the age of an applicant for enlistment when there is no other evidence available or known. This document must be substantiated by corroborating evidence as required by paragraph 2102. This form will be retained on file at the recruiting station to support the age reflected on DD 4.

2334 CERTIFICATE OF PROOF CITIZENSHIP OF A FOREIGN BORN APPLICANT FOR ENLISTMENT (NAVMC 538)

1 This certificate is designated for establishing the fact of U. S citizenship of a foreign born applicant, and recording the information used to establish the fact. The certificate will be completed prior to initial enlistment of the individual, as follows

a Prepare in duplicate for those applicants born outside the United States, Puerto Rico, Guam, American Samoa or the Virgin Islands.

b Indicate by an "X" in the appropriate square(s) the method(s) by which the applicant obtained citizenship Remember that it requires a combination of two of the methods numbered from 2 to 5 for a foreign born applicant to obtain U. S. citizenship, except.

(1) Where one of his parents is dead and the survivor is a naturalized citizen

(2) Where his parents are legally separated and the parent having legal custody is a naturalized citizen

2. Original. Forward to the activity effecting the enlistment for submission to the Commandant of the Marine Corps (Code DGK) as a supporting document to the duplicate of the enlistment contract.

2335 REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT (DD FORM 368)

1 This form will be used by the recruiting service as required by paragraph 2023 to request clearance from the National Guard or to verify that an inactive member of a Reserve component of a branch of the Armed Forces, other than the Marine Corps, is not in receipt of orders to extended active duty within the next 60 days exclusive of 15 days active duty for training

2. Forward to the activity effecting enlistment of the individual to ensure that a request for discharge is submitted to the appropriate Reserve or National Guard unit upon enlistment

2336 ADMINISTRATIVE REMARKS (NAVMC 118(11))

1 This form is provided to record administrative information required by current directives which pertains to circumstances surrounding enlistment, i e., buddy system enlistee, guarantees for Women Marines, aviation guarantee, waiver of sole surviving son status, remarks concerning USMCR(J) program and such other remarks which have a bearing on an individual's enlistment

2. The completed NAVMC 118(11) will be submitted to the activity effecting the enlistment for transmission to the initial duty station  
In addition, an entry is required on members discharged from USMCR(J) contracts who are not assigned to active duty. The administrative remarks page is then forwarded as a supporting document to Commandant of the Marine Corps (Code DGK) see par. 2351 and current edition of MCO P1070.12, IRAM, par. 4006.

2337 EXAMINATION OF APPLICANT BY RECRUITING OFFICER (NAVMC 136)

1 This form is designed for recording the applicants' answers to questions regarding any previous application for enlistment, police record, disqualifying characteristics, education, and means of birth verification Instructions for preparation and disposition of the form follow

a Prepare for all individuals enlisting or reenlisting in the Marine Corps or Marine Corps Reserve, except those whose enlistments are effected immediately after discharge (within 24 hours, Saturday, Sunday and holidays excepted) from the Marine Corps or Marine Corps Reserve. The form will be completed in the case of enlistments in the Marine Corps from the Marine Corps Reserve ("J" Category)

b. If the applicant admits having ever been arrested, regardless of substantiation by civil records, record the fact no matter how minor the offense

c A "yes" answer in items 19 through 21 is disqualifying and no waiver will be submitted

d A "yes" answer in item 22 is disqualifying unless the sole surviving son status has been waived in accordance with paragraph 2110

e A "yes" answer in item 23 is disqualifying unless a waiver has been obtained from the Commandant of the Marine Corps (Code DP) in accordance with paragraph 2110

f An answer of "yes" in item 24 is disqualifying unless waived in item 25

g Item 25 should be marked N/A if item 24 is answered "no."

h. If an applicant does not meet the moral qualifications prescribed by paragraph 2111, but the recruiting officer believes the applicant to be morally sound, the recruiting officer will take the following action

(1) Complete all applicable sections in part II on the reverse of the form. The blocks entitled "Information obtained by" and "Birth verification" will not be left blank.

(2) Forward the completed original and three copies to the appropriate Director, Marine Corps District or Commanding General, 4th Marine Aircraft Wing, Marine Air Reserve Training Command, for disposition. Those cases requiring final determination at Headquarters Marine Corps will be further forwarded to the Commandant of the Marine Corps, Code DPJ or Code AFA, as applicable. When final action is completed by the Commandant or the appropriate intermediate command, the original and one copy of the completed form will be returned to the originator. A legible copy will be included in the records which accompany Marine recruits to their initial duty station. This distribution applies to both male and female recruits. Those applicants processed who are shipped to other than recruit depots will not have a copy of NAVMC 136 attached to their records.

1 When an applicant is enlisted, the completed original will be forwarded to the activity effecting the enlistment for submission to the Commandant of the Marine Corps (Code DGK) as a supporting document to the duplicate of the enlistment contract. Also, one copy will be included with documents which accompany the recruit to the recruit depot. A copy is not required for the records of reenlistees who are ordered to other than MCRD commands.

2 Directors, Marine Corps districts may authorize officers in charge, Marine Corps recruiting stations to delegate authority to execute part II of NAVMC 136 and DA 766 to the AFES Liaison NCOs. When such authority is extended by recruiting officers to the Liaison NCO, it will be in writing, setting forth in detail the extent of the authorization. A copy of each authorization will be forwarded to the Commandant of the Marine Corps (Code DPJ).

3 The Marine Corps recruiting officer will submit a complete NAVMC 136 for each applicant referred for enlistment. The NAVMC 136 and DA 766 constitute the authority for enlistment by the Armed Forces examining and entrance station. The completed NAVMC 136 will be forwarded by the enlisting activity to the Commandant of the Marine Corps (Code DGK), as a supporting document to the duplicate of the enlistment contract.

4. USMCR(J) enlistees who present themselves for enlistment in the Regular Marine Corps or who report for extended active duty need not have a new NAVMC 136 filled out unless their status has changed during the delay period. A locally procured rubber stamp may be utilized for those USMCR(J) enlistees whose status has not changed. The stamp will be impressed in black ink on the remarks column of the original NAVMC 136 (and all copies) with the following:

"Interviewed for active duty on     (date)    . No change in status since the initial NAVMC 136 interview.

    (Enlistee's signature)         (Signature)     "  
Officer in charge or designated  
representative

#### 2338 APPLICATION FOR ENLISTMENT (DD FORM 4WS)

1. A "work sheet" of the Enlistment Contract - Armed Forces of the United States (DD 4WS) shall be used as an application for enlistment. When utilized as the application for enlistment, DD 4WS will be prepared in duplicate and in accordance with instructions contained in paragraph 2351, with the following exceptions

a. "APPLICATION FOR ENLISTMENT - MARINE CORPS," shall be typed or stamped on the first page above the title.

b Those items which may be undetermined at time of referral and conditioned upon AFEEES processing will be left blank for completion at AFEEES. These items may include the following

(1) Item 1--Social Security Number

(2) Item 6--Date of enlistment

(3) Item 10--AFQT score If derived from the ASVAB, indicate AFQT score as follows AS (space) (score), e.g., AS 62. Further indicate in item 56 the name and location of the high school in which the ASVAB was administered, along with the date of examination.

(4) Item 25--Physical profile.

(5) Item 48--Mental test scores

c The recruiter responsible for processing the applicant will sign as witness in item 55 and include his grade and recruiting substation or permanent contact station

d. The recruiting officer or his designated representative will make and sign the following entry in item 56

"Verified            (Date)             
           (signature)            "  
           Grade & Position

2 The original of the application for enlistment will be forwarded to AFEEES with all supporting documents and the duplicate will be retained at the recruiting station.

3 The retained copy of the application for enlistment will be audited against the second copy of the enlistment contract prepared by AFEEES at the time of enlistment. Erroneous information revealed by this audit will be reported to the AFEEES in order that minor typographical errors on the original enlistment contract can be corrected and initialed. The second copy will be corrected and initialed by the recruiting officer or his representative before forwarding to the Commandant of the Marine Corps (Code DGK).

#### 2339 STATEMENT OF UNDERSTANDING OF MILITARY OBLIGATION (NAVMC 10479)

1 This form is designed for verifying an individual's understanding of the provisions of law regarding the military obligation he incurs upon enlistment in the Marine Corps or Marine Corps Reserve. This form shall not be used for personnel assigned to the "Six Months Training Program", for such personnel, a statement shall be prepared in accordance with paragraph 2340

2. Prior to administering the oath of enlistment to any male applicant for enlistment, except applicants for enlistment in programs leading to a commission, who are under 26 years of age and who have no prior service in any of the Armed Forces of the United States, including the Reserve components, the following procedure relative to this form shall be carried out:

a Prepare the form in duplicate.

b. Carefully explain to the applicant the information contained on the form

c Have the applicant sign the original and deliver the duplicate to him.

d Forward with other documents for inclusion with individual's service records.

2340 STATEMENT OF UNDERSTANDING UPON ENLISTMENT IN THE MARINE CORPS RESERVE SIX MONTH TRAINING PROGRAM (NAVMC 10480)

1 This form is designed for verifying an individual's understanding of the existing provisions of law and regulation regarding military obligation and Reserve participation requirements he incurs upon enlistment in the "Six Month Training Program" of the Marine Corps Reserve. It is explanatory and not contractual in nature.

2 Prior to administering the oath of enlistment to any male applicant for enlistment in this program the following procedure relative to this form shall be carried out:

a Prepare the form in triplicate.

b. Carefully explain to the applicant the information contained on the form.

c Have the applicant sign the original and all copies of the form and deliver the triplicate to him.

d Upon enlistment, dispose of the original and duplicate of the completed form as follows:

(1) Original Insert as a document in the service record book.

(2) Duplicate Forward with the duplicate enlistment contract as a supporting document to the unit diary which reports the joining.

## Section 3. ENLISTMENT PROCEDURES

## 2350 GENERAL

1 Enlistment processing consists of mental and physical qualification and effecting the enlistment of qualified applicants referred to the Armed Forces examining and entrance station who are certified as acceptable for enlistment by the Marine Corps recruiting officer. The following instructions are provided for guidance of AFEES commanders in effecting enlistment and execution of required documents and records for Marine Corps accessions.

## 2351 ENLISTMENT CONTRACT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)

1 General Information

a. This contract will be prepared for all inductions and enlistments in the Regular or Reserve components of the Marine Corps.

b. For an enlistee, the enlistment contract is the basic document establishing a legal relationship between the Marine Corps and the individual during his term of service, it also provides pertinent information regarding the individual, required for administrative purposes and establishes a permanent historical record after the enlistment has expired. The signing of the enlistment contract by the individual after the oath of enlistment has been given completes the administrative and legal action of becoming a Marine.

c. For inductees the enlistment contract does not constitute an official agreement but is used only as a statistical tool from which data will be extracted for personnel accounting purposes. For personnel in this category, only blocks 1 through 49 should be completed.

d. AFEES will transpose to the enlistment contract, the information furnished by the Marine Corps recruiting officer on DD 4ws. Changes in entries will not be made without the approval of the Marine Corps recruiting officer or his designated representative.

e. The officer effecting the enlistment or reenlistment in the Marine Corps Reserve (Category "K" or "A") is responsible for the completion and accuracy of the enlistment contract.

2. Preparation Instructions. The DD Form 4 will be prepared and distributed in accordance with instructions contained in paragraph 4006 of MCO P1070.12 (IRAM).

## 2352 RECORD OF EMERGENCY DATA (NAVMC 10526)

1. General Information. The purpose of this form is to provide for each Marine a current official record of persons to be notified in case of emergency.

2. Preparation Instructions. The NAVMC 10526 will be prepared and distributed in accordance with instructions contained in paragraph 4016 of MCO P1070.12 (IRAM).

## 2353 FINGERPRINT RECORD (DD FORM 369)

1. The fingerprint portion of this form will be executed on all personnel other than recruit enlistments for the purpose of determination of any criminal record by the Federal Bureau of Investigation. (Note DO NOT complete the police record check side of this form when submitted for FBI record purposes.)

2. Forward the completed form to

Federal Bureau of Investigation  
Attention Identification Division  
2d and D Streets, S. W.  
Washington, D C. 20535

## 2354 REPORT OF MEDICAL EXAMINATION (SF 88) AND REPORT OF MEDICAL HISTORY (SF 93)

1. This record of the physical examination and medical history is prepared by the examining activity. The physical examination and medical history form will be completed at the AFEEs in accordance with the standards prescribed in AR 40-501. The audiogram will be attached to the first copy of SF 88.

2. The original SF 88 and 93 will be attached to the number two copy of the enlistment contract, DD Form 4, and forwarded to the Commandant of the Marine Corps (Code DGK) along with other enlistment documents. One copy of the SF 88, with audiogram attached, and one copy of SF 93 will be forwarded to the appropriate Marine Corps recruit depot in the case of all nonprior service accessions, and prior service enlistees who require recruit training. One copy of SF 88 and 93 for personnel not transferred to recruit training will accompany the individual to his first duty station.

3. In all cases the original SF 88 and 93 will be attached to the copy of DD Form 4 forwarded to the Commandant of the Marine Corps (Code DGK) and copies of SF 88 and 93 will be used to open the field Health Record.

## 2355 NOTIFICATION OF HOME ADDRESS AT TIME OF LATEST ENTRY INTO ACTIVE SERVICE (DD FORM 53)

1. This form will be completed on all personnel enlisting in the U. S. Marine Corps and Reservists assigned to extended active duty. The form is not required for inductees.

2. Forward the completed form to the appropriate State Director of Selective Service.

## 2356 REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT (DD FORM 368)

1. In addition to the use of this form described in paragraph 2335, it will be used to request discharge of members of the Reserve component, exclusive of the Marine Corps Reserve Category "J" who are enlisted in the Marine Corps.

2. Forward to the Reserve or National Guard unit of which the man is a member immediately after enlistment into the U. S. Marine Corps.



## Section 4 POSTENLISTMENT PROCEDURES

## 2375 GENERAL

1. This section prescribes those procedures for disposition of records subsequent to enlistment, initial duty station assignments, and transfer of enlistees by the Armed Forces examining and entrance station (AFEES). Recruiting officers will affect maximum coordination with AFEES commanders and ensure that Marine Corps administrative matters performed by AFEES are accomplished in accordance with current directives.

## 2376 DISTRIBUTION OF RECORDS

1 The following records will be sealed in an envelope, addressed to the initial duty station designated by the recruiting officer and entrusted to the individual concerned or the man in charge of a group of enlistees

a Statement of Personal History (DD 398) - Signed duplicate (all recruit enlistments).

b. Consent, Declaration of Parent or Legal Guardian (DD 373) - Duplicate (When required )

c Administrative Remarks (NAVMC 118(11)) - Original

d. Enlistment Contract - Armed Forces of the United States (DD 4) - Original

e. Record of Emergency Data (NAVMC 10526) - Original

f Report of Medical Examination (SF 88) - First copy with audiogram card attached

g Report of Medical History (SF 93) - One copy

h Statement of Understanding of Military Obligation (NAVMC 10479) - Original

i Examination of Applicant by the Recruiting Officer (NAVMC 136) - One copy to the appropriate MCRD

2. The following records will be forwarded via airmail to the Commandant of the Marine Corps (Code DGK)

a. Consent, Declaration of Parent or Legal Guardian (DD 373) - Original (when required).

b. Certificate of Proof of Citizenship of a Foreign Born Applicant (NAVMC 538) - Original (when required).

c. Enlistment Contract (DD 4) - Duplicate.

d. Examination of Applicant by Recruiting Officer (NAVMC 136) - Original.

e. DD 398 - Original.

f. DD 98 - Original.

g. SF 88 - Original.

h. SF 93 - Original.

3. The following records will be forwarded to the recruiting activity referring the enlistees to AFEEs for enlistment and shipment:
  - a. Enlistment Contract (DD 4) - Original, and all copies for USMCR(J) and USMCR(C), triplicate and quadruplicate for USMC.
  - b. Copy of orders effecting transfer to initial duty station.
  - c. SF 88 and 93, distribution to be made in accordance with paragraph 2354.
4. The Notification of Home Address at Time of Latest Entry Into Active Service (DD 53) will be forwarded to the State Director, Selective Service.
5. The original copy of Request for Discharge From Reserve Component (DD 368) will be forwarded to the commanding officer of Reserve or National Guard unit in the case of those personnel who have previously been granted clearance and are subsequently enlisted into the Marine Corps.
6. In the case of all personnel processed and shipped, other than those who are transferred to Marine Corps recruit depots for recruit training, forward to the Federal Bureau of Investigation, Attention. Identification Division, 2d and D Streets, S. E., Washington, D. C. 20535, the original Fingerprint Record (DD 369).
7. The Record of Emergency Data (NAVMC 10526) (duplicate and triplicate copies) will be forwarded to the Commandant of the Marine Corps (Code DNA).

#### 2377 TRANSFER OF PERSONNEL

1 The officers in charge, Marine Corps recruiting stations, will direct the transfer of personnel upon enlistment or reenlistment in the Regular Marine Corps or upon assignment to extended active duty, in the case of Category "J" Reservist, in accordance with the following instructions

- a. Upon enlistment, an individual who has not previously completed Marine Corps recruit training, or who has not completed the training set forth in subparagraph b, below, will normally be transferred to the appropriate Marine Corps recruit depot as follows

(1) To Marine Corps Recruit Depot, Parris Island, South Carolina, all personnel enlisted by the following activities:

1st Marine Corps District  
4th Marine Corps District  
6th Marine Corps District  
MCRS, Marine Barracks, c/o FPO New York 09550

(2) To Marine Corps Recruit Depot, San Diego, California, all personnel enlisted by the following activities, except women who will be transferred to Marine Corps Recruit Depot, Parris Island, South Carolina

8th Marine Corps District  
9th Marine Corps District  
12th Marine Corps District  
MCRS, Marine Barracks, Box 151, Naval Forces, c/o FPO San Francisco 96630

Modification of the above will be published by separate letter.

b. A person enlisting in the Regular Marine Corps will require recruit training unless he meets one of the following conditions

- (1) Has served 90 days or more on continuous active duty as a U. S. Marine, or,
- (2) Has attended at least 72 drills as a member of an Organized Marine Corps Reserve unit and two periods of annual field training; or,
- (3) Has successfully completed the Senior Course of the Platoon Leaders Class, or,
- (4) Has previously completed Marine Corps recruit training, or
- (5) Is appointed/reappointed to the grade of corporal or above.

c. Members of the Marine Corps Reserve, Category "K" who have completed Marine Corps recruit training and who apply and are accepted for aviation training in accordance with paragraph 2400, will be ordered to report directly to the Commanding Officer, Marine Aviation Detachment, Naval Air Technical Training Center, Millington, Memphis, Tennessee.

d. Personnel not assigned in accordance with subparagraphs 1a through 1c, above, will be assigned as follows:

(1) The Commandant of the Marine Corps (Code DFB) will direct assignment of broken and continuous enlistments effected by recruiting officers and not requiring prior approval by the Commandant of the Marine Corps (Code DC) Any questions regarding assignment of a duty station for broken and continuous enlistees should be directed to the Commandant of the Marine Corps (Code DFB) for resolution.

(2) In the case of all male personnel appointed or reappointed to the grade of private through corporal requesting overseas FMF assignment, a request for assignment instructions will be included in the normal request for reenlistment authority submitted to the Commandant of the Marine Corps (Code DCB).

(3) All male personnel appointed or reappointed to the grade of corporal who do not request FMF overseas assignment, male personnel appointed or reappointed to the grade of sergeant or higher, and women will be referred to the Commandant of the Marine Corps (Code DFB) for assignment instructions. For personnel in this category entitled to transportation for dependents and household effects, the officer in charge of the recruiting station will submit, by message, the name, grade, MOS, social security number and location of dependents to the Commandant of the Marine Corps (Code DFB).

e. Permanent change of station orders issued to all personnel enlisted or reenlisted in the grade of corporal with 4 or more years of prior service, or in the grade of sergeant or above, will include a statement of the Home of Record of the individual.

f. Personnel ordered to recruit depots for recruit training will not be authorized to perform travel by privately owned conveyance.

2. District directors will submit proposed weekly shipping schedules to the Commandant of the Marine Corps (Code DPJ) by the 15th of the month preceding the month scheduled. Base proposed input on estimated actual production as opposed to quota.

#### 2378 TRAVEL ORDERS

- 1 Travel orders for enlistees transferred to Marine Corps recruit depot for recruit training (recruit enlistments) will normally contain the information contained in the sample orders contained in figure 2-3. Additional information may be inserted to facilitate local transportation arrangements or other local needs as determined by the recruiting officer or the commander, AFEES
- 2 Travel orders for individuals who enlist and do not require recruit training will be prepared by the officer in charge, Marine Corps recruiting station. Such personnel may be referred to the AFEES for transportation in cases where the individual elects government transportation

#### 2379 INCENTIVES FOR CONTINUOUS AND BROKEN REENLISTMENTS

- 1 Recruiting officers are authorized to offer the following reenlistment incentives incident to procuring broken and continuous reenlistments in the Regular Marine Corps:

- a Immediate payment of reenlistment bonus and variable reenlistment bonus (when applicable)
- b Advance leave not to exceed 30 days.
- c Pay while on advance leave by immediately opening a pay record
- d Advance mileage to first duty station payable immediately upon reenlistment when entitled thereto
- e Advance leave rations

- 2 Administrative instructions applicable to the implementation of the foregoing are as follows

- a Recruiting officers

(1) Recruiting officers will prepare the Military Pay Order (DD 114) in accordance with the provisions of Navy and Marine Corps Military Pay Procedures (NAVSOP-3007), paragraph 10202. An extra copy of DD 114 will be prepared and inserted in the reenlistee's new service record as a document. The following information must be obtained from the reenlistee in order to complete this form

(a) Substantiation for proper credit of reenlistment bonus and Variable Reenlistment Bonus (VRB) if applicable, in accordance with the provisions of the Military Pay and Allowances Manual (DODPM), part 1, chapter 9 and the current MCO 7220 24

(b) Social Security Number

(2) To establish the monthly rate of withholding tax, obtain from the member a completed Employee's Withholding Exemption Certificate (U S. Treasury Department, Internal Revenue Service, Form W-4) in accordance with the provisions of NAVSO P-3007, paragraph 70103

(3) If the payment of the travel advance is desired, obtain the original and two copies of the member's orders, endorsing a copy of the orders to indicate the address to which a check for the travel advance should be mailed

(4) If advance payment of leave rations is desired, DD 114 will be prepared in accordance with NAVSO P-3007, paragraph 40111

(5) When it appears from information furnished by the reenlistee that he is eligible to make application for dependents allowance, the following paragraph will be included in his orders. "It appears from information furnished that you are entitled to make application for dependents allowance upon reporting to your first duty station. Your service records show you have a wife\* (only) and \_\_\_\_\_ dependent children." (\*Strike out inapplicable word or words.)

(6) Where payment of pay and allowances is desired while the member is on leave, the endorsed copy of orders, subparagraph (3), above, will be further endorsed to advise the disbursing officer of the date the check is desired and the address to which it should be mailed.

(7) When the required forms have been completed, they will be forwarded with the enlistee's orders to the disbursing officer servicing the command for processing and payment. It is suggested that recruiting officers seek advice from the disbursing officer in the preparation of the required forms if detailed instructions or experienced personnel are not available

(8) Recruiting officers will advise enlistees desiring immediate payment of reenlistment bonus and/or advance travel pay that they must take sufficient advance leave to enable the disbursing officer to open a pay record and make payment.

(9) In order to expedite payments to individuals under the foregoing provisions, recruiting officers will forward required documents, including original copy of the enlistment contract to the disbursing officer.

b. Disbursing officers

(1) Upon receipt of the disbursing documents listed above, applicable under the prevailing circumstances, the disbursing officer will open the pay record of the member concerned, make appropriate credit entries pertaining to reenlistment bonus or enlistment allowance and make payment thereon. Payment of travel advance will be made in accordance with Joint Travel Regulations. Subsequent payment of pay and allowances while on leave will be made as requested by the recruiting officer. The pay record will be retained by the disbursing officer until the final payment thereon is made and then forwarded together with a copy of the member's orders to the member's first duty station

(2) On first reenlistment, the disbursing officer will endorse the original of the enlistment contract in accordance with NAVSO P-3007, paragraph 10903 and return to the recruiting officer. On second or subsequent reenlistment, only the amount paid will be entered. He will request information relative to the number and amount of reenlistment bonus (less recoupment) previously paid be forwarded to the member's future permanent duty station by the Commandant of the Marine Corps (Code CDG). A copy of this request will be returned to the recruiting officer with the enlistment contract for insertion in the service record book as an interim document

(3) Disbursing officers will complete action on the foregoing requests on priority basis and have checks in the mail by the close of working hours of next working day after receipt of these documents

SAMPLE RECRUIT TRAVEL ORDERS

Armed Forces Examining and Entrance Station  
(Place)  
(Date)

From Commander  
To Private Alan R. MARINE, 199 28 33 26/99\_\_, USMC (Component of individual  
or man in charge of group)

Subj Orders

Ref (a) MCO P1100.61\_ (MPPM)

1. Having enlisted in the U. S. Marine Corps this date, you will take charge of the below listed individuals and the service records entrusted to you, proceed, and report to the Commanding General, Marine Corps Recruit Depot, (location), in accordance with the itinerary of travel in paragraph 3 below

NAMES OF OTHER RECRUITS INCLUDED IN THE GROUP INCLUDE GRADE, NAME, SOCIAL SECURITY NUMBER, COMPONENT, AND DESIGNATE INDIVIDUALS FOR SPECIAL PROGRAMS AS FOLLOWS PRECEDING NAME

AVIATION SCHOOL - "A"  
BUDDY GROUP - NUMBERED FOOTNOTE  
GND ENL PROG - SP- (number as appropriate)

2. The following transportation is furnished (INCLUDE T/R NUMBER AND COST OF TRANSPORTATION ON THESE ORDERS)

3. Your itinerary of travel will be as follows.  
(INCLUDE TIME, DATE, LOCATION AT ARRIVAL AND DEPARTURE POINTS AND IDENTIFY MODE OF TRANSPORTATION)

4. (INCLUDE INSTRUCTIONS FOR REPORTING AT DESTINATION, TO INCLUDE TELEPHONE NUMBERS OR PROCEDURES APPLICABLE TO EACH RECRUIT DEPOT)

5. Failure to comply with these orders is a military offense for which you may be punished under the Uniform Code of Military Justice. Likewise, any reported misconduct, such as intoxication or the destruction of property, could also result in military disciplinary action or civil liability.

6. The receiving activity will return a copy of the orders to the transferring activity indicating receipt of men and records and listing any discrepancies.

7. Travel involved in the execution of these orders is chargeable to Appropriation 17\*1105, 2750, MPMC-7\*, BCN 41690, CC74121, AAA 27.  
(\*Indicates current fiscal year)

(signature)

FIRST ENDORSEMENT

(date)

1. Received these orders this date. I certify that I have read and understand the instructions contained herein.

(signature)

MEMORANDUM ENDORSEMENT

(time) (date)

1. Personnel listed hereon reported with all records required by reference (a). The following discrepancies are noted:

(Receiving activity)

(signature)

(grade and title)

## PART E SPECIAL ENLISTED PROGRAMS

## 2400 AVIATION ENLISTMENT OPTIONS PROGRAM

1. Acceptable applicants for enlistment who express an interest in aviation duties may be enlisted into this program in accordance with the procedures set forth in separate Marine Corps directives.

## 2401 BUDDY PROGRAM

1. Recruiting officers are authorized to guarantee applicants who desire to attend recruit training together that they will be assigned 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

b This guarantee is limited to the same platoon only No assurance will be given as to assignment to the same squad or similar unit.

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

d Buddy groups will be identified by an entry on the Administrative Remarks (NAVMC 118(11)) in the service record.

e Orders effecting transfer to recruit depots will identify each member of such groups by a numbered footnote The footnote will read "Enlisted for assignment to the same recruit platoon."

2. This program is applicable to both male and female recruits

## 2402 AREA ASSIGNMENT OPTIONS - WOMEN

1 Under the provisions contained in separate directives women applicants may enlist for and be guaranteed area assignment options by enlisting or requesting extended active duty for a minimum period of 3 years

## 2403 ENLISTMENT OF STATE, COMMUNITY AND NAME PLATOONS

1 Enlistment of titled platoons is authorized, subject to the following provisions

a Name selected must in no way be susceptible to interpretations 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.

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

(1) Sickness or hospitalization.

(2) Assignment to the special training unit in the case of recruits who fail to attain desired standards of physical fitness or are deficient in military subjects

SAMPLE PRESCRIBED FORM FOR EXTENDED  
ACTIVE DUTY ORDERS

2503

## MILITARY PERSONNEL PROCUREMENT MANUAL

6. Requests for waivers of physical disqualifying defects for enlistment or reenlistment in the Marine Corps Reserve will be submitted to the Commandant of the Marine Corps (Code AFC) in accordance with the instructions contained in paragraphs 2113 and 2212

## 2503 MORAL PROVISIONS

1 Applicants for enlistment or reenlistment in the Marine Corps Reserve will be accepted or rejected under the same procedures as set forth in paragraph 2111

## 2504 ENLISTMENT FOR SPECIFIC RESERVE CLASSES PROHIBITED

1 Candidates to be enlisted or reenlisted in the Marine Corps Reserve in accordance with the provisions contained herein will be enlisted into the Marine Corps Reserve. Enlistment into a specific class of the Reserve is not authorized. Reservists whose enlistment contracts expire while serving on extended active duty and who immediately reenlist in the Marine Corps Reserve and are retained on extended active duty will be reassigned to the Reserve category in which serving at time of discharge

## 2505 PLACE OF ENLISTMENT

1 The place of enlistment is the place where the oath of enlistment is administered

## 2506 EFFECTIVE DATE OF ENLISTMENT

1 The effective date of enlistment is the commencement date of the contract. Normally, this will be the same date the oath of enlistment is administered. However, if in the case of reenlistment, the oath is administered prior to or on the date of discharge, the effective date will be subsequent to that date

## 2507 TERM OF ENLISTMENT

1. Applicants with no prior service in any branch of the Armed Forces will be enlisted in the Marine Corps Reserve for 6 years.

2. Female personnel, with no prior service, enlisting in the Organized Marine Corps Reserve, Class II, will be enlisted for 3 years in accordance with the provisions of the current edition of MCO 1001R.47.

3. Reenlistments in the Marine Corps Reserve will be for 2, 3, 4 or 6 years, as elected by the applicant

## 2508 NAMES

1 The instructions and provisions of paragraphs 2103 and 2203 are applicable for enlistments in the Marine Corps Reserve

## 2509 INDIVIDUALS RECEIVING COMPENSATION OR OTHER BENEFITS

1 A person who has a claim pending for or is drawing a pension, disability compensation, disability allowance, or retired pay from any agency of the Government of the United States, will not be enlisted in the Marine Corps Reserve.



## 2510 CITIZENSHIP REQUIREMENTS

1 In addition to the instructions and provisions of paragraph 2105, the following is applicable for enlistments or reenlistments in the Marine Corps Reserve

a Requests for authority to enlist aliens, when required, into the Marine Corps Reserve will be forwarded to the Commandant of the Marine Corps (Code AFC)

b The date of enlistment and service number will be reported to the Commandant of the Marine Corps (Code AFC) only on those individuals on which authority to enlist was required from the Commandant of the Marine Corps.

## 2511 AGE REQUIREMENTS

1 The acceptance of an applicant for enlistment, without prior service, is limited to male applicants between the ages of 17 and 26 years, inclusive and women applicants between the ages of 18 and 28 years, inclusive.

2. Acceptance of an applicant for enlistment or reenlistment over the age of 26 years for males and 28 years for women is limited to those applicants having sufficient previous combined service in the Marine Corps, active or inactive, active service in the U. S Army, Navy, Air Force and Coast Guard that deducting the period of such service from the present age results in a figure equal to or less than 31 years, 11 months, and 29 days for male and female applicants. The Commandant of the Marine Corps may waive this limitation when such action is considered to be in the best interest of the Marine Corps

3. For age requirements for applicants for Reserve officer candidate programs, see paragraph 3206.

4 The provisions of paragraphs 2102 and 2202 pertaining to verification of correct age are applicable for enlistments and reenlistments in the Marine Corps Reserve.

5 The Commandant of the Marine Corps (Code AFC) may waive the maximum ages specified herein when such action is considered to be in the best interest of the service

## 2512 EDUCATIONAL REQUIREMENTS

1 All male applicants for enlistment will be required to make a passing score on the currently prescribed recruiting test as established by routine orders, except persons with prior service in any branch of the Armed Forces.

2 All women applicants, except those with prior service in the Marine Corps or Marine Corps Reserve, must present evidence of high school graduation and must make a passing score on the currently prescribed recruiting test as established by routine orders. Satisfactory completion of the General Education Development Tests, high school level, is acceptable as the educational equivalent of high school graduation. Satisfactory completion may be established only if the tests have been administered by either a recognized testing agency approved by a State Department of Education, a Veterans' Testing Service, or the U S Armed Forces Institute

3 It is the policy of the Department of Defense that any fee assessed for civilian testing must be paid by the person seeking enlistment, and that no reimbursement by the Government will be authorized

## 2513 DEPENDENCY AND MARITAL REQUIREMENTS

1 The instructions and provisions of paragraphs 2109 and 2209 are applicable for enlistment in the Marine Corps Reserve, except that requests for waivers will be addressed to the Commandant of the Marine Corps (Code AFC) and will contain the number of dependents in each case. Applicants with previous active service in another branch of the Armed Forces or National Guard components thereof (minimum of 6 months) who have dependents may be enlisted in the Marine Corps Reserve upon approval of the Commandant of the Marine Corps (Code AFC)

## 2514 APPOINTMENT UPON ENLISTMENT OR REENLISTMENT IN THE MARINE CORPS RESERVE

1 Applicants with prior service in the Marine Corps Reserve will be appointed as follows

a If enlisting within 24 hours (Sundays and holidays excluded) after discharge or release from active duty from the Marine Corps or Marine Corps Reserve, appoint to grade and assign date of rank held at time of such discharge or release

b If enlisting more than 24 hours after discharge or release from the Marine Corps or Marine Corps Reserve, appoint to grade held in Marine Corps or Marine Corps Reserve at last discharge or release, but date of rank to be date of enlistment

c Applicants with previous active service (minimum of 6 months) in another branch of the Armed Forces or the National Guard components thereof, may only be appointed to grade held at time of last discharge/release from active duty and not above the grade of corporal providing:

(1) The recruiting officer has determined that the applicant's military skill as reflected by his past experience, former MOS, and adaptability to a Marine Corps MOS in the grade to which he is appointed are compatible. Date of rank shall be date of enlistment. The following will also govern the grade to be appointed

(a) A higher grade earned, other than in active duty status, in a Reserve component of another Armed Force or National Guard subsequent to release from active duty discharge will be disregarded

(b) Applicant will not be appointed to a grade higher than that held at last discharge (active or inactive), if the lower grade was a result of punitive action. If an applicant is appointed to a grade higher than that held at last discharge, documentary evidence which substantiates the fact that the lower grade was not a result of disciplinary action will be forwarded with the duplicate enlistment contract

(2) Applicants with prior service in other branches of the Armed Forces of the United States, or the National Guard components thereof, who also had prior Marine Corps or Marine Corps Reserve service, will be appointed in accordance with subparagraphs 1a, b, or c, above, whichever will result in a higher grade. The provisions of subparagraph 1c(1)(b), above, are also applicable

## 2515 CLASSES INELIGIBLE FOR ENLISTMENT OR REENLISTMENT IN THE MARINE CORPS RESERVE

1 The instructions and provisions of paragraphs 2110 and 2210 are applicable for enlistments and reenlistments in the Marine Corps Reserve

2 Male applicants without prior active service will not be initially enlisted in the Marine Corps Reserve except as authorized by current directives

3 Mandatory participants under the Armed Forces Reserve Act of 1952, as amended, in other branches of the Armed Forces, or National Guard components thereof, will not be enlisted in the Marine Corps Reserve without prior approval of the Commandant of the Marine Corps (Code AFC) Requests for enlistment will include

- a Date military obligation commenced,
- b Grade listed on his conditional release letter and a recommendation by the recruiting officer concerning the grade he should be appointed to, and,
- c Total number of active duty for training days completed to include initial active duty for training.

4 If an applicant was discharged with less than 6 months' active duty or active duty for training, he will not be enlisted in the Marine Corps Reserve without prior approval of the Commandant of the Marine Corps (Code AFC)

5 Women applicants without prior service will not be initially enlisted in the Marine Corps Reserve except as authorized by MCO 1001R.47.

6. Applicants with prior service in any branch of the Armed Forces who were discharged by reason of dependency or hardship are not eligible for enlistment or reenlistment without prior approval of the Commandant of the Marine Corps (Code AFC). In those cases where Commanding Officers/Inspector-Instructors, deem that a waiver is advisable and appropriate, assurance will be made that the following conditions are fulfilled

- a One year has elapsed since the date of separation and the cause for which separated no longer exists
- b The burden of proof that the cause for separation no longer exists rests upon the applicant
- c Proof will be furnished in the form of affidavits or sworn statements executed by the person or persons on whose behalf the dependency was obtained and/or other members of the community who are thoroughly familiar with the situation A minimum of three affidavits or statements will be forwarded with the request for waiver A sworn statement will also be obtained from the individual applying for enlistment or reenlistment explaining, in detail, precisely how the dependency or hardship for which he was previously separated no longer exists
- d That the applicant is not under an order to report for induction
- e. That the applicant is not appealing a classification to 1-A by Selective Service officials.

#### 2516 TYPES OF SEPARATION

1. Appendix A contains a listing of applicable reenlistment codes for the Armed Forces of the United States which may be used to establish eligibility to effect enlistment or reenlistment of individuals otherwise qualified Applicants with prior service in any other branch of the Armed Forces whose report of separation, DD 214, does not contain an acceptable reenlistment code, will not be enlisted without prior approval of the Commandant of the Marine Corps (Code AFC)

2517 SUBMISSION OF REQUESTS FOR WAIVERS OR DETERMINATION OF ELIGIBILITY FOR  
ENLISTMENT OR REENLISTMENT

1 The instructions and provisions of paragraph 2113 are applicable for enlistments or reenlistments in the Marine Corps Reserve

2518 ENLISTMENT OF WOMEN MARINES

1 The instructions and provisions of part C are applicable for enlistments or reenlistments in the Marine Corps Reserve.

2519 PROHIBITED ENLISTMENTS AND REENLISTMENTS

1 Doctors, dentists, theologians, or graduate students pursuing a course of study leading to one of these professions, will not be enlisted

2. A member of any other naval or military organization, State or Federal (other than the Marine Corps Branch of the Naval Militia) will not be accepted for enlistment in the Marine Corps Reserve unless he presents conditional release from the Armed Force of which he is a member, stating that he will be discharged therefrom upon receipt of notification of his enlistment in the Marine Corps Reserve

3 Male applicants without prior active service will not be enlisted for assignment to Class II, Marine Corps Reserve, except for the 6-month training program

# MILITARY PERSONNEL PROCUREMENT MANUAL

## CHAPTER 3

### OFFICER PROCUREMENT

Paragraph

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## CHAPTER 3

## OFFICER PROCUREMENT

## PART A DUTIES AND RESPONSIBILITIES OF DISTRICT DIRECTORS AND OFFICER SELECTION OFFICERS

## 3000 ORGANIZATION

1. All officer selection teams are under the command of the director of the Marine Corps district in which their offices are located.
2. The Military Personnel Procurement Branch, Personnel Department, Headquarters Marine Corps is the Table of Organization sponsor for officer selection teams.

## 3001 MISSION

1. The mission of the district officer procurement organization is to select the best qualified applicants, in the numbers required, for all Reserve officer candidate programs and to ensure that every possible qualified candidate is appointed to commissioned grade and ordered to active duty.

## 3002 RESPONSIBILITY

1. Directors, Marine Corps districts are responsible for the active procurement of applicants for Reserve officer candidate programs within their respective areas.
2. Members of the recruiting service and inspector-instructors of Marine Corps Reserve units within the district should be completely familiar with all officer producing programs and should actively assist officer selection teams to obtain prospects and process applicants.
3. Commanding officers of Marine Air Reserve Training Detachments have been directed by the Commanding General, 4th Marine Aircraft Wing to furnish all practical assistance to officer selection teams. Subject to approval of commanding officers of MARTD's, district directors will coordinate this assistance within their areas of responsibility.
4. The Marine Officer Instructor is a member of the staff of a Naval Reserve Officers Training Corps unit which comes under the direct control of the Bureau of Naval Personnel. Such units have a responsibility for procurement of contract students for the NROTC program but, in addition, they are encouraged to support Navy and Marine Corps officer procurement efforts on campus. Any problems arising for lack of coordination of these efforts should be referred to the Commandant of the Marine Corps (Code DPC).

## 3003 GENERAL DUTIES OF OFFICER SELECTION OFFICERS

1. Officer selection officers are carefully selected as representatives of the Marine Corps on the college and university campuses of the country. By their appearance and example they are expected to impress both faculty and students with the high performance standards of the Marine Corps and the attractiveness of military service.
2. Officer selection officers are normally charged, by the district director, with responsibility for

- a. Selecting the best qualified applicants for appointment to commissioned grade in the Marine Corps or Marine Corps Reserve, in the numbers required.
- b. Maintaining the motivation of those already enrolled in officer candidate programs so that they remain qualified and persist in their efforts to obtain a commission and be assigned to active duty.
- c. Commissioning those candidates who complete all requirements for an officer program on inactive duty.
- d. Performing such other duties as may be assigned.

#### 3004 INSPECTIONS

1. Directors, Marine Corps districts are responsible for the efficient and economical operation of Reserve officer selection activities in their respective districts. Frequent inspection of officer selection teams is considered essential. District directors or their representatives will, therefore, inspect each officer selection team at least once each quarter. At least one inspection per year will be conducted during a scheduled campus recruiting visit so that each team may be observed in operation and its effectiveness better evaluated.
2. The following items should be checked in the course of any inspection
  - a. Office Space. Within the limitation of the facility does it present a neat, clean, military appearance to a prospect?
  - b. Personnel. Does their appearance fit the Marine image? Can they sell Marine Corps officer programs?
  - c. Prospects. Is a prospect file maintained? Is it kept up-to-date? What techniques are used to develop new prospects? What is the return on mail-outs?
  - d. Itineraries. Are they well-planned? Is unnecessary time spent on the road?
  - e. School Visits. Is time properly allocated among institutions? What is the production by school? Is time being wasted on unproductive institutions? Who are the contacts at each college or university? Are Marine Corps on-campus liaison officers used effectively? Do the PLC's on campus actively assist in procurement?
  - f. Publicity. Is a file of current procurement aids maintained? How are they being utilized? How much material has been placed with newspapers, radio and TV stations?
  - g. Administration. Are enlistment/enrollment procedures well understood? How many errors have been noted by higher headquarters during the quarter? How many requests for additional medical information have been received during the quarter? Do samples of correspondence to applicants, school officials and persons from whom character references are sought meet acceptable standards?
  - h. Security. Are selection tests (ROAT, WOQT, AQT/FAR, etc.) safeguarded in the office and on the road in accordance with current instructions?
  - i. Referrals. Is cooperation obtained from recruiters and reserve units within the area in locating prospects and processing applicants.
  - j. Fiscal. Is the officer selection officer aware of the status of funds budgeted for his activity for the quarter and fiscal year? Is he actively seeking to reduce his operating costs by examining his operations, conducting cost/production studies, etc.?



k. Miscellaneous. Is a proper pace being maintained to meet objectives for all programs? Is there a concern for the quality of applicants? What percentage of Senior Class PLC's/WOCC's in his area of responsibility will be commissioned? What arrangements have been made for commissioning ceremonies? What training attrition records have his OCC applicants attained?

### 3005 TERMS USED IN OFFICER SELECTION MATTERS

1. In order to provide uniformity for administration and statistical purposes, the following terms and definitions are prescribed for use in connection with Reserve officer selection matters

a. Prospect. An individual who presumably possesses the necessary qualifications for enrollment in a Reserve officer candidate program.

b. Applicant. An individual who applies in person to an officer selection officer or member of an officer selection team for enrollment in a Reserve officer candidate program.

c. Accepted Applicant. An individual who has been contingently approved for enrollment by a district director.

d. Member/Officer Candidate. An individual who has been finally approved for enrollment in a Reserve officer candidate program by the Commandant of the Marine Corps.

### 3006 GENERAL INSTRUCTIONS TO BE GIVEN TO APPLICANTS

1. Officer selection team personnel shall carefully explain the regulations regarding enrollment in the various Reserve officer candidate programs to those applying. Applicants shall be informed of the kind of life they are to lead and that the Marine Corps is a military organization serving the United States throughout the world. Applicants will be advised on military discipline, the physically demanding nature of the training to be conducted, and the fact that precommissioning courses serve an evaluation function as well as training, so that they may have no misconceptions.

2. Officer selection team personnel must be careful to make no promises, either actual or implied, regarding assignment to a specific military occupational specialty or duty station unless authorized by the Commandant of the Marine Corps.

3. All applicants will be informed that their fingerprints will be received by the Federal Bureau of Investigation, and matched with other fingerprint records. If an individual fails to disclose the existence of a police record he is presumed to have executed a fraudulent enlistment. He is subject to disenrollment if on inactive duty and disciplinary action, should he be on active duty.

### 3007 COURTESY TO APPLICANTS

1. All applicants will be treated with courtesy and consideration. This applies particularly to those applicants who are rejected. Such applicants must be made to feel that the Marine Corps regrets they cannot be accepted and their interest in the Marine Corps is appreciated.

### 3008 POLITICAL ASSISTANCE

1. Officer selection team personnel must not suggest or imply that correspondence from an applicant's congressman or senator, or anyone in a political or governmental position, will result in preferential consideration of his application.

## 3009 BRIBES

1. Should an applicant attempt to bribe officer selection team personnel for any purpose, the fact will be reported to the district director who will forward the report to the Commandant of the Marine Corps (Code DP). The applicant will be rejected as undesirable.

## 3010 REFERRING APPLICANTS TO THE COMMANDANT OF THE MARINE CORPS

1. Applicants shall not be advised or informed that they may write to, or otherwise communicate with, the Commandant of the Marine Corps concerning the status of their application.

2. Officer selection team personnel will answer all questions concerning programs leading to appointment to commissioned status in the Marine Corps Reserve to the best of their ability. If they lack any item of information, they shall offer to obtain it as soon as possible from higher headquarters. Applicants shall be advised that attempting to bypass the officer selection team will cause confusion and delay the processing of the application.

## 3011 ITINERARIES

1. Generally, officer selection teams should plan their schedule of visits to colleges and universities for an entire semester or comparable period and plans should be completed well before the semester begins. A request should be made to an official at each institution requesting permission to visit on specific dates, with alternate dates in the event the primary ones are unavailable. Requests should specify space required for displays, testing and interviews. Calls should be made on those furnishing such cooperation at every visit and this may be the occasion for requesting dates for subsequent visits. Such officials should be notified promptly when a change of dates is required.

## 3012 REPEAT TRAVEL ORDERS

1. Officer selection team personnel will be issued orders to perform travel in connection with Reserve officer selection matters by the appropriate director, Marine Corps district.

## 3013 DISTRICT SCREENING BOARDS

1. Each director, Marine Corps district, will appoint a screening board to consider applications for the Platoon Leaders Class programs, Officer Candidate Class programs and the Woman Officer Candidate Class program. The senior member of this board will be of the grade of lieutenant colonel or above. The district director will ensure that each member is completely conversant with all the requirements for enrollment in Reserve officer candidate programs and of the attrition experience in each program.

2. The screening board will examine the application of each person referred to it to determine his qualifications, except physical qualifications, for enrollment. The board is responsible to ensure that the applicant has met each requirement for a particular program and that there is every reasonable expectation that the applicant will be able to satisfactorily complete the academic requirements, survive a training/evaluation program and serve as a representative Marine officer. The board will also ensure the administrative accuracy and completeness of all applications. If found qualified, the board will forward the record book and application documents, as listed in figure 3-1, to the Commandant of the Marine Corps (Code DPC) for final approval.

3. The screening process must be completed at the district level no later than 2 weeks after receipt of an application from an officer selection officer.

4. In order to expedite processing, assign priorities to applicants for officer candidate programs and ensure administrative accuracy of applications, the following action is required

a. District headquarters will screen applications as outlined in subparagraphs 2 and 3, above. Incomplete or inaccurate applications will be returned to the officer selection officer for completion/correction and resubmission.

b. On the reverse of the original Application for Officer Programs (NAVMC 10418), immediately following the entry by the officer selection officer (see subpar. 3301.8f of this chapter), the district will record the date the application was received from the officer selection officer. Following this, upon completion of review and approval of the application, the district will record the date the application is forwarded to the Commandant of the Marine Corps (Code DPC).

c. By use of a date/time machine, each application will be stamped upon receipt by the Commandant of the Marine Corps. These dates will be used to assign priority to applications.

#### 3014 APPROVAL OR DISAPPROVAL OF APPLICATIONS

1. The Commandant of the Marine Corps will notify civilian applicants of the final approval or disapproval of their application. Platoon Leaders Class and Woman Officer Candidate Class applicants will be notified by letter. In the case of Officer Candidate Class applicants, an advance copy of orders will be sent to the approved applicant and to the officer selection officer who will confirm approval by personal letter. Disapproval notification is sent directly to applicants in letter form. Copies of all approvals and disapprovals are furnished to the district directors and the officer selection officers concerned.

2. Class II Reservists enrolled in the officer candidate program will be approved by an approval document forwarded via the commanding officer of the member's Marine Corps Reserve unit. The approval letter will direct the transfer of the member, by service record book, to the Reserve Officer Candidate Accounting Unit, Officer Candidates School, Marine Corps Development and Education Command, Quantico, Virginia. A copy of the approval document will be forwarded to the district director and the officer selection officer concerned.

3. Class III Reservists enrolled in an officer candidate program will be approved by approval document forwarded via the Commanding Officer (Code RP), Marine Corps Automated Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131. The approval letter will direct the transfer of the member, by service record book, to the Reserve Officer Candidate Accounting Unit, Officer Candidates School, Marine Corps Development and Education Command, Quantico, Virginia. A copy of the approval document will be forwarded to the district director and the officer selection officer concerned.

4. Upon being found qualified for enrollment by the district screening board, the district director will inform successful applicants of their status utilizing the format in figure 3-12. A copy of the approval letter will be forwarded to the Commandant of the Marine Corps (Code DPC) with the application.

5. When an applicant is disapproved, either by the district screening board or the Commandant of the Marine Corps, the following action will be taken

a. Inform the applicant of such disapproval by letter. Unless it is obvious, the specific reason for disapproval is best avoided. The applicant should normally be informed that he was disapproved only because he was not among those best qualified for the program.

b. If the individual was conditionally enlisted, a sentence will be included in the disapproval letter stating that the conditional enlistment is void.

c. If disapproved by a district screening board, the district director will furnish a copy of the disapproval letter to the Commandant of the Marine Corps (Code DPC and Code DGK) and the officer selection officer concerned.

d. Other documents and forms which accompanied the application will be disposed of in an appropriate manner by the district director or Commandant of the Marine Corps.

6. Following receipt of the Commandant of the Marine Corps' approval letter directing transfer of a Class II or Class III Reservist, commanding officers of Marine Corps Reserve units, directors, Marine Corps districts, the Commanding General, 4th Marine Aircraft Wing, and the Commanding Officer, Marine Corps Automated Services Center will transfer the individual to the Reserve Officer Candidate Accounting Unit, Officer Candidates School, Marine Corps Development and Education Command, Quantico, Virginia. Transmittal of the service record book of the applicant will only be accomplished after approval of the application by the Commandant of the Marine Corps and transfer of the Marine.

#### 3015 RELATIONSHIP WITH APPROVED CANDIDATES

1. The district director's responsibility does not end with the approval of an applicant. The ultimate goal is not to meet a procurement quota, but rather to see that as many qualified applicants as possible attend training and are appointed to commissioned grade. To achieve this goal districts should have a program to monitor those candidates and officers attending schools in their areas to ensure their continued motivation for Marine Corps service.

#### 3016 BOUNDARIES FOR PROCUREMENT OF OFFICER PROGRAM APPLICANTS

1. District directors will be responsible for procuring officer program applicants from within the boundaries specified in paragraph 1002.

2. Utilization of an officer selection team in Hawaii on a TAD basis is at the discretion of the Director, 12th Marine Corps District.

3. District directors will assign geographic sectors of responsibility to officers selection offices within their districts. Headquarters Marine Corps (Code DPC) publishes a college code listing which includes officer selection office responsibility for individual colleges. Changes in college responsibilities and assigned geographic sectors will be reported to the Commandant of the Marine Corps (Code DP) as they occur.

4. Reassignment of enlisted officer selection personnel by district directors is authorized, providing notice of reassignment is furnished to the Commandant of the Marine Corps (Code DPC) prior to effecting such reassignments.

#### 3017 "ON-CAMPUS" MARINE CORPS OFFICER SELECTION LIAISON OFFICERS

1. Duties. Reserve officers selected for this duty will function as resident officer selection representatives. They will aid the appropriate officer selection officer by providing the following.

- a. Information on prospective officer applicants.
- b. Counsel as to visiting times at the specific college or university.
- c. Information on Marine Corps officer candidate programs to interested students.
- d. Counsel for outstanding students concerning the opportunities of service in the U. S. Marine Corps.

## 2. Nomination and Assignment of On-Campus Liaison Officers

a. After determining the location of eligible Reserve officers at colleges or universities under their cognizance, district directors will request nominations from the institutions concerned (see fig 3-2).

b. District directors will determine if those officers nominated would accept nonpay appropriate duty orders for the purpose of providing assistance and liaison as outlined above (see fig. 3-3). Attention of the Reserve officers involved will be invited to the fact that the duty performed may be credited for retirement purposes in accordance with the current edition of MCO P1001R.43, Marine Corps Reserve Standing Operating Procedures, chapter 15, and also credited for promotion eligibility under the provisions of Title 10, U. S. Code. Retired officers of the Marine Corps Reserve may not be credited with retirement or promotion credits.

c. District directors will issue a letter of authority (see fig. 3-4) to retired Marine Corps Reserve officers who are selected and desire this assignment. Copies will be furnished to the appropriate officer selection officer and the Commandant of the Marine Corps (Code DPC). District directors will furnish the Commanding Officer, Marine Corps Automated Services Center, Kansas City the following information on Class III Marine Corps Reserve officers who are selected and desire this assignment.

- (1) Name, grade, Social Security Number and MOS.
- (2) Address.
- (3) Designation of the cognizant officer selection officer for which the officer will perform appropriate duty.
- (4) Name of college or university where officer will perform appropriate duty.

d. Upon receiving information from district directors on Class III Marine Corps Reserve officers who are selected and desire this assignment, the Commanding Officer, Marine Corps Automated Services Center will issue appropriate duty orders (see fig. 3-5). Copies of the order will be forwarded to the Commandant of the Marine Corps (Code DPC and Code AFL), officer selection offices and district directors concerned.

e. Large institutions may warrant the assignment of more than one officer to this duty to ensure maximum coverage of all components of the institution. Should more than one liaison officer be assigned, the senior officer will coordinate their activities.

f. In those institutions having an NROTC unit, the Marine Officer Instructor will be requested to nominate qualified faculty members desiring this duty to the district directors concerned, via their respective Professors of Naval Science. Further, the activities of the liaison officer will be coordinated by the Marine Officer Instructor through his Professor of Naval Science.

g. The services of women officers of the Marine Corps Reserve are desired wherever possible. Women officers selected will be in addition to any male officer representation at the institution.

h. District directors will send a congratulatory note to the Reserve officer and arrange for an initial briefing.

i. College and/or university presidents will be informed of the selection of a member of their faculty or administrative staff for this duty.

j. District directors will be responsible for the conduct of briefings and/or conferences whenever necessary to ensure that each liaison officer has current information and is aware of the Marine Corps' current needs.

### 3018 INDOCTRINATION FLIGHTS FOR PROSPECTIVE FLIGHT STUDENTS

1. Officer selection officers are authorized to provide prospective Marine Aviation Program applicants with an indoctrination flight and/or a transportation flight in connection with procurement. OSO's will ensure to the best of their ability that each applicant meets basic program requirements and that each applicant has an interest in applying for an aviation program. The OSO will issue each individual Invitational Orders as shown in figure 3-15 and will ensure that DD Form 1381 (figure 3-16) will be executed prior to each flight. In the case of a minor, a Parent/Guardian Agreement as shown in figure 3-17 will be executed in addition to the above. Figures 3-15, 3-16, and 3-17 will be locally produced.

### 3019 TEMPORARY ADDITIONAL DUTY OFFICER SELECTION OFFICERS

1. When circumstances permit, certain graduates of The Basic School, Woman Officer Basic Class, naval aviator, and naval flight officer training will be assigned to temporary additional duty, for a period of about 14 days, as officer selection officers. These assignments will be in conjunction with PCS orders to their next duty station. The training commands involved will nominate those graduates they consider best suited for TAD OSO duty and furnish personal data information to HQMC (Code DPC) in accordance with current instructions. Officer selection offices to which these officers will be assigned will be notified of such assignments by an advanced copy of the TAD OSO's orders. In the rare event that an officer so assigned cannot be beneficially employed, the officer selection officer will immediately forward a request for modification of the officer's orders to this Headquarters (Code DPC). Should retention of a TAD OSO beyond a 14 day TAD period be considered critical to accomplishment of the officer selection mission the officer selection officer will immediately forward a request for modification of the officer's orders to this Headquarters (Code DPC). Should an officer selection officer particularly desire the services of an individual officer student, he may request that student's assignment to TAD OSO duty by forwarding such request to reach this Headquarters (Code DPC) not later than 90 days prior to the expected graduation date of the officer requested. Instruction of TAD OSOs will be the responsibility of officer selection officers concerned. TAD OSOs may be utilized by OSOs in whatever manner is considered to be in the best interest of officer procurement. Cost of TAD for these officers is borne by Headquarters Marine Corps. In that graduates of Woman Officer Basic Class are of limited number, their TAD OSO duty will be subject of correspondence initiated by Headquarters Marine Corps prior to the graduation of each class.

## PART B: MARINE CORPS RESERVE OFFICER CANDIDATE PROGRAMS

## 3100 PLATOON LEADERS CLASS

1. Program Description. The Platoon Leaders Class is an officer program for male college students attending regionally accredited colleges who, upon successful completion of all requirements, are commissioned as second lieutenants in the U. S. Marine Corps Reserve. The Platoon Leaders Class is divided into four component programs: Platoon Leaders Class (Ground), (PLC (G)), Platoon Leaders Class (Naval Aviator), (PLC (NA)), Platoon Leaders Class (Naval Flight Officer), (PLC (NFO)); Platoon Leaders Class (Law), (PLC (L)). The term "Platoon Leaders Class (Aviation), (PLC (A))", as used in this Manual encompasses both PLC (NA) and PLC (NFO) programs. All applicants must meet the general eligibility requirements defined in part C of this chapter.

2. Marine Corps Junior ROTC Program. Graduates of a Marine Corps Junior ROTC Program are eligible to be enrolled in the Platoon Leaders Class program upon graduation from high school. These applicants will attend training after the freshman college year. Officer selection officers will ensure that the following requirements are satisfied prior to enrollment:

a. Be accepted for enrollment at a regionally accredited institution of higher learning.

b. Be favorably recommended for acceptance by the senior military instructor of the Marine Corps Junior ROTC unit in which the applicant was enrolled.

c. Be qualified for enrollment in accordance with part C of this chapter.

3. Eligibility Requirements for Undergraduates. To be eligible for enrollment in the PLC (G), PLC (NA) or PLC (NFO), an applicant, except a Marine Corps Junior ROTC graduate, must be a regularly enrolled, full-time student at a regionally accredited institution and must have completed one academic term of a normal schedule of courses.

4. Eligibility Requirements for Graduates. The following programs are closely controlled. Input to these programs will be authorized only by the Commandant of the Marine Corps (Code DPC).

◆ a. Platoon Leaders Class (Law). Normally, requirements for the PLC (L) will be met by transfers from within the PLC program. To be eligible for transfer, a member must be registered for his final year of college and have made application(s) for acceptance at approved law school(s)

b. Platoon Leaders Class (Graduate Studies) Applications for the PLC(GS) program will be accepted from college seniors and graduate students who are not scheduled to complete the requirements for a masters degree during the fiscal year in which they are enrolled. In addition to the requirements for enrollment in the PLC (Ground) program, seniors must furnish evidence of their potential for successful graduate level study in their selected discipline. Scores of 450 or better on both the verbal and quantitative ability sections of the Aptitude Test of the Graduate Record Exam and a letter of formal acceptance at a fully accredited graduate school will satisfy the latter requirements. Candidates currently enrolled in one of the PLC undergraduate programs may request transfer to the PLC (GS) program during their senior year provided they can furnish evidence of graduate level study potential as outlined above. Assignments to the PLC (GS) program will be limited by Marine Corps requirements.

(1) While satisfactory progress towards obtaining the graduate degree is maintained, the officer will not ordinarily be ordered to active duty

(2) Consideration of applications to the PLC (GS) program will normally be given only for graduate work in the following fields.

Astronomy	Management
Business Administration	Mathematics
Chemistry	Meteorology
Computer Sciences	Operations/Systems Analysis
Economics	Physics
Engineering	Political Science
English	Psychology
Foreign Languages	School Administration/
Geography	Counseling and Guidance
History	Sociology
International Relations	Law

(3) Upon receipt of a masters degree, officers will be ordered to extended active duty.

5. Degree Scheduling Candidates complete their academic requirements for a commission upon receipt of a baccalaureate and must schedule and complete courses of study to permit the awarding of a degree in a normal time period. The following norms are established:

Baccalaureate (BA/BS except in Engineering) - 4 years from matriculation  
 B. S. (Engineering) - 4½ to 5 years from matriculation  
 Master's Degree (MA/MS) - 1 to 2 years from receipt of baccalaureate  
 Bachelor of Laws (LLB) - 3 years from receipt of baccalaureate

#### 6. Training Requirements

a. Course of Instruction Members of the PLC program enrolled as college freshmen or sophomores will attend two summer training sessions (Junior Course and Senior Course) each of which will be of approximately 6 weeks duration. Members enrolled during or after the junior year of college, will attend the Combined Course (a single 10-week session). Training will be conducted at the Officer Candidates School, Marine Corps Development and Education Command, Quantico, Virginia, on the dates prescribed by the Commandant of the Marine Corps.

#### b. Attendance at Training

(1) Members of the PLC program enrolled as freshman or sophomores must complete the Junior Course the first summer after enrollment, and the Senior Course during the summer preceding receipt of a degree. They must agree to participate in each training session for a minimum period of 4 weeks.

(2) Members enrolled during or after their junior year of college must agree to participate in training for a minimum period of 5 weeks.

c. Orders to Attend Training. Members of the PLC program ordered to training will travel by the conveyance directed in their orders. Members will be ordered to training from home of record address or school address only, as requested by the individual concerned. Upon release from training, they will be directed to the place from which ordered.

d. Participation in Class II USMCR Training. Members of the PLC program are prohibited from Class II USMCR membership, however, with the approval of Class II Unit commanding officers, they may monitor unit training on a volunteer basis.

#### 7. Active Duty Requirements

a. Platoon Leaders Class (Ground). Members of the PLC (G) program must serve on active duty in a commissioned status for a period of 2½ years from date of assignment to extended active duty as a commissioned officer. Upon acceptance of appointment to commissioned grade, members will be ordered to attend The



Basic School at the Marine Corps Development and Education Command, Quantico, Virginia. When these officers have completed The Basic School, they will be assigned a basic military occupational specialty and ordered to an appropriate duty assignment.

b. Platoon Leaders Class (Aviation) Graduates of the PLCLP program must serve on active duty for the period specified by their service agreement. Upon acceptance of appointment of commissioned grade, these officers will be assigned to The Basic School prior to assignment to aviation training.

(1) In the event an officer is separated from an aviation training program as a result of flight failure, practical work failure, or physical disqualification, he will be required to serve on active duty in a commissioned status for a period of 2½ years from the date assigned extended active duty as a commissioned officer.

(2) Should the officer be separated from an aviation training program as the result of academic failure, or at his own request, he will serve on active duty in a commissioned status for a period of 2½ years from date assigned to extended active duty plus an extension of active service equal to the time spent in flight training.

c. Platoon Leaders Class (Law) Members of the PLCLP program, upon appointment to commissioned grade, will be placed on inactive duty as commissioned officers in the Marine Corps Reserve. They will remain on inactive duty until such time as they satisfactorily complete the requirements for a law degree and are admitted to the practice of law before the bar of a federal court or the highest court of a state within the period of time specified. These officers will be eligible for promotion at the same time as their contemporaries on active duty.

(1) After receipt of their law degree, members must take the first bar examination scheduled within the district or state where they reside or have received their legal education. In the event they fail the first examination, they will be required to take the next scheduled examination before reporting to active duty.

(2) Upon being admitted to the practice of law before a bar of a federal court or the highest court of a state, these officers will be ordered to extend active duty for the period specified by their service agreement. Their initial assignment will be to The Basic School at the Marine Corps Development and Education Command, Quantico, Virginia. After they have completed The Basic School, they will be ordered either to the Naval Justice School, Newport, Rhode Island, prior to being assigned legal duties or they may be assigned directly to such duty. After being certified by the Judge Advocate General of the U. S. Navy, members will be designated as Judge Advocates and assigned the appropriate military occupational specialty.

(3) Subsequent to acceptance of appointment to commissioned grade a member will be assigned immediately to extended active duty for a period of 2½ years as an unrestricted line officer should he

(a) Fail to take the first scheduled bar examination

(b) Fail to take the second scheduled bar examination or in event he does not pass the first examination

(c) Fail the second scheduled bar examination

(d) Fail to be admitted to practice law before a federal court or highest court of a state.

(e) Fail to be certified as a trial/defense counsel by the Judge Advocate General of the U. S. Navy while on active duty

(f) Fail to maintain the academic standard required by the institution of attendance.

(g) Change academic major from law.

(h) Discontinue studies for any reason.

#### 8. Grade While Member

a. Applicants for the PLC program will be enlisted in the grade of private. Civilian source PLC's, if subsequently disenrolled, will be discharged at the grade of private.

b. Upon approval and designation as a PLC, candidates will hold the title of "candidate." They will be administratively promoted or reduced to the temporary grade of sergeant upon reporting for their first scheduled summer training period.

c. Candidates who assume a nontraining status (i.e., are disenrolled for any reason or are in a casual status) will be reverted to the grade held when initially ordered to the officer candidate class and receive pay and allowances of that grade except for individuals meriting special consideration as determined by the Commanding Officer, Officer Candidates School. Candidates returned to training from a non-training status will be concurrently reinstated as officer candidates and entitled to the pay and allowances stated in subparagraph 6a, above.

#### 9. Commissioning Documents

a. The officer selection officer will submit a Request for Appointment form (see fig. 3-6) and the results of a precommissioning physical examination for each member not later than 3 months prior to his scheduled commissioning to include members to be commissioned immediately upon completion of senior or combined course training.

b. A completed Statement of Personal History (DD Form 398) and a completed National Agency Check Request (DD Form 1584) will be submitted in accordance with paragraph 3301 of this Manual.

10. PLC Quarterly Listing and Audit. A quarterly audit of PLC candidate records is necessary to ensure that officer selection team records are in agreement with Headquarters Marine Corps records and that information is current.

a. A listing of PLC members will be made quarterly as of the last day of each quarter. This listing will be in three parts (1) active members, (2) commissioned law and graduate students and (3) members disenrolled since last listing. These listings will be distributed by letter (See fig. 3-7 for a sample page of a listing).

b. To interpret the listing, a description of the codes used in each column is set forth in figure 3-7A. Officer selection codes are set forth in figure 3-7B. Because of the need for frequent revision, the college codes will be published by letter. The college code listing will include only those institutions from which applicants have been approved by the Commandant of the Marine Corps.

c. Upon receipt of the listing, each officer selection officer will audit the information on members under their cognizance, and report discrepancies to the Commandant of the Marine Corps (Code DPD) in the format shown in figure 3-7C. The letter transmitting each listing will establish the report deadline.

# 11. Annual Administrative Requirements

a. Request for Orders. The officer selection officer will ensure submission of NAVMC 10468, Request for Orders form, to the Commandant of the Marine Corps (Code DPD-3) by 1 March for each member scheduled to attend senior training.

b. Academic Certification Form. The officer selection officer will ensure that each member completes an academic certification form, provided by Headquarters Marine Corps, upon completion of the first academic term of the school year. Such forms will be reviewed and forwarded to the Commandant of the Marine Corps (Code DPD) prior to 1 March.

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12. Change to PLC Status. Any change affecting the status of a member should be substantiated by documents equal to those used in support of the initial application. The following are examples of recurring changes of status affecting members of the PLC program and appropriate action on the part of the officer selection officer

<u>Change/Request</u>	<u>Action to CMC Code (DPD)</u>
Academic Major	Letter, ACF, Transcript
Address	Forward
Graduation Date	Letter supported by college stating reason for change, ACF, and Transcript
Physical Qualifications	Letter supported by pertinent medical evidence such as consultation, SF 88/93, X-Rays, etc., as appropriate
Training Increment	Forward
Training Year	Letter supported by appropriate evidence. OSO's endorsement to include a recommended decision
Cumulative Academic Average Below "C"	Letter, ACF, Transcript, OSO recommendation
College or University	Letter stating reason, transcript from losing college, ACF from gaining college
Interprogram Transfer	Letter requesting transfer, service agreement, SF 88/93 for aviation, appropriate documents indicated for law and graduate studies
Postgraduate Delay of Assignment to Active Duty	As indicated by paragraph 3100.4 of this Manual
Travel Outside CONUS	Compliance with MCO 1001R 9_
Disenrollment (DOR)	State extent of counseling and recommendation

### 3101 OFFICER CANDIDATE CLASS

1. Program Description. The Officer Candidate Class program is for enlisted men (Class II and III Reserve) and male civilian applicants who are seniors at, or graduates of an accredited college or university as evidenced by receipt of a degree. Approved applicants are assigned to an Officer Candidate Class at the Marine Corps Development and Education Command, Quantico, Virginia. Upon completion of the prescribed training and upon recommendation by the training command, graduates of an Officer Candidate Class are appointed to the grade of second lieutenant and assigned to duty under instruction at The Basic School or to aviation training.

a. The term "Aviation Officer Candidate" (AOC), as used in this Manual, encompasses both the naval aviator (NA) and naval flight officer (NFO) programs. Enrollment requirements for AOC (NFO) generally parallel those of AOC (NA) with the following exceptions.

(1) Active duty requirement upon successful completion of aviation training. (See subpar 4, below.)

<u>Page</u>	<u>Form No.</u>	<u>Title</u>
Document	NAVMC 118(5)	Record of Time Lost, Promotion, Reduction, Examination and Promotion
2	NAVMC 123(2)	Chronological Record of Duty Assignments
11	NAVMC 118(11)	Administrative Remarks (Include WOC Clothing Sizes; figure 3-18)
(15)	NAVMC 10526	Record of Emergency Data

3. Applicants currently serving as Marine Corps Reservists will be enrolled as follows

a. Applicants whose enlistment or term of obligated service will expire prior to processing and approval of their applications will be required to execute a conditional enlistment contract in the U. S. Marine Corps Reserve for a period of 2, 3 or 4 years, at the option of the individual. The conditional enlistment contract, supporting documents and new record book will be forwarded in the same manner as the civilian-source applicant, except that the Transmittal of Service Records (NAVMC 941) will clearly show "PRIORITY HANDLING-EOS". Ref MCO P1100.61, subpar 3200 3. This statement will also be typed at the top of the application form, just above the applicant's name.

b. Applicants who have sufficient obligated service remaining on their original contract to allow for processing and approval of their application will not be required to reenlist in the U. S. Marine Corps Reserve, nor will a new record book be prepared. Application forms, other than enlistment contract and record book, will be submitted in the usual manner.

c. Those persons whose enlistment or term of service expires while holding status as officer candidates (approved by the Commandant of the Marine Corps), either on active duty or inactive duty, will normally be held on active duty for the convenience of the Government under the provisions of USC 600. Personnel in this situation may, if they so desire, be reenlisted in the USMCR at the expiration of their obligated service.

4. Six Month Trainees (Category "K" USMCR)

a. Applicants for any Reserve officer candidate program who are Category "K" Marine Corps Reservists will be processed for enrollment in accordance with this chapter.

b. The following is applicable in the case of an individual who has completed his 6 months active duty for training requirements and applies for enrollment in a Reserve officer candidate program

(1) He will retain the designation of Category "K" USMCR.

(2) Current satisfactory membership in a Reserve officer candidate program will constitute satisfactory annual Reserve participation for the purpose of fulfillment of his military training obligations

(3) Discharge from the 6-month training program will not be effected until the day prior to the date he accepts a commission in the Marine Corps or Marine Corps Reserve

(4) If an individual is not commissioned, or is disenrolled from a Reserve officer candidate program, he will be required to resume the Reserve training obligations of the 6-month training program. If he is on active duty when disenrolled, he will be released to inactive duty.

c The following is applicable in the case of an individual who has not begun his 6 months active duty for training requirements and applies for enrollment in a Reserve officer candidate program

(1) The individual will not be ordered to complete 6 months active duty for training pending action on his application by the Commandant of the Marine Corps.

(2) Upon final approval for enrollment by the Commandant of the Marine Corps, the command having custody of his service record book will effect the individual's discharge and reenlistment in the Marine Corps Reserve the following day for a period of 6 years. The following procedures will be used in effecting the discharge and reenlistment of a member of the 6-month training program for the purpose of enrolling in a Reserve officer candidate program

(a) Discharge the individual for the Convenience of the Government, citing this paragraph and MCO P1900 16, MARCORSEPMAN, paragraph 6012 as authority. Date of discharge will be the day preceding the date of reenlistment. No discharge certificate will be issued

(b) Reenlist the individual in the U S Marine Corps Reserve for a period of 6 years.

(c) In lieu of closing the service record book, the following will be accomplished

1 Remove the original of the old enlistment contract and make the following marginal notation thereon in red ink or red pencil "Dis for CofG and Reenl in USMCR auth MCO P1100 61, par 3200 " Forward the old enlistment contract and duplicate copy of new enlistment contract to the Commandant of the Marine Corps in accordance with MCO P1070 12, paragraph 4006.3, table 4-2.

2 After the last entry on page 3, record the following "Reenl (date) in USMCR. See page 11."

3 On page 11 record the following remark "Dis from USMCR ("K") and Reenl in USMCR on (date) Auth MCO P1100 61, par 3200 "

(3) If an application for enrollment in any Reserve officer candidate program is disapproved by either the district director or the Commandant of the Marine Corps, the reservist will be ordered to the earliest period of 6 months training after receipt of notification of such disapproval

(4) If the individual is not commissioned or is disenrolled from a reserve officer candidate program he will be released to inactive duty and further require to complete the obligations of the six months training program.

##### 5 180-Day-Delay Applicants (Category "J" USMCR)

a Individuals applying for any Reserve officer candidate program, who are acceptable to the officer selection officer for enrollment in the Officer Candidate Class and are Category "J" Marine Corps Reservists, will be enlisted in accordance with the provisions of this chapter.

(1) Any member of the delay program, whose application is accepted by an officer, prior to his assignment to EAD or enlistment in the U S Marine Corps, will be retained in the USMCR(J) pending final action on their application by the Commandant of the Marine Corps.

(2) Officer selection officers will indicate the applicant is a member of the delay program and scheduled for assignment to EAD by inserting in the blank space directly above the individual's name on the application from the below indicated information

"180 DAY DELAY EAD \_\_\_\_\_ (Date) \_\_\_\_\_"

(3) Applications of individuals who are members of the delay program will include a new conditional enlistment contract and record book. Prior service entry will reflect USMCR(J) service and the effective date of discharge will be 1 day prior to enlistment in the USMCR(C). However, actual discharge will not be effected until final approval of his application by the Commandant of the Marine Corps.

b Upon receipt of the application, at Headquarters Marine Corps, the Commandant of the Marine Corps will direct the following actions

(1) Approved applicants will be issued orders to report to extended active duty in connection with the Officer Candidate Class. Orders to extended active duty will be forwarded to the candidate via the appropriate recruiting station (copy to cognizant OSO) for appropriate action in accordance with subparagraph 2404.9 of this Manual.

(2) Disapproved applicants will be notified by letter from the Commandant of the Marine Corps. Disapproval letters will be forwarded to the applicant via the appropriate recruiting station (copy to cognizant OSO) for appropriate action in accordance with subparagraph 2404.9 of this Manual.

c Officer selection officers will notify the Commandant of the Marine Corps (Code DPE) of individuals whose applications for a Reserve officer candidate program have not received final determination within 90 days of enlistment in the USMCR(J)

## 3201 ACADEMIC REQUIREMENTS

1. Accredited Institutions Applicants for all Reserve officer candidate programs must accomplish their academic requirements at an accredited institution.

a For OCC and WOCC applicants, "accredited" means, in general, membership or candidacy for membership, in one of the six associations comprising the Federation of Regional Accrediting Association of Higher Education, or a state accredited institution

b PLC applicants must be attending an institution that is a member or is a candidate for membership in one of the six associations comprising the Federation of Regional Accrediting Association of Higher Education

c. Law schools are those on the approved list of the American Bar Association.

d. A current listing of institutions from which officer program applicants have been approved is published by letter from Headquarters Marine Corps (Junior colleges are noted on these lists)

## 2 Grade Point Averages

a Undergraduate applicants for all Reserve officer candidate programs must have at least a grade point average of "C" (2.0 on a 4.0 scale, 1.0 on a scale of 3.0). Waivers will not ordinarily be considered.

b. The grade point average as stated on the Academic Certification form and certified by a school official, will be accepted as valid evidence of the applicant's academic status

## 3202 PHYSICAL EXAMINATIONS

### 1. General

a Applicants for any Reserve officer candidate program must be physically qualified for appointment to commissioned grade in the U. S. Marine Corps Reserve



in accordance with the standards set forth in the Manual of the Medical Department, U. S. Navy, chapter 15. These standards are designed to procure and retain personnel who are physically fit and temperamentally adaptable to the conditions of military life. In many cases, however, a recommendation for a waiver of a minor physical defect may be appropriate when it appears evident that the defect would not be an obstacle to useful service and the applicant is well qualified in all other respects. Further guidance on the application of physical standards and recommendations for waivers may be obtained from the Manual of the Medical Department, U. S. Navy, article 15-3, and section III, chapter 15.

b. In addition to the above, applicants for any aviation training program must be found physically qualified in accordance with the requirements set forth in the Manual of the Medical Department, section V, chapter 15.

c. The physical examinations, except aviation program physical examinations, should be conducted by at least one medical officer, and, if available, a dental officer of the Regular Navy or Naval Reserve. The services of medical officers of the Department of the Army, or Department of the Air Force may be utilized in instances where the services of active duty or inactive duty naval medical officers are not available.

d. The flight physical examination must be conducted by an Army, Air Force, or Navy Flight Surgeon currently assigned in a Flight Surgeon's billet. The flight physical examination must be administered to an applicant upon enrollment, except in the case of certain applicants for the Platoon Leaders Class (Aviation) program

(1) Applicants for the PLC(A) program or those members of the PLC program requesting transfer to the PLC(A) program, will be administered an aviation physical examination where facilities are readily available.

(2) If applicants for the PLC(A) program are not administered a flight physical examination upon initial enrollment or upon interprogram transfer, they will undergo such examination during the first period of summer training following enrollment or transfer. Every effort will be made, however, to ensure that these applicants have no obvious physical defects which would prevent them from passing a flight physical examination. Whenever possible, an ophthalmologic examination should be conducted.

e. When physical examinations are administered to applicants for the Woman Officer Candidate Class, Women Marines, officer or enlisted, may, when necessary, be utilized as attendants at such examinations.

f. Reports of physical examination will be recorded on SF 88, Report of Medical Examination, and SF 93 Report of Medical History. Upon determination that an applicant is basically qualified, all copies of SF 88 and SF 93 will be placed in a Health Record Cover (DD 722) and forwarded directly to the Commandant of the Marine Corps (Code DPC) by Transmittal of Service Records (NAVMC 941). SF 88 will be submitted in triplicate for all ground programs and in quadruplicate for all aviation programs. SF 93 will be submitted in duplicate for all programs. A copy of the letter of transmittal for the health record will be forwarded with the application. On the face of the transmittal the officer selection officer should indicate the program for which each applicant is applying. (Program will also be indicated in block 5 of the SF 88 and SF 93.)

g. If an applicant is disapproved by the district screening board, the following notation will be made on the Commandant of the Marine Corps (Code DPC) copy of the disapproval letter

"Physical forwarded to Commandant of the Marine Corps \_\_\_\_ (date) \_\_\_\_."

h. All applicants shall be warned that any false information entered on SF 93, Report of Medical History, may constitute the basis for a fraudulent enlistment.

1. The date of examination for physical examinations submitted in connection with applications for Reserve officer candidate programs must be in accordance with the following

(1) Officer Candidate Class/Aviation Officer Candidate Program. The date of examination must not precede the date of commissioning of the applicants by more than eleven (11) months.

(2) Platoon Leaders Class/Platoon Leaders Class (Aviation). The date of examination must not precede the reporting date of the first scheduled increment of PLC training subsequent to enrollment by more than 1 year

(3) Woman Officer Candidate Course. The date of examination must not precede the reporting date of the class for which the applicant is applying by more than 1 year.

2. Submission of Physical Examinations on Prior Service Applicants. Prior to making a determination on a physical examination (SF 88 & 93) from an applicant who has had prior service (regardless of branch of service) BUMED must locate and review his prior service HR. The service, service #, social security number and inclusive dates of service are vital in locating his prior service HR. Since the HR is required to be forwarded to the Commandant of the Marine Corps prior to the application and SRB, this information is not available at the time the SF 88 and 93 are forwarded to BUMED for determination, therefore the following statement will be typed on the face of the HR transmittal two spaces below the statement required by subparagraph 3202 1f of this chapter

NO PRIOR SERVICE (or)

PRIOR SERVICE

<u>Branch</u>	<u>SSN#</u>	<u>Service #</u>	<u>Date of Enl</u>	<u>Date of Dis</u>
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Applicant was/was not discharged for medical reasons

### 3 Use of Civilian Physicians

a. Directors, Marine Corps districts, are authorized to utilize the services of civilian physicians to conduct physical examinations (other than flight physicals) incident to enrollment in Reserve officer candidate programs. Such action will be restricted to those cases where it is not economically feasible to utilize the services of Armed Forces medical facilities or inactive naval medical officers.

b. In connection with the above, district directors are directed to

(1) Utilize only the services of civilian physicians who are legally qualified to prescribe and administer all drugs and to perform all surgical procedures

(2) Ensure that the designated physicians are fully cognizant of the purpose of the examination and physical standards for appointment to commissioned grade as contained in the ManMed, chapter 15. In particular, they should be made aware of the strenuous nature of officer candidate training and the problems encountered by candidates with orthopedic defects

(3) Ensure that the examinations are conducted in a manner which will satisfy the requirements of the Bureau of Medicine and Surgery, U. S. Navy.

c. Examinations will be routine in nature and will not include serology, X-ray studies, electrocardiograms, consultations, or special clinical interpretations. Ophthalmologic examinations may be requested, however, in the case of applicants applying for the PLC(A) program.

d. Armed Forces Reserve Medical Officers are authorized to conduct physical examinations under the authority contained in this part.

e. Reports of physical examinations and/or medical history, SF 88 and SF 93, conducted and signed by the civilian physicians will be transmitted in accordance with instructions set forth in this Manual.

f. Suggested allowable charges are \$10 for the first examination and \$5 for each additional examination with a maximum compensation allowed a civilian physician not to exceed \$50 for services performed during any 1 day

g. Costs incurred are to be charged against CAS-1E82, Program Element 81412M, Subhead 2781, O&MMC funds

#### 4. Orders for Physical Examinations

a. Directors, Marine Corps districts, are authorized to issue necessary orders, together with government transportation requests and meal tickets to applicants who are otherwise qualified for enrollment in a Reserve officer candidate program to report to the nearest Armed Forces medical facility for the requisite medical examination. This authority may be further delegated by district directors to officer selection officers under their jurisdiction.

b. In every instance, applicants will be provided with necessary written orders. Figure 3-13 is a sample order to be issued to applicants for the Aviation Officer Candidate and Platoon Leaders Class (Aviation) programs.

c. Directors of the Marine Corps districts will promulgate necessary instructions to ensure that all applicant travel is charged to Appropriation 17-1106, Subhead 2780, Object Class 000, TT Code 2D, Property Accounting Number 00000, Cost Code coded as follows, Cost Center Code (supplied by each District), Expense Element "E," Program Element Number "86," Function/Subfunction Category "AE," and Cost Account Code "1E81."

5. Additional Medical Information. If additional medical information is required by the Chief, Bureau of Medicine and Surgery to determine the applicant's physical qualification for a specific program, a letter will normally be forwarded to the officer selection officer of the applicant concerned, to obtain the information. To minimize this requirement, officer selection officers will familiarize themselves with figure 3-11 which lists disabilities, conditions and defects which require special tests, examinations, or reports

### 3203 RESERVE OFFICER CANDIDATE APTITUDE TESTS

1. Testing Requirements. Applicants for all Reserve officer candidate programs must attain passing scores on the ROAT, or WOQT, as appropriate. These tests will provide a valid measure of the mental ability necessary for successful completion of a college program, training in Reserve officer candidate programs, and successful performance as a Marine Corps officer. This requirement is waived for male applicants who attain a score of 5 or above on the Aviation Qualification Test (AQT). ROAT and WOQT answer sheets will not be forwarded with applications. AQT/FAR answer sheets will be forwarded to the Bureau of Medicine and Surgery (Code 513) immediately following testing.

a. Reserve Officer Aptitude Test, Form 2 (ROAT-2). will be administered to each civilian male applicant.

b. Reserve Officer Aptitude Test, Forms 1 (ROAT-1) and 3 (ROAT-3) are designated as alternate test forms and will be used in the event of a retest or in case of loss or compromise of the primary form

c. Woman Officer Qualification Test, Form 7-W (WOQT 7-W) will be administered to each civilian applicant for the WOCC

2. Administration of Tests Tests will be administered in accordance with the Guide for Administering and Scoring Reserve Officer Aptitude Tests, NAVPERS 18651A, or Manual of Directions for the Woman Officer Qualification Test, Form 7-W. Officer selection officers will maintain a record of all tests administered and scores attained

a. Scoring Directions for scoring the answer sheet appear on the scoring key. Record the total Raw Score and convert to total Navy Standard Score (NSS). Record both scores on the answer sheet in the score block. The minimum desirable NSS on the ROAT or WOQT for a Reserve officer candidate is 40. In the event an applicant does not attain a score of 40 or higher, and it is the opinion of the selection officer that he possesses other outstanding qualifications which may warrant a waiver of this requirement, a recommendation for a waiver may be submitted to the Commandant of the Marine Corps (Code DPC) by the selection officer. A recommendation for a waiver of a test score below 37 WILL NOT receive favorable consideration. The results of the test, other than "passed" or "failed," will not be made available or disclosed to the applicant

b. Retesting Applicants who do not attain the required minimum score will not be retested until a period of 6 months has elapsed from the date the test was last administered. A passing score on the test is valid indefinitely and the test will not be administered a second time if the minimum score is attained. Each answer sheet for a retest will be marked "RETEST" in the space to the right of the score block

3. Safeguarding Test Materials Directors, Marine Corps districts will designate personnel to handle test materials in their districts and ensure that personnel having custody of the tests are thoroughly indoctrinated regarding their security. An officer shall be charged with the security of officer tests and associated materials. Authorized enlisted personnel may administer and score the tests under the direction of the responsible officer

a. A test monitor will be present in the testing room throughout the duration of the test period. The test monitor will ensure that each individual turns in his test booklet and other materials before leaving the room, even though he must leave for only a few minutes

b. Upon completion of the examination, and prior to the departure of the examinee from the testing room, the monitor will examine each test booklet in order to determine if any pages are missing. In this connection, personnel designated to handle the test material will ensure that only test booklets which have pages that are securely bound will be used in administering tests. In the event any pages are found to be missing from the test booklets after an examination, a search for them will be conducted immediately

c. As a partial precaution against single questions becoming well known to many people, examiners will not divulge the answer to any question on the test, under any circumstances.

d. Minimum stowage requirements will be met if tests and related materials are stowed in cabinets (preferably metal) secured by combination locks. In addition, where feasible, the cabinets should be in a secure room

e. As a precautionary measure to reduce the possibility of compromise or loss of test material, a daily inventory will be taken of all test material. Officers holding tests will maintain a Test Material Inventory Log. This log will include provisions for noting what test materials have been taken on road trips. Testing material will be kept in a distinctive container, such as a hard file folder, to preclude confusing test materials with other papers normally carried. Test booklets and scoring keys will be accounted for by serial number. The name and address of each individual who is administered a test will be retained until after inventory. Furthermore, the serial number of the test booklet will be recorded together with the name and address of each person who is administered the test. Caution should be exercised in

administering a test to any individual who cannot show, to the satisfaction of the person administering the test, a fixed address

f. Security checks should be made periodically and a sight check should be made whenever possible. Trash material should be examined and disposed of immediately following examination of the applicant

g. Transmittal of testing materials will be by regular mail. Each package will be accompanied by a delivery receipt. Packages will be double wrapped, tape sealed, and plainly marked "TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE ROAT/WOQT TEST MATERIAL" on the tape seal, on the top and bottom, and at both ends of inner wrapper in such a manner as to expose any attempt to compromise the contents.

h. Testing material which becomes so worn or defaced as to be unfit for further use shall be destroyed. Destruction will be by burning or shredding under the supervision of a person designated to handle test material. He will certify the date of destruction, title of material, form number, and, in the case of test booklets, the serial number of material destroyed. The report will be forwarded to the district director and will be retained until 2 years after the test form ceases to be effective. All answer sheets used by applicants will be retained for 6 months and then destroyed by burning under the supervision of a person designated to handle test material. A report of destruction of these answer sheets is not required.

4. Loss or Compromise of Test Materials. In the event that any test material is lost or compromised, the following action will be taken

a. Immediately upon discovery of the loss or compromise, the officer responsible will notify the Commandant of the Marine Corps (Code DPC) via the district director, with a copy to the appropriate Naval District Commandant and the area director of Navy recruiting.

b. The custodian will conduct an informal investigation and submit a written report to the appropriate district director. Final action on this report is the responsibility of the district director, but a copy of the report and action taken will be furnished the Commandant of the Marine Corps (Code DPC) for record purposes

c. Ordinarily, the lost or compromised test will be withheld from use in the specific area for a period of 6 months and the alternate form used. Since there is no alternate form for the Woman Officer Qualification Test, the investigation report should include a recommendation as to whether the WOQT should be suspended.

#### 5. Supply and Distribution of Test Materials

a. The Reserve officer candidate aptitude tests consist of the following materials

- (1) ROAT Form 1, NAVPERS 18649
- (2) ROAT Form 2, NAVPERS 18650
- (3) ROAT Form 3, NAVPERS 18657
- (4) Guide for Administering and Scoring Reserve Officer Aptitude Test, NAVPERS 18651A (Revised 5-68)
- (5) ROAT Form 1 Scoring Key, NAVPERS 18659SK
- (6) ROAT Form 2 Scoring Key, NAVPERS 18650SK

- (7) ROAT Form 3 Scoring Key, NAVPERS 18657SK
- (8) ROAT Answer Sheet, NAVPERS 1533/4(4-66)
- (9) WOQT, Form 7-W, NAVPERS 18349
- (10) Manual of Directions for the WOQT, Form 7-@, NAVPERS 18553
- (11) WOQT Answer Sheet, NAVPERS 497 (Rev 2-62)

b. District directors will requisition copies of tests and associated materials from Cognizance I stock, U. S. Naval Publications and Forms Center, Philadelphia, Pennsylvania 19120, excepting the NAVPERS 1533/4 ROAT Answer Sheet and the NAVPERS 497, WOQT Answer Sheet which may be requisitioned from U. S. Navy Supply Centers, Norfolk, Virginia 23512, and Oakland, California 94625. District directors will serialize all test materials prior to further distribution. Selection officers will requisition testing materials from their district director

c. District directors are cautioned to limit distribution of these tests and to ensure that those personnel to whom custody is assigned are thoroughly familiar with their use and with the security measures necessary in their handling. The forms being distributed are also in current use by U. S. Navy officer selection personnel and any compromise of this material would have a widespread effect

#### 3204 AVIATION SELECTION TESTS

1 Testing Requirements. Applicants for any flight training program must take the U. S. Navy and Marine Corps Aviation Selection Tests (Aviation Qualification Test and Flight Aptitude Rating)

2 Administering of Tests. The aviation selection tests may be administered by officer selection officers and such other officers as may be designated by the Chief, Bureau of Medicine and Surgery. Testing will be conducted in accordance with the Examiner's Manual and Scoring Instructions for U. S. Navy and Marine Corps Aviation Selection Tests, NAVMED P-5098 (1966)

a. Scoring. Directions for scoring the answer sheet are contained in the manual described above. Test scores will be entered in block 73 of the Report of Medical Examination (SF 88), and in block 43 of the application form (NAVMC 10418). Minimum acceptable scores for tests administered prior to 1 July 1971 are as listed below. Minimum acceptable scores for tests administered after that date will be as published by separate directive.

AOC(NA and PLC(NA) applicants; AQT - 3; Far -4  
AOC(NFO) and PLC(NFO) applicants: AQT - 4, Far -3

b. Retesting. Applicants who do not attain the required scores on the aviation selection tests will not be retested until 6 months have elapsed from the date the tests were last administered. Passing scores are valid for 4 years

3 Safeguarding Test Materials. With certain exceptions, the instructions for safeguarding the Reserve Officer Aptitude Tests also apply to the aviation selection tests. These exceptions are as follows

a. Mailing. Aviation selection tests will be mailed in the same manner as the Reserve Officer Aptitude Tests except that it will be marked "TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE AVIATION SELECTION TEST MATERIAL "

b. Destruction of Unserviceable Materials Destruction of aviation selection tests will be accomplished in the same manner as the ROAT and WOQT except that the report of destruction will be forwarded to the Chief, Bureau of Medicine and Surgery (Code 513). All answer sheets are to be forwarded to the Chief, Bureau of Medicine and Surgery (Code 513), whether the applicant passes or fails the tests.

c Recording of Tests. The testing officer will maintain a record of the following

- (1) Serial number of answer sheet
- (2) Name of person tested
- (3) Date and place of test
- (4) Scores attained
- (5) Date answer sheet forwarded to BUMED

4. Loss or Compromise of Test Materials The same instructions apply as for the ROAT, except notification of loss or compromise will be addressed to the Chief, Bureau of Medicine and Surgery (Code 513) via the district director and Commandant of the Marine Corps (Code DPC). The custodian will conduct an informal investigation and submit a written report to the Commandant of the Marine Corps (Code DPC) via the district director

5. Supply and Distribution of Test Materials

a. The aviation selection tests consist of the following materials

- (1) Aviation Qualification Test, Form 3(AQT-3), NAVMED 1400-C, with Scoring Key, NAVMED 1532/1A
- (2) Aviation Qualification Test, Form 4(AQT-4), NAVMED 1400-D, with Scoring Key, NAVMED 1532/1B
- (3) Mechanical Comprehension Test, Form 8(MCT-8), NAVMED 1401-H, with Scoring Key, NAVMED 1532/1C
- (4) Mechanical Comprehension Test, Form 9 (MCT-9), NAVMED 1402-I, with Scoring Key, NAVMED 1532/1D
- (5) Spatial Apperception Test, Form 7 (SAT-7), NAVMED 1402-G, with Scoring Key, NAVMED 1532/1D
- (6) Spatial Apperception Test, Form 8 (SAT-8), NAVMED 1402-H, with Scoring Key, NAVMED 1532/1C
- (7) Biographical Inventory, Form 5(BI-5), NAVMED 1403-E, with Scoring Keys NAVMED 1532/1E (Right) and NAVMED 1532/1F (Wrong)
- (8) Examiners Manual and Scoring Instructions for U S. Navy and Marine Corps Aviation Selection Tests, NAVMED P-5098 (1966)
- (9) Answer Sheet, NAVMED 1532/1 (Rev 2-66)

b. Officer selection officers will requisition tests and associated materials from the Chief, Bureau of Medicine and Surgery (Code 513) via the appropriate district director. All test materials, including answer sheets, are serialized by the Bureau of Medicine and Surgery prior to issue

3205 CITIZENSHIP

1. An applicant for any officer candidate program must be a citizen of the United States, and citizenship must be verified prior to appointment to commissioned grade except as noted in subparagraph 5 below.
2. If an applicant is foreign born, a Certificate of Proof of Citizenship of Foreign Born Applicants for Enlistment (NAVMC 538), must be submitted with the application, without exception.

3. This certificate, which is designed for establishing the fact of U. S. citizenship and recording the information used to establish that fact, will be prepared as outlined below for each applicant born outside the United States, Puerto Rico, the Virgin Islands, or Guam and inserted in the application as indicated in figure 3-1.

a. If an applicant is foreign born of alien parents at time of birth, naturalization in the applicant's own right as evidenced by a Certificate of Naturalization or a Certificate of Citizenship is required. Do not make photo copy - submit only information as required by NAVMC 538.

b. If an applicant is foreign born of citizen parents at the time of birth, a certified true copy of both parent's birth certificate is required to be attached. Enter the date and port of applicant's initial entry into the U. S., citizenship certificate number, if any, and the Immigration and Naturalization office where issued or attach a copy of applicants birth certificate, if available. (Check methods 4 and 5.) In cases where parent's birth certificates are not readily available to establish proof of citizenship, authority is granted to enlist and/or enroll applicants who have sufficient official proof of citizenship without reference to parents birth certificates, i e., consular verification (Check method 6 and include a copy of the specific documents used in lieu of birth certificates to verify citizenship.)

c. If the applicant was foreign born and does possess Proof of Citizenship (either through Naturalization, in his own right or derived from parents) include the below additional information in method 6 in all cases, if applicable

(1) Date and Port of Initial Entry to U. S.

(2) Was applicants birth registered with American Embassy? If so, when and where.

(3) Registration number of parents and/or applicant

(4) Were parents in Armed Forces/on government business at time of applicants birth?

(5) Passport/visa identification.

(6) Include any other available information that will help verify birth/citizenship.

4. A Certificate of Citizenship as required in subparagraph 3a above, may be obtained by making application on Form N-600, Application for Certificate of Citizenship, to the Immigration and Naturalization Service

5. Noncitizens who have submitted a Declaration of Intent to become a U. S. citizen to the U. S. Immigration and Naturalization Service are considered to meet the citizenship requirement and are, if otherwise qualified, eligible to apply for any Marine Corps Reserve officer program. Officer selection officers must explain to these applicants that they will not be eligible to apply for a Regular commission until U. S. citizenship is attained. (For Declaration of Intent see Title 8, U. S. Code (Aliens and Nationality) Section 1445f.)

### 3206 AGE REQUIREMENTS AND PARENT'S CONSENT

1. Applicants for any Reserve officer candidate program must meet the following age requirements at time of appointment to commissioned grade in the Marine Corps Reserve. Waiver of the age requirements will be considered for exceptionally well qualified applicants only within the absolute limits indicated in parenthesis. Prior USMC or other service experience will be a considered factor in granting age waivers, but a "constructive age" will not be calculated by subtracting prior service time from actual age to meet age requirements



<u>SOURCE</u>	<u>AT LEAST</u>	<u>LESS THAN</u>
Platoon Leaders Class (Ground)	20 (19)	28 (30)
Platoon Leaders (Law)	20 (19)	28 (30)
Platoon Leaders Class (Naval Aviator)	20 (19)	27½ (27½)
Platoon Leaders Class (Naval Flight Officer)	20 (19)	27½ (27½)
Officer Candidate Class	20 (19)	28 (30)
Enlisted Commissioning Program	20 (19)	28 (30)
Aviation Officer Candidate (Naval Aviator)	20 (19)	27½ (27½)
Aviation Officer Candidate (Naval Flight Officer)	20 (19)	27½ (27½)
Aviation Officer Candidate (Scholarship) Naval Aviator	20 (19)	27½ (27½)
Aviation Officer Candidate (Scholarship) Naval Flight Officer	20 (19)	27½ (27½)
Officer Candidate (Scholarship)	20 (19)	28 (30)
Woman Officer Candidate Class	21 (19)	30 (30)

2. Male applicants who are less than 18 years of age, and female applicants who are under the age of 21 years, must obtain consent of parent(s) or legal guardian on DD Form 373, Consent, Declaration of Parent or Legal Guardian, prior to enlistment in the Marine Corps Reserve. Instructions for completing the DD Form 373 are contained in paragraphs 2104 and 2332. Married female applicants under the age 21 are not required to obtain consent of parents. See paragraph 3207.

3. The correct age of all applicants shall be verified by the officer selection officer. Acceptable types of evidence of date of birth are outlined in subparagraph 2102.3.

### 3207 DEPENDENCY AND MARITAL REQUIREMENTS

1. Applicants for the PLC program, OCC and OC(S) programs who are otherwise eligible for enlistment in the Marine Corps, but because of the dependency requirements set forth in chapter 2 of this Manual are ineligible, may submit an application for enrollment provided that the officer selection officer recommends in writing that a waiver be granted.

### 3208 CONDITIONAL RELEASES

1. Applicants affiliated with any branch of the Armed Forces of the United States (including those who have a contractual obligation with an ROTC program) other than the Marine Corps Reserve, must obtain a conditional release from the unit or appropriate Armed Force prior to enlistment in the Marine Corps Reserve. Officer selection officers will request conditional releases using the format shown in figure 3-9.

a. The maximum period of time considered necessary to process an application from the officer selection officer, through the district director, and Headquarters Marine Corps is 90 days.

b. When requesting conditional releases, officer selection officers will request that such release be valid until a specific date (computed as outlined above), and that the applicant be placed in a nonpay drill status until final action is taken on his application. The Reserve unit will be notified of final action by the district director (in case of disapproval at that level) or the Commandant of the Marine Corps

### 3209 PHYSICAL APPEARANCE AND PHOTOGRAPHS

1 The physical appearance of any applicant for a Reserve officer candidate program is an important factor in his or her selection or nonselection. Screening boards at district and Marine Corps Headquarters do not have the advantage of a personal view and must rely on photographs for this important impression. While the problems of photographing students on campus is recognized, it must be realized that the photographs accompanying the application may be considered a fair representation of the appearance, bearing, and dress of the candidate and that he or she could be judged accordingly.

2 Two photographs of each applicant will be submitted with each application. Make the finished photograph approximately 4X5 inches, full-length, standing, one front view, the other a side view.

### 3210 CHARACTER AND BACKGROUND

1. General. Applicants for any Reserve officer candidate program must not have been convicted by a court-martial or by civil authorities or the subject of an action which is tantamount to a finding of guilty of an offense which involves moral turpitude, or an offense for which the maximum penalty under the Uniform Code of Military Justice and the Manual for Courts-Martial includes one or more of the following: Death, dishonorable discharge, or confinement in excess of 1 year. Evidence of character will be obtained through the use of the following forms:

- a. Personal Information Questionnaire (NAVMC 10064)
- b. Police Record Check (DD 369)
- c. National Agency Check Request (DD 1584)
- d. Fingerprint Card (OPNAV 5510-2)
- e. Statement of Personal History (DD 398)
- f. Armed Forces Security Questionnaire (DD 98)
- g. Examination of Applicant by Recruiting Officer (NAVMC 136)
- h. Officer Selection Evaluation form (NAVMC 124)

2. Instructions for completing these forms are contained in part D of this chapter.

### 3211 SOLE SURVIVING SON

1 Male applicants for any Reserve officer candidate program must be ineligible for exemption from assignment to duty in a combat area as a sole surviving son

as defined in subparagraph 2110 1r, or must waive this right as outlined below. The definition of a sole surviving son will be explained to each applicant and when an applicant indicates that his father, brother or sister, or corresponding relative by adoption is deceased or permanently disabled, the selection officer will ensure that he is thoroughly questioned as to the circumstances in order to determine his sole surviving son status.

2 An applicant who is classified as a sole surviving son must submit one or both of the following waivers, as appropriate, in triplicate, with his application in order to be considered for enrollment.

a. If the applicant is 21 years of age, or over, the following waiver will be executed by the applicant

"I hereby waive my rights to duty in noncombat areas/discharge as a sole surviving son in accordance with MCO 1300 11\_

\_\_\_\_\_  
(Signature of Applicant)"

b. If the applicant is less than 21 years of age, the above waiver will be executed by the applicant. In addition, the following notarized waiver, executed by the parent(s) or legal guardian will be submitted

"We(I) \_\_\_\_\_ and \_\_\_\_\_  
do swear that we are (I am) the parent(s) (sole parent) (legal guardian) of \_\_\_\_\_  
and that we (I) do hereby waive any \_\_\_\_\_  
rights which might accrue to us (me) to request that he be discharged or that he be exempt as a sole surviving son from assignment to duty in a combat area.

\_\_\_\_\_  
(Signature of parent)

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Signature of parent)"

### 3212 SELECTIVE SERVICE STATUS OF OFFICER CANDIDATES

1 General. Members in good standing of any Reserve officer candidate program are deferred by law from military training and service in the Armed Forces of the United States until they are graduated from college or ordered to extended active duty.

2 The Record of Military Status of Registrant (DD 44) is used to inform local selective service boards when an applicant becomes eligible for deferment by reason of enlistment in a Marine Corps Reserve officer training program. Officer selection officers are authorized to prepare and issue DD Form 44 on applicants as follows

a. Officer Candidates. Upon execution of the conditional enlistment contract, officer selection officers will submit Form 44 to the applicant's local selective

service board. Signed duplicate and triplicate copies of the form will be inserted in the application and record book as indicated in figure 3-1 Item 12 (Remarks) of the form will be annotated as follows

"Enlisted on \_\_\_\_\_ (date) \_\_\_\_\_ in the USMCR(C). Scheduled to report for Extended Active Duty on \_\_\_\_\_ (date) \_\_\_\_\_ "

(1) Issuance of a revised DD Form 44 on disapproved applicants for the OCC will be the responsibility of the office effecting the disapproval

(2) Issuance of the DD Form 44 on disenrolled candidates will be the responsibility of the Commandant of the Marine Corps

b. Platoon Leaders Class. DD Form 44 for PLC applicants will be prepared as follows

(1) The officer selection officer will prepare and sign, in triplicate, the DD Form 44 for transmittal as a part of the application

(2) Upon approval of the application by the Commandant of the Marine Corps, the original will be forwarded to the candidate's local selective service board. Duplicate and triplicate copies will be retained as part of the application and record book

(3) The DD Form 44 on all disapproved applicants, either by the district director or the Commandant of the Marine Corps, will be destroyed.

(4) Item 12 (Remarks) of this form will be left blank.

### 3213 IDENTIFICATION CARDS

1. An Identification Card (DD 2MCR) will be issued to each member of an officer candidate program. This card will be issued by the officer selection officer upon notification of approval of the application by the Commandant of the Marine Corps. Instructions concerning the security, inventory, preparation and issue of identification cards are contained in the current edition of MCO P1070.12, IRAM.

### 3214 REENROLLMENT AND REAPPLICATION

1 Reenrollment Reenrollment is applicable to any individual who was a former PLC applicant for a Reserve officer candidate program and subsequently disenrolled. Such individuals may request reenrollment provided he or she is qualified in accordance with this chapter. So that a fair determination may be made, the officer selection officer will take the following action

a. If the request for reenrollment is made within 60 days of disenrollment, submit the following forms and documents to the Commandant of the Marine Corps (Code DPC) via the appropriate district director

(1) A statement, in the case of all those who disenrolled at their own request, explaining why the reasons for the original disenrollment no longer exist, together with the officer selection officer's comments and recommendations

(2) Current transcript of grades and credits and current Academic Certification form

(3) Officer Selection Evaluation form (NAVMC 124)

(3) Examination of Applicant by Recruiting Officer (NAVMC 136)

(5) Request for Orders form (NAVMC 10468) (PLC training only)

(6) If disenrolled due to physical reasons, up-to-date SF 88 and SF 93

(7) If disenrolled for other than physical reasons, the following statement will also be submitted by the applicant

"I hereby certify that to the best of my knowledge there has been no material change in my physical condition since the last Armed Forces physical examination."

(8) If the applicant has registered with a selective service board since initial entry into the program, the officer selection officer will indicate his selective service number and complete address of his selective service board.

b. If the request for reenrollment is made more than 60 days after disenrollment, a complete new application will be submitted in accordance with this chapter. The officer selection officer will indicate that it is a reenrollment by inserting the word "REENROLLMENT" in the blank space directly above the individual's name on the application form

c. New conditional enlistments and Record of Military Status of Registrant (DD Form 44), will not be executed until authorized by the Commandant of the Marine Corps.

2 Reapplication. Reapplication is applicable to any individual who applied for and was disapproved by the Commandant of the Marine Corps for a Reserve officer candidate program

a. Reapplication made within 6 months of disapproval will be effected by submitting a request for reconsideration of the application. Such requests will be forwarded to the Commandant of the Marine Corps (Code DPC) via the appropriate officer selection officer and district director and should contain any additional information available for consideration. Additional forms and documents, if required, will be requested from the cognizant OSO by the Commandant of the Marine Corps (Code DPC)

b. Those individuals desiring reconsiderations more than 6 months after disapproval will submit a complete new application. The officer selection officer will indicate that it is a reapplication by inserting the word "REAPPLICATION" in the blank space directly above the individual's name on the application form.

c. An individual disapproved for physical reasons who desires to be reconsidered for enrollment will submit new SF 88 and SF 93 forms. The officer selection officer will forward these new forms as enclosures to a covering letter to the Commandant of the Marine Corps (Code DPC)

d. New conditional enlistments and Record of Military Status of Registrant (DD Form 44), will not be executed until authorized by the Commandant of the Marine Corps.

### 3215 INTERPROGRAM TRANSFERS

1. The following paragraphs are only applicable to those persons who are currently members in good standing of a Reserve officer candidate program

- 2 A person enrolled in the OCC, AOC program or any PLC program may request transfer to any other Reserve officer candidate program authorized for male applicants, provided he is fully qualified for the program requested in accordance with the provisions of this chapter
3. A person requesting program transfer will forward his request to the Commandant of the Marine Corps (Code DPC), via the appropriate officer selection officer and district director
4. Requests will include an up-to-date physical examination and new service agreement for the program requested For transfers within the PLC program, the requirement for a new physical examination applies to a transfer to the PLC(A) programs only In the case of individuals requesting an aviation training program, scores attained on the Aviation Selection Tests must be submitted with the request for program transfers

#### 3216 AUGMENTATION INTO THE REGULAR MARINE CORPS

1. Platoon Leaders Class Within quota limitations, selected graduates of the PLC Senior Course or the PLC Combined Course will be afforded an opportunity, at The Basic School, to qualify for appointment to commissioned grade in the Regular Marine Corps
- 2 Officer Candidate Class Officer Candidates commissioned as second lieutenants in the U S Marine Corps Reserve will be eligible to apply for augmentation into the Regular Marine Corps during their assignment at The Basic School
- 3 Aviation Officer Candidates AOC's commissioned as second lieutenants in the U. S Marine Corps Reserve and assigned to flight training will be eligible to apply for augmentation into the Regular Marine Corps during their second year of commissioned service

#### 3217 DISENROLLMENT, DISCHARGE, AND RELEASE FROM ACTIVE DUTY

- 1 Members of officer training programs who were procured from civilian sources may be disenrolled for any of the reasons shown on the Certificate of Understanding Reasons for Disenrollment (NAVMC 10605). (See subpar. 3301.17) Those members so disenrolled will be discharged
- 2 Any member, regardless of source, may be disenrolled for cause while at training. Also, any member may be disenrolled at his (her) own written request, subject to the conditions in this section and the following restriction Once a member has reported for training, he (she) will not be allowed to disenroll at his (her) own request until completion of the minimum period of training specified in the service agreement executed upon enrollment
- 3 In addition to the above, the following rules shall apply to those members disenrolled prior to appointment to commissioned grade

##### a Platoon Leaders Class

(1) Members who request disenrollment while at training will be released from active duty after completion of the minimum period of training and discharged Those disenrolled for cause will be released from active duty and discharged immediately

(2) Members disenrolled at any time other than while at training will be discharged immediately.

b Officer Candidate Class

(1) Members procured from civilian sources who request disenrollment prior to reporting for training will be disenrolled and discharged immediately.

(2) Members from Class II and Class III, USMCR who request disenrollment prior to reporting for training will be ordered to be disenrolled and to return to the unit to which they were last assigned.

(3) Members who are disenrolled for any reason while at training will be ordered to inactive duty and discharged

(4) Members from the Regular establishment and Reserves on extended active duty will be required to complete their present enlistment and/or any extension thereof, or assignment to extended active duty.

(5) Civilian-source members may be discharged prior to termination of their obligated service under the following conditions

(a) If disenrolled for any reason prior to or after reporting for training

(b) If, upon reporting for training, they are found not physically qualified for appointment to commissioned grade.

(c) If they qualify for discharge by reason of extreme hardship.

(d) For such other good and sufficient reasons, not elsewhere listed in this chapter, which are specified in MCO P1900.16, MARCORSEPMAN, paragraph 6012

(6) Candidates from the Regular establishment or Class II or Class III, USMCR, may be discharged prior to the termination of obligated service only for

(a) Extreme hardship.

(b) For such other good and sufficient reasons, not elsewhere listed in this chapter, which are specified in MCO P1900.16, MARCORSEPMAN, paragraph 6012.

c. Woman Officer Candidate Class

(1) Civilian-source members disenrolled prior to reporting for training will be discharged. Those disenrolled while at training will be released from active duty (after completion of the minimum period of training if disenrolled at own request) and discharged

(2) Members from the Regular establishment and Reserves on extended active duty will be required to complete their present enlistment and/or any extension thereof, or assignment to extended active duty.

4. All discharges of disenrolled officer candidate program members will be processed in accordance with the authority outlined in figure 3-14.

5. Release From Active Duty

a. PLC candidates enrolled from Class II or Class III, U S. Marine Corps Reserve, and those enrolled from civilian sources but have completed their active duty requirement under the law, will be released from active duty if disenrolled for any reason prior to acceptance of appointment to commissioned grade.

b. OC/AOC candidates enrolled from these sources, if disenrolled for any reason prior to acceptance of appointment to commissioned grade, will be released

from active duty. Members of the OC/AOC programs who are disenrolled while on active duty and prior to appointment to commissioned grade, will be restored to the grade held prior to assignment to extended active duty.

#### 3218 PREVIOUS SERVICE

1 Applicants for any officer candidate program who have had prior service, Regular or Reserve, in any branch of the Armed Forces must submit documentary evidence of honorable separation with their application (ECP applicants are exempt from this requirement). This evidence may be in the form of a photostatic copy of the Armed Forces of the United States Report of Transfer or Discharge (DD 214) or, in lieu thereof, a certified statement of service.



PART D SOURCE, PREPARATION AND SUBMISSION OF  
FORMS/DOCUMENTS/INFORMATION

## 3300 SUPPLY OF BLANK FORMS

1. All NAVMC, OPNAV, DD and SF forms will be requisitioned through normal supply channels. Figure 3-6, 3-8, 3-9, and 3-10 will be reproduced locally.

## 3301 PREPARATION OF FORMS/DOCUMENTS

1. The Request for Orders (NAVMC 10468) will be submitted (original only) for all applicants. Entries will be typewritten if possible. If it is not possible to use a typewriter, entries will be printed in ink. Zip codes must be included in addresses.

2 The Fingerprint Card (OPNAV 5510-2) will be submitted (2 originals) with applications for all programs except the Enlisted Commissioning Program. Fingerprints must be fully rolled, clear, and clean. Care must be taken not to perforate fingerprints when preparing card for insertion into the application. Entries will be typewritten

3 National Agency Check Request (DD 1584)

a. The National Agency Check Request (DD Form 1584) will be prepared and forwarded with each application for enrollment in the Officer Candidate Class, Aviation Officer Candidate Class, Platoon Leaders Class (applicants attending combined course only), and college senior Woman Officer Candidate Class programs only. This form will also be prepared for those Platoon Leaders Class candidates attending their senior course of training and will be forwarded to this Headquarters (Code DPD-3) by 1 March. Preparation of this form will be accomplished as follows

(1) Items 1 through 7 - Self-explanatory.

(2) Item 8

(a) 8a - Check "Military" security program.

(b) 8b

1 If derogatory information is indicated on the Statement of Personal History (DD 398) (specifically, an offense (or "Yes" answer) listed in item 17), leave this item blank. This information will be recorded elsewhere on the DD 1584.

2 If there is no derogatory information (as specified above) indicated on the DD 398, check the box provided.

(c) 8c - Insert "CMC (Code \_\_\_\_\_)." Enter appropriate code as indicated in subparagraph 3a(8)

(3) Items 9 through 15 - Self-explanatory

(4) Item 16

(a) 16a - If answered "Yes," provide the following information

1 If an alien, provide alien registration number, date and port of entry into the United States, the last Immigration and Naturalization Service Office with which registered. If a minor at the time of immigration, provide parents' registration number, date and port of entry into the United States

2 If a naturalized citizen, provide naturalization number, date, place, and court where certificate was issued. If citizenship was acquired through the naturalization of parent(s) show the date, place, and court

(b) 16b - If answered "Yes," provide the following information

1 Foreign Connections - Identify all foreign organizations in the United States or abroad with whom subject has been connected.

2 Foreign Relatives - List name, address and relationship of each relative residing either in a foreign country or in the United States as an alien. (Relatives to be included are brothers, sisters, children, guardians, stepparents and former spouses.)

3 Foreign Employment - Indicate name and location of the employing foreign firm or governmental agency and list the inclusive dates of employment (if this information has not been provided in response to item 14)

4 Foreign Military Service - State the country, branch of military service, grade, service number, inclusive dates of service and type of discharge.

(c) 16c - If answered "Yes," list each foreign country traveled in or resided in other than as a direct result of United States Government duties. Provide the inclusive dates and purpose of all foreign travel

(d) 16d - If answered "Yes," name the employer and indicate the type of security clearance issued and/or investigation conducted. If known, provide the name of the agency that completed the investigation and the date

(e) 16e

1 If currently employed by the United States Government, state the employing Federal agency or department, and the location and inclusive dates (if not listed in item 14)

2 If formerly a member of the United States Armed Forces, provide branch of service, rank/grade, service number, social security number, inclusive dates of service and nature of discharge or separation. Include as military service Coast Guard and Merchant Marine duty.

3 If currently on active duty in the United States Armed Forces, state "ACTIVE DUTY" and list branch of service, rank/grade, service number, social security number and date active service started.

4 If currently a member of a reserve component of the Armed Forces, indicate whether Reserve or National Guard, the branch of service, the unit designation and location, individual status, rank/grade, service number, social security number and date of initial entry.

(f) 16f - Qualification of security form refers to answers or remarks of security significance entered on the form, or refusal to complete the security form in its entirety. Specifically, qualification of the DD 398 means that a "Yes" answer was given to any question in item 17 of that form. Qualification of the DD 98 means that a "Yes" answer was given to any question in paragraph 2, section IV, except paragraph 2r. Qualification of the DD 48-1 (not used for officer candidate program applications) means that a "Yes" answer was given to any question in the "Provisions" section of that form

1 If any of these forms were "qualified" as indicated above, check item 16f "yes" and give a full explanation in item 18. Include date, place, and nature of offense, circumstances involved, disposition by the courts, and/or any other pertinent information.

"No " 2 If none of the above forms were "qualified," check item 16f

(g) 16g - If answered "Yes," explain in detail, providing dates and residences.

(5) Item 17

(a) 17a - Check "USMC," if listed If not listed (variations of the DD 1584 exist), type in "X-USMC" just below "NSA" in the left column

(b) 17b - Check "Secret Clearance" ONLY

(6) Item 18 - If a "Yes" answer is given to any question in item 16, a full explanation will be made in this section Additional sheets of plain paper may be used if additional space is needed

(7) The "Request Date" space at the upper right of the DD 1584 will be left blank. This will be completed by HQMC.

(8) The address space on the upper portion of the DD 1584 (" Return Results to...") will be completed as follows

(a) Enter Commandant of the Marine Corps  
Code  
Headquarters, U S Marine Corps  
Washington, D. C 20380

1 Code "DPE" will be entered for OCC and AOC applications

2 Code "DPF" will be entered for WOCC applications

3 Code "DPD-2" will be entered for PLC applicants attending Combined Course training

4 Code "DPD-3" will be entered for PLC candidates attending Senior Course training.

(b) Below the address in the lower right corner of the large space (and just above item 11), enter the program and class for which the application is submitted, e g , "70th OCC," "71st AOC," "28th WOCC," etc.

4. Statement of Personal History (DD Form 398) Submit the original with applications for the Officer Candidate Class, Aviation Officer Class, Platoon Leaders Class (applicants attending combined course only), and college senior/graduate Woman Officer Candidate Class only. Platoon Leaders Class candidates attending their senior course of training will submit this form to their respective officer selection officer in sufficient time to allow for forwarding to this Headquarters (Code DPD-3) by 1 March Woman Officer Candidate Class juniors will complete this form during training Entries will be typewritten or printed legibly.

5. Academic Certification Form (NAVMC 10469). Submit the original with applications for all undergraduate programs and for graduate programs when the applicant has not yet completed the requirements for a degree This form is to be completed by an official of the applicant's school and verified by the officer selection officer. If college officials will not cooperate in completing this form, the officer selection officer is authorized to complete and sign it PLC applicants attending an institution which has accreditation only as a junior college must submit a statement indicating that they intend to complete their requirements at an institution which is accredited through the 4-year level

6. Proof of Receipt of Degree Submit the original with all applications from college graduates This proof of graduation may be in the form of a photostat

of the degree, a letter from a college official, or a transcript with notation of graduation. Graduates are not required to submit the academic certification form.

7 Transcript of Grades/Credits earned above the high school level will be submitted with all applications from civilian sources. Application for the ECP will include high school and college transcripts.

8 Application for Officer Programs (NAVMC 10418)

a The original of this form will be submitted with applications for all officer candidate programs. All entries will be typewritten. If additional space is needed, use attached sheets of plain bond paper, referencing the appropriate items.

b Items 1 through 80 are compatible with an automated process in use at Headquarters Marine Corps. Instruction for completing these items are

Item

- |                 |   |
|-----------------|---|
| 1, 14, 15, & 16 | Self-explanatory  |
| 23              | Place "x" in appropriate block  |
| 25              | Self-explanatory.   |
| 26              | Date of Oath of Enlistment (or complete PEBD)   |
| 31              | Self-explanatory  |
| 40              | OSO Code (Example "011") or, for ECP applicants, Monitored Command Code               |
| 43              | For Aviation applicants, enter AST (AQT/FAR) scores.                                  |
| 45              | Raw score, Navy Standard Score and test for number of ROAT or WOQT (Example 46/58(1)) |
| 47              | Leave blank - HQMC use only.  |
| 50              | Enter name of college and college code  |
| 54 - 80         | Leave blank - HQMC use only   |

c. Unnumbered items which may be left blank are

(1) LSAT/STA-9

(2) GCT/AA battery scores (to be completed for ECP applicants only)

d Items A through J must be completed. Attach detailed statements for all "Yes" answers. The applicant must sign in the certification block. The officer selection officer will sign the form in the appropriate space.

e. When the entire application has been completed, the officer selection officer will review it for accuracy and completeness.

f Prior to mailing the application to the district director, the officer selection officer will make the following entry on the reverse of the application form.

(date)           Application mailed by OSO to District  
          (date)           Application received by District  
          (date)           Application mailed by District to CMC (Code DPC)

The appropriate date will be entered by the officer selection officer when the application is mailed

g Rubber stamps may be used to make the above entries on the reverse of the application form

h Aviation Officer Candidate applicants will submit the following statement

"In the event I am found or become unqualified for assignment to aviation training prior to acceptance of appointment to commissioned rank, I (do) (do not) desire acceptance or transfer to the Officer Candidate Class, leading toward a commission as an unrestricted ground officer in the U S. Marine Corps Reserve

\_\_\_\_\_  
(Signature of Applicant)"

This statement may be placed on the reverse of the application form or on an attached sheet.

9. Record of Disenrollment from Officer Candidate-Type Training (DD 785) The original will be submitted for all applicants from civilian sources who have previously been disenrolled from any Armed Forces officer candidate program. A DD Form 785 is not required for an individual who successfully completes the 2-year level of basic Army or Air Force ROTC and has not signed an advanced ROTC contract.

a Information for completion of the form is maintained on a readily available basis by each service. Upon request for such information from an officer selection officer, the appropriate service will complete the form and return it promptly to the requesting office. Requests for information will be addressed as follows:

(1) ARMY - For disenrolled ROTC Cadets Professor of Military Science, (educational institution attended) All other individuals The Adjutant General, Department of the Army, ATTN AGPB-O, Washington, D C 20310

(2) NAVY - Chief of Naval Personnel, Department of the Navy, Washington, D. C 20370

(3) AIR FORCE - Deputy Chief of Staff, Personnel, Headquarters, U S Air Force, Washington, D C. 20330.

(4) COAST GUARD - Commandant (PIP), Coast Guard Headquarters, U S Coast Guard, Washington, D C. 20226

b. Only the above listed agencies are authorized to complete the DD Form 785. When the form has been completed by the appropriate agency, and returned to the officer selection officer, it will be forwarded with the application for enrollment.

10. Name Information will be submitted for each applicant who desires to enlist under a name other than that with which he/she was born. Instructions for enlisting such persons are contained in paragraph 2103. Name information may be in the form of the following:

a Court order for change of name

b. Affidavits from three responsible but disinterested persons of the community in which the applicant resides, indicating they have known the applicant by the name under which he or she desires to enlist

11. Police Record Check (DD 369)

a. The police record check is prepared so that the Federal Bureau of Investigation may determine whether the individual has had a police record prior to entry into the service. This record is filed by that organization for future identification as necessary

(1) Submit the completed fingerprint record, original only, with other enlistment papers and application for enrollment.

(2) When utilizing this form for fingerprint record purposes, the side containing the request for a police record check will not be completed.

b. This form will also be used as a local police record check in accordance with the provisions of chapter 2 of this Manual. (In this case, the completed form will be retained at the place of enlistment or reenlistment until time for disposal and will not be forwarded for use as fingerprint record as prescribed above.)

12. Officer Selection Evaluation Form (NAVMC 124) will be completed by the officer selection officer on each applicant for a Reserve officer candidate program. The completed form, original only, will be forwarded with the application

a. When rating the individual, the officer selection officer should consider carefully the following definitions, taking into consideration the individual's age, personal characteristics, and general potential to serve in the Marine Corps as a commissioned officer

UNSATISFACTORY - Unqualified, below minimum standards

ADEQUATE - Qualified, meets generally accepted standards

ABOVE AVERAGE - Highly qualified, above accepted standards

EXCELLENT - Exceptionally qualified to a degree seldom achieved by other applicants observed by the officer selection officer

OUTSTANDING - One of the very few outstanding individuals observed by the officer selection officer

◆ b. Additionally, evaluation sheets on all male applicants for officer programs will include a brief analysis of the physical attributes of the applicant. Administration of a Physical Fitness Test is not required. Officer Selection Officers may base their analysis on the applicant's personal appearance, i.e., height/weight distribution, interview of applicant, and other sources as available

c. Comments in the "comment and summary" section are mandatory. Such comments should provide for amplification of other qualifications. This form should not only indicate the officer selection officer's opinion of the applicant based on a personal interview but should also summarize the entire application, commenting on any strengths or weaknesses which it may contain

13. Examination of Applicant by Recruiting Officer (NAVMC 136) will be submitted with applications for all programs except the Enlisted Commissioning Program. This form will be prepared in accordance with instructions in paragraph 2337.

14. Personal Information Questionnaire, Candidates for Officer Selection (NAVMC 10064) The officer selection officer will forward a personal information questionnaire to each of five persons to be named by the applicant as personal references.

a. Male applicants must include the following as personal references

(1) At least two from the college or university of attendance, one of which will be from the Dean of Men, Dean of Student Affairs, or a comparable official who would be cognizant of his citizenship and disciplinary record.

(2) One from the applicants most recent employer, if applicable.

(3) Commanding officer, if a member of Class II, U. S. Marine Corps Reserve

b. Female applicants, who are college or university students, must include the Dean of Women and dormitory counselor, if residing in a dormitory, or sorority housemothers as personal references. Graduates must include the last or present work supervisor, if employed.

c. Applicants should be advised that, when possible, further personal references from employers, clergymen, teachers, etc., are preferred to those from close friends and neighbors.

d. All completed forms, when returned to the officer selection officer, will be included with the application for enrollment. If an undue delay will be experienced in the return of all forms, officer selection officers are authorized to forward applications with a minimum of three personal information questionnaires. An explanation for the missing questionnaire should accompany the application and they should be forwarded as soon as they are received.

e. The confidential nature of the personal information questionnaire must be respected and the information obtained as a result of review of these documents will not be discussed with the applicant under any circumstances.

#### 15. Service Agreements

a. Each applicant (for all programs) must execute a service agreement. The form will be prepared in quadruplicate and signed by the applicant, the officer effecting the enrollment, two witnesses, and, when applicable, the parent(s) or legal guardian of the applicant. Forward the original and duplicate with the service record and the triplicate with the application. The quadruplicate will be retained by the applicant.

b. Types of service agreements are

(1) NAVMC 10460, Service Agreement, PLC

(2) NAVMC 10461, Service Agreement, PLC(NA)

(3) NAVMC 10837, Service Agreement, PLC(NFO)

(4) NAVMC 10698, Service Agreement, PLC(Law)

(5) NAVMC 10640, Service Agreement, AOC(NFO)

(6) NAVMC 10462, Service Agreement, OCC

(7) NAVMC 10463, Service Agreement, AOC(NA)

- (8) Figure 3-8, Service Agreement, ECP
- (9) NAVMC 10791, Service Agreement, WOCC
- (10) NAVMC 10798, Service Agreement, OC(S)
- (11) NAVMC 10839, Service Agreement, (AOC(S)(NA)
- (12) NAVMC 10838, Service Agreement, AOC(S)(NFO)

16. The Enlistment Contract - Armed Forces of the United States (DD 4) will be prepared in accordance with instructions contained in paragraph 2351, subject to the special instructions outlined below. All provisions of the contract will be carefully explained to the applicant so that he or she will fully understand that the enlistment is conditional and not final until approved by the Commandant of the Marine Corps. Forms will be requisitioned through normal supply channels by directors, Marine Corps districts and overprinted with the "Condition of Enlistment" clause contained in subparagraph j, below.

- a. Item 4 - Enter "USMCR(C)."
- b. Item 13 - Enter "OO."
- c. Item 14 - Enter "x" in Inactive Duty block.
- d. Item 20 - Enter "See Item 56."
- e. Item 24 - Enter date of enlistment as shown in Item 6
- f. Item 25 - Enter "N/A" except WOCC applicants - enter "O."
- g. Item 27 - Enter "ResOffCand, MCB, QUANT" for PLC, OCC, AOC and NFO Programs. Enter "WOC Crs, VolRes, MCB, QUANT" for WOCC program
- h. Item 39 - Enter "N/A."
- i. Item 48 - Enter "N/A "
- j. Item 56 - In addition to required information, the following clause will be this item

"CONDITION OF ENLISTMENT The person described on the face of this form has been conditionally enlisted in the United States Marine Corps Reserve for subsequent enrollment in the (PLC) (PLC-NA) (PLC-NFO) (PLC-GS) (OCC) (AOC-NFO) (OC-S) (AOC-S-NA) (AOC-S-NFO) (ECP) (WOCC) program of the United States Marine Corps SUBJECT TO FINAL APPROVAL OF (HIS) (HER) QUALIFICATIONS FOR SUCH ENLISTMENT BY THE COMMANDANT OF THE MARINE CORPS. If enrollment in the program of the applicant's choice is not approved by the Director, Marine Corps District or the Commandant of the Marine Corps, this enlistment contract shall be void and of no effect, otherwise to remain in full force."

- k. Disposition Instructions - Distribute copies of the enlistment contract as follows

Original, duplicate, and triplicate - Forward with application and service records as indicated in figure 3-1.

Quadruplicate - Retain at officer selection office

17. The Certificate of Understanding Reasons for Disenrollment (NAVMC 10605) will be submitted by each applicant for all programs except the Enlisted Commissioning Program The applicant and the officer selection officer will sign



the original and duplicate copy. The original will be submitted with the application as indicated in figure 3-1 and the duplicate will be furnished the applicant for his retention.

18. The Record of Emergency Data (NAVMC 10526) will be prepared in accordance with the instructions contained in paragraph 2352 and submitted as indicated in figure 3-1 with applications for all programs except the Enlisted Commissioning Program.

19. The Armed Forces Security Questionnaire (DD 98) will be prepared in accordance with the instructions contained in paragraph 2328 and submitted (original only), with applications for all programs except the Enlisted Commissioning Program

#### 3302 SUBMISSION OF FORMS/DOCUMENTS

1. Application forms and documents will be submitted in the arrangement and numbers indicated in figure 3-1 and applicable paragraphs of this chapter. Additional copies of forms may be prepared if the officer selection officer wishes to retain copies for applicant case files.

2. Completed applications for all officer candidate programs, with all supporting documents and forms, together with the record book and health record, if required, will be forwarded to the district director by the officer selection officer

3 Upon approval of the application by the district director, the application and record book package will be forwarded to the Commandant of the Marine Corps (Code DPC) using the Transmittal of Service Record (NAVMC 941) in duplicate.



## PART E MARINE CORPS SPECIAL OFFICER PROGRAMS

## 3400 U. S. NAVAL ACADEMY

1 Graduates may be appointed to commissioned grade in the Marine Corps. The Chief of Naval Personnel allots to the Regular Marine Corps each year a quota from the current graduating class of the Naval Academy, this quota is filled by the appointment upon graduation, of members of the class whose applications for commissions in the Marine Corps are submitted to and approved by the Superintendent of the Naval Academy. Preference for appointment in the Marine Corps is given to applicants who were formerly enlisted men of the Marine Corps or Marine Corps Reserve, and to those who are sons of career Marines. Final selection of applicants is made in accordance with such policy as is approved by the Secretary of Navy. No midshipman at the U. S. Naval Academy who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Marine Corps until after graduation of the class of which he was a member.

2. Application of Enlisted Marines to Attend the U. S. Naval Academy A Navy/Marine Corps-wide competition for assignment to the Naval Academy Preparatory School as candidates for appointment to the Naval Academy by the Secretary of the Navy is offered annually to personnel of the naval service. Nominations of enlisted men of the Marine Corps and of the Marine Corps Reserve are authorized. This provides an appointment for outstanding enlisted men to achieve a career as an officer in the naval service.

3 The Secretary of the Navy may appoint annually 85 members of the Regular Navy and Marine Corps, and 85 members of the Navy and Marine Corps Reserve to the U. S. Naval Academy. These appointments are awarded to enlisted graduates of the Naval Academy Preparatory School who are recommended and qualified for such appointment. Enlisted Marines are encouraged to seek other nominations as well, i. e., Presidential and Congressional.

4 Basic eligibility requirements for this program are as follows:

- a Male, U. S. citizen
- b Seventeen - nineteen years of age as of 1 July in year applying
- c GCT/AA score 120.
- d. Single and never have been married
- e. Excellent moral character.
- f. Motivated toward a career as a Marine Corps/Naval officer
- g Physically qualified - final determination of physical qualification will be made by the Chief, Bureau of Medicine and Surgery
- h. Service obligation requirements
  - (1) Twenty-four months active obligation when assigned to the Preparatory School.
  - (2) Twenty-four months active obligation when appointed to the Naval Academy class

5 Submission of requests for competitive examination, local screening boards and transfer policy will be promulgated by a Marine Corps directive in 1530 series. The names of nominated candidates will be published in a BuPers notice. Candidates who are found not qualified for any reason will not be notified of their ineligibility.

## 3401 U. S. AIR FORCE ACADEMY AND U. S. MILITARY ACADEMY

1. Graduates. Graduates may be appointed to commissioned grade in the Marine Corps in accordance with the current regulations of the holding service. Preference for appointment in the Marine Corps is given to applicants who were formerly enlisted men of the Marine Corps and to those who were sons of career Marines
2. No cadet of the U. S. Military Academy or U. S. Air Force Academy who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Marine Corps until after graduation of the class of which he is a member

## 3402 U. S. COAST GUARD ACADEMY

1. Enlisted members of the Marine Corps and Marine Corps Reserve are eligible to apply for and compete in the annual nationwide competitive examination for appointments to cadetship in the United States Coast Guard. This competition commences each year with the December administration of the College Entrance Examination Board tests.
2. The Coast Guard Academy. Coast Guard cadets attend the United States Coast Guard Academy at New London, Connecticut. The Academy is a fully accredited educational institution operating under scholastic and military standards similar to those of the service academies. It provides the professional training of young men who are candidates for commissions and careers in the Coast Guard. Successful completion of the 4-year course leads to a commission in the Regular Coast Guard and a bachelor of science degree.
3. Appointments. There are no congressional appointments and no limitations by geographical area. Appointments to cadetship are based on the candidate's standing on the eligibility list of those who pass the competitive examination. Appointments are made in the order of relative standing, only those candidates standing highest on the list are assured of appointment. A candidate's standing is determined by averaging the scores on the December administration of the college board tests, his high school class standing, and his evaluation mark. The evaluation mark is assigned by the Cadet Candidate Evaluation Board on the basis of the personal interview report, the applicant's educational and leadership background, and the records submitted with his application. The number of appointments is determined solely by the needs of the Coast Guard.
4. Eligibility Requirements. To qualify for nomination each candidate must meet the following basic requirements:
  - a. Must have reached his 17th birthday but not have reached his 22nd birthday by 1 July of the year of appointment.
  - b. Be a graduate of an accredited high school.
  - c. Be unmarried and have never been married.
  - d. Have the following credits, either in high school or college (each credit represents 1 year's work)
 

English.....	...	. . . . .	.3
Optional Credits ..	..	.. . . .	.9
Mathematics....	..	.. . . .	.3 (to include algebra, plane or coordinate geometry or equivalents)
  - e. Be at least 5'4" and not more than 6'6" in height, with vision of 20/30 correctible to 20/20 in each eye and otherwise in excellent condition

5 Submission of Application. A descriptive booklet concerning the academy, giving complete information on requirements, and application forms will be forwarded upon individual request made to the Director of Admissions, U S Coast Guard Academy, New London, Connecticut 06320. Completed applications and supporting papers must be forwarded through official channels for completion and appending of the commanding officer's evaluation of the applicant's leadership potential. All applications are to be postmarked not later than 15 December of the year applying.

6 Competitive Examination. The annual competitive examination consists of the December administration of the College Entrance Examination Board tests administered in over 300 cities in the United States and overseas. Application to take the college board tests is made directly to the College Entrance Examination Board. This application must be completed in addition to the application mentioned in subparagraph 3402 5. Each applicant must pay the test fee required by the testing company and take the following tests:

- a Scholastic Aptitude Test (SAT)
  - (1) Test 1 - Verbal Section
  - (2) Test 2 - Mathematical Section
- b Achievement Tests
  - (1) Test 3 - Level I or Level II Mathematics
  - (2) Test 4 - English Composition

Personnel stationed in continental United States should make application to the College Entrance Examination Board, Post Office Box 592, Princeton, New Jersey 08540 or Box 1025, Berkeley, California 94701 before 28 October of the year applying. Personnel outside the continental United States should make application to Box 1025, Berkeley, California 94701 before 14 October of the year applying.

7 Waiver. No waiver of any requirements will be granted.

### 3403 NAVAL RESERVE OFFICER TRAINING CORPS (SCHOLARSHIP PROGRAM)

1. The Naval Reserve Officer Training Corps is a Navy administered program which is offered on the basis of a nationwide competition. Selection for this program is on a competitive basis determined in part by college board scores (i.e., American College Test or Scholastic Aptitude Test). Selectees are appointed midshipmen in the U S Naval Reserve and receive a 4-year subsidized college education. During this period of college training the Navy pays tuition, cost of textbooks, other fees of an instructional nature, and a monthly subsistence allowance. Upon successful completion of the established course, accepted Marine Corps option students shall be appointed to commissioned grade in the Marine Corps, those not physically qualified for such Regular appointment, but qualified for appointment in the Marine Corps Reserve, shall be so appointed.

2. Beginning with the 1972 competition, the Marine Corps will have an authorized input of one sixth of the entering class of scholarship students. Responsibility for publicizing and recruiting for the program will rest with the recruiting service. Those initial applicants with qualifying college board scores who indicate a preference for the Marine Corps will be interviewed and processed at a local Marine Corps officer selection office or recruiting station. Processing procedures are contained in appendix B. Students selected by the Marine Corps will be designated Marine-Option students. Students may change option from Navy to Marine Corps and vice versa with the approval of a joint board composed of members of HQMC and BuPers.

## 3404 NAVAL RESERVE OFFICER TRAINING CORPS (COLLEGE PROGRAM)

1 A limited number of civilian college students may contract with the Secretary of the Navy to participate in a 4-year NROTC Program. They agree to take Naval Science courses, drill, and complete one summer training period after enrollment in the program and enlist in the Naval Reserve just prior to commencement of the third year of naval science. The Navy furnishes all required uniforms, Naval Science textbooks, and pays contract students a monthly subsistence allowance during their last 2 years of Naval Science. Such students, upon successful completion of the academic and naval science requirements of the established courses, may be commissioned in the Marine Corps Reserve. Further information is contained in appendix C.

## 3405 NAVY ENLISTED SCIENTIFIC EDUCATION PROGRAM

1. This program is designed to provide the Marine Corps with Regular officers with a scientific background and is open to all active duty Marines who meet the eligibility requirements. It provides an opportunity for outstanding enlisted men and women on active duty to achieve a college degree and a career as a Marine Corps officer. The Marine who successfully completes the program will receive a degree in the areas of science, engineering or mathematics, and a commission as a second lieutenant in the Marine Corps.

2 Eligibility requirements for this program are as follows

a Status Male or female personnel of the Marine Corps or Marine Corps Reserve on active duty

b Grade Lance corporal or above with over 1 year active service since completion of recruit training by 1 November of the year applying

c Age At least 20 and not more than 26 at time of entering college.

d Education High school graduates must have ranked in the top 50 percent of their class, with a minimum of 15 Carnegie units, of which four are in English, two in algebra, one in geometry, and one each in chemistry and physics. Non high school graduates must have a minimum of 3 years of high school and passed the GED high school level test with a minimum score of 90 percentile in each battery

e GCT/AA Score 120

f Obligated service Must agree to enlist, reenlist, or extend as necessary to have 6 years obligated service in the Regular Marine Corps upon assignment to college

g Physical qualification Final determination of physical qualifications will be made by the Chief, Bureau of Medicine and Surgery

h. Marital status Married or single.

i. Must be citizen of the United States

j Must be recommended by the commanding officer

3 Implementing instructions concerning the forwarding of the application, screening examinations, and other pertinent information will be promulgated by a Marine Corps directive in the 1560 series

## 3406 LIMITED DUTY OFFICER (TEMPORARY)

1. The Limited Duty Officer (Temporary) program wherein qualified active duty male personnel may apply for appointment to commissioned grade in the Marine Corps for limited duty in the technical fields in which they are proficient is in two separate categories.

a. Male Permanent Chief Warrant Officers and Warrant Officers To be eligible, warrant officers must have a minimum of 10 years and a maximum of 14 years active naval service on 1 July of the fiscal year in which appointed, exclusive of active duty for training in a Reserve component. If selected, these officers will be initially appointed to the grade of first lieutenant (temporary) under the provisions of 10 USC 5596. When these officers are selected for promotion to major, they will be reappointed to the active list in the permanent grade of captain under the provisions of 10 USC 5573(a) and continue to serve as limited duty officers.

b. Male Staff Noncommissioned Officers. To be eligible, male staff NCO's must have minimum of 14 years and a maximum of 23 years of active naval service on 1 July of the fiscal year in which appointed, exclusive of active duty for training in a Reserve component. If selected, these SNCO's will be appointed to the grade of second lieutenant under the provisions of 10 USC 5596. Personnel in this category who complete 10 years active naval service as a commissioned officer, will be given the option of retiring or reverting to their permanent enlisted grade.

2. Eligibility requirements for this program, in addition to those listed above, are as follows

- a. Be a citizen of the United States.
- b. Be of unquestionable moral integrity and of commissioned officer caliber
- c. Not have reached their 46th birthday by 1 July of the fiscal year in which appointments are to be made
- d. GCT/AA score of 110 or higher
- e. Since initial appointment to either permanent warrant officer grade or staff NCO grade, the applicant must not have been convicted by a special court-martial, general court-martial, or civil authorities, for an offense which involves moral turpitude, or an offense for which the maximum penalty under the MCM 1969, includes one or more of the following: Death, dishonorable discharge, or confinement in excess of 1 year
- f. Applications will be made in the MOS's and in accordance with the provisions announced in the annual Marine Corps directive in the 1040 series for which the applicant's experience and demonstrated ability qualify him. The applicant must be fully qualified without additional training for service in the MOS for which he is applying

## 3407 WARRANT OFFICER

1. Both Regular and Reserve Marines may apply for appointment to warrant officer grade. This program is divided into the following two categories

a. Active Duty Marines, Both Regulars and Reserves on Extended Active Duty This program recognizes the desirability of affording an opportunity for selection to warrant officer early in the career of an enlisted Marine. Selections will be made primarily on the basis of an individual's demonstrated ability, measured growth potential, and general aptitude to serve as a warrant officer in authorized fields. The specific MOS assignment as a warrant officer will be

determined by the Selection Board based on the individual's qualifications and the needs of the Marine Corps. In keeping with the concept described above, the MOS assignment may or may not be made based upon the selectee's previous experience. Marines currently serving in any MOS who possess the qualifications, are eligible to apply. Selection as a warrant officer at this early state of a military career will afford the individual an opportunity to complete a full career as a warrant officer through grade W-4 by the time of statutory retirement. Women Marine applicants will compete among themselves for appointment without regard to occupational specialty.

b. Inactive Duty Marines Serving with Organized Marine Corps Reserve Units. Marine Corps Reserve enlisted personnel both male and female who are serving on inactive duty with an Organized Marine Corps Reserve unit are eligible for appointment as a warrant officer in the Marine Corps Reserve. Since it is not practical to send inactive duty Marines in the Marine Corps Reserve to technical schools to train them for an MOS, applicants must be fully qualified either by reason of civilian occupation or previous military training for the MOS for which they are applying and their commanding officers must indicate whether or not the applicant is qualified for the MOS for which he/she is applying.

2. Those male Marines on active duty upon selection, will be assigned to the Warrant Officer Screening Course for a period of approximately 6 weeks. Selectees who successfully complete this course will be appointed to warrant officer (W-1) and assigned to the Warrant Officer Basic Course for approximately 10 weeks' instruction. They will then, if required, be assigned to a school within the appropriate specialty for periods of up to 9 months. The determination of whether selectees with over 12 years of service will attend the Warrant Officer Screening Course and/or the Warrant Officer Basic Course will be made by Headquarters Marine Corps. Women applicants who are selected, may be required to attend such officer training courses and/or technical training courses as may be appropriate. Members of the Marine Corps Reserve on inactive duty serving with Organized Marine Corps Reserve units, who are selected, will be appointed as permanent warrant officer (W-1) in the United States Marine Corps Reserve.

3. Eligibility requirements for this program, are as follows

a. Active Duty Marines

(1) Be serving on active duty in the grade of corporal and above with 6 through 12 years of active service at the beginning of the fiscal year in which appointments are to be made. Waivers of the maximum 12 years in service requirement for eligibility may be recommended by commanding officers. However, commanding officers will recommend such waivers only in the case of preeminently qualified Marines who are outstanding individuals, unquestionably superior to the best of their contemporaries. Commanding officer's justification for recommendation for waiver must be specific and comprehensive. No waivers will be granted for service in excess of 14 years.

(2) Be a citizen of the United States

(3) GCT/AA - 110 or higher

(4) Be of unquestionable moral integrity and of warrant officer caliber

(5) Since initial appointment to noncommissioned officer grade the applicant must not have been convicted by a special court-martial, general court-martial, or civil authorities, for an offense which involves moral turpitude, or an offense for which the maximum penalty under the MCM 1969 includes one or more of the following: Death, dishonorable discharge, or confinement in excess of 1 year.

(6) Must be of an age to allow 30 years total active service by age 62.



b. Inactive Duty Marines

- (1) Be serving in an enlisted grade of staff sergeant or above.
- (2) Be serving with an Organized Marine Corps Reserve unit.
- (3) Must be fully qualified for the MOS for which applying and a requirement must exist for the MOS in the Organized Marine Corps Reserve unit in which the Marine Reservist is serving.
- (4) GCT/AA - 110 or higher.
- (5) Must be less than 46 years of age on 1 July of the fiscal year in which appointed.
- (6) Have less than 19 1/2 years of creditable service for retirement purposes on 1 July of the fiscal year in which appointed
- (7) Be a citizen of the United States
- (8) Be of unquestionable moral integrity and of warrant officer caliber.
- (9) Since initial appointment to NCO grade the applicant must not have been convicted by a special court-martial, general court-martial, or civil authorities for an offense which involves moral turpitude, or an offense for which the maximum penalty under the MCM 1969, includes one or more of the following: Death, dishonorable discharge, or confinement in excess of 1 year.

c. Applications will be made in the MOS's and in accordance with the instructions contained in the annual Marine Corps directive in the 1040 series announcing the program. Selection to warrant officer and assignment of an MOS will be approved by the Commandant of the Marine Corps. Once an MOS has been assigned, it will not be changed except as may be required to meet the needs of the Marine Corps.

3408 TEMPORARY OFFICER PROGRAM

1. During periods of rapid expansion of a temporary nature, the Commandant of the Marine Corps with the approval of the Secretary of the Navy can authorize application/nomination of highly qualified active duty CWO's, WO's, and SNCO's for a temporary appointment to second lieutenant USMC or USMCR under 10 USC 5596 and 10 USC 5597, and SNCO's to temporary warrant officer USMC or USMCR under 10 USC 5596 and 555.

2. Appointments under these programs will be made to meet a rapid emergency officer build-up requirement and selected personnel will be appointed for a temporary duration. Appointments under these programs will not prejudice permanent promotion to higher permanent grade upon reversion if such promotion would have occurred if not serving in higher temporary grade.

3. The Temporary Officer Program in the Marine Corps operates in two categories

a. The Standard Temporary Officer Selection Board which is convened on a one-time basis to consider a large number of applications/nominations of qualified WO's/SNCO's for selection of a specific number for appointments to second lieutenant or warrant officer or as designated by the Secretary of the Navy and the Commandant of the Marine Corps. Eligibility requirements will be published when applications/nominations are invited for this program.

b. Commissioning of Enlisted Personnel Who Demonstrate Outstanding Combat Leadership. Enlisted personnel in grade of private first class or above who

demonstrate outstanding combat leadership while under fire may be nominated for appointment as a second lieutenant USMC or USMCR under the provisions of 10 USC 5596. Nominations will be initiated only from commands which have been or are engaged in combat. Candidates nominated must have demonstrated outstanding combat leadership under fire and meet the eligibility requirements as listed in paragraph 4, below.

4. Eligibility requirements for these programs, in addition to those listed above, are as follows

- a. Be a citizen of the United States .
- b. Be 20 years of age and not have reached 37th birthday by end of fiscal year in which recommended for appointment
- c. GCT/AA-110 or higher.
- d. Must not have been convicted by a special court-martial, general court-martial, or civil authorities, for an offense which involves moral turpitude, or an offense for which the maximum penalty under the MCM 1969, includes one of the following Death, dishonorable discharge, or confinement in excess of 1 year.
- e. Be physically qualified for appointment. Final determination of physical qualifications will be made by the Chief, Bureau of Medicine and Surgery

5. Submission of Nominations. Nominations will be submitted to the Commandant of the Marine Corps (Code DPB) via the normal chain of command. Nominations will contain the following information

- a. Date of birth.
- b. GCT/AA score
- c. Security clearance If no clearance held, a request for clearance prepared in accordance with OPNAVINST 5510.1C will accompany the nomination
- d. A report of physical examination, Standard Form 88 (in duplicate) and Standard Form 93.
- e. Brief summary pertaining to the individual's exceptional performance of duty in combat
- f. For sergeants and above a special fitness report prepared by the commander and reviewed by the appropriate superior in the chain of command
- g. Recommendations submitted for outstanding combat leadership will be reviewed and endorsed by a general officer.
- h. In cases where individuals have been recommended for a decoration, but not awarded, a copy of the recommendation and proposed citation will accompany the nomination.
- i. Reserve SNCO's selected for temporary officer status must agree to serve on active duty for a minimum period of 24 months.

6. Waivers. Request for waivers will be considered

#### 3409 AUGMENTATION OF RESERVE OFFICERS IN THE REGULAR MARINE CORPS

1. The Marine Corps is presently authorized a total of 12,500 permanent Regular officers in the grades of second lieutenant and above. District Regular officer

procurement provides only a small fraction of the officers needed to maintain the total authorized Regular officer structure. Therefore, the remainder of the Marine Corps Regular officer requirement is filled by augmentation of Reserve officers into the Regular Marine Corps.

2. In order to ensure an orderly build-up of the Regular male officer structure, the "Year Group" concept is employed. A year group is composed of all officers initially appointed as second lieutenants with dates of rank beginning as of the first day after graduation of the next succeeding Naval Academy class.

3. By use of the year group concept, controls are established which govern the total number male Regular officers in each year group as well as the number of aviators and ground officers. Such controls ensure that each year group does not exceed the optimum number of Regular officers required to provide promotion at the appropriate time and equitable promotion opportunity among year groups. These controls take the form of finite quotas allotted to naval aviators and ground officers in each year group. Once a year group achieves its allotted strength in regular naval aviators and ground officers, additional regular officer input into that year group normally can only be accomplished as vacancies occur.

4. Applications received from Woman Marine Reserve officers will be considered by qualification only, the year group concept will not be utilized in determining eligibility.

#### 5 Eligibility

a. Basic Class Graduates. Outstanding graduates of each Basic Class who have been nominated for a Regular commission by the appropriate training command may be appointed commissioned officers in the Marine Corps. Appointments to commissioned grade in the Marine Corps shall be made in such numbers as prescribed by the Commandant of the Marine Corps.

b. Other Reserve Officers. Reserve officers will be afforded the opportunity to apply for augmentation beginning on the first anniversary of commissioned service and terminating on the date on which they are appointed permanent majors in the Marine Corps Reserve whether on active or inactive duty. Applications may be submitted at any time during the aforementioned period of eligibility but no more frequently than 1 year subsequent to the last application for either augmentation or Unlimited Active Duty.

6 Education Applicants/nominees must possess a 4-year degree from an accredited college or university, or have demonstrated the attainment of a general background and mental capacity equivalent to a college graduate based on criteria established by the Secretary of the Navy.

7. Officers selected for augmentation will be tendered Regular appointments in the permanent grade held as Reserve officers with the same date of rank held as a Reserve. If serving in a higher temporary grade in the Reserve when augmented, they will also be tendered temporary Regular appointments in the higher grade, with the same date of rank as that held as a Reserve. Officers augmented into the Marine Corps will retain the lineal precedence held at the time of augmentation and will be subject to all provisions of law relating to distribution, promotion, retirement, and discharge of officers in the Regular Marine Corps.

8. Requests for augmentation will be referred to the Officer Retention Board, which is a standing board convened at Headquarters Marine Corps, with a general officer assigned as senior member. The board meets monthly to consider all requests for augmentation or periods of active duty on the part of Reserve officers.

## 3410 MERITORIOUS AUGMENTATION

1 Commanding officers may nominate an officer for meritorious augmentation at any time after the seventh month of commissioning and up to the point where the individual is promoted to major in the Marine Corps Reserve.

## 3411 AUGMENTATION FOR CERTAIN RESERVE OFFICER LAWYERS

1. The Marine Corps continues to experience a shortage of qualified lawyers in the grades of captain and major. In order to alleviate this shortage the augmentation of Reserve officers who are qualified lawyers is placed on a continuing basis. Selection of applicants for appointment as Regular officers will be made periodically by a board of officers convened by the Secretary of the Navy at Headquarters, U S Marine Corps under the provisions of 10 USC, 5573a.

2. Eligibility Applicants must meet the following requirements

a. Be active or inactive Reserve officers holding permanent appointments in the grade of captain or lieutenant.

b. Possess an MOS of 4409, 4405, 4402 or meet the requirements for assignment of these MOS's

c. Be in receipt of a law degree from an accredited university.

d. Be admitted to practice before the highest court of a State, a Federal Court, or the District of Columbia

e. Be physically qualified (Final determination to be made by the Chief, Bureau of Medicine and Surgery )

3 Applications Applications will be forwarded to the Commandant of the Marine Corps (Code DFA3R) via the applicant's appropriate chain of command and will include the following.

a. Detailed resume of applicant's legal training and experience

b Two references from persons qualified to judge the applicant's legal qualifications

c. Report of Medical Examination (SF 88 in duplicate) including chest x-ray and serological test, together with a report of Medical History (SF 93)

d. The following forms are required only of Reserve officers not on active duty

(1) Statement of Personal History (Form DD 398)

(2) Two Fingerprint Forms (OPNAV 5510-2)

(3) Original copy of DD Form 1584, NAC

4. Endorsement. The commanding officer, or Commanding General, Marine Air Reserve Training Command, Director, Marine Corps Districts or Commanding Officer, Marine Corps Automated Services Center, Kansas City, Missouri will include, but not be restricted to the following in his endorsement

a A statement that the officer is eligible for the program according to the records of the command

b A statement of the officer's qualifications for augmentation into the Regular Marine Corps

5. Appointments. Officers selected under this program will be appointed in the Regular Marine Corps without loss of grade or precedence. Officers appointed will be subject to all the provisions of law relating to distributions, promotion, retirement, and discharge of officers in the Regular Marine Corps. Officers selected for appointment under this program will be assigned a primary MOS in the legal field.

6. Flight Status. Officers who are on flight orders or receiving hazardous duty pay will have any special pay orders revoked at the time of appointment.

7. Waivers. No waivers of the requirements for this program will be granted.

#### 3412 REAPPOINTMENT OF FORMER OFFICERS

1. Former Regular Officers of the Marine Corps who resign in good standing from the Naval Service may be reappointed to the grade of second lieutenant in the Marine Corps to rank junior to those officers on the active list of second lieutenants as it stands on the date of reappointment. He must establish his moral, mental, physical and professional qualifications to perform the duties of that grade to the satisfaction of the Secretary of the Navy. To be eligible for reappointment, an officer must not have reached his 30th birthday at the time of reappointment. Waivers may be considered for those applicants who can complete a total of 30 years active service by age 62.

2. Former Officers of the Armed Service of the United States Former officers of the Marine Corps, Navy, Air Force, Army, Coast Guard, and Reserve components thereof, and National Guard units of the United States may be appointed to commissioned grade in the U S Marine Corps Reserve dependent upon the needs of the service. In the event of appointment, original appointment will not be in a grade higher than that held in the component of the former service and the applicant must meet the following age requirements:

- a. Major - Must not have reached 41st birthday.
- b. Captain - Must not have reached 35th birthday.
- c. First Lieutenant - Must not have reached 31st birthday.
- d. Second Lieutenant - Must not have reached 27th birthday.

3. No officer shall be initially appointed to commissioned grade above major unless selected therefore by a duly constituted selection board.

4. Applications for reappointment should be forwarded to the Commandant of the Marine Corps (Code DPB), and must include the following documents:

- a. Original copy of DD Form 1584 (typewritten), Request for National Agency Check.
- b. Two OPNAV Forms 5510-2, FBI Fingerprint Cards.
- c. Original copy of DD Form 398 (typewritten), Statement of Personal History.
- d. Standard Form 88 (in duplicate), Report of Medical Examination.
- e. Standard Form 93, Report of Medical History. Aviators must include a current flight physical (in triplicate).

5. An applicant must have been on active duty or affiliated with a Reserve unit within 3 years of his request for reappointment. Furthermore, he must not have twice failed to be selected to the next higher grade. Exceptions to the above criteria may be requested. It should be noted, however, that reappointment to commissioned status in such an instance will only be considered on a singular and highly selective basis.

## 3413 SPECIALIST OFFICERS

1. The Specialist Officer Program was established to consider especially desirable candidates who possess an exceptional skill which would be of a particular value to the Marine Corps for appointment as a specialist officer in the Marine Corps Reserve.

2. Specialist officers are appointed to meet a mobilization need of the Marine Corps. Therefore, in addition to possessing a critical military specialty, the Marine Corps must have a mobilization requirement for additional officers in that specialty.

3. Selected applicants are appointed in grades not above major, commensurate with the applicant's experience, qualifications, and age, as follows

- |                      |                      |
|----------------------|----------------------|
| a. Major             | 29 - 55 years of age |
| b. Captain           | 26 - 35 years of age |
| c. First Lieutenant  | 23 - 31 years of age |
| d. Second Lieutenant | 20 - 27 years of age |

Those individuals over 41 years of age when appointed must be designated for Limited Duty Assignment, Overage.

4. Applications are submitted to the Commandant of the Marine Corps (Code DPB), requesting appointment as a specialist officer in a particular specialty. The following must accompany the letter of application

- a. Detailed resume which outlines the applicant's qualifications and experience.
- b. Three letters of recommendation from individuals who can attest to the technical competency of the applicant.
- c. Three letters of recommendation from individuals who can attest that the applicant possesses the character traits desired in a Marine officer.
- d. Certified copy of birth certificate.
- e. Proof of citizenship, if foreign born.
- f. Standard Form 88 (in duplicate), Report of Medical Examination.
- g. Standard Form 93, Report of Medical History.
- h. Original copy of DD 1584 (typed), Request for National Agency Check.
- i. Two OPNAV Forms 5510-2, FBI Fingerprint Cards.
- j. Original copy DD Form 398, Statement of Personal History (typed).

5. Upon commissioning, specialist officers are carried on the rolls of the Commanding Officer, Marine Corps Reserve Forces (Class III), 1500 E. Bannister Road, Kansas City, Missouri 64131 and are required to earn a minimum of 27 Reserve retirement credit points each anniversary year to maintain current active status. Satisfactory participation requires the earning of 50 Reserve retirement credit points each anniversary year to earn a Satisfactory Federal Service Year creditable toward retirement. The applicable Marine Corps directive is MCO 1001R.26

## 3414 INTERSERVICE TRANSFER OF REGULAR AND RESERVE OFFICERS

1. The Department of Defense policy in regard to interservice transfer is such that an officer of any military service who is especially qualified to contribute to the success of an activity of another service will be given an opportunity to do so without interruption of his service career or being transferred from one service and appointed to another. No officer will be so transferred without his consent; nor will an officer transferred from one service be appointed in

another service with a higher grade or precedence than that he held on the date prior to his transfer. Transfers will be made only within authorized strength limitations for the active duty forces. Although intended for use primarily in the technical fields to permit the full utilization of specialists, Department of Defense authority to transfer between services is not restricted to technical specialists

2 Under the regulations and guidelines of the Department of Defense the Marine Corps policy is as follows

a. Except when such transfers would undoubtedly be in the best interest of the national defense, requests for transfers from Regular Marine officers who are serving in the 3-year probationary period in which their commissions are revocable and from Reserve Marine officers on extended active duty who are serving on their initial obligation will not receive favorable action

b. The grade limitations imposed for the grade of major and above will not permit acceptance of transferees into these grades. Therefore, the Marine Corps will not accept the interservice transfer of Regular or Reserve officers from other services in the grades of major and above. Exceptions to this policy may be made, upon the specific approval of the Commandant of the Marine Corps on an individual basis in the case of certain officers with special qualifications.

c. No officer of a Reserve component will be transferred to a Regular component under this authority

d. Each officer who applies for transfer and is accepted into the Regular Marine Corps will be evaluated with respect to his assignments, experience, and formal school training. Based on this evaluation, officers may be assigned to either the Basic Course or, in the case of those officers serving in the grade of captain, Amphibious Warfare School, Marine Corps Development and Education Command, Quantico, Virginia

e. Each Reserve officer on extended active duty who applies for transfer and is accepted into the Marine Corps will be granted a Standard Written Agreement (SWAG), the duration of which will be dependent on his grade and length of service, and then existing Marine Corps policies for granting such contracts. Each Reserve officer so accepted will be evaluated with respect to his previous assignments, experience, and formal school training. Based on this evaluation, this officer will be assigned in an occupational field which will be most beneficial to the Marine Corps.

f. Reserve Marine officers serving on extended active duty beyond their initial period of obligated service, who request transfer and are transferred to another service, will have any contractual obligations incurred under the terms of a SWAG canceled on the date their resignation is accepted by the Marine Corps. Such officers will not be entitled to any payment by reason of cancellation of contract.

g. In addition to the foregoing, interservice transfer requests of Reserve officers not on active duty, who have military service obligations under the Military Service Act of 1967, will normally be made only when the gaining service has a specific vacancy for the individual concerned in an organized unit within a reasonable distance of the individual's domicile or place of business. It may be approved only when

(1) The losing service has no organized unit within a reasonable distance of the domicile or place of business of the individual to which the reservist may be usefully assigned, or

(2) The reservist has special experience or professional, educational or technical background which is clearly of greater use to the gaining service and which outweighs the value of his previous training in the losing service.

h An applicant must not have failed to be selected to the next higher grade

3 The Marine Corps Program on interservice transfer falls into two categories

a. Transfer of Regular and Reserve commissioned Marine Corps officers to Regular and Reserve components of the Army, Navy, the Air Force and the Coast Guard

b. Transfer of Regular and Reserve commissioned officers of the Army, Navy, Air Force, and Coast Guard into the Regular and Reserve components of the Marine Corps.

4 Procedure for requests in both categories are as follows

a Requests for transfer may be initiated by an appropriate agency of the military department desiring the services of an officer serving in another department, or by the officer himself.

b. Requests for transfer will include a statement of consent of the officer concerned and will be accompanied by a justification of the requested transfer as being in the best interest of national defense and the individual officer. The Secretary of the losing department and the Secretary of the gaining department will indicate their concurrence or nonconcurrence in the requested transfer

c. For Regular officers, requests for transfer will be processed as follows:

(1) If initiated by the officer himself, the request will be forwarded by the officer through military channels to the Secretary of the military department in which he is presently commissioned and serving. The Secretary of the losing department will forward the request to the Secretary of Defense through the Secretary of the gaining department

(2) If initiated by other than the officer himself, request for transfer will be routed to the Secretary of Defense by the Secretary of the gaining department through the Secretary of the losing department

(3) The Secretary of Defense will approve such requested transfers as he considers in the best interests of the Department of Defense

d For Reserve officers on extended active duty, and for Reserve officers not on extended active duty, request for transfer will be processed as follows

(1) If initiated by the officer himself, the request will be forwarded by the officer through military channels to the designated representative of the Secretary of the military department in which he is presently commissioned and serving. The request will be forwarded to the designated representative of the Secretary of the gaining department

(2) If initiated by other than the officer himself, request for transfer will be routed to the designated representative of the Secretary of the losing department

(3) Transfers may be accomplished by the service Secretaries concerned or their designated representatives, without referral to the Secretary of Defense, if the proposed transfer is mutually acceptable to both military departments. In the case of nonconcurrence by the gaining department or by both military departments, the transfer will normally be considered disapproved. In the case of nonconcurrence by the losing department only, the transfer request will be forwarded to the Secretary of Defense (Attention: Assistant Secretary of Defense (Manpower)) for resolution in the interest of national defense. Requests being forwarded to the Secretary of Defense will be forwarded through the Secretaries of the Departments concerned

e When transfer is approved, termination of presently held commissions and reappointment in the Marine Corps will be accomplished without interruption of the continuity of the officer's total commissioned service



f An officer transferred under these provisions will be placed on the Marine Corps lineal list in an appropriate position as determined by the amount of total commissioned service with which he was credited in his parent service on the day prior to his transfer. His permanent grade and date of rank in that grade will be determined by his total commissioned service. His temporary grade and date of rank in that grade will remain the same as that he held in his parent service on the day prior to his transfer.

g Officers transferred under these provisions will be credited with the unused leave with which they were credited at the time of transfer and with the total military service with which credited on the date prior to their transfer.

5 Application for transfer of Regular and Reserve commissioned Marine Corps officers to components of another service should be submitted in an original and four copies to the Commandant of the Marine Corps (Code DFA) containing the following

- a Applicant's last name, first name, middle initial.
- b Social Security Number and MOS.
- c. Date of birth
- d Grade, permanent and temporary, include dates of rank
- e. Component (Regular or Reserve)
- f. Present organization to which assigned.
- g Years, months, days of active Federal commissioned service.
- h. Summary of prior interdepartmental transfers.
- i. Brief statement of civilian and military education, including degrees.
- j. Brief statement of professional qualifications
- k Brief statement giving reasons for requesting transfer
- l Current aeronautical rating held (when applying for aviation duty)
- m Standard Form 88, Report of Medical Examination, in duplicate
- n. Standard Form 93, Report of Medical History.
- o Contingent resignation, including the following paragraph

"I hereby tender my resignation from the U S. Marine Corps (Reserve), and request that it be accepted contingent upon final approval of my application for transfer to the (specific service), and effective as of the day preceding the date of my acceptance of an appointment in the (specific service) "

p Aviators are required to submit a list of flight hours by type of aircraft

6. There are four categories of interservice transfers into the Marine Corps and Marine Corps Reserve

a Regular Officers of another armed service may be transferred to the Regular Marine Corps without loss of grade

b. Reserve Officers on Active Duty with another armed service may be transferred to the Marine Corps Reserve for active duty without loss of grade

c. Inactive Reserve Officers for Transfer to the Marine Corps Reserve for Active Duty. Reserve officers of another armed service who are on inactive duty may be appointed as a second lieutenant in the Marine Corps Reserve for assignment to active duty for a period of 3 years. Certain outstanding applicants may be initially appointed in a grade above second lieutenant. To be eligible, an applicant must be in receipt of a baccalaureate degree, be physically qualified for appointment in the Marine Corps Reserve, and submit a conditional release from the losing service. Aviators are required to submit a list of flight hours by type of aircraft with their applications

It is required that the applicant be less than the following age on 1 July of the calendar year in which commissioned

Second Lieutenant	27 years of age
First Lieutenant	31 years of age
Captain	35 years of age

d. Inactive Reserve Officers for Transfer to the Marine Corps Reserve for Duty with an Organized Marine Corps Reserve Unit The qualifications and method of making application are the same as for an inactive Reserve officer who desires active duty, however, the applicant must be interviewed by the commanding officer of the Organized Marine Corps Reserve unit that he desires to join. The application and supporting papers must be submitted via the commanding officer of the Organized Marine Corps Reserve unit who must make a statement concerning the applicant's qualifications for a Marine Corps Reserve commission and whether or not there is a vacancy in the Organized Marine Corps Reserve unit that the applicant can fill.

7. Application for transfer of Regular and Reserve officers of the Army, Navy and Air Force into the Regular and Reserve components of the Marine Corps should be submitted to the Commandant of the Marine Corps (Code DPB) containing the following

- a Applicant's last name, first name, and middle initial
- b. Social Security Number and MOS.
- c Date of birth
- d Grade, permanent and temporary, include dates of rank.
- e Component (Regular or Reserve)
- f Present organization which assigned.
- g Years, months, days of active Federal commissioned service
- h Summary of prior interdepartmental transfers
- i Brief statement of civilian and military education, including degrees held
- j Brief statement of professional qualifications
- k Brief statement giving reasons for requesting transfer
- l Current aeronautical rating held (when applying for aviation duty)
- m Current Standard Form 88 (in duplicate), Report of Medical Examination.

## n. Current Standard Form 93, Report of Medical History

o It is the policy of the Commandant of the Marine Corps to have all officers who request an interservice transfer to the Marine Corps and active duty be interviewed by a Senior Marine Officer. The Senior Marine Officer will forward his recommendation concerning the applicant's interservice transfer to the Commandant of the Marine Corps (Code DPB)

p. Recent photo, full-length, front and side views

## 3415 WOMEN OFFICERS

1 The general provisions of the following programs apply to women in accordance with current directives

- a Woman Marine Enlisted Commissioning Program (par 3104)
- b. Navy Enlisted Scientific Education Program (par 3405)
- c. Warrant Officer (permanent and temporary (par 3407))
- d Augmentation of Reserve Officers in the Regular Marine Corps (par 3409), including Reserve Officer lawyers (par 3411)
- e Meritorious Augmentation (par 3410)
- f Reappointment of Former Officers (par 3412)
- g Specialist Officers (par 3413)
- h Interservice Transfer (par 3414)

## 3416 ASSIGNMENT TO AVIATION TRAINING FOR REGULAR OFFICERS

1 Members of the U. S. Naval Academy graduating class, senior NROTC students, and NESEP students accepting Regular commissions who desire SNA (Student Naval Aviator) or SNFO (Student Naval Flight Officer) training will submit requests to the Commandant of the Marine Corps (Code DPC) via an appropriate Marine officer, i.e., Commanding Officer, Officer Candidates School, Marine Officer Instructor, or U. S. Marine Corps representative, U. S. Naval Academy, to include

a. Results of AQT/FAR (Academic Qualification Test/Flight Aptitude Rating) to include place and date of administration. Minimum scores are published by separate directive

b. Three copies of report of Medical Examination (Standard Form 88) and two copies of Report of Medical History (Standard Form 93) reflecting the results of a current flight physical

c An appropriate service agreement as follows

(1) Student Naval Aviator Training Agreement

In connection with my request for assignment to aviation training in the Naval Aviator Program, I agree not to tender my resignation for forty-two (42) months from the date of designation as a naval aviator and understand that any resignation submitted prior to completion of that minimum period will normally be rejected

I further agree, in the event I am separated from flight training as a result of my own request or by reason of academic failure, to an extension

MILITARY PERSONNEL PROCUREMENT MANUAL

APPLICATION - TOP TO BOTTOM -- Continued

<u>FORM NUMBER</u>	<u>TITLE</u>	<u>REFERENCE</u>
NAVMC 136	Examination of Applicant (D) Par by RO	3301 13 (MPPM)
-	Photographs - Par	3209 "
NAVMC 10064	Personal Information (O) Par Questionnaire, Candidates for Officer Selection	3301 14 "
NAVMC 10460	*Service Agreement, PLC (T) Par	3301 15 "
NAVMC 10461	*Service Agreement PLC(NA) (T) Par	3301 15 "
NAVMC 10837	*Service Agreement, (T) Par PLC(NFO)	3301 15 "
NAVMC 10698	*Service Agreement, (T) Par PLC(law)	3301 15 "
NAVMC 10640	*Service Agreement, (T) Par AOC(NFO)	3301 15 "
NAVMC 10462	*Service Agreement, OCC (T) Par	3301 15 "
NAVMC 10798	*Service Agreement, OC(S) (T) Par	3301 15 "
NAVMC 10463	*Service Agreement, (T) Par AOC(NA)	3301 14 "
NAVMC 10839	*Service Agreement, (T) Par AOC(S)(NA)	3301 15 "
NAVMC 10838	*Service Agreement, (T) Par AOC(S)(NFO)	3301 15 "
NAVMC 10791	*Service Agreement, (T) Par WOCC	3301 15 "
NAVMC 10840	*Service Agreement, (T) Par PLC(GS)	3301 15 "
DD Form 4	Enlistment Contract - (T) Par. Armed Forces of the U S	3301 16 "
NAVMC 10605	Certificate of Under- (T) Par standing Reasons for Disenrollment	3301 17 "

Figure 3-1 --Continued

MILITARY PERSONNEL PROCUREMENT MANUAL

OQR COVER (NAVMC 123A) TOP TO BOTTOM - LEFT SIDE

<u>FORM NUMBER</u>	<u>TITLE</u>		<u>REFERENCE</u>	
DD Form 4	Enlistment Contract - Armed Forces of the U S	(D)	Par. 3301 16	(MPPM)
NAVMC 538	*Certificate of Proof of Citizenship of Foreign- Born Applicants	(D)	Par. 3205	"
DD Form 373	*Consent, Declaration of Parent or Legal Guardian	(D)	Par 3206	"
NAVMC 136	Examination of Applicant by RO	(O)	Par. 3301 13	"
-	*Name Information	(O)	Par 3301 10	"
DD Form 98	Armed Forces Security Questionnaire	(O)	Par 3301 19	"
As Appropriate	Service Agreement (as appropriate)	(D)	Par 3301.15	"
NAVMC 118 (5)	Record of Promotion, Reduction, Examination For Promotion	(O)	MCO P1070.12_	(IRAM)
NAVMC 538	*Certificate of Proof of Citizenship of Foreign- Born Applicants	(O)	Par 3205	(MPPM)
DD Form 373	*Consent, Declaration of Parent or Legal Guardian	(O)	Par. 3206	"
DD Form 44	Record of Military Status of Registrant	(D)	Par 3212	"
Figure 3-10	*WOCC Marriage Statement	(D)	Par. 3207	"
NAVMC 10526	Record of Emergency Data	(D&T)	Par 3301 18	"
As appropriate	Service Agreement (as appropriate)	(O)	Par 3301.15	"

Figure 3-1--Continued.

# MILITARY PERSONNEL PROCUREMENT MANUAL

## OOR COVER (NAVMC 123A) TOP TO BOTTOM - RIGHT SIDE

<u>FORM NUMBER</u>	<u>TITLE</u>		<u>REFERENCE</u>
DD Form 4	Enlistment Contract - Armed Forces of the U.S.	(0)	Par. 3301.16 (MPPM)
Figure 3-10	*WOCC Marriage Statement	(0)	Par. 3207 "
NAVMC 123(1)	Miscellaneous Informa- tion (1070)	(0)	MCO P1070.12_ (IRAM)
NAVMC 123(2)	Chronological Record of Duty Assignments	(0)	MCO P1070.12_ "
NAVMC 118(11)	Administrative Remarks	(0)	MCO P1070.12_ "
NAVMC 10526	Record of Emergency Data	(0)	Par. 3301 18 (MPPM)

# - Include original DD 44 for PLC applicants

\* - Indicates form submitted for a specific occasion or program only.

O - Indicates original.

D - Indicates duplicate copy.

T - Indicates triplicate copy.

Figure 3-1.Continued

SUGGESTED LETTER TO COLLEGE PRESIDENTS

(b)(6)  
President, William Jewell College  
Liberty, Missouri 44140

Dear (b)(6)

The purpose of this letter is to introduce a college student counseling program sponsored by the United States Marine Corps.

Because of the current laws imposing obligatory military service on many students soon after graduation, we believe it is important that individuals understand the various ways in which the military obligation may be discharged. We believe it is of equal importance that each individual be fully apprised of the opportunities presented by military service in a commissioned status. This is of particular interest to the Marine Corps since we depend almost entirely on civilian college graduates to fulfill our officer requirements.

To this end, it would be desirable if one of the Marine Corps Reserve officers now on your administrative or teaching staff were to be designated to act as a counselor in these matters. In the event that this plan meets with your approval and that of the Reserve officer concerned, he will be given complete support and information by this Headquarters and the Marine Corps Officer Selection Officer in your area.

Participation in this program is entirely voluntary and there should be little inconvenience experienced on the part of the officer selected. Although there is no pay involved, the officer may be eligible for promotion and may receive retirement credit while acting in this capacity.

Naturally, we desire to select only the most deserving of our inactive Reserve officers for this assignment. Therefore, it would be greatly appreciated if you would submit nominations, in the order of preference, from the enclosed list of Marine Corps Reserve officers attached to your institution.

Sincerely,

J. L. DUBOSE  
Colonel, U. S. Marine Corps  
Director

Encl  
List of Reserve officers

MILITARY PERSONNEL PROCUREMENT MANUAL

SUGGESTED LETTER TO RESERVE OFFICER  
WITH ENCLOSED APPLICATION FOR ORDERS

Major (b)(6) USMCR  
1111 South Wagner Street  
Harrison, Kentucky 41440

Dear Major (b)(6)

The Commandant of the Marine Corps is inviting the assistance of selected Reserve officers who are associated with institutions of higher learning to provide continuity to Marine Corps "on campus" officer procurement efforts.

Your name, plus a personal recommendation, was furnished by your college president. Needless to say, the 4th Marine Corps District will be pleased to be associated with you in this function, should you choose to apply.

It has been our experience that many college men prefer to fulfill their selective service obligation in a commissioned status, but do not learn of the Marine Corps' officer programs and their advantages until too late to avail themselves of the opportunity. Further, the areas of responsibility assigned to Marine Corps officer selection officers are large and contain many colleges and universities, thus preventing the selection officer from spending more than a few days on any one campus. As a resident representative of the Marine Corps, you would be in an excellent position to ensure that students are correctly informed. You can contribute a very real service to the U.S. Marine Corps and the students with whom you are associated, and if not in a retired status earn retirement credits and maintain your promotion eligibility.

In general, your assignment would consist of referring interested applicants to the officer selection officer, assisting that officer in the handling of publicity items related to his campus visits, and coordinating his visits with the school. You would be furnished with the necessary literature and informative instructions relative to this assignment. The officer selection officer with whom you would be working will personally consult with you concerning this assignment at your convenience.

I have enclosed two self-explanatory application forms and an addressed envelope should you desire this assignment. Your continued interest in the U.S. Marine Corps is greatly appreciated.

Sincerely,

H. B. WEST  
Colonel, U.S. Marine Corps  
Director

Encl  
(1) Application forms

Figure 3-3



MILITARY PERSONNEL PROCUREMENT MANUAL

SAMPLE DISTRICT DIRECTOR LETTER OF  
AUTHORITY TO RETIRED RESERVE PERSONNEL

From Director  
To Major [REDACTED] (b)(6), USMCR (Retired)  
Subj Designation as Marine Corps Officer Selection Liaison Officer

1 In accordance with your request, you are hereby appointed as Marine Corps Officer Selection Liaison Officer at Welch University, for the Officer Selection Officer, Louisville, Kentucky 40202

2. You will communicate with and assist the Officer Selection Officer, Louisville, Kentucky 40202, in the dissemination of information pertaining to U.S. Marine Corps Reserve Officer candidate programs

3. All necessary instructions, material and logistical support will be furnished by the Officer Selection Officer, Louisville, Kentucky 40202

4. This appointment does not constitute orders to inactive duty training, authorize pay or authorize credits for retirement or promotion

[REDACTED] (b)(6)  
By direction

Copy to  
CMC (DPC)  
OSO, Louisville

Figure 3-4

# MILITARY PERSONNEL PROCUREMENT MANUAL

## SAMPLE ORDERS TO SELECTED RESERVE OFFICERS

From Commanding Officer  
To Major [REDACTED] (b)(6) 0302, USMCR  
1111 South Wagner Street, Harrison, Kentucky 41440

Subj Appropriate duty without pay

Ref (a) MCO  
(b) MCO

Encl (1) Equivalent Instruction Report (NAVMC 799- )

1 Under the authority contained in reference (a), members of the inactive Marine Corps Reserve are authorized to perform periods of appropriate duty in connection with officer procurement under the cognizance of the District Directors. Personnel performing such duty are further authorized, as provided by reference (b), to claim reserve retirement credits, subject to the following

a. For each period of appropriate duty performed under this authority one reserve retirement credit may be claimed, providing the duty involved is of two or more hours' duration, including time spent in the preparation of materials used

b Not more than three periods of appropriate duty may be performed in the calendar week nor more than five in any calendar month, unless authorized by the Commandant of the Marine Corps (Code AFL)

2. Pursuant to the authority contained in reference (a), you are assigned to appropriate duty without pay as a liaison officer for the 4th Marine Corps District's Officer Selection Office, Louisville, Kentucky 40202. This duty becomes effective upon your completion of the first endorsement hereon and will remain effective until such time as these orders are canceled by proper authority

3 This duty will consist of coordinating with and assisting the Officer Selection Officer, Louisville, Kentucky 40202, at Welch University, and performing such other duties as may be prescribed by the District Director. All necessary instructions, material, and logistical support will be furnished by the Officer Selection Officer, Louisville, Kentucky 40202

4. These orders are null and void until you have completed the first endorsement on the original and one copy of your orders. You are requested to return to this Headquarters, one copy of these orders bearing the completed endorsement

5. No expense to the Government is involved in the execution of this duty

Figure 3-5

## MILITARY PERSONNEL PROCUREMENT MANUAL

6. The enclosure is transmitted for your convenience in reporting this duty. This form will be forwarded to and certified by the Officer Selection Officer, Louisville, Kentucky 40202. The Officer Selection Officer will then forward this form to the Commanding Officer, Marine Corps Reserve Data Services Center, for insertion in your official records

(b)(6)

By direction

Copy to  
CMC (AFL & DPC)  
OSO, Louisville  
Dir, 4th MCD

Figure 3-5 --Continued.

REQUEST FOR APPOINTMENT

From \_\_\_\_\_  
(Print Name, Grade, and Social Security Number)

To \_\_\_\_\_  
(Give complete current mailing address including ZIP CODE)  
Commandant of the Marine Corps, Headquarters, U. S. Marine Corps  
Washington, D C 20380

Subj Appointment to commissioned grade in the Reserve of the U. S. Marine Corps

1. I hereby make application for appointment to commissioned grade as a Second Lieutenant in the Reserve of the U S Marine Corps

2 I will complete all academic requirements for my degree not later than \_\_\_\_\_, and expect to receive such degree on \_\_\_\_\_.  
(Day) (Month) (Year) (Day) Month (Year)

4. My new mailing address will be \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City) (State) (ZIP CODE)

5. My home of record (place of permanent residence at the time of assignment to active duty) will be \_\_\_\_\_  
(Street Address) (City)  
\_\_\_\_\_  
(County) (State) (ZIP CODE)

6. Check one of the following, and indicate preference of assignment as desired

I am a member of

(a) \_\_\_\_\_ PLC (Ground) and desire assignment to The Basic School on or about \_\_\_\_\_  
(Day) (Month) (Year)

(b) \_\_\_\_\_ PLC (Naval Aviator) \_\_\_\_\_ PLC (Naval Flight Officer) and desire assignment directly to aviation training on or about \_\_\_\_\_  
(Day) (Month) (Year)

(c) \_\_\_\_\_ PLC (Naval Aviator) \_\_\_\_\_ PLC (Naval Flight Officer) and request initial assignment to The Basic School. I understand that I will be commissioned with military occupational specialty 7599 (flight student) or 7580 (flight officer student) as appropriate, and that I am guaranteed assignment to aviation training upon successful completion of The Basic School (70 percent performance rating in each of the grading areas of leadership, academics, and military skills) providing I am physically qualified for such assignment at that time.

\_\_\_\_\_  
(Signature)

Figure 3-6

# MILITARY PERSONNEL PROCUREMENT MANUAL

## SAMPLE PAGE LISTING OF CANDIDATES

### Quarterly Listing of Active Platoon Leaders Class Candidates

NAME	SSN NO	SA	A	FY	GRAD	JRISRI	COLG	OSO	REASON
(b)(6)		OG	A	67	669	167168	4656	073	
(b)(6)		OG	A	67	668	367367	1373	068	
(b)(6)		OG	A	66	669	166168	3659	076	
(b)(6)		OG	A	67	670	167169	04A9	071	
(b)(6)		OG	A	66	169	368368	0466	053	

### Quarterly Listing of Disenrolled Platoon Leaders Candidates

(b)(6)		OG	A	66	668	266267	42C6	051	NLIC
(b)(6)		OF	A	65	468	265267	0923	044	ADOR
(b)(6)		OG	A	66	668	166167	4829	069	MISC
(b)(6)		OE	A	67	968	367367	34B3	024	ANPQ
(b)(6)		OG	A	67	668	367367	1963	031	USAT

SAMPLE

FIGURE 3-7

# MILITARY PERSONNEL PROCUREMENT MANUAL

## DESCRIPTION OF COLUMN CODES USED ON LISTING OF CANDIDATES

1	2	3	4	5	6	7	8	9	10	11
NAME	Social Security Number	Service Agreement	Status of Application	Fiscal Year Enrolled	Expected Graduation Year	Junior Course Training	Senior Course Training	College of Attendance	Officer Selection Officer	Disenr/Defer/Commissioned

### COLUMN

1. Name - Self-explanatory
2. Social Security Number - Self explanatory
3. Service Agreement - OE-Law, OF-Aviation, OG-Ground
4. Status of Application - P-Pending, A-Approved, D-Disapproved board action, NPQ-Not Physically Qualified, DOR-withdrew prior to approval, INE-not eligible
5. Fiscal Year Enrolled - Self-explanatory
6. Expected Graduation Year -

#### a. Month Code (1 digit)

1 January	7 July
2 February	8 August
3 March	9 September
4 April	- October
5 May	J November
6 June	K December

Figure 3-7A

# MILITARY PERSONNEL PROCUREMENT MANUAL

## b Year Code (2 digits)

Self-explanatory

## 7 Junior Course Training -

### (1) Training increment code (1 digit)

- 1 - First Increment
- 2 - Second Increment
- 3 - 10-week Course

### (2) Year Code (2 digits)

Self-explanatory

## 8 Senior Course Training -

### (1) Training increment code (1 digit)

- 1 - First Increment
- 2 - Second Increment

### (2) Year Code (2 digits)

Self-explanatory

## 9 College of Attendance - Refer to Military Personnel Procurement Branch letter regarding subject

## 10 Officer Selection Officer - Refer to figure 3-7B

## 11 Disenr/Defer/Commissioned -

### (1) Discharged or Released from Active Duty

<u>Reason</u>	<u>Code</u>
a NPQ	ANPQ
b UNSAT	USAT
c DOR	ADOR
d Academic reasons	ACAD
e Not attending college	NLIC
f Did not comply with orders	FCOC
g Miscellaneous	MISC

### (2) Delayed to pursue grad studies MA or LAW

### (3) Commissioned (completed training) COMM

Figure 3-7A --Continued.

# MILITARY PERSONNEL PROCUREMENT MANUAL

## OFFICER SELECTION OFFICER CODES

<u>CODE</u>	<u>OSO</u>		<u>CODE</u>	<u>OSO</u>
	011	BOSTON	071	LOS ANGELES
	012	NEW YORK	072	SAN FRANCISCO
<u>1st MCD</u>	013	SYRACUSE	073	SEATTLE
	014	HARTFORD	074	SALT LAKE CITY
	015	BUFFALO	075	PHOENIX
			076	PORTLAND
			077	SAN DIEGO
	021	COLUMBUS		
	022	PHILADELPHIA		
	023	PITTSBURGH		
	024	CINCINNATI		
<u>4th MCD</u>	025	WILKES-BARRE		
	026	HARRISBURG		
	031	WASHINGTON, D.C.		
	032	BALTIMORE		
	033	LOUISVILLE		
	034	RICHMOND		
	035	CLEVELAND		
			<u>CODE</u>	<u>WOSO</u>
	041	ATLANTA	<u>1st MCD</u> 211	BOSTON
	042	BIRMINGHAM	<u>4th MCD</u> 222	PHILADELPHIA
	043	RALEIGH	<u>6th MCD</u> 241	ATLANTA
<u>6th MCD</u>	044	JACKSONVILLE	<u>8th MCD</u> 257	NEW ORLEANS
	045	NASHVILLE	<u>9th MCD</u> 267	ST LOUIS
	046	CHARLOTTE	<u>9th MCD</u> 263	DES MOINES
	047	MERIDIAN	<u>12th MCD</u> 272	SAN FRANCISCO
	048	TAMPA		
	051	DALLAS		
<u>8th MCD</u>	053	OKLAHOMA CITY		
	057	NEW ORLEANS		
	058	AUSTIN		
	059	HOUSTON		
	06A	OMAHA		
	06B	FARGO		
	061	CHICAGO		
	062	DENVER		
	063	DES MOINES		
<u>9th MCD</u>	064	DETROIT		
	065	INDIANAPOLIS		
	066	MINNEAPOLIS		
	067	ST. LOUIS		
	068	MILWAUKEE		
	069	KANSAS CITY		

Figure 3-7B



AUDIT FORMAT

Name	Social Security Number	Serv Agree	Status of Appl	FY Enrolled	Expected Grad Year	JrCrs Trng	SrCrs Trng	Coll of Attend	OSO	Reason for Disenr
EXAMPLE (1) RAY, Tom	0000000				668					
EXAMPLE (2) DOE, Roy	0000000	DELETE (Transferred to Alfa State Univ - reported to HQMC on 13Jan70)								
EXAMPLE (3) DAY, Sam	0000000	of	a	67	669	267	268	0821	011	

INSTRUCTIONS

- 1 To report errors, type the man's name and his social security number, then under the appropriate heading type in the correct information. Do not type in the columns that were correct on the original listing. Example (1)
- 2 If a man's name appears under an officer selection officer grouping, and he is attending a college that is outside of that officer selection officer area of responsibility, type in the man's name and social security number and immediately after type the word DELETE followed by a short amplifying statement. Example (2)
3. If a name is missing from an officer selection officer grouping complete all columns of the audit sheet. Example (3).
- 4 Changes to the listing which were not effective until after the "as of" date should not be included in the audit report.

Figure 3-7C

## MILITARY PERSONNEL PROCUREMENT MANUAL

### SERVICE AGREEMENT ENLISTED COMMISSIONING PROGRAM

---

1. In connection with my application for enrollment in the ENLISTED COMMISSIONING PROGRAM of the United States Marine Corps, I hereby acknowledge

a. That final approval of my application for enrollment in the Enlisted Commissioning Program, as an officer candidate, will be determined by the Commandant of the Marine Corps.

b. That upon reporting to the Officer Candidate Course I will be required to participate in training for a minimum period of 9 weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

c. That, in the event I fail to complete satisfactorily the requirements for appointment to commissioned grade or request disenrollment from the Officer Candidate Course prior to acceptance of a commission, I will be required to complete my enlistment contract, including any extension thereof and any obligated period of extended active duty.

d. That, upon satisfactory completion of all requirements, I will accept appointment to commissioned grade in the United States Marine Corps Reserve, if a commission is tendered to me

e. That

(1) A commission in the Marine Corps Reserve is held at the pleasure of the President,

(2) Upon acceptance of a commission, I will be required to serve at least 6 years in the Marine Corps Reserve from date of appointment to commissioned grade,

(3) Any portion of this 6-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve, and

(4) A resignation of my Reserve commission submitted prior to completion of this 6-year period will normally be rejected and, after this period, may be accepted or rejected by the President as the needs of the service may then require.

f. That upon acceptance of appointment to commissioned grade, I will be further assigned to The Basic School for commissioned officer training

g. That assignment to the Officer Candidate Course should not be construed as approval for future assignment to flight or aviation training.

Figure 3-8

## MILITARY PERSONNEL PROCUREMENT MANUAL

h. That sections 671a and 671b of Title 10, United States Code, currently provide as follows

"671a. Members service extension during war. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter.

"671b. Members service extension when Congress is not in session

"(a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistments, appointments, periods of active duty, periods of active duty for training, periods of obligated service or other military status, in any component of the Armed Forces of the United States, that expire before the thirtieth day after Congress next convenes or reconvenes

"(b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive Order."

1. That Federal statutes and pertinent regulations applicable to personnel in the Marine Corps may change without notice and that such changes may affect my status as an officer candidate or commissioned officer and obligations to serve as such

2 I consent to serve on extended active duty, as a commissioned officer, for a minimum of 2½ years from the date of appointment to commissioned grade, and understand that a request for release from active duty prior to completion of this period will normally be rejected.

3. I have read and completely understand the meaning and content of the above. Furthermore, I have read and understand the current Marine Corps order pertaining to this program. No promises, either written or oral, have been made to me in connection with my application for enrollment in the Enlisted Commissioning Program, except as specified above I acknowledge receipt of a copy of this document.

\_\_\_\_\_  
Signature of Witnessing Officer

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Typed Name, Grade, Service Number, Type Name of Applicant  
Social Security Number of Witness

\_\_\_\_\_  
Date

Figure 3-8 --Continued.

MILITARY PERSONNEL PROCUREMENT MANUAL

From Officer Selection Officer, \_\_\_\_\_

To Commanding Officer, \_\_\_\_\_

Subj Conditional Release, case of \_\_\_\_\_

1 The subject-named member of your command has applied for enrollment in an officer training program of the U.S. Marine Corps.

2. It is requested that the member be granted a conditional release from his present obligation to complete this enrollment, final release to be contingent upon approval of his application by the Commandant of the Marine Corps

3 It is further requested that (1) the member be placed in a nonpay drill status until final action is taken on his application, (2) conditional release, if granted, be valid until \_\_\_\_\_\*, and (3) conditional release be returned to this office

4. You will be notified of final action in this case by the Director, \_\_\_\_\_ Marine Corps District or the Commandant of the Marine Corps (Code DPC).

\_\_\_\_\_  
(Signature of OSO)

\*See paragraph 3208 of this Manual

-----  
FIRST ENDORSEMENT

From \_\_\_\_\_ (applicant)

To Commanding Officer, \_\_\_\_\_

1. I desire this conditional release for the reason set forth above.

\_\_\_\_\_  
(Signature of Applicant)

Figure 3-9

FIGURE 3-10  
DELETED BY CH. 1

# MILITARY PERSONNEL PROCUREMENT MANUAL

## LIST OF CERTAIN CONDITIONS AND DEFECTS WHICH REQUIRE SPECIAL TESTS, EXAMINATIONS, OR REPORTS AS INDICATED

ITEM	EXAM AND INFO DESIRED
ALBUMIN, findings or history of	Two daily specimens of urine for 3 days tested for albumin only, report of The 1st specimen to be collected upon arising and the 2nd in the afternoon Report positive findings of albumin in mgm%
ASTHMA, history of subsequent to age 12	Detailed report of asthma and other allergic conditions and a statement from cognizant physician on (1) number and approximate dates of attacks of asthma, asthmatic bronchitis, or other allergic manifestations, (2) signs, symptoms, and duration of each attack, and (3) type and amount of bronchodilating drugs used, particularly adrenalin, ephedrine, and aminophylline.
BACKACHE, back injury or wearing of back brace, history of	Current orthopedic consultation and report on strength, stability, mobility, and functional capacity of back. Report of appropriate X-rays to be accomplished by a qualified physician Transcript of any treatment from cognizant physician
BLOOD PRESSURE, elevated findings or history of	Repeated pulse and blood pressure (sitting position) readings in the a m and p.m for 3-5 days without prolonged rest or sedation Completion of all sections of SF 88 items 57 and 58.
COLOR PERCEPTION defect	Farnsworth Lantern Test (FALANT) and report of color perception (Aviation only)
CONCUSSION	See HEAD INJURY
CONVULSIONS or SEIZURES, history of	Neurological consultation and electroencephalogram Transcript of any treatment from cognizant physician
DIABETES, family history of in parent, sibling, or more than one grandparent	<u>Standard single-dose oral 100gm glucose tolerance test</u> (after assurance that subject's carbohydrate intake has been liberal for several days before the test) with notation of the fasting, 1/2 hour, 1-hour, 2-hour, and 3-hour blood glucose values and concomitant tests for glycosuria OR <u>Tolbutamide response test</u> (after assuring that the subject's carbohydrate intake has been liberal for several days before the test) with notation of the fasting, 20-minute, and 30-minute blood sugar value NOTE When either of the above tests is conducted, indicate in the report the method of blood sugar determination and the normal values of the test used.

Figure 3-11

MILITARY PERSONNEL PROCUREMENT MANUAL

<u>ITEM</u>	<u>EXAM OR INFO DESIRED</u>
DIZZINESS or FAINTING SPELL, history of	Neurological consultation
ENURESIS or history of into late childhood or adolescence	Comment on applicant's affirmative reply to question "bedwetting" to include number of incidents and age at last episode
FLATFOOT, symptomatic finding or history of	Current orthopedic consultation with detailed report on strength, stability, mobility, and functional capacity of foot. Report of appropriate X-rays to be accomplished by a qualified physician.
GLYCOSURIA, finding or history of	See DIABETES
HAY FEVER, history of	Detailed report of hay fever, and other allergic conditions and a statement from the cognizant personal physician on (1) number, severity, and duration of attacks of hay fever or any other allergic manifestations, and (2) type and amount of drugs used in treatment thereof
HEADACHES, frequent or fevers, history of	Neurological consultation.
HEAD INJURY with loss of consciousness in past 5 years, history of	Electroencephalogram; Neurological consultation, clinical abstract of treatment from cognizant physician
HEMATURIA, history or finding of	Medical consultation with evaluation report, including appropriate laboratory studies and/or complete urological evaluation if examining physician feels indicated
HEPATITIS, history of	Serum bilirubin and bromsulphalein retention
JAUNDICE, history of in past 5 years	Serum bilirubin and bromsulphalein retention.
JOINT, KNEE, internal derangement, history of	Current orthopedic consultation and report on strength, stability, mobility, and functional capacity of knee. Report of appropriate X-rays together with comparative mensuration of the thighs, knees and legs, to be accomplished by a qualified physician
JOINT SHOULDER, dislocation, history of	Current orthopedic consultation and report on strength, stability, mobility, and functional capacity of shoulder. Report of appropriate X-rays to be accomplished by a qualified physician
MALOCCLUSION, TEETH	Report of examination by a dentist with comment as to whether incisal and masticatory function is sufficient for satisfactory ingestion of the ordinary diet.

Figure 3-11 --Continued

# MILITARY PERSONNEL PROCUREMENT MANUAL

<u>ITEM</u>	<u>EXAM AND INFO DESIRED</u>
	and statement as to presence and degree of facial deformity with jaw in natural position
MASTOIDECTOMY, bilateral, history of	Current consultation to include audiogram
MOTION SICKNESS, history of	Detailed report of all occurrences of motion sickness (such as air, train, sea, swing, carnival ride), and the age at time of last occurrence
NASAL POLYPS, history of	Far, nose, and throat consultation, with comment as to date polyps removed if no longer present Detailed report by physician on allergic history and manifestation to include required medication
SKULL FRACTURE, in past 5 years, history of	See HEAD INJURY
SLEEPWALKING, beyond childhood, history of	Detailed comment by physician Comment on applicant's affirmative reply to question "been a sleepwalker" to include number of incidents and age at last episode
SQUINT	Examination for degree of strabismus and presence of complete and continuous 3d degree binocular fusion Request completion of SF 88 items 62 and 65 and notation of degree of strabismus.
STUTTERING or STAMMERING, finding history of	Report of reading aloud test in Art 15-21 (1)(1) MANMED
TRICK KNEE, history of	See JOINT, KNEE
VERTEBRA, fracture or dislocation history of	Current orthopedic consultation and report on strength, stability, mobility, and functional capacity of spine Report of appropriate X-rays to be accomplished by a qualified physician
*VISUAL ACUITY, failure to correct to 20/20 with standard lens and/or pinhole	Report of refraction including a statement of the unaided visual acuity of each eye and the maximum correctibility of each eye with standard lens If vision fails to correct to 20/20 cite reason therefor
*NOTE	It is the policy of the Bureau of Medicine and Surgery that statements from optometrists will be accepted on all matters pertaining to eye examinations, except definitive diagnoses of diseases If evidence of disease is reported, the opinion of an ophthalmologist should be sought

It is desired that a detailed report of consultation by a qualified neuropsychiatrist for evaluation of maturity, emotional stability and suitability for commissioned service be obtained and submitted with the SF 88 and 93 in the following instances

Figure 3-11 --Continued



MILITARY PERSONNEL PROCUREMENT MANUAL

When any one of the following questions on items 20 and 21 on the SF 93 is checked in the affirmative by an applicant.

20 Have you ever had or have you now  
Loss of memory or amnesia?

21. Have you ever  
Attempted suicide?

When any combination of two or more of the following questions in items 20 and 21 on the SF 93 is answered in the affirmative and questioning by the examiner reveals that any one of the conditions was present beyond early childhood

20 Have you ever been or are you now a  
Bed wetter?

21. Have you ever  
Stuttered or stammered?  
Been a sleepwalker?

When the examining physician feels that the individual's response to further questioning is inappropriate to any of the following questions in item 20 on SF 93.

20. Have you ever had or have you now  
Frequent trouble sleeping?  
Frequent or terrifying nightmares?  
Depression or excessive worry?  
Nervous trouble of any sort?

Figure 3-11. Continued.

MILITARY PERSONNEL PROCUREMENT MANUAL

Mr. Alan R. Stineman  
14490 Village Drive  
Somewherein, Virginia 22191

Dear Mr. Stineman

I am pleased to inform you that your application for Marine officer training has been reviewed at this Headquarters and forwarded for final consideration by the Commandant of the Marine Corps and determination of your physical qualifications by the Chief, Bureau of Medicine and Surgery. The Commandant of the Marine Corps will inform you of the final action taken on your application. If approved, your conditional enlistment in the Marine Corps Reserve becomes final. Your Selective Service Board has been notified on your status.

Upon your completion of requirements for a degree immediately forward evidence thereof to the officer selection officer who enrolled you in your officer training program.

In the event you incur an injury which might be disqualifying for officer training, or an illness preventing your reporting to active duty, notify your officer selection officer immediately.

You are reminded that you must inform the Commandant of the Marine Corps of any change in your address.

Sincerely,

Copy to  
CMC (Code DPC)  
OSO,

Figure 3-12

MILITARY PERSONNEL PROCUREMENT MANUAL

SAMPLE ORDERS FOR FLT PHYS EXAM - AOC(NA), AOC(NFC),  
PLC(NA), and PLC(NFO) APPLICANTS

(HEADING)

From

To (Grade, name, social security number, component, and address of applicant)

Subj Orders

Ref (a) BUMED ltr 511 ja of 31 Mar 1959 to CMC

1 Your application for the (indicate program requested) leading toward a commission in the U S. Marine Corps Reserve and designation as a Naval Aviator/Naval Flight Officer has been accepted

2. Accordingly, you will proceed on (date) to (place) where upon arrival you will report to (officer) for a flight physical examination to determine your initial fitness for assignment to the (indicate program requested) and aviation training

3 Upon completion of the foregoing examination, and when directed by the officer to whom you reported, you will return to the place from which the travel commenced, where upon arrival you will immediately forward to this office, a complete copy of these orders including all endorsements

4 The officer to whom you report is requested to stamp all completed forms and papers in your case ("(program)-USMCR"), and return them to this office for forwarding to the Chief, Bureau of Medicine and Surgery (Code 334) via the Commandant of the Marine Corps (Code DPC) in accordance with the authority contained in reference (a).

5 If for any reason you cannot carry out these orders, as written, you are directed to inform this office by the most expeditious means

6 Travel Appropriation Data. Appropriation 17\_1106, Subhead 2780, Object Class 000, EOB/SubEOB 00027-8, TT Code 2D, Property Account Number 00000, Cost Code coded as follows, Cost Center Code (supplied by each District), Expense Element "E", Program Element Number "86", Function/Subfunction Category "AE" and Cost Account Code "1E81".

TABLE OF DISCHARGE AUTHORITIES

A MARCORSEPMAN, Par 6012 and MCO P1100.61\_ (MPPM)  
 B MARCORSEPMAN, Par 6012  
 C MARCORSEPMAN, Par 6012  
 D MARCORSEPMAN, Par 6012  
 E MARCORSEPMAN, Par 6012  
 F MARCORSEPMAN, Par 6012  
 X No Authority in Military Personnel Procurement Branch

REASON	All Sub- programs PLC	OCC/AOC	WOCC
Disenroll Own Request	E	A <sup>1</sup> or F <sup>1</sup>	A
Not Physically Qualified (EPTE)	C or D	C or D	C or D
Not Physically Qualified (DNEPTE)	X	X	X
Temporarily Not Physically Qualified (EPTE)	B, C or D	B, C or D	B, C or D
Temporarily Not Physically Qualified (DNEPTE)	B, C or D	B, C or D	B, C or D
Physically Qualified Enlisted but NPQ for Officer	D	D	D
Failure to Comply with Official Correspondence	A or F	A <sup>1</sup> or F <sup>1</sup>	A or F
Academic Failure	A	A	A
Unsatisfactory	A	A	A
Punitive and Other	X	X	X

NOTE 1 Inactive Duty Only. Authority for discharge in these circumstances will be determined by the Commandant of the Marine Corps.

Figure 3-14

MILITARY PERSONNEL PROCUREMENT MANUAL

INVITATIONAL ORDERS (FORMAT)

From Officer Selection Officer, \_\_\_\_\_  
To \_\_\_\_\_

Subj Invitational Orders Incident to Procurement of Flight Student Applicants

Ref (a) MCO P1100.61B (Military Personnel Procurement Manual)

1. On or about \_\_\_\_\_ you are invited to report to \_\_\_\_\_  
\_\_\_\_\_ for an indoctrination/transportation flight in connection  
with your application for the Flight Student Program of the U S Marine Corps  
Upon completion of said flight you will return to the place to which these  
orders are addressed.

2. Transportation to and from the activity to which reporting for the subject  
flight will be via your privately owned/government transportation You will  
not be entitled to reimbursement for travel nor a per diem allowance Berthing  
and messing is available at the processing activity. In case you do not desire  
to bear any expenses which may be incurred, you will regard this authorization  
as revoked.

3. This authorization is issued in accordance with authority contained in  
reference (a).

# MILITARY PERSONNEL PROCUREMENT MANUAL

<b>AIR TRANSPORTATION AGREEMENT</b>		DATE
PLACE	FULL NAME	
PERMANENT ADDRESS		
<p>For and in consideration of being permitted to fly as a passenger in aircraft operated by or on behalf of the United States of America, for and on behalf of myself, my personal representatives, heirs and assigns, I hereby release and discharge the United States, its agents, servants, or employees from any and all claims for property damage and/or personal injury or death resulting from or during said flight or flights or continuances thereof or from ground operations incident thereto</p>		
SIGNATURE		
WITNESS	WITNESS	
NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY		

DD FORM 1381  
JUL 62

B-13752

NOTE: THIS FORM MAY BE REPRODUCED LOCALLY.

Figure 3-16

MILITARY PERSONNEL PROCUREMENT MANUAL

PARENTS' OR GUARDIAN'S AGREEMENT  
(To be used when the passenger is a minor)

(Place)

(Date)

I (we) hereby execute and subscribe to the attached "Hold Harmless" Agreement as the parents or guardian of \_\_\_\_\_ (name of passenger) and consent to his taking a flight (flights) as a passenger in certain Navy/Marine Corps aircraft on date(s) specified above, and whereas he is doing so entirely upon his, and our own initiative, risk, and responsibility, now therefore, in consideration of the permission extended to him and to us by the United States through its officers and agents to take said heirs, executors, and administrations, remise, release, and forever discharge the Government of the United States and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of his death or any injury to him which may occur from any cause during said flight or flights or continuances thereof, as well as all ground and flight operations incident thereto

Further, in consideration of the foregoing (I-we) bind (myself-ourselves), or heirs, executors and administrators to hold harmless the United States of America for any action that may be brought at a subsequent date by or on behalf of said flight (flights).

SIGNATURE (Parent, Guardian)

ADDRESS

SIGNATURE (Parent, Guardian)

ADDRESS

SIGNATURE (Witness)

SIGNATURE (Witness)

MILITARY PERSONNEL PROCUREMENT MANUAL

WOC CLOTHING SIZE ENTRY  
(PAGE 11 FORMAT)

NAME	_____
HEIGHT	_____
WEIGHT	_____
AGE	_____
<u>CIVILIAN CLOTHING SIZE</u>	
DRESS	_____
SHOES	_____
BLOUSE	_____
HAT	_____ (State in inches)
GLOVES	_____

Figure 3-18



## CHAPTER 4

## FISCAL, LOGISTICS AND MANAGEMENT INFORMATION

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## CHAPTER 4

## FISCAL, LOGISTICS AND MANAGEMENT INFORMATION

## PART A INTRODUCTION AND GENERAL

## 4000 INTRODUCTION

1 This chapter contains information, instructions and guidance pertinent to the logistical and financial support of the Marine Corps recruiting service. Fiscal and logistical matters contained in other directives will not be discussed unless an interpretation peculiar to the recruiting service is necessary.

## 4001 PURPOSE

1 The purpose of this chapter is to furnish information on fiscal and logistical matters not covered in other directives which relate specifically to the recruiting service

## 4002 GENERAL GUIDANCE

1 Officers in charge, recruiting stations and officer selection offices will familiarize themselves with all fiscal and logistical directives, procedures and current guidance relative to these matters.



## PART B. FISCAL INFORMATION

## 4100 INTRODUCTION AND POLICY

1. Budget procedures set forth herein are designed to assure the necessary funding for military personnel procurement purposes. The purpose of this part is to provide the recruiting service with information that should be of assistance in accomplishing the assigned responsibilities.
2. The fund source for military personnel procurement is Appropriation: Operations and Maintenance, Marine Corps, Program VIII, Program Element 81412M.
3. The general guidance provided in the current edition of MCO P7300.9\_, Financial Guidebook for Commanders, is appropriate to all officers in charge, recruiting stations and officer selection offices.

## 4101 BUDGET CONCEPT

1. Since the policy of the Commandant is to align financial responsibility with command responsibility, the budget formulation and execution for appropriation Operation and Maintenance, Marine Corps are decentralized. Accordingly, the recruiting service is required to provide budget estimates, on an annual basis, to reflect the dollar requirements necessary for accomplishment of the assigned mission. The annual Field Budget Guidance letter and other pertinent Marine Corps directives should provide the officers in charge, recruiting stations and officer selection offices with sufficient guidance to translate their assigned mission into specific requirements expressed in monetary amounts. Recorded fiscal accounting data, reflecting the costs of current and past operations, provide the principal basis for arriving at sound estimates of fund requirements for future performance, so the importance of accurate fiscal records, reports, and realistic estimates cannot be overemphasized.
2. Basic philosophy, policy and guidance pertaining to the source of funds, budget procedures, and financial administration are contained in MCO P7300.9\_, Financial Guidebook for Commanders. The Field Budget Guidance, Phases I and II, published annually as Marine Corps Orders in the 7100 series, and MCO P7300.8\_, Financial Accounting Manual (FAM), provide the specific guidance as to budget formulation and submission. Additional source information pertaining to budgets and budget formulation is contained in the Navy Comptroller Manual, volume II, and NAVSO P3006, Financial Management of Resources (Departmental and Field Activities).

## 4102 RECRUITING BUDGET ESTIMATE

1. To assist the district directors in formulation of the annual submission, budget information is found in the following.
  - a. The current edition of NAVSO P3006, Financial Management of Resources.
  - b. Field Budget Guidance (MCO's 07100.8\_ and MCO 7100.9\_).
  - c. Marine Corps Order P7300.8\_, Financial Accounting Manual (FAM).
2. Budget estimates will consider the following guidelines
  - a. The end-strength of recruiting and officer selection personnel will be in accordance with authorizations current at the time of budget preparation unless guidance to the contrary is provided.
  - b. Headquarters Marine Corps will budget for certain magazine subscriptions for recruiting stations, officer selection officers and officer selection officers aviation (OSOA).

- ▶ c. The orientation course at Marine Corps Recruit Depot, San Diego, California is conducted for recruiting officers and sergeants major assigned to recruiting duty.
- ▶ d. There is a requirement to provide an enlisted escort for each team attending the annual Marine Corps Youth Physical Fitness National Championship in Washington, D. C.
- ▶ e. The requirement for recruiting media expenditures is outlined in paragraph 4107.
- f. The Commandant of the Marine Corps (Code DPN) will budget for board, lodging, travel, and subsistence of applicants.

3. The date of submission will be in accordance with the instructions contained in the Field Budget Guidance, Phase II.

#### 4103 MID-YEAR FINANCIAL REVIEW (Report Symbol MC-7120-01)

1. To permit evaluation of the financial operations within the Marine Corps district, a mid-year financial review will be conducted. Specific guidelines and instructions for submission will be published by separate correspondence.

#### 4104 THIRD-QUARTER FINANCIAL REVIEW (Report Symbol MC-7120-01)

- 1 As soon as firm, fourth-quarter enlisted recruiting quotas are published each year, district directors will submit a review of their financial status to the Commandant of the Marine Corps (Code DPN). The review should arrive not later than 10 days after receipt of the quota information. The review will cover the operations of the 1st three quarters of the fiscal year and financial plans for the last quarter.
2. The review will be prepared by submitting a letter-type report containing the following information
- a. Total expenses plus unfilled orders for the first three quarters of the fiscal year.
  - b. Total expected expenses plus unfilled orders for the last quarter of the fiscal year.
  - c. Any expected deficit or surplus at the end of the fiscal year.
  - d. Unusual events affecting the district budgeting during the first three quarters of the fiscal year.
  - e. Other information to assist the review of fourth-quarter forecasts including a description of the source of any deficit/surplus. Whenever appropriate, information should be in tabular form with backup statistical and financial data.
  - f. If the third-quarter financial review contains a request for additional funding, these requirements will be displayed by cost account code and element of expense accompanied by appropriate statistical backup data.
  - g. If the third-quarter financial review reveals an expected surplus of funds for the remainder of the current fiscal year, appropriate information should be supplied to identify the source of such savings.

#### 4105 DISBURSING

1. Officers in charge are authorized to disburse funds in accordance with the provisions of Navy Comptroller Manual, volume 4, and the current edition of MCO P4200.15, Marine Corps Purchasing Procedures Manual. Cash advances for

transfer fees and subsistence may be made as authorized by MCO P4200.15, and in accordance with the following procedures

a. The imprest fund cashier at a recruiting station is authorized to advance funds for subsistence (equivalent to the value of necessary meal tickets) and the necessary transfer fees when not furnished by the commercial carriers pursuant to issued transportation requests to recruits, absentees, deserters or other individuals without funds for travel to be performed. These members are further classified into one of two categories.

(1) Those who travel incident to travel orders wherein such transportation is considered to be furnished in connection with the member's orders and subject to reimbursement at the new duty station

(2) Those who receive transportation requests only if a request for checkage against their pay record is initiated for the cost thereof.

b. Members in category (1) may elect cash equivalent for the meal tickets and be advanced cash for necessary transfer fees by endorsement to their travel orders. To substantiate the cash advance, the imprest fund cashier will complete the Travel Voucher, DD 1351 in triplicate (see fig. 4-1), requiring the payee's signature on the original form. The original and one copy of the complete DD 1351, together with two copies of the member's orders with all endorsements thereto will be transmitted to the disbursing officer to effect reimbursement of funds.

c. Members in category (2) may elect cash equivalent for the meal tickets and be advanced cash for transportation fees subject to checkage of their pay at their duty station. In addition to the procedures outlined in subparagraph b above, it is required that DD 1351, two copies of the member's orders with all endorsements thereto, and the original plus three copies of DD 139, Pay Adjustment Authorization, be transmitted to the disbursing officer to effect reimbursement of funds (see fig. 4-2).

#### 4106 MOBILIZATION STATION COSTS

1. Costs arising from the operation and maintenance of mobilization stations are discussed in paragraph 4207. Such costs will not be included in the normal budget submissions required by paragraph 4102. In the event of mobilization station activation, funds then allocated to district directors will be utilized. A request for additional Operations, Marine Corps funds (Program Element 81412M) will be submitted to the Commandant of the Marine Corps (Code DPN) within 30 days after activation of the stations.

#### 4107 RECRUITING MEDIA EXPENDITURES

1. Annually, Marine Corps districts receive funds for the purpose of recruiting media expenditures. These funds are allocated in order to provide district directors with a capability for augmenting advertising materials developed at Headquarters Marine Corps and to meet general advertising requirements which are local in nature and not readily adaptable to a national advertising campaign.

2. Within the overall personnel procurement budget the Fiscal Director of the Marine Corps imposes a ceiling on the amount of total funds that may be allocated for recruiting media expenditures. Funds allocated to district directors, therefore, represent the maximum amounts that may be expended for recruiting media for the fiscal year and may not be exceeded without authority from the Commandant of the Marine Corps (Code DP).

3. Expenditure of district level recruiting media funds is restricted to those items and services promoting general advertising in support of recruiting objectives that do not duplicate existing items and services provided by Headquarters Marine Corps. For further discussion of authorized items and services that may be procured at the district level, see chapter 5 of this manual.

#### 4108 OUT OF POCKET EXPENSES

1. Personnel assigned to recruiting duty as a primary duty are entitled to reimbursement for actual and necessary expenses, defrayed from personal funds, in the performance of recruiting duties. MCO 7420.5 sets forth authorized reimbursements and procedures for submission of claims. MCO 7301.72 provides accounting data for reimbursement for actual and necessary out-of-pocket expenses of personnel assigned to recruiting duty.

#### 4109 BOARD AND LODGING SERVICES

1. Effective 1 July 1969 the Marine Corps entered into an agreement with the U. S. Army Recruiting Command for the utilization of board and lodging services provided through its AFEES. Procedures and instructions for this program are set forth in Marine Corps Order 11101.53--.
2. Inasmuch as certain conditions may exist which require that separate board and lodging contracts be maintained, authority to negotiate such contracts will be retained for use in those instances where due to distance use of AFEES services are not feasible nor economical.
3. Board and lodging agreements entered into by recruiting officers shall conform in all respects to the current edition of MCO P4200 15, Marine Corps Purchasing Procedures Manual.
4. Applicants accepted at recruiting offices may be subsisted and lodged at Government expense while awaiting transportation to the recruiting station.
5. Recruiting officers may subsist and lodge applicants pending verification of age, consent of parents, replies to telegrams on other pertinent subjects, etc , but only in cases where no fraud or attempted fraud is suspected and where it is not possible for the applicant to be subsisted and lodged with his family or at his own expense.
6. Recruiting officers will not subsist or lodge an applicant pending discharge from the National Guard whose enlistment is doubtful, nor will they subsist or lodge any other applicant whose enlistment is doubtful. In no case will an applicant be subsisted and/or lodged in excess of 5 days.
7. Expenses for board and lodging of applicants prior to enlistment or assignment to EAD are chargeable to Appropriation 17FY1106 Subhead 2780, in accordance with guidance provided in MCO 11101.53--.
8. Expenses for board and lodging of inductees, USMCR (J) personnel assigned EAD and personnel enlisted or reenlisted pending transfer to their first duty station are chargeable to Appropriation 17FY1106, Subhead 2750, in accordance with guidance provided in MCO 11101.53-- Where necessary, board and lodging agreements will provide for two items of service to assure that separation of costs as cited above is maintained. Vendor's bills should be obtained by item of service so that charges may be properly summarized on payment vouchers.



## PART C LOGISTICS INFORMATION

## 4200 INTRODUCTION AND POLICY

1. Material resources necessary to conduct and accomplish the mission are of paramount interest to recruiting and officer selection officers. Strict adherence to appropriate Marine Corps Orders and the proper utilization of logistics personnel are mandatory. Logistical problems should be referred to the next higher echelon for advice.

2. Recruiting officers are enjoined to personally supervise the functioning of their logistics staff. Logistics personnel will not be assigned duties beyond the scope of the matter discussed in this part and part B of this chapter.

## 4201 PURCHASE OF SUPPLIES AND SERVICES

1. Supplies and services which are required by the recruiting service, and which are to be purchased with appropriated funds, will be procured in accordance with current directives. Problems arising within the field of purchasing which cannot be resolved will be referred to the Commandant of the Marine Corps (Code CH).

2. Cost of transportation, meals, and lodging furnished applicants for the Platoon Leaders Class and Officer Candidate Course in connection with the taking of physical examinations will be charged as described in subparagraph 3202.4. Costs incurred when the services of a civilian physician must be utilized to conduct the physical examination will be charged to the same appropriation data except that Cost Account Code 1E82 will be used. Applicants for these programs must bear all other expenses incident to enlistment in the program.

## 4202 COMMUNICATIONS

1. Telephone Directory

a. A telephone and address directory of the Marine Corps military personnel procurement organization is published annually. Before placing a call to a recruiting or officer selection office, the caller should consult this directory.

b. A telephone directory will be maintained for all recruiting and officer selection offices manned on a full-time basis. The Commandant of the Marine Corps (Code DPN) will be notified of any changes in addresses and telephone numbers, including the area code and Federal Telecommunications System number, if applicable.

2. Federal Telecommunications System. The Federal Telecommunications System (FTS) is a GSA-leased telephone network designed to carry long-distance voice communications within continental United States at reduced rates. District directors will encourage participation in FTS wherever cost analysis indicates its use is more economical than continued use of commercial service.

## 4203 MOTOR VEHICLES

1. District directors will issue such instructions as to assure that all vehicles assigned for recruiting or officer selection purposes are subject to uniform wear by rotation among users. Maximum vehicular safety will be stressed at all times by strict adherence to maintenance schedules and inspections.

4. These reports are the basic management reports for the enlisted recruiting program. They serve as the basis for most of the management information and data analyses described herein. For this reason, these reports must contain accurate information and must be submitted as soon after the end of the reporting period as possible.

4302 REPORT OF ENLISTED PROCUREMENT (Report Symbol MC-1130-05)

1. A statistical report will be compiled by the Commandant of the Marine Corps (Code DPN) from the information furnished on the Report of Enlistments and Inductions (Report Symbol MC-1130-01). Prepared weekly, this report will be cumulative through each monthly or quarterly period. At the end of each period, a report will be prepared showing the cumulative fiscal year totals.
2. The report will contain data reflecting the quantity and quality of enlistments within each district. It is compiled to aid both the Headquarters Marine Corps staff and the district directors in their management efforts to assure a maximum number of high quality long-term recruit enlistments

4303 TELEPHONIC REPORT OF RECRUITING RESULTS (Report Symbol MC-1130-12)

1. The directors of Marine Corps districts will advise the Commandant of the Marine Corps (Code DPJ) by telephone of the estimated enlistment results for the month, each Tuesday. The report will include the following information
  - a. Enlistment mix (i.e., 2, 3, and 4 years) and total
  - b. Shipping estimates for the coming week
  - c. Aviation Enlistment Options Program by subprogram
  - d. Mental Group IV's
  - e. Women Marine enlistments
  - f. Broken and Continuous Reenlistments
2. Submission of this report will be discontinued during "Minimize."
3. The purpose of this report is to monitor recruit input and to provide information on which to redistribute quota should a district indicate an inability to achieve 100 percent of assigned goal.

4304 REPORT OF ENLISTED RECRUITS DISCHARGED DURING RECRUIT TRAINING (Report Symbol MC-1510-03)

1. The Commanding General of each Marine Corps recruit depot will submit a monthly report of recruits discharged prior to completion of recruit training to Commandant of the Marine Corps (Code DPN). A letter of instruction containing the detailed requirements for this report will be published separately as requirements for specified items of information vary.
2. The purpose of this report is
  - a. To provide a basis for statistical tabulation and analysis of the recruiting service achievement of quality recruiting.
  - b. To indicate any shortcomings in recruiting regulations or the physical and mental screening of applicants so that immediate corrective action may be taken

3. As a part of this report, under separate cover, copies of aptitude board and medical survey board reports will be forwarded to the districts. These board reports may contain matter unfavorable to the individual concerned. In accordance with established policy, these reports are to be treated as confidential in nature and will be made available only to officers in charge and those enlisted recruiters whose duties require them to have knowledge of the subject matter.

4305 REPORT OF RECRUIT REJECTIONS AT MARINE CORPS RECRUIT DEPOTS (Report Symbol MC-1510-03A)

1. A cumulative Statistical report is compiled monthly by the Commandant of the Marine Corps (Code DPN) from the Report of Enlisted Recruits Discharged During Recruit Training (MC-1510-03) described in paragraph 4304. Accumulated throughout the fiscal year, this report is first published in December after the July input of recruits has had time to complete recruit training.

2. The purpose of this report is to measure both the district and recruiting station achievement of quality recruiting.

4306 STATEMENT OF PERSONNEL PROCUREMENT COST (Report Symbol MC-1100-01)

1. A semiannual report of personnel procurement cost (obligations) will be prepared by the district directors as of 31 December and 30 June of each fiscal year (30 June report will be cumulative for the entire fiscal year), to reach the Commandant of the Marine Corps (Code DPN) not later than 1 February, for the 31 December report and 1 August for the 30 June report. Amplifying instructions are issued under separate letter.

2. The report will contain the following information

a. A consolidated listing (machine or manual) by cost account code (CAC), by Program Element (district headquarters, recruiting station and officer selection office costs)

b. Total dollars (obligations) by recruiting station to include district headquarters costs applied to enlisted recruiting programs. (No CAC or EofE break is required.)

c. Total dollars (obligations) by officer selection office to include district headquarters costs applied to officer procurement programs. (No CAC or EofE break is required.)

d. District headquarters costs should be displayed as appropriate with enlisted programs (par.2b) and officer programs (par.2c).

e. Costs will be displayed on an obligation basis.

3. Automated machine runoffs may be utilized so long as they contain the requirements listed in paragraph 2, above. Formats utilized can be single sheet displays by recruiting station, officer selection office and district so long as the total dollars (obligations) are displayed for each recruiting station and officer selection office and that district headquarters costs (obligations) are displayed with the officer or enlisted programs as appropriate. Example of manual layout is shown below

Programs	HQ	RS/OSO	RS/OSO	RS/OSO	TOTAL
Enlisted					
Officer					
TOTAL					

4307 RECRUITING FACILITY ACTIVATION REPORT (Report Symbol  
MC-1100-02)

1. The Commandant of the Marine Corps (Code DPN) will be notified by the cognizant district director or recruiting officer within 5 working days upon
  - a. The activation of any recruiting facility (RS, RSS, PCS, TRF, or OSO as defined in MCO 11100.3A) in the format of figure 4-5.
  - b. The deactivation of any recruiting facility via a letter stating the reason for deactivation.
  - c. The change of any information submitted in the format of figure 4-5, citing the paragraph number and the correct information.

4308 STATISTICAL INFORMATION RECORDS

1. District directors and officers in charge, recruiting stations, will maintain statistical records which will include but not necessarily be limited to the following
  - a Monthly recruit production
  - b. Monthly recruiter strength
  - c. Monthly vehicle availability
  - d Monthly fund obligations
  - e. Monthly reject rate
  - f. Semiannual per capita production per recruiters
  - g Semiannual and annual per capita recruit cost.
2. The purpose of this information is to provide a ready reference to past performance and to present in an easily understandable form the level of efficiency of management in economically achieving recruiting goals. It will also serve as a ready briefing aid for inspectors and visitors.

4309 REPORT OF OFFICER SELECTION PERSONNEL ASSIGNMENT (Report Symbol  
MC-1300-22)

- 1 Officer selection team personnel, officer and enlisted, are assigned directly by the Commandant of the Marine Corps. Assignments are monitored by the Head, Officer Procurement Section, Military Personnel Procurement Branch, Headquarters Marine Corps (Code DPC).
2. In order to control and maintain personnel strength as authorized on current Tables of Organization (T/O) of the 5132 Series, certain procedures are established as outlined below
  - a District directors will furnish the information outlined in figure 4-6 to the Commandant of the Marine Corps (Code DPC) in a report to be submitted as of the last working day of each month. Only actual changes are required, however, projected changes may be indicated provided they are identified as such. Negative reports are required.
  - b. Because of this direct assignment and monitoring by Headquarters Marine Corps, officer selection team personnel will be transferred within districts only after coordination with the Commandant of the Marine Corps (Code DPC).

## 4310 OSO OPERATIONS REPORT (Report Symbol MC-1120-01)

1. Within 10 days after the end of each fiscal year, the individual OSO/WOSO offices of each district will submit an operations report to their district director. The report will be in the format shown in figure 4-7. Such commentary or other remarks may be added to the report as are necessary to provide a well-rounded view of the office's operations throughout the year. In particular, successful and unsuccessful techniques will be described.
2. The purpose of this report is to serve both as a common basis upon which to evaluate OSO operations as well as the basis from which the director will prepare the report required in paragraph 4311.

## 4311 DISTRICT OSO EFFECTIVENESS REPORT (Report Symbol MC-1120-01)

1. District directors will submit a report of OSO operations effectiveness for the preceding fiscal year to the Commandant of the Marine Corps (Code DPC) by 20 July each year. This report will be in letter format. It will describe the efforts made to obtain the assigned number of approved Reserve officer candidate applications. Both successful and unsuccessful efforts will be noted. This report will contain, as an enclosure, a copy of the OSO/WOSO operations reports described in paragraph 4310.
2. The purpose of this report is to provide a method of evaluating OSO operations through the country. Also, it will be used to assure that full advantage is made by all districts of the more successful operating techniques developed throughout the year.

[illegible]

4-18

## MILITARY PERSONNEL PROCUREMENT MANUAL

PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred forward this authorization to the officer currently maintaining the member's pay record			
MEMBER (Last name)	(First)	(Middle)	FILE/SERVICE NO.	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
SMITH	JOHN	DOE	123 45 6789	Sgt	JSMC	10/19/72
PAY GRADE NO.	LAST PAY RECORD EXAMINED (If applicable)	AMOUNT	APPROPRIATION DATA			
FROM U. S. Marine Corps Recruiting Station, Seattle, Washington			NAME OF ACCOUNTABLE D. O.			
			SYMBOL NO.		G. A. O. EXCEPTION CODE	
Disbursing Officer Marine Corps Supply Activity TO Philadelphia, Pennsylvania 19146 L			YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT Furnished transportation on 721102 to above named absentee from Marine Barracks, U. S. Naval Base, Philadelphia, Pennsylvania, as follows  T/R# M4,000,000 for 1st class rail fare, Seattle, Wa to Phila, Pa., via NP, PRR dtd 10/19/72 \$ 116.25  T/R# M4,000,001 for one upper berth, Seattle, Wa to Phila, Pa., dtd 10/19/72 32.15  Cash advanced for transfer fees and/or  Cash in lieu of meal tickets for necessary subsistence en route 9.00 \$ 157.40						
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item this authorization should be returned with a brief statement of the reason for failure to make the adjustment.						
FROM			CERTIFYING OFFICER (name rank/grade and signature)			
			A. B. SEE, Major, USMC			
I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record (If adjustment has not been entered give explanation on reverse over D O's signature and symbol number)						
CERTIFICATE	TO		TYPED NAME AND GRADE OF D. O.			
			D. O. SYMBOL NO.		DATE	
			SIGNATURE			

DD FORM 1 MAY 53 139

REPLACES DD FORM 116, 1 OCT 49, DD FORM 130, 1 JAN 49, NAV S. AND A. FORMS 546, 541 AND 542, NAVMC 69-50 AND NAVMC 619-50, ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

U. S. GOVERNMENT PRINTING OFFICE 16-69014-1

FIGURE 4-2

Form approved by Comp Gen U S April 23 1953





SPECIAL PROGRAMS ADDENDUM  
to NAVMC 5022a  
REPORT OF ENLISTMENTS AND INDUCTIONS

STATION \_\_\_\_\_

PERIOD \_\_\_\_\_

Male Programs	Quota for Month	Shipped (This Week)	Pool Months - Total remaining in the Pool							
			This Month	1st	2nd	3rd	4th	5th	6th	Total
ASP-1										
ASP-2										
ASP-3		S								
Aviation School			A							
				M						
					P					
Female Programs						L				
ASP-1							E			
ASP-3										
Aviation School										

AREA OPTIONS:  
(Shipped This Week)

AO-1 \_\_\_\_\_  
AO-2 \_\_\_\_\_  
AO-3 \_\_\_\_\_

◆ Figure 4-3.---Continued

# MILITARY PERSONNEL PROCUREMENT MANUAL

REPORT OF SUBSTATION ATTAINMENT AND VEHICLE STATUS (1100)  
NAVMC 10888 (5-72) 3N 0009-006-4130 U/1 SH

REPORT SYMBOL MC1130-14

TO Commandant of the Marine Corps (Code DPN) Washington D C 20380

FROM MARINE CORPS RECRUITING STATION

FOR MONTH OF

## PART I

### RECRUITING SUBSTATION ATTAINMENT INFORMATION

	SUBSTATION	MALE		FEMALE		REEL AND OTHERS	RECRUITER MONTHS	PROSPECTS CONTACTED	NO OF APPLICANTS	QUALIFIED APPLICANTS	AFES REJECTS
		Q	A	Q	A						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18	RECRUITING STATION TOTAL										

## PART II

### RECRUITING STATION VEHICULAR INFORMATION

	TYPE VEHICLE	0301	0401	0501	0502	0606	0701	OTHER	TOTAL	TOTAL LEASED
1	NO OF VEHICLES ON HAND									
2	TOTAL MILES DRIVEN									

REMARKS

SIGNATURE OF OFFICER IN CHARGE

C-22187

Figure 4-4

## RECRUITING FACILITIES ACTIVATION REPORT

1. Administrative superior:

MCD \_\_\_\_\_ RS \_\_\_\_\_

RSS \_\_\_\_\_ PCS \_\_\_\_\_

2. Type facility and name \_\_\_\_\_ S \_\_\_\_\_

3. Address: (ensure completeness and accuracy) \_\_\_\_\_ A \_\_\_\_\_ M \_\_\_\_\_ P \_\_\_\_\_ L \_\_\_\_\_ E \_\_\_\_\_

City/State/Zip code \_\_\_\_\_

Street # and Street \_\_\_\_\_

Rm #, Commercial bldg. name, Post Office Bldg., P.O. Box, Suite #, etc. \_\_\_\_\_

4. Federal telecommunications system number(s) as applicable: \_\_\_\_\_5. Complete AUTOVON number(s) as applicable: \_\_\_\_\_6. Commercial telephone number(s): \_\_\_\_\_7. Collocation Status. circle applicable

C - collocation

P - pending collocation

N - no collocation

M - collocated but a move requested/planned

X - other - explain \_\_\_\_\_

8. Collocated with circle applicable; A, N, AF, CG9. Occupancy date The date this particular office (physical location) was occupied for use as a Marine Corps recruiting activity. year/month \_\_\_\_\_10. Occupancy status circle one

L - leased space

P - post office

G - government building

D - privately owned space (no rental cost to the government)

C - state, city, or county building or courthouse

B - booth (immobile)

V - van (mobile)

M - military base, reserve training center, etc.

X - other - explain \_\_\_\_\_

11. Change of status date. Latest date the facility or activity changed status. This date is similar to the activation date but does not refer to the change of physical location, instead, it refers to an administrative change. Example (a) A PCS upgraded to an RSS although it remains at the same location/address. year/month \_\_\_\_\_

12. Facility desirability: for recruiting purposes

circle one; E - excellent  
S - satisfactory  
U - unsatisfactory (explain) \_\_\_\_\_

13. Location desirability: for recruiting purposes

circle one; E - excellent  
S - satisfactory  
U - unsatisfactory (explain) \_\_\_\_\_

14. Facility location

circle one; S - suburban  
R - rural  
M - Metropolitan

S A M P L E

15. Latest date the recruiting officer requested any action on the facility.  
year/month \_\_\_\_\_

Type action requested. C - collocation  
E - expansion  
L - relocation  
R - refurbishment

16. Other USMC same location collocated.

A - RS, RSS, OSO	E - PCS, RS
B - RS, OSO	F - TRF, OSO
C - RSS, OSO	G - RS, PCS, OSO
D - PCS, OSO	N - none
X - other; explain _____	

17. Corps of Engineer District: circle one

J - New York	R - Kansas City
K - Baltimore	S - Omaha
L - Mobile	T - Seattle
M - Savannah	U - Sacramento
P - Fort Worth	V - Los Angeles
Q - Albuquerque	W - Pacific

18. Square footage in facility: for your activity only \_\_\_\_\_ sqft.

19. Number of recruiters normally assigned (TRF's should have 0) \_\_\_\_\_

20. Number of other personnel normally assigned: total number of personnel other than recruiters assigned. Should include officers, clerks, civilians, etc. \_\_\_\_\_

21. Number of vehicles normally assigned (TRF's should have 0) \_\_\_\_\_

22. Number of days occupied per week. indicate less than a full day as .5 \_\_\_\_\_

► Figure 4-5.--Continued.

# REPORT OF OFFICER SELECTION PERSONNEL ASSIGNMENT

T/O Line No	Name	* Grade	SSN	Primary MOS	Date ASG to OSO	EAS/EOS	** Career Marine	Remarks
	HOSPITAL CORPSMAN (If assigned)							

\* List by seniority within same grade/rank

\*\* Indicate "Yes/No" concerning intentions of remaining on active duty beyond current EAS/EOS

OSO, \_\_\_\_\_ Code \_\_\_\_\_ Date \_\_\_\_\_

Figure 4-6

MC District  
Itinerary and Productivity  
Annual Report

College/Univ Visited (Code*)	OSO/WOSO (Show No of Pers)	No of Visits			No. of Appli- cants Obtained				Remarks
*Code 1 Private, Church Related 2. Private, Independent 3 State Supported 4 Municipally Supported 5. Land Grant A. Catholic B Protestant C. Inter-racial D Racial  SAMPLE ENTRIES		Planned	Made	Days Duration Total	PLC (Fr-Soph- Jr-Sr)		OCC (No. of Class)		
					GRD	AVN	GRD	AVN	
1 U. Georgia (3C)	3	2	2	4			1 (39) 1 (40)	2 (39)	Dean of men USMCR Major referred all OCC appl.
2. Notre Dame (1A)	3	2	3	2	3F 2So 4Jr		1 (39)	1 (40)	MOI had 8 applicants ready for processing.
3 Eastern St T C (3C)	Not visited.							1 (40)	I&I,B/2/23 procured and processed.

Figure 4-7

# MILITARY PERSONNEL PROCUREMENT MANUAL

## CHAPTER 5

### PROCUREMENT AIDS

	<u>Paragraph</u>
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Publicity . ....	5001
Advertising. ....	5002
Promotional Material.. ....	5003
Procurement of Promotional Material.....	5004
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Direct Mail Campaigns. ....	5007
Youth Physical Fitness Program.....	5008

### FIGURES

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5-1 Guidelines for the Direct Mail Campaign.....	5-11





## CHAPTER 5

## PROCUREMENT AIDS

## 5000 GENERAL

1. Individuals assigned to military personnel procurement duty are often the only Marines in the area in which they serve. To the local populace they are considered representative of the entire Marine Corps. Every individual's personal appearance, his attitude, and his general conduct at all times, therefore, must be exemplary if the Marine Corps is to enjoy the high public regard so necessary in the accomplishment of its enlisted recruiting and officer procurement missions.
2. Association with local civic and patriotic groups will foster friendships with many community leaders who, by virtue of their position and influence, can be of assistance to the recruiter. Affiliation with such groups is encouraged.
3. Procurement personnel should, at every opportunity, keep the Marine Corps before the public in a favorable light through all available publicity media. Publicity and promotional material, including that furnished by higher echelons, should be localized where possible to include addresses and telephone numbers.
4. Procurement personnel should refrain from initiating publicity and/or promotional ventures which are too time consuming or those which even remotely reflect poor taste upon the Marine Corps.
5. Friendly relations should be maintained with local representatives of the publicity media, businessmen and civic officials. It must be borne in mind, however, that such individuals value their time, and extended social calls quite often can prove damaging rather than helpful to relations. This is not to imply that calls should be made only when assistance is desired, but rather that visits, both business and social, should be kept brief, courteous and objective.
6. Plaques for award to the outstanding recruiting station each quarter will be furnished to district directors annually during the first quarter of each fiscal year. They will be engraved locally and presented as soon as possible after the end of the quarter for which awarded.

## 5001 PUBLICITY

1. Publicity (both good and bad) is news or feature type material contained in stories, pictures, interviews, and speeches published to the public through agencies independent of the Marine Corps. Good publicity can be encouraged by local recruiting and officer selection offices through the effective servicing of all communications media in accordance with the policies and techniques set forth in detail in the current edition of MCO P5720.44, Marine Corps Public Affairs Manual.
2. A news medium seldom uses material concerning the Marine Corps strictly as a gesture of friendship. It is bound by ethics and responsibility to its audience to present that which is truthful and newsworthy. Distorted or camouflaged publicity eventually brings embarrassment to both the news medium and the Marine Corps, often resulting in ill will and severed relations. Procurement personnel should provide media with all legitimate Marine Corps news and attempt to exploit same to the fullest extent. Newspapers usually

welcome items of general interest, such as the initiation of new programs, changes in standards, progress of special drives, etc. Whenever possible, photographs concerning the enlistment or enrollment of local citizens should be furnished to all press media including internal industrial or business publications (house organs)

3. Local radio and television stations are of invaluable aid to the personnel procurement effort. Much of the news material furnished to newspapers can and will be used by radio and television stations. In addition, radio and television can furnish time for promotional material (spot announcements, script and transcribed radio and television programs) and personal appearances or interviews.

4. Procurement personnel should seek opportunities to provide information about the Marine Corps by means of addresses before public gatherings. In making such talks they must scrupulously avoid controversial matters and expressions of political opinions concerning either foreign or domestic affairs

#### 5002 ADVERTISING

1. Regulations prohibit the purchase of advertising time and space by the Marine Corps without authority from the Secretary of the Navy. Such authority, to be controlled as follows, has been granted for advertisements in college newspapers announcing the campus visits of Marine Officer procurement personnel

a. District directors, officers in charge of officer selection teams and woman officer selection officers are authorized to place paid announcements of current or forthcoming visits to college campuses in college newspapers. This authority is limited to the above mentioned officers and will not be further delegated. In addition, district directors may authorize use of recruiting media funds to purchase ads in local civilian newspapers in order to announce visits of officer selection officers to college campuses, provided such advertising is the most economical or the only available means of reaching college students. Prior to authorizing such advertising, consideration will be given to the effect that it might have on future offers of public service advertising. For instance Will local merchants continue to sponsor public service/cooperative advertising for the Marine Corps once the first purchase of space is made?

b. For the purpose of this authority, a college newspaper is defined as the official newspaper of the college or university recognized as such by the administrative head of the school and published principally by and for members of the student body.

c. The preparation and payment of public vouchers for newspaper advertisements will be accomplished in accordance with NavCompt Manual, volume IV, paragraph 046275.

d. Charges for paid announcements will be against budget activity 8E, program element 81412M funds held by directors of Marine Corps districts.

e. Each advertisement will include the dates of the current or forthcoming campus visit by officer procurement personnel. The makeup of the advertisements may employ camera ready art distributed by the Commandant of the Marine Corps (Code DPO), artwork and photography available through personnel procurement channels, or be entirely set in type.

f. Directors will establish administrative procedures necessary to ensure both financial control of expenses associated with the subject advertisements

and compliance with these provisions by district officer procurement activities

2. Instructions and policy guidance concerning general commercial advertising are set forth in MCO P5720.44. The following additional policy is applicable to cooperative commercial advertising in support of military personnel procurement programs

- a Solicitation of funds is prohibited
- b Cooperative newspaper advertising is permissible. The copy should be carefully proofread prior to printing
- c Cooperative advertising in other media is permissible and desirable. All copy and art must be approved by the officer in charge of the recruiting station or officer selection officer, as appropriate, when the advertising is for local use, by the district director or his representative for regional use, and by the Commandant of the Marine Corps (Code DPO) when the advertising is for national use
- d All advertising for the Marine Corps must reflect the dignity and prestige of the Marine Corps and must not imply endorsement of the advertiser's product or its use by the Marine Corps to the exclusion of other similar products

#### 5003 PROMOTIONAL MATERIAL

1. Promotional materials, as opposed to publicity, are those aids produced or purchased by the Marine Corps to assist recruiters in presenting military personnel programs to the public. Included are posters, pamphlets, booklets, stickers, displays, radio programs/spot announcements, T V spot announcements, motion pictures, etc.

2. In addition to displaying "A" signs in front of recruiting stations and local post offices, recruiters should place such signs in other locations where they will be in prominent view. Affixing posters and other promotional material to trees, fences, and barns violates good taste and is not permitted. Many cities and States have laws concerning the display of signs, including recruiting posters. Recruiting personnel will familiarize themselves with, and comply with, these laws.

3. "A" signs should be inspected frequently to ensure that unsightly and defaced posters are promptly removed and replaced. Bent and rusty frames should be repaired and repainted as necessary. In this connection the number of "A" signs should be kept within the capacity of personnel available to maintain them in excellent condition at all times. An excessive number of signs will result in undue maintenance problems and reduce the effectiveness of this recruiting aid. All "A" sign frames should be equipped with steel address plates displaying a short address on both sides which is sufficient to locate the nearest recruiting activity. The address should be printed in at least 1-inch letters.

4. Metal "A" signs are recommended for posting during specific months in order to support the particular recruiting programs at that time. Distribution of replacement signs will be made automatically and will be based on a sign life of 3 years. This Headquarters (Code DPO) will publish a recommended posting schedule annually.

5. Maintenance required for metal "A" signs is as follows:

- a Clean metal "A" signs thoroughly after each posting with a solution of soap and warm water, rinse and dry.

- b Wax both sides of the metal "A" signs after cleaning
- c Transport and store metal signs flat A sheet of paper should be placed between signs to prevent marring
- d Care should be exercised in the handling of the metal "A" sign. While they are of high quality, they can be marred or scratched.
- e Unserviceable signs should be disposed of in the best interest to the government

6. Window cards and other display materials are designed for placement in a variety of locations such as department stores, specialty shops, barber shops, beauty parlors, banks, public buildings, railroad waiting rooms and lobbies of large office buildings. These items will be inspected frequently and replaced as necessary. The address of the nearest recruiting station, substation, or officer selection office will be stamped or otherwise included on all posters and displays

7. To be effective, take-ones, folders, and other direct distribution items must be placed in the hands of the public in general, and prospects in particular. While wide distribution of this material is desirable, wastefulness should be avoided. Folders and leaflets will be used in unattended literature racks. Booklets are intended for individual delivery by recruiters to prospects and applicants.

8. Extra care will be taken in the distribution of procurement aids that are utilitarian in nature. Bookcovers, matchbooks, and similar items are included in this category. They are made available as an aid to recruiters in opening conversations with individual prospects and in strengthening established relationships between recruiters and individual prospects. Items in this category will be distributed by recruiters only to individual prospects. They will not be delivered to a third party outside the recruiting service for eventual distribution to prospects.

9. New procurement aids are constantly being developed to support current and future recruiting programs. Many of these aids are developed from suggestions or samples submitted by recruiting activities. To ensure a continuing flow of ideas from the field, all suggestions or ideas for procurement aids will be forwarded to the Commandant of the Marine Corps (Code DPO), via district directors. When possible, a sample, or 8" x 10" photograph, of the proposed aid should also be forwarded.

#### 5004 PROCUREMENT OF PROMOTIONAL MATERIAL

1. All NAVMC items will be automatically distributed directly to recruiting activities after initial printing and each reprinting. Subsequent information concerning distribution of motion pictures, transcribed radio programs, television and radio announcements, awards, and like items, will be disseminated prior to distribution of material. Distribution will be directly to recruiting activities or to district headquarters for further distribution.

2. A List of Marine Corps Public Release Films together with requisitioning instructions is contained in current Marine Corps directives in the 5720 series. A list of Public Release films is also included in NAVMC 7130, Public Service Guide.

3. Requisitions for printed procurement aids will be submitted in accordance with Headquarters Marine Corps instructions. The major booklets will remain controlled items, and each district will continue to receive an annual allocation. For this reason all requisitions for such items will be forwarded

via HQMC (Code DP). All noncontrolled material will be requisitioned directly from the Commanding General (Code A826), Marine Corps Supply Center, Albany, Georgia 31704 via Headquarters Marine Corps (Code DP). All requisitioning will be based on current supply requisitioning procedures and instructions printed in the Code DPO advertising quarterly. Also the "Recruiting Notes" newspaper will publish any changes or new instructions pertaining to procurement aids.

4. Each quarter the Headquarters Marine Corps publication, "Recruiting Notes," includes reproductions of 30 photographs with identification numbers. The photographs depict Marines and Marine Corps equipment, and are intended for use by procurement personnel in the preparation of displays and exhibits. The photographs are in color, when possible. Distribution is made automatically to district directors, officer selection officers, recruiting officers and when possible, to Marine officer instructors. In addition to quarterly photographs, special printings of selected subjects will be distributed as the need arises. Requests from recruiting activities for additional photographs or by any other photographic service from Headquarters Marine Corps will be forwarded via district directors to the Commandant of the Marine Corps (Code DPO).

5. "A" sign frames, inserts, and steel address plates are stock fund items (nomenclature Signboard, Recruiting, FSN 9905-395-2126) and are available to the recruiting service, as required, upon requisition to the appropriate supply agency (MCSC, Albany, Georgia, or MCSC, Barstow, California).

6. Request for special promotional material will be forwarded to the Commandant of the Marine Corps (Code DPO).

7. Promotional items procured to promote recruiting objectives and public relations that are individual in nature, such as presentation items to civilian personnel that assist the Marine Corps in its recruiting effort will be procured only by Headquarters Marine Corps. Items would include but are not limited to the following

- a. Marine Corps Emblem tie/lapel pins
- b. Ballpoint pens with Marine Corps Emblem
- c. Memo boxes, ashtrays, and pen sets with Marine Corps Emblem
- d. Bookcovers with Marine Corps program advertisements.

#### 5005 "RECRUITING NOTES"

1. "Recruiting Notes" is published to provide systematic dissemination of information pertaining to and designed to aid the personnel procurement effort

2. All echelons and all recruiting and officer selection personnel are encouraged to submit material for publication in the "Recruiting Notes" on all phases of recruiting. Material illustrating new ideas, methods used to overcome specific problems, successful techniques, and related information are particularly desired.

3. When recognition of an individual of the recruiting service is merited due to a specific project or sustained performance, publication will be made describing such performance in the "Recruiting Notes". The following information is to be forwarded when appropriate

- a. A summary of the project or performance.
- b. A brief biography of the individual.
- c. One glossy photograph of the individual.

#### 4 Material for the "Recruiting Notes" will be addressed to

The Editor  
"Recruiting Notes"  
Military Personnel Procurement Branch (Code DPO)  
Headquarters Marine Corps  
Washington, D C 20380

#### 5006 "THE COLLEGE MARINE"

1. "The College Marine" is published monthly during the school year and distributed to all members of Marine Corps officer candidate programs (PLC, NROTC, WOCC). Its purpose is to establish a continuing association with the Marine Corps for these individuals. In addition, it provides information on Marine Corps policies and activities of individual members of the various programs throughout the country.
2. All echelons and all recruiting and officer selection personnel are encouraged to submit material for publication regarding personnel enrolled in these programs or former members of these programs now serving on active duty or in responsible positions in civilian life.
3. Material for "The College Marine" will be addressed to

The Editor  
"The College Marine"  
Military Personnel Procurement Branch (Code DPO)  
Headquarters Marine Corps  
Washington, D. C. 20380

#### 5007 DIRECT MAIL CAMPAIGNS

1. An annual direct mail program is an essential part of the military personnel procurement effort. Figure 5-1 contains guidelines for effective mail campaigns. In support of this program, the Commandant of the Marine Corps (Code DPO) annually provides direct mail material to the recruiting service. This material is designed to interest college and high school students in various Marine Corps personnel procurement programs. The types of material to be issued will be published by a separate directive during January of each year. Each district will be required to submit anticipated requirements from subordinate activities for these items to the Commandant of the Marine Corps (Code DPO). Dates for submission of reports will be contained in the above mentioned separate directive. When printed, direct mail material will be shipped directly to requesting activities, only in quantities requested.
2. In order that the effectiveness of the letters used during the previous year can be evaluated, it is directed that district directors submit the following data to the Commandant of the Marine Corps (Code DPO) by 1 August of each year (Report Symbol MC-1100-03).
  - a. Number of letters mailed for each mailing (i.e., CMC "Stay in School" letter, Woman Officer letter, etc.).
  - b. Number of reply cards returned as a result of each mailing.
  - c. Percentage of reply cards received for each mailing.
  - d. A general evaluation of the effectiveness of each mailing including recommendations regarding the direct mail material.

3. Regional and local direct mail material should be delivered and used to augment material issued from Headquarters Marine Corps and to assist in personal contact and follow-up activities of personnel procurement.

4. When planning regional and local direct mail efforts, the cost involved (preparation time, materials, postage) and the provisions of subparagraph 5000.4 should be kept in mind.

#### 5008 YOUTH PHYSICAL FITNESS PROGRAM

1. Marine Corps Order 6100.5\_\_ establishes the guidelines for the conduct of the Marine Corps Youth Physical Fitness Program. Amplifying instructions are published by separate letters as required.





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GUIDELINES FOR THE DIRECT MAIL CAMPAIGN

1. General

a. The direct mail campaign, properly planned and executed, is one of the most effective ways to build productive prospect lists. In addition to the immediate benefits to be gained, considerable general publicity value is derived from the use of direct mail letters. It may reasonably be expected that a significant percentage of the recipients of the letters will show them to parents and to younger and older friends, thus providing additional publicity coverage with possible resultant additions to the prospect lists

b. Your direct mail campaign should be designed to build up your list of active, interested prospects. The lifeblood of any good salesman is his prospect list, and, the recruiter is the salesman for the Marine Corps. Advance planning is a vital factor in the success of your direct mail effort.

c. With proper planning, direct mail results usually average about 2 to 3 percent returns. Four percent is high and anything above that is extraordinary. In the past, high school mailings from the Recruiting Service have averaged about 2.5 percent replies on a single mailing.

d. For example, if your community's schools are graduating 1,000 male students, you should be able to get between 20 to 30 interested prospects for the Marine Corps. The rest is up to your personal brand of salesmanship. Direct mail by itself won't procure anyone. The enlistment of an interested prospect is the recruiter's job

e. Here are some specific guides you may find helpful in the planning and operation of your own direct mail campaigns. Remember that direct mail is an all year project. Good direct mail results know no season.

2. Lists. The backbone of any mailing is the list you are using. Remember that any mailing is only as good as the list used. Therefore, be sure to

a. Check the accuracy of your lists. Run spot checks on names and addresses to eliminate obvious errors in spelling, locations, address numbers etc.

b. Remove the names of those prospects from whom you have received a definite "no" or who have already enlisted or joined an officer program

c. After your first mailing, remove the names on the returned cards so that you do not mail a second letter. This is important. A prospect who has returned the reply card may become annoyed if he receives another letter. You will be visiting these prospects personally.

d. You can get mailing lists from any or all of these sources.

(1) High school and college graduation lists.

(2) Names provided by former Marines in your area

(3) Names provided by Basic School graduates and enlisted Marines on their first leave.

(4) Names provided by citizens in the community who are your business associates

(5) Take-one cards

3. Mailing Concept. Direct mail letters should be sent out on a timely basis to ensure optimum relevance to the recipient. For example, the best time to mail out the Commandant's "Stay in School" letter is during the first half of the school year. Letters provided by Headquarters Marine Corps are general in nature and designed to be useful to all recruiters. For special occasions or a more personal impact, locally produced letters are probably more effective and desirable to the individual recruiters.

4. Follow-Up. The follow-up is a vital part of your direct mail campaign. When a prospect sends in a return postcard seeking more information, it means he is interested. In effect, he is saying, "I'd like to hear more about the Marine Corps." He is a "hot" prospect -- don't let him get cold. The following rules should guide your activities

- a. Communicate immediately with the prospects whose names you get from the reply cards.
- b. Pay "hot" prospects a personal visit as soon as possible. Be sure to furnish the prospects with printed procurement aids whenever possible.
- c. If a great number of reply cards are received at one time, send appropriate printed procurement aids so that prospect doesn't have to wait for a reply. Follow this up just as soon as possible with a telephone call, and/or a more personal visit.
- d. If phone numbers are indicated on the reply card, call prospects immediately and make an appointment to see them.
- e. Continue to follow your leads, keeping in touch by phone and personal calls, because the prospect list from your direct mail campaign will continue to produce results all year. Many prospects are "on the hook" for weeks and months before they are signed up.

5. Officer Selection Prospects. Reply cards received by the recruiting substation which indicate a request for officer material should be forwarded immediately to the appropriate officer selection officer in order that he may build up his prospect list. The decision as to who should supply the officer booklet may be made on a local level.

6. Miscellaneous. The general appearance of your mail piece is highly important. Each piece is a reflection on you and on the Marine Corps -- good or bad. Your mailings can help your public relations if they are properly prepared. The letters sent out by Headquarters Marine Corps were professionally designed with this in mind. Do your part to keep your mailing professional looking.

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a. BE SURE to enclose a REPLY CARD with every letter, if required and be sure it is stamped neatly with your address. This is important. Each year a large number of unstamped reply cards are received at Headquarters Marine Corps.

b. DO NOT enclose any booklets or folders with your mailings unless specifically authorized. These should normally be sent only in response to reply cards that have been returned. Direct mail experts state that you are defeating the purpose of the reply card when you enclose additional material with the letter.

c. BE SURE TO SIGN all letters requiring a signature neatly and legibly. This will add the personal touch which is of great assistance in getting returns.

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d. Addresses should be typed with a new ribbon and clean keys.

e. Spacing of addresses should be neat and professional looking

f. Spell names correctly -- use full names rather than initials. It is extremely annoying to most people to have their names misspelled.

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g. When mailing large batches of letters, check with local post office officials concerning the best way to handle them.

h. Be sure your return address is stamped on all envelopes. Returned envelopes have proven to be invaluable in correcting mailing lists and making sure all prospects receive your material. The Commandant of the Marine Corps (Code DPO) will assist in maintaining an up-to-date mailing list by forwarding all the returned direct mail material it receives to the sender.



## APPENDIX A

LISTING OF REENLISTMENT CODES UTILIZED BY THE ARMED  
FORCES OF THE UNITED STATES

1. This appendix contains a listing of reenlistment codes utilized by the Armed Forces of the United States. Applicants with prior service in any branch of the service whose Report of Separation (DD Form 214) cites a reenlistment code which is not listed as acceptable for reenlistment will not be enlisted or reenlisted, in the Marine Corps or Marine Corps Reserve without prior approval of the Commandant of the Marine Corps, Code DC or Code DPJ for those who failed to complete or who have not been to Marine Corps recruit training, or in the case of the Organized Marine Corps Reserve, Code AF. Those cases referred to the Commandant of the Marine Corps for determination will include a copy of the applicant's DD 214, a statement concerning the apparent disqualification, and a definitive recommendation by the recruiting officer. Prior to submission, the recruiting officer will make every effort to determine the circumstances surrounding the individual's release from active duty through examination of separation documents, inquiries to the local representative of the appropriate service for interpretation of discharge authorities, and personal interview. Only those individuals who appear to be otherwise fully qualified will be referred for the purpose of obtaining authority to effect enlistment or reenlistment in the Marine Corps or Marine Corps Reserve. In connection with waiver processing, the attention of recruiting personnel is invited to the provisions of paragraphs 2110-2113 for men and paragraphs 2209-2212 for women.

2. All reenlistment codes utilized by the Marine Corps are shown below with eligibility in remarks column. Reenlistment codes for individuals from other services who may be enlisted or reenlisted without reference to the Commandant of the Marine Corps, provided the applicant is otherwise fully qualified are also listed

<u>BRANCH OF SERVICE</u>	<u>REENLISTMENT CODE</u>	<u>REMARKS</u>
USMC	RE-1A	Recommended and Eligible. No Restriction on Reenlistment. Meets all Prerequisites
	*RE-1B	*Recommended and Eligible. Reenlistment Restricted to Maximum of Two Years
	RE-1C	Recommended and Eligible. Reenlistment Not to Exceed Ten Years Total Service
	*RE-1D	*Recommended and Eligible. Reenlistment Restricted to Maximum of Four Years
	*RE-1E	*Failed to Complete Recruit Training. Assigned when Failure is due to lack of Aptitude. CMC Approval Required Prior to Reenlistment. Same as RE-3F
	RE-2A	Recommended but Ineligible Due to Transfer to FMCR
	RE-2B	Retired. Except for Disability, Assign RE-3P
	RE-2C	Discharge of Commissioned Officer
	RE-2D	Reservist in Grade of Staff Sergeant or Above. CMC Approval Required

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<u>BRANCH OF SERVICE</u>	<u>REENLISTMENT CODE</u>	<u>REMARKS</u>
USMC (cont.)	RE-3A	Failure to Meet Area Aptitude Prerequisites. Recommended Upon Removal of Disqualifying Factor
	RE-3B	Restricted Assignment. Assigned When Directed by CMC
	RE-3C	Reenlistment Authorized by CMC Only. Assigned when Directed by CMC
	RE-3D	Failure to Meet Minimum Disciplinary Standards
	RE-3E	Failure to Meet Educational Standards. Recommended Upon Removal of Disqualifying Factor
	RE-3F	Failure to Complete Recruit Training. Assigned when failure is due to Lack of Aptitude
	RE-3G	Insufficient Grade
	RE-3H	Hardship/Dependency. Assigned when Directed by CMC
	RE-3J	Failure to Meet Average Proficiency Mark
	*RE-3M	*Ineligible Due to Dependency Status. Same as RE-3H
	RE-3O	Refused Assignment Orders due to Insufficient obligated Active Duty Remaining on Current Enlistment. CMC Approval Required Prior to Reenlistment
	RE-3P	Recommended Upon Removal of Disqualifying Factor. Failure to Meet Physical Standards. CMC Approval Required
	*RE-3R	*Failure to Complete Overseas Tour. CMC Approval Required Prior to Reenlistment
	RE-3T	Failure to Complete Overseas Tour. CMC Approval Required Prior to Reenlistment
	RE-3U	Underage
	RE-3W	Women Marines Discharged for pregnancy or parenthood (if otherwise recommended). CMC Approval Required Prior to Reenlistment
	RE-4	Not Recommended for Reenlistment

\*Reenlistment Code no longer in use, however, this RE Code has been used in the past and is included herein for information only.

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<u>BRANCH OF SERVICE</u>	<u>REENLISTMENT CODE</u>	<u>FOOTNOTE FOOTNOTE</u>
U. S. NAVY	Recommended for Reenlistment	1
	RE-R1	1
	RE-1	1
	RE-2	4
	RE-3	4
	RE-3A	4
	RE-3B	4
	RE-3C	4
	RE-3D	4
	RE-3E	4
	RE-3G	4
	RE-3H	4
	RE-3K	4
	RE-3L	4
	RE-3M	4
	RE-3N	4
	RE-3P	4
	RE-3R	4
	RE-3S	3
	RE-3T	4
	RE-3U	2
	RE-3V	4
	RE-3X	4
	RE-4	No Waiver
U. S. ARMY	RE-1	1
	RE-1A	1
	RE-2	1
	RE-2A	1
	RE-3	4
	RE-3A	4
	RE-3B	4
	RE-3C	4
	RE-4	No Waiver
	RE-4A	4
U. S. ARMY RESERVE ARMY NATIONAL GUARD NATIONAL GUARD AIR FORCE RESERVE AIR NATIONAL GUARD (6-MO ACDUTRA)	NONE	NO REENLISTMENT CODE; MAY BE ENLISTED PROVIDING THEY ARE QUALIFIED IN ALL OTHER RESPECTS
U. S. COAST GUARD	RE-1	1
	RE-2	No Waiver
	RE-3 (A thru U)	4
	RE-4	No Waiver

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<u>BRANCH OF SERVICE</u>	<u>REENLISTMENT CODE</u>	<u>FOOTNOTE</u>
U. S. AIR FORCE	RE-1	1
	RE-2	4
	RE-3*	1
	RE-3/93*	1
	RE-4*	4
	RE-10*	1
	RE-12*	1
	RE-13*	1
	RE-14*	4
	RE-15*	4
	RE-20*	4

\* These Reenlistment codes are no longer used by the U.S. Air Force

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## FOOTNOTES

1. Individuals with this reenlistment code may be enlisted or reenlisted without reference to the Commandant of the Marine Corps, provided the applicant is otherwise fully qualified for enlistment. For information purposes the reenlistment code "RECOMMENDED FOR REENLISTMENT," in item 32 of the DD 214, was applicable for individuals released from the Navy, Marine Corps, and Coast Guard from the date indicated:

U. S. Navy	1 August 1947
U. S. Marine Corps	30 April 1954
U. S. Marine Corps Reserve (ACTDUTR)	1 July 1956
U. S. Coast Guard	1 August 1947

2. An applicant for enlistment or reenlistment who was last discharged from a branch of the Armed Forces by reason of Minority (underage) may be enlisted or reenlisted provided he established to the satisfaction of the recruiting officer that the reason for discharge no longer exists and is physically and otherwise qualified for enlistment or reenlistment.

3. An applicant classified as a sole surviving son can be enlisted only when the individual waives such right in accordance with subparagraph 2110.1r and is otherwise fully qualified for enlistment or reenlistment.

4. Enlistment or reenlistment not authorized without prior approval of the Commandant of the Marine Corps (Code DPJ).



## APPENDIX B

INSTRUCTIONS FOR THE PROCESSING OF APPLICANTS  
FOR THE NROTC SCHOLARSHIP PROGRAM

1. The NROTC Scholarship Program leads to appointment as an officer of the Regular Marine Corps or Navy in the grade of second lieutenant or ensign. Details of the program in addition to those contained in this Manual, may be found in NROTC Regulations (NAVPERS 15034 series) and the Navy-Marine Scholarship Bulletin of Information, issued annually.

2. The Scholarship NROTC Program is maintained to educate and train qualified young men for careers as commissioned officers of the Regular Marine Corps and Navy. Only men reasonably disposed to making the Marine Corps a career should plan to enter the Scholarship Program. This affirmation should be clearly understood by every young man who applies for the program.

3. The Scholarship Program is under the immediate supervision of the Chief of Naval Personnel. Successful applicants are appointed midshipmen, United States Naval Reserve, by the Secretary of the Navy. They are granted the compensations and benefits authorized by law for a period not exceeding 4 years. During this period of college training the Navy pays tuition, cost of textbooks, other fees of an instructional nature, and a monthly subsistence allowance. During training periods, midshipmen wear government furnished uniforms.

4. Eligibility requirements

a. Specific eligibility requirements for enrollment in the Scholarship Program

▶ (1) Sex - Male and female.

(2) Citizenship - Must be citizens of the United States and must be able to furnish positive proof of citizenship. If born outside the United States or its territories an applicant must present positive proof of U. S. Citizenship in the form of a Certificate of Citizenship. This certificate may be obtained by completing Immigration and Naturalization Form N600 and submitting this to the nearest District Office of the Immigration and Naturalization Service (Note. Military or Department of State birth certificates or passports are not sufficient positive proof of U. S. Citizenship.)

(3) Age - Must have reached the 17th anniversary of their birth on 30 June of the year in which enrolled in the program. Must not have reached the 21st anniversary of their birth on 30 June of the year in which enrolled in the program if contemplating a 4-year college course (20th anniversary of their birth if contemplating a 5-year college course). Contract NROTC students are eligible for transfer to this program even though their age exceeds the maximum limits set forth above, provided they will not have reached the 25th anniversary of birth on 30 June of the year in which they can reasonably be expected to complete all requirements for appointment to commissioned status.

✓ (4) Educational - Must be high school graduates or possess an equivalency certificate.

(5) Advanced Standing - A candidate with previous active military service who is overage may be eligible for entry with advanced standing under the following conditions

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(a) Will not have reached the 25th anniversary of his birth on 30 June of the year in which he can reasonably be expected to complete all requirements for appointment to commissioned grade.

(b) Is able to establish 1 year of college credit for each year that he is over 21 (20 if contemplating or enrolled in a 5-year college course).

(c) Is able to establish sufficient credit in Naval Science subjects through examination.

(6) Physical - Must meet the physical standards established for Midshipmen as set forth in the Manual of the Medical Department. The Commandant of the Marine Corps may grant waivers for defective visual acuity not worse than a Binocular Visual Efficiency (BVF) of 82 percent to 10 percent of the total number of selectees and for defective visual acuity not worse than 20/100 to an additional 5 percent of the total number of selectees. In all cases, vision must be correctable to 20/20 by standard lens, and both eyes must be free of excessive refractive errors, disfiguring or incapacitating abnormality, and from acute or chronic disease. Candidates having no worse than 20/100 vision in each or either eye will be processed provided they are qualified in all other respects and will be considered for selection. Waivers will be granted by the Commandant of the Marine Corps where appropriate. Medical examination immediately prior to appointment as Midshipman, USNR, is not required provided there are no obvious disqualifying defects. If any student presents any such disqualifying defects, notify the Commandant of the Marine Corps (Code DPB) giving all particulars. Appointments will not be executed pending notification from the Commandant of the Marine Corps. All newly enrolled Scholarship students are required to have an annual medical examination between September and April in accordance with NROTC Regulations (NAVPERS 15034 series).

(7) Special Requirements - Must subscribe to the following conditions

(a) To enlist in the Naval Reserve for a period of 6 years.

(b) To complete such Naval Science courses and summer training as may be prescribed.

(c) To accept an appointment as a commissioned officer in the United States Marine Corps or Navy, if tendered

(d) To serve on active duty at the pleasure of the President of the United States for a period of not less than 4 years upon receipt of original commission.

(e) To remain a member of a Regular or Reserve component of the United States Marine Corps or Navy until the sixth anniversary of receipt of original commission.

(f) To agree that upon completion of active duty in the naval service, he will remain in the Ready Reserve, if eligible. After 5 years active and inactive satisfactory service in the Ready Reserve he will be eligible for transfer to the Standby Reserve for the remaining portion of his service obligation.

(g) In the event his obligated period of active duty under this agreement expires in time of war or national emergency proclaimed by the President, he may be involuntarily retained on active duty beyond such obligated period.

(8) Character - Must be morally qualified and possess officerlike qualifications and character as evidenced by appearance, scholarship, extra-curricular activities, and record in his home community.

(9) Loyalty - Must have no moral obligations or personal convictions which would prevent his conscientiously supporting and defending the Constitution of the United States against all enemies, foreign and domestic, and his prospective or continued utilization in the naval service shall be clearly consistent with the interest of national security.

(10) Record of Civil Offense - Candidates must meet the current enlistment standards with respect to character. Candidates awaiting trial or sentence, or probation, under suspended sentence or under any other type of civil restraint as a result of violation of the law, or who have been convicted of a misdemeanor, the nature of which manifestly renders them unfit for commissioned naval service, shall not be appointed Midshipmen, USNR. All doubtful cases shall be referred to the Commandant of the Marine Corps for final determination.

(11) Waivers of Compensation - Veterans receiving or having claims pending for pensions, disability allowances, or disability compensation as a result of previous military service will not be enrolled until documentary evidence is produced indicating steps have been taken toward notifying officials concerned that termination of such payments or cancellation of pending claims is desired. The applicant must understand that such action is purely voluntary on his part.

b. Enlisted personnel of the Marine Corps, Navy, Army, Air Force, Coast Guard and the Reserve components thereof who desire to compete for enrollment in the Scholarship Program may do so in the same manner as civilian applicants. They will be processed and compete for selection in accordance with instructions applicable to civilians.

5. Special Instructions for NROTC (Scholarship) Processing

a. Program Chronology. A rigid time schedule must be observed for the Scholarship Program. This time schedule, hereinafter referred to as the Chronology, will be issued annually by separate directive.

b. Processing Stations. The below listed commands are designated as processing stations and will be responsible for processing certified applicants.

PROCESSING STATIONS

Officer in Charge  
Marine Corps Recruiting Station  
Room 1332  
2121 8th Avenue North Building  
Birmingham, Alabama 35203

Commanding Officer  
Marine Barracks  
FPO Seattle, Washington 98990

Officer in Charge  
Marine Corps Recruiting Station  
Old Post Office Building, Room 105  
Little Rock, Arkansas 72201

U S. Marine Corps  
Officer Selection Officer  
Room 604, Armed Forces Building  
4727 Wilshire Boulevard  
Los Angeles, California 90005

U S Marine Corps  
Officer Selection Officer  
50 Fulton Street  
San Francisco, California 94102

U S. Marine Corps  
Officer Selection Officer  
Room 163, Customhouse  
19th & California Streets  
Denver, Colorado 80202

Officer in Charge  
Marine Corps Recruiting Station  
Rooms 251-252  
Post Office Building  
311 West Monroe Street  
Jacksonville, Florida 32201

Officer in Charge  
Marine Corps Recruiting Station  
417 Post Office Building  
3rd & Mulberry Streets  
Macon, Georgia 31202

Commanding Officer  
Marine Barracks  
FPO San Francisco, California 96630

U S. Marine Corps  
Officer Selection Officer  
536 South Clark Street, Room 319  
Chicago, Illinois 60605

U. S. Marine Corps  
Officer Selection Officer  
257 West Washington Street  
Indianapolis, Indiana 46204

U. S. Marine Corps  
Officer Selection Officer  
Room 695, Federal Building  
210 Walnut Street  
Des Moines, Iowa 50309

U S Marine Corps  
Officer Selection Officer  
Room 301, U. S. Post Office  
Courthouse & Customhouse  
423 Canal Street  
New Orleans, Louisiana 70130

U S. Marine Corps  
Officer Selection Officer  
Room 15, U. S. Customhouse  
Gay & Lombard Streets  
Baltimore, Maryland 21202

U. S. Marine Corps  
Officer Selection Officer  
575 Technology Square, Seventh Floor  
Cambridge, Massachusetts 02139

U. S. Marine Corps  
Officer Selection Officer  
Room 216, Federal Building  
231 West Lafayette Avenue  
Detroit, Michigan 48226

U S. Marine Corps  
Officer Selection Officer  
Room 188, Federal Office Building  
Washington & Second Avenue, South  
Minneapolis, Minnesota 55404

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U. S. Marine Corps  
Officer Selection Officer  
Room 107, 811 Grand Avenue  
Kansas City, Missouri 64106

U. S. Marine Corps  
Officer Selection Officer  
Room 1177, 210 North 12th Street  
St. Louis, Missouri 63101

U. S. Marine Corps  
Officer Selection Officer  
Federal Office Building, Room 702  
106 South 15th Street  
Omaha, Nebraska 68102

Officer in Charge  
Marine Corps Recruiting Station  
Room 406, Federal Building  
421 Gold Avenue, S. W.  
Albuquerque, New Mexico 87101

Officer in Charge  
Marine Corps Recruiting Station  
Room 516, Federal Building  
Albany, New York 12207

Officer in Charge  
Marine Corps Recruiting Station  
Federal Office Building, Room 405  
Swan & Ellicott Streets  
Buffalo, New York 14203

U. S. Marine Corps  
Officer Selection Officer  
207 West 24th Street at 7th Avenue  
New York, New York 10011

U. S. Marine Corps  
Officer Selection Officer  
209 South McDowell Street  
Raleigh, North Carolina 27601

Officer in Charge  
Marine Corps Recruiting Station  
Room 317  
653 2nd Avenue, North  
Fargo, North Dakota 58102

Officer in Charge  
Marine Corps Recruiting Station  
American General Building  
621 North Robinson  
Oklahoma City, Oklahoma 73102

U. S. Marine Corps  
Officer Selection Officer  
Federal Office Building, Room 2118  
550 Main Street  
Cincinnati, Ohio 45202

U. S. Marine Corps  
Officer Selection Officer  
506 Federal Courthouse Building  
Public Square & Superior Avenue  
Cleveland, Ohio 44114

U. S. Marine Corps  
Officer Selection Officer  
Southwest 6th & Morrison Streets  
Portland, Oregon 97204

U. S. Marine Corps  
Officer Selection Officer  
Building 101, U. S. Naval Base  
Philadelphia, Pennsylvania 19112

U. S. Marine Corps  
Officer Selection Officer  
Room 1501, New Federal Building  
1000 Liberty Avenue  
Pittsburgh, Pennsylvania 15222

Officer in Charge  
Marine Corps Recruiting Station  
704 Baker Building  
110 21st Avenue, South  
Nashville, Tennessee 37203

Officer in Charge  
Marine Corps Recruiting Station  
912 Commerce Street  
Dallas, Texas 75202

Officer in Charge  
Marine Corps Recruiting Station  
Room 240, U. S. Customhouse  
701 San Jacinto Street  
Houston, Texas 77002

U. S. Marine Corps  
Officer Selection Officer  
5B Fort Douglas Boulevard  
Salt Lake City, Utah 84113

U. S. Marine Corps  
Officer Selection Officer  
1001 East Main Street  
Richmond, Virginia 23219

U. S. Marine Corps  
Officer Selection Officer  
2222 2nd Avenue  
Seattle, Washington 98121

U. S. Marine Corps  
Officer Selection Officer  
7th Floor, Straus Building  
238 West Wisconsin Avenue  
Milwaukee, Wisconsin 53203

c. Duty of Processing Stations During Application Period

(1) Monthly, as outlined in the Chronology, the NROTC contractor will distribute to each processing station a copy of the NROTC application form for each eligible applicant who indicated that station on his application. The processing station will acknowledge the application to the applicant at the address listed on the application by means of a Letter of Acknowledgement, NAVPERS 1110/133.

(2) On the dates specified in the Chronology, the NROTC contractor will distribute to each processing station lists of names and addresses of applicants whose test scores have been received by the contractor and evaluated as certified for early processing. On receipt of these lists, proceed as outlined in paragraph 5e below.

(3) On the January date specified in the Chronology, the NROTC contractor will distribute to each processing station composite lists including the names and addresses of all applicants who were certified early as explained in paragraph 5c(2) plus additional certified applicants for processing in accordance with paragraph 5e. Accompanying these lists will be

(a) An individual record sheet for each applicant in paragraphs 5c(2) and 5c(3).

(b) A pressure sensitive mailing label matching each individual record sheet for use in further contracting the certified candidates.

d. Duties of Processing Stations in Preparing for Processing Period

(1) The following action must be accomplished prior to the earliest date specified in the Chronology for processing certified applicants

(a) Obtain an adequate supply of all forms required to process candidates. Forms will be obtained from the Forms and Publications Supply Stocking Points, duplicated locally, provided by the NROTC Contractor or supplied by the Chief of Naval Personnel. It is essential that only the current forms be used. A list of the current forms and their source of procurement is promulgated annually.

(b) Assemble processing packet to be forwarded to each certified candidate as follows

1 Letter of Notification to Successful Candidate (NAVPERS 1110/6) and Instructions for NROTC Candidates (NAVPERS 110/7).

2 Application for Naval Officer Candidate Training (NAVPERS 110/5) - two copies. Photographs are to be attached to the application. Candidates are to be advised that photographs (2 1/2 x 2 1/2 inches) will be required when reporting for processing for the NROTC Program.

3 Scholarship Student (NROTC) Service Agreement (NAVPERS 1110/24) - two copies.

4 Secondary School Record-Transcript (NAVPERS 1110/4) - one copy with franked self-addressed envelope. To be delivered by candidate to the head of the secondary school which he is currently attending or last attended, together with a Reference Questionnaire, for completion and return to the main station. Class standing and other test information (such as Aptitude Tests) should be included if available

5 Reference Questionnaire - Naval Officer Candidate Training Program (NAVPERS 1110/94) - three copies with 2 franked self-addressed

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envelopes One copy will accompany the High School Record and is to be completed by the head of the secondary school, or the high school counselor. The second copy shall be given to current employer, if not related to the candidate. If not employed, it shall be given to any adult not related to the candidate. Candidates who are College Program NROTC students, MCJROTC students, or members of Reserve units shall give one copy to the officer instructor or officer to whom most closely associated, as appropriate. All forms shall be completed by the person to whom given and returned by them directly to the processing station. No letters of recommendation are authorized in application files.

6 Armed Forces Security Questionnaire (DD Form 98) - one copy.

7 Report of Medical History (SF 93) - two copies.

8 NROTC Choice of College Card (NAVPERS 1110/25) - one copy.

9 Handbook (NROTC Colleges and Universities) - one copy.  
May be forwarded later to early certified candidates.

(2) Prepare a local processing schedule for processing certified candidates.

(3) Prepare checkoff list to ensure that appropriate action indicated below is taken for each certified candidate reporting for processing

(a) Notified to report.

(b) Reports for processing as scheduled (or requested change of scheduled time and was rescheduled, or requested changes of processing station and appropriate forms are forwarded, or notifies of withdrawal from selection system).

(c) All prescribed documents and forms have been received, or the candidate is notified personally and in writing of those missing and the date by which they must be submitted

(d) Physical qualifications established.

(e) That a "Pink Slip" has been issued, if appropriate, and the candidate informed of the provisions of paragraph 5e(8) below.

(f) Letter of notification of disqualification from selection system has been mailed to candidate if appropriate (NAVPERS 1110/12 and NAVPERS 1110/13)

(g) A choice of college card for each candidate to be considered is forwarded to the Commandant of the Marine Corps (Code DPB)

e Processing of Certified Candidates

(1) Reporting to processing station.

(a) On the receipt of the lists specified in subparagraph 5c(3) above, each certified candidate shall be notified to report for processing on a date to be scheduled by the processing station.

(b) Notification to report shall be by Letter of Notification to Successful Candidate (NAVPERS 1110/6 (revised 2/70) with all enclosures specified in subparagraph 5d(1)(b).

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1 Certified candidates who are notified to report and advise the processing station they are unable to do so, shall be rescheduled, if appropriate.

2 Candidates who fail to appear on the day scheduled and who do not notify the processing station of the reason therefor shall immediately be rescheduled and sent a second letter of notification by registered mail. This will serve as a follow-up in the event the first letter was not delivered, or the wrong date was given. The return receipt for this letter will be filed as proof that the candidate has received instructions to appear for processing. Candidates not responding to this second notification shall be dropped from the selection system and no further attempt to contact the candidate need be made.

3 Each candidate reporting for processing will bring with him the forms indicated by letter or notification (with the exception of the Reference Questionnaires and High School Record), together with his college transcript (if applicable), birth certificate, evidence of citizenship or naturalization (if required) and evidence of discharge from military service (if applicable).

(2) Change of Processing Station. In the event a candidate requests to be processed at a station other than that to which certified, the Individual Record Sheet and any other documents received shall be forwarded immediately by registered or certified mail to the new processing station. The new processing station shall be advised of all action indicated and completed. Inform the Commandant of the Marine Corps (Code DPB) of all changes of processing station

### (3) Verification of Documents and Candidate's Status

(a) Immediately upon reporting for processing, the documents brought by the candidate will be reviewed for completeness.

(b) The candidate's birth certificate shall be reviewed to determine that the name corresponds to that shown on other documents. Any inconsistencies, including minor misspelling of names, must be substantiated by accompanying affidavits. Birth certificates written in any language other than English must be accompanied by a notarized English translation. Contract NROTC students may submit a statement signed by their Professor of Naval Science that a birth certificate is already on file at Headquarters, U. S. Marine Corps or in the Bureau of Naval Personnel. This statement must list the name, file number, date and place of birth of the candidate.

(c) The candidate's birth certificate shall be reviewed to DETERMINE THAT HE MEETS THE AGE AND CITIZENSHIP REQUIREMENTS. Except as noted in subparagraph 5e(4) below, a candidate who does not meet the citizenship or age requirements shall be immediately routed to one of the interviewing officers.

(d) The Armed Forces Security Questionnaire (DD Form 98) shall be signed and witnessed at this time. Ensure that each candidate fully subscribes to this form. In the event a candidate indicates "yes" under question 2 of Section IV, or makes any dubious statement in the remarks space, the form will be forwarded immediately to the Commandant of the Marine Corps (Code DPB) for review. Such action shall not delay processing or forwarding of application files of processed candidates.

(e) Check to ensure that all required documents are available and complete. At the time of processing, the candidate shall be advised personally of those documents that are missing, require clarification or amplification, and the date by which they must be received. All documents



should be available by the deadline date for completion of all processing. Ensure that the candidate is aware that he is responsible for having forwarded any missing documents which are to be submitted by other persons. If appropriate, the processing station should obtain the name and address of the person who has failed to submit a document, and assist the candidate to obtain same.

(f) Secondary-School Record-Transcript shall be examined for completeness. A record not including the class standing will, if time permits, be returned by letter calling attention to the fact that unless the standing is furnished the candidate may be penalized in his competition with others.

(g) Determine if the candidate requires and is eligible for advanced standing as provided for in subparagraph 5e(4) below.

(h) All candidates except those dropped from consideration because of age, citizenship, academic deficiencies, specified physical disqualification, failure to report, or who withdraw at own request, shall be processed, even though certain required documents may be missing at the time of processing.

#### (4) Advanced Standing

(a) Candidates with previous active military service who are over-age may be eligible for further consideration for entry with advanced standing under the following conditions:

1 Will not have reached his 25th birthday on 30 June of the year in which he can reasonably be expected to complete all requirements for appointment to commissioned status.

2 Is able to establish one year of college credit for each year that he is over 21 (20 if contemplating or enrolled in a 5 year college course).

3 Is able to establish sufficient credit in Naval Science subjects through examination.

(b) The following procedure shall be used for those candidates who require, and are qualified for advanced standing

1 Each case shall be referred to the Commandant of the Marine Corps (Code DPB) who will contact the appropriate Professor of Naval Science for his assistance. College transcripts, discharge papers and other documents shall be reviewed to ensure that the candidate meets eligibility requirements for advanced standing.

2 Advanced standing in Naval Science may be given for active service in the Marine Corps, Navy, Army, or Air Force, or attendance at a service academy, but only when substantiating examination, covering the completed course involved, is given by a Professor of Naval Science. Advanced standing will normally be granted for Naval Science courses satisfactorily completed, but will not be granted for a portion of a course.

3 In the event a candidate does not have the required documents to establish his eligibility for advanced standing, the candidate will be advised to apply to a Professor of Naval Science at his own convenience. He should be advised to make prior arrangements for an appointment and to take appropriate documents with him. The Professor of Naval Science, to whom he reports, shall review his case and administer a substantiating examination.

4 Candidates shall be advised that college credits, if any, which can be given on the basis of examination for advanced standing in Naval

Science must be determined by the college itself in accordance with its regulations.

5 The candidate shall also be advised that the Navy can give no advanced standing in college subjects, each college determining its own admission requirements and the level at which transfer students will be accepted. As a general guide in establishing the candidate's acceptability for advanced standing in college, satisfactory completion of 30 semester hours (45 quarter hours) of college credit is required to obtain a year of college credit. The candidate may be granted advanced standing with waivers of Naval Science subjects, but it is unlikely that college credits will be granted for courses which are waived.

6 Candidates found ineligible by examination or otherwise for advanced standing shall be routed immediately to an interviewing officer for rejection.

(c) A candidate who will be less than 21 on 30 June of the year of entrance into the program who may be eligible for advanced standing shall not have such eligibility verified during the processing period.

#### (5) Medical Examination

(a) Must meet the physical standards established for Midshipmen as set forth in the Manual of the Medical Department. The Commandant of the Marine Corps may grant waivers for defective visual acuity not worse than a Binocular Visual Efficiency (BVE) of 82 percent to 10 percent of the total number of selectees and for defective visual acuity not worse than 20/100 to an additional 5 percent of the total number of selectees. In all cases, vision must be correctable to 20/20 by standard lens, and both eyes must be free of excessive refractive errors, disfiguring or incapacitating abnormality, and from acute or chronic disease. Candidates having no worse than 20/100 vision in each or either eye will be processed provided they are qualified in all other respects and will be considered by the Commandant of the Marine Corps. Waivers will be granted by the Commandant of the Marine Corps after the selections are made. Certified candidates whose vision is not 20/20 are required to submit an Eye Examination Report. The final determination of the candidate's physical qualifications is subject to review by the Chief, Bureau of Medicine and Surgery of Standard Forms 88 and 93 and any additional reports required and subject to the final approval of the Commandant of the Marine Corps.

(b) Ensure that the Armed Forces Examining and Entrance Station is notified that prior to conducting medical examinations medical officers should review the Manual of the Medical Department, Chapter 15, concerning the physical standards for the program and related instructions. Careful administration of the medical examination, and POSITIVE attention to detail in the preparation of reports are essential to the orderly functioning of this program within the rigid time schedule established.

(c) The complete standard medical examination will normally be given to all candidates. Candidates with visual acuity worse than 20/100 may be disqualified at that point and further processing discontinued. Serological tests must be made. Roentgenographic examination of the chest will be taken. The dental chart on the Standard Form 88 must be completed and the dental examination performed by a dental officer, if available, otherwise by a medical officer. Standard Forms 88 and 93 must be submitted for each candidate even if incomplete. A suitable notation under item 73 on the Standard Form 88 should explain early screenout.

(d) Candidates who are found to have only temporary (correctable) defects, such as minor wounds or simple fractures which are healing normally, will be processed as though fully qualified and notified by NAVPERS 1110/12.

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The Report of Medical Examination will include clinical abstracts of the defect noted and details of treatment for review by the Chief, Bureau of Medicine and Surgery

(e) If the candidate is found physically qualified, in the opinion of the medical officer, he shall be so advised, but shall be informed that the final decision rests with the Chief, Bureau of Medicine and Surgery and the Commandant of the Marine Corps. THE IMPORTANCE OF THIS NOTIFICATION CANNOT BE OVERSTRESSED, IN VIEW OF THE SUBSEQUENT DISAPPOINTMENTS IN THOSE INSTANCES WHERE THE DECISION IN THE FIELD IS REVERSED. Subject to the decision and instructions of the senior interviewing officer, the medical officer may explain the reason for physical disqualification, but the candidate must be referred to an interviewing officer.

(f) The Report of Medical Examination (SF 88) will be prepared in triplicate, and the Report of Medical History (SF 93) will be prepared in duplicate. File copies for retention in the recruiting station can be prepared as desired. The SF 88 for candidates who are College Program NROTC students must be clearly marked "MARINE COLLEGE PROGRAM STUDENT" in red in the upper right corner. The words "ACCEPTED" or "REJECTED NROTC CANDIDATE" shall be typed at the top of the Standard Form 88, as appropriate. Disposition of all copies of medical report will be as follows.

1 The original and one copy of Standard Form 88 and the original of Standard Form 93 shall be forwarded to the Commandant of the Marine Corps (Code DPB) at the close of each processing day using transmittal letter (NAVMC 941) in duplicate. Submission of these forms may be delayed if results of chest x-rays, serological tests or other requested data have not been received, after which they must be forwarded. Appropriate notation shall be made in the Standard Form 88 and letter of transmittal that certain data have been requested and will be forwarded when received. Reports of additional information will be forwarded to the Commandant of the Marine Corps (Code DPB). The candidate should be informed that any additional medical information which he may desire to submit in rebuttal to his physical disqualification should be submitted via the processing station and that it should be submitted within a 7-day period of receipt of the letter notifying him of his physical disqualification. Airmail should be used as appropriate to ensure early receipt by the Commandant of the Marine Corps, especially during the last two weeks of processing.

2 One copy of the Standard Form 88 and one copy of Standard Form 93 shall be clearly stamped "HEALTH RECORD COPY" and shall be submitted with the application file when forwarding the files to the Commandant of the Marine Corps. No other forms need be prepared for the opening of a health record for the candidate as this is the responsibility of the Commanding Officer, NROTC Unit.

(g) It may be necessary for the Chief, Bureau of Medicine and Surgery, to request additional information before a definite finding can be reached as to the physical qualifications of a candidate. The information requested must be obtained and returned within 7 days after the candidate is notified of the medical information required to further evaluate his physical qualifications. It is essential that the application files of candidates in this category be completed and forwarded for consideration by the Commandant of the Marine Corps.

(h) Upon completion of the review of the report of medical examination in the Bureau of Medicine and Surgery, the Commandant of the Marine Corps will return the endorsed copy of the Standard Form 88 or a written endorsement for all candidates found physically qualified to the processing station. Standard Form 88 for those candidates found not physically qualified will not be returned to the processing station but will be retained by the Commandant of the Marine Corps. The processing station will, however, be

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notified of the disqualification and reason therefor. Upon notification of the physical qualification or disqualification of a candidate, his Individual Record Sheet shall be appropriately marked in the "PHYSICAL EXAMINATION" section. Notify the candidate of his physical disqualification immediately using NAVPERS 1110/3.

(6) Interviews It is the responsibility of the District Director to ensure that sufficient officers are available at the processing stations for candidate interviews. Each candidate will be interviewed and rated by two officers. Any male officer assigned to the processing activity whom the district director considers well qualified to be an officer candidate interviewer, may be used as the second interviewing officer.

(a) The Personnel College Plans Questionnaire (NAVPERS 1110/97) and Application (NAVPERS 1110/5) should be examined before the interview to determine highlights for discussion. The interview shall be conducted carefully and every effort shall be made to accurately assess the candidate. The interviewing officer will in each instance write a short impression of the candidate in the space above the signature. Upon conclusion of the interview, the interviewer's ratings will be recorded on the Record Sheet in accordance with subparagraph 5f(3)(d) below.

(b) No candidate will be rejected by the processing station solely on the basis of the interview.

(c) The senior interviewing officer will determine whether any candidate has previously attended a service academy or has been disenrolled from either the Regular or College Program NROTC Program. In each such case the processing station will notify the Commandant of the Marine Corps (Code DPB), by airmail, outlining all known details. Each such candidate shall be advised that his candidacy for the NROTC is subject to review of all details incident to his separation from the service academy or NROTC Program and a decision by the Commandant of the Marine Corps.

(d) Record of Civil Offenses. Candidates must meet the standards with respect to character for officer candidates. In the event the applicant indicates any record of civil arrest other than for a minor traffic violation, a complete statement of the circumstances to include the date and place of arrest, details of the offense and disposition to include fine or sentence (if any) shall be referred to the Commandant of the Marine Corps (Code DPB), for final determination.

### (7) Notification of Ineligibility or Disqualification

(a) Each candidate who does not meet the eligibility requirements or who is disqualified for any reason during the processing procedure shall be referred to an interviewing officer who will inform him of his disqualification and the reason therefor, and advise him that such fact will be confirmed in writing.

(b) Experience has shown that extreme tact must be exercised by all personnel handling disqualified candidates. Particular care must be taken to tactfully notify them of their disqualification. No candidate will be treated in a brusque or discourteous manner, and all personnel shall bear in mind that public relations and the general feeling of public goodwill enjoyed by the Marine Corps may be seriously damaged by treating an NROTC candidate in any but the most courteous manner.

(c) Certain candidates will be found not physically qualified by the field medical examiners. In other cases the examiners may desire that the decision as to the candidates' physical qualifications be made by the Chief, Bureau of Medicine and Surgery. Each such candidate shall be advised that he failed to meet the prescribed physical standards and the reason therefor. If

the candidate was not disqualified under subparagraph e(5) above he shall be advised that this finding is subject to a final review of the report of medical examination by the Chief, Bureau of Medicine and Surgery, and approval of the findings by the Commandant of the Marine Corps. The candidate may submit additional data to establish his physical qualifications, but this data must be received by the Commandant of the Marine Corps prior to the established deadline date for processing or one week after candidate has been notified of his physical disqualification. To avoid a finding of not physically qualified by the Chief, Bureau of Medicine and Surgery, prior to submission of additional information, reports of medical examination should be retained at the recruiting stations until the required information has been received. Cases of this kind, properly identified, may be forwarded to the Commandant of the Marine Corps (Code DPB). Do not send directly to the Chief, Bureau of Medicine and Surgery. In some cases additional information will be requested by the Chief, Bureau of Medicine and Surgery, before a final decision will be made as to the candidate's physical qualifications. The candidate shall also be advised that his file will not be withdrawn from the selection system until the processing station is informed of the decision in his case. If he is determined to be not physically qualified by the Commandant of the Marine Corps, he will be notified in writing of his deletion from the selection system and the reason therefor.

(d) The processing station shall be responsible for notifying in writing each candidate dropped from the selection procedure. NAVPERS 1110/11 or NAVPERS 1110/3 or letters similar thereto shall be used and the reason for being dropped from the selection procedure shall be indicated. It is essential that these letters be mailed immediately upon determination of disqualification in order that appeals, if any, can be resolved. A copy of this letter shall be included with the application file and Individual Record Sheet when forwarded to the Commandant of the Marine Corps (Code DPB) the same day mailed. Processing stations shall notify candidates of physical disqualifications when such a disqualification is reported by the Commandant of the Marine Corps. Copies of Letters of Notification shall be forwarded to the Commandant of the Marine Corps (Code DPB).

#### (8) Choice of College

(a) All candidates whose files will be considered for selection shall be advised that it is their responsibility to obtain the necessary application form from the college of their first choice, to make application to the college, to meet the requirements for, and to gain admission to the college to which nominated in the event they are selected for the NROTC Program. Application to college should be made at the earliest possible time to ensure consideration as an NROTC candidate in the event of selection. Each processing station should ensure that the Choice of College Cards, NAVPERS 1110/25, which are forwarded to certified candidates each year contain the current listing of colleges and universities participating in the Regular NROTC Program.

(b) Pink Slips. Those candidates to be considered for selection will be issued Pink Slips at the time of processing if found physically qualified, temporarily physically disqualified, or if a borderline case. In the event a candidate has not been issued a Pink Slip by reason of disqualification but is subsequently found eligible for consideration, the processing station shall mail a Pink Slip to the candidate. The candidate shall be advised that this Pink Slip is to be attached to his application to the college of his first choice when his application is submitted or to be forwarded to the college for inclusion with his application. This Pink Slip identifies the candidate with the NROTC Program. The candidate shall also be advised that it is his responsibility to advise the college to remove the Pink Slip from his application to the college in the event he is not selected for the program or is disqualified for any reason.

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(c) Choice of College Card The processing station shall ensure that a complete Choice of College Card is received from each candidate processed. The name of the processing station shall be stamped in the space provided. This card will not be placed in the application file. The cards for all candidates to be considered for selection will be forwarded to the Commandant of the Marine Corps (Code DPB) at the earliest possible time and in no case later than one week after the terminal date for completing of processing. The cards shall be arranged in groups according to the state of permanent residence and alphabetically within each group. In addition, the candidate shall be advised that choice of college has no bearing on selection for the program. The cards of those candidates disqualified shall be destroyed on 1 November.

### f. Completion of Application File and Other Documents

(1) As soon as practicable after a candidate has been processed his application file shall be assembled and checked for completeness.

(2) If a candidate's file is incomplete, he shall be advised by certified mail of the required documents with a deadline date for their receipt. Return receipt for such certified mail shall be filed as proof that such notice was received. Documents received late may be accepted up to the time files are forwarded to the Commandant of the Marine Corps.

(3) Completion of Individual Record Sheet. When received from the NROTC contractor and the information becomes available, the Individual Record Sheet shall be completed as follows

(a) Check proper box regarding physical qualifications.

(b) The School Record rating will be determined from the Secondary-School Record-Transcript and the School Record Rating Conversion Chart if rank in class is available, rank by percentage will be interpreted as follows

1 If a candidate listed as being in the upper 10%, upper third, upper half, or any similar upper group percentagewise, he shall be considered as ranking at the bottom of that percentage group, e.g., a candidate who ranks in the upper third of a class of 300 shall be considered as number 100 in the class

2 If a candidate is listed as being in the middle third, lower half, lower 20%, or any similar lower group percentagewise, he shall be considered as ranking in the middle of that group, e.g., a candidate who ranks in the lower half of a class of 400 shall be considered as number 300 in the class.

(c) In the event a candidate's class standing is not available, the record shall be evaluated and a rating assigned as follows

1 Graduating class fewer than 75 students

a Mostly A's or in the 90's - rating 5

b Mostly B's or in the 80's - rating 3

c Mostly C's or in the 70's - rating 1.

d Ratings of 2 and 4 may be given as appropriate.

e Poor students shall be given a rating of zero No student shall be rated higher than 5.

2 Graduating class between 75 and 299 students

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- a Mostly A's or in the 90's - rating 6
- b Mostly B's or in the 80's - rating 4.
- c Mostly C's or in the 70's - rating 1.
- d Ratings of 2, 3, and 5 may be given as appropriate.
- e Poor students shall be given a rating of zero. No student shall be rated higher than 6.

## 3 Graduating class greater than 300 students.

- a Mostly A's or in the 90's - rating 7
- b Mostly B's or in the 80's - rating 5.
- c Mostly C's or in the 70's - rating 1.
- d Ratings of 2, 3, 4, and 6 shall be given as appropriate.
- e. Poor students shall be given a rating of zero No student shall be rated higher than 7.

4 Computation of GPA or Numeric Average. If neither GPA nor a numerical average is given, it will be necessary to evaluate the transcript in one of two ways. If letter or numerical grades do not vary widely (i.e., mostly A's and B's, mostly B's, and C's, or mostly 90's and some 80's, etc.), the High School Rating may be determined by estimating the average grade and reading from Column IV or V to Column I. If grades vary considerably and it would be difficult to make an accurate estimate of the average, GPA or numerical average must be computed. To compute GPA, assign a 4 to each A, a 3 to each B, a 2 to C's, 1 to D's, and 0 to F's. Sum these numbers and divide by the number of grades involved to obtain the average. Then read from Column III to Column I to determine the High School Rating. In the case of numerical grades, simply sum the grades, and read across to Column I to obtain the High School Rating.

(d) In completing the NROTC Career Potential Section of the Interviewer's Appraisal Sheet, the interviewer's ratings should be recorded in the individual interviewer's blocks (i.e., 1st -1, 2nd -2). Using the Interviewer's Appraisal Chart below, the combined interviewer's weighted rating shall be determined and inserted in the "Scale Ratings" block.

## INTERVIEWER'S APPRAISAL

### COMBINATIONS OF TWO RATINGS OF POTENTIAL AS A CAREER OFFICER

#### FROM INTERVIEWER'S APPRAISAL SHEET SCALE RATING

5 & 5	1
5 & 4	2
4 & 4 or 3 & 5	3
4 & 3	4
3 & 3 or 4 & 2	5
3 & 2	6
4 & 1	7
2 & 2 or 1 & 3	8
1 & 2	9
1 & 1	10

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When a combination of 1 & 5 or 2 & 5 have occurred, a third interview is to be administered to resolve ambiguous ratings. In these cases consider only the two interviews most alike and disregard the most divergent interview.

(e) The SAT/ACT scale rating, High School Record rating, and Career Potential Rating of the Interviewer's Appraisal Sheet, are all used in making final selections for principal and alternate candidates. The Individual Record Sheet will be filled in as follows

1 Ascertain that the NROTC contractor has entered the SAT or ACT test score and SAT/ACT scale rating in the appropriate blocks on the Individual Record Sheet.

2 Insert High School class size and rank. An error rate of approximately 10% in the determination of High School Record Rating has been found. Such errors can easily affect the candidate's final selection composite score. Accuracy and care are, therefore, essential in converting the high school record to a numerical rating for inclusion on the Individual Record Sheet. The conversion is accomplished by

a Use of School Record Rating Conversion Chart. If any difficulty in interpolation is found using this chart then

b The Alternate Computational Method formula on right-hand side of the School Record Rating Conversion Chart, table 3, will be used for the candidate in question. The conversion by this formula will be recorded as the correct conversion if it differs from the conversion obtained by using the chart in a above.

c The numerical rating found above is recorded on the Individual Record Sheet by checking the appropriate block corresponding to this rating. Again, care is essential in checking the correct block on the Individual Record Sheet.

3 Enter the mark assigned to Career Potential Section, NAVPERS 1110/13 for each interview conducted. Combine the marks, convert to scale rating using conversion table, and check the appropriate block corresponding to this rating.

4 Check to ensure that the appropriate block for Medical Examination has been checked prior to submission to the Commandant of the Marine Corps.

### g. Submission of Application Files to Headquarters, U. S. Marine Corps

(1) Upon completion of the processing of each candidate the processing station shall review the application file to ensure that it is complete and assembled in the proper order.

(2) Minor errors in filling out forms and documents shall not be disqualifying, but every effort shall be made to obtain correct documents prior to submission to the Commandant of the Marine Corps. In doubtful cases, a decision shall be requested from the Commandant of the Marine Corps (Code DPB). The processing station is responsible for obtaining missing documents.

(3) No application file shall be withdrawn from the selection procedure because of physical disqualification, except those cases authorized in subparagraph 5e(5)(c) above, until the appropriate notification has been received by the Commandant of the Marine Corps.

(4) As early as possible after processing and as soon as the application file is completed, the file shall be forwarded to Headquarters, U. S. Marine Corps by registered or certified mail. No application file shall be



withdrawn from the selection procedure because the application file is incomplete. THE APPLICATION FILE SHALL BE FORWARDED TO HEADQUARTERS, U. S. MARINE CORPS AS SOON AS POSSIBLE. In the event an incomplete application file is forwarded the status of the case and the missing documents shall be indicated. Missing documents will be forwarded to be included in the file as soon as received.

h. Congressional and/or Special Interest

(1) Congressional inquiries and letters of recommendation. The term "Congressional Inquiry" as used herein shall include all inquiries from Senators, Representatives or high officials of the executive or judicial branches of the Federal government.

(a) Congressional inquiries regarding the qualifications or the status of any particular candidate shall be promptly answered (within 24 hours, if possible) giving specific answers to all questions except those concerning the names of the interviewing officers and time and place of interviews and candidate scores.

(b) Should these inquiries concern any policy which the processing station is unable to answer, they should be referred to the Commandant of the Marine Corps (Code DPB) with a full statement of the facts, for reply. The originator shall be informed immediately of this referral.

(c) Letters of recommendation from any source and congressional inquiries SHALL NOT be placed in the application file, but shall be retained at the processing station.

i. Action to be Accomplished at Headquarters, U. S. Marine Corps

(1) Convene selection board to review and select from the best qualified, the required number of candidates as principals and alternates. The Chief of Naval Personnel will provide HQMC with an annual quota which will be 16 2/3 percent of the scholarships to be awarded for that year.

(2) Notify each selectee by letter that he has been selected as a principal and his name submitted to the college of his first choice, or that he has been selected as an alternate subject to later advancement to principal status if sufficient vacancies occur.

(3) Notify each selectee who was determined to require a waiver for defective visual acuity whether such waiver was granted.

(4) Notify selectees who required waivers for defective visual acuity when such waivers are not granted.

(5) Correspond directly with selectees whose physical qualifications were pending at the time of selection and subsequently found not physically qualified.

(6) Authorize selected candidates accepted by an NROTC college to proceed to that college for enrollment as a NROTC student. A copy of this letter will be provided to the processing station and the commanding officer of the NROTC unit to which the selectee has been assigned.

(7) Mail letter of nonselection (NAVPERS 1110/13) for each unsuccessful finalist on the date indicated in the chronology. A copy of the Contract NROTC Brochure shall be enclosed along with the following documents

(a) Application for NROTC, (NAVPERS 1110/5), 2 copies.

(b) NROTC Scholarship Service Agreement (NAVPERS 1110/24), 2 copies.

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(c) Birth Certificate.

(d) Any affidavits or other official papers submitted. (Do not return high school or college transcripts.)

Nonselection letters shall be signed and not stamped with a rubber facsimile stamp. Copies of nonselection letters shall be mailed to the appropriate district director.

(8) Check to ensure that all finalists rejected for reasons other than nonselection have been notified in writing of their rejection and the reason therefor.

(9) Forward the selectee's application file to the commanding officer of the appropriate NROTC unit. The file will be returned if the authorization is subsequently cancelled.

(10) When the application file is forwarded to the Commanding Officer, NROTC Unit an individual letter similar to the sample below shall be prepared and sent to the appropriate high school principal or headmaster as indicated in the application file, in order to utilize the public relations value of such orders, and to promote the goodwill of high school officials in publicizing succeeding programs. These letters shall be prepared individually and not multi-produced, and shall be modified as necessary if more than one finalist is selected from the same school.

Dear Sir

It is a pleasure to inform you that (name of Selectee) a recent graduate of your school has been assigned to (name of college) for appointment as Midshipman in the Naval Reserve Officer Training Corps.

Mr. \_\_\_\_\_ in gaining admission to the NROTC Navy-Marine Scholarship Program, has successfully competed in one of the most rigorous selection systems in the U. S. Naval Service for officer candidate training. Upon successful completion of his college and naval training, he will be appointed to commissioned rank in the Regular Navy or Marine Corps.

Your cooperation in encouraging your students to apply for this career officer program is appreciated. You will soon receive information concerning the next increment of the NROTC Navy-Marine Scholarship Program.

Sincerely,

Commandant of the Marine Corps

(11) About 1 November, return the following documents with a letter of transmittal to all ineligible finalists and to all who withdrew their candidacy prior to the meeting of the selection board

(a) Application for NROTC (NAVPERS 1110/5), 2 copies.

(b) Regular Student (NROTC) Service Agreement (NAVPERS 1110/24), 2 copies.

(c) Birth Certificate

(d) Any affidavits or other official papers submitted. Do not return high school or college transcripts, or any other evaluations of students by school activities. When documents are returned to the processing

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station because a finalist has moved and left no forwarding address, such documents shall be retained for 3 months, and if not called for by that time, may be destroyed.

(12) About 1 November, the processing station shall destroy all Security Questionnaires, Health Records, forwarding endorsements and other papers not mentioned above. High school and/or college transcripts shall be destroyed at the processing station.

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TABLE 1

High School Rating for Various Percentage Groups

Upper Percentage Groups A	Deciles (Tenths) B	Fifths C	Quarters D	Thirds E	Halves F
Upper 10% HSR = 8	Top tenth HSR = 8	Top Fifth HSR = 7	Top Quarter HSR = 6	Top Third HSR = 6	Top Half HSR = 5
	2nd tenth HSR = 6				
Upper 20% HSR = 7	3rd tenth HSR = 5	Second Fifth HSR = 5	2nd Quarter HSR = 4	Middle Third HSR = 3	
Upper 25% HSR = 6	4th tenth HSR = 4				
Upper 33% HSR = 6	5th tenth HSR = 3	Third fifth HSR = 3	3rd Quarter HSR = 2		Bottom Half HSR = 1
Upper 40% HSR = 5	6th tenth HSR = 3				
Upper Half HSR = 5	7th tenth HSR = 2	Fourth fifth HSR = 2	Bottom Quarter HSR = 1	Bottom Third HSR = 1	
Upper 2/3 HSR = 4	8th tenth HSR = 1				
Upper 75% HSR = 4	9th tenth HSR = 1	Bottom fifth HSR = 1			
	Bottom tenth HSR = 0				

TABLE 2

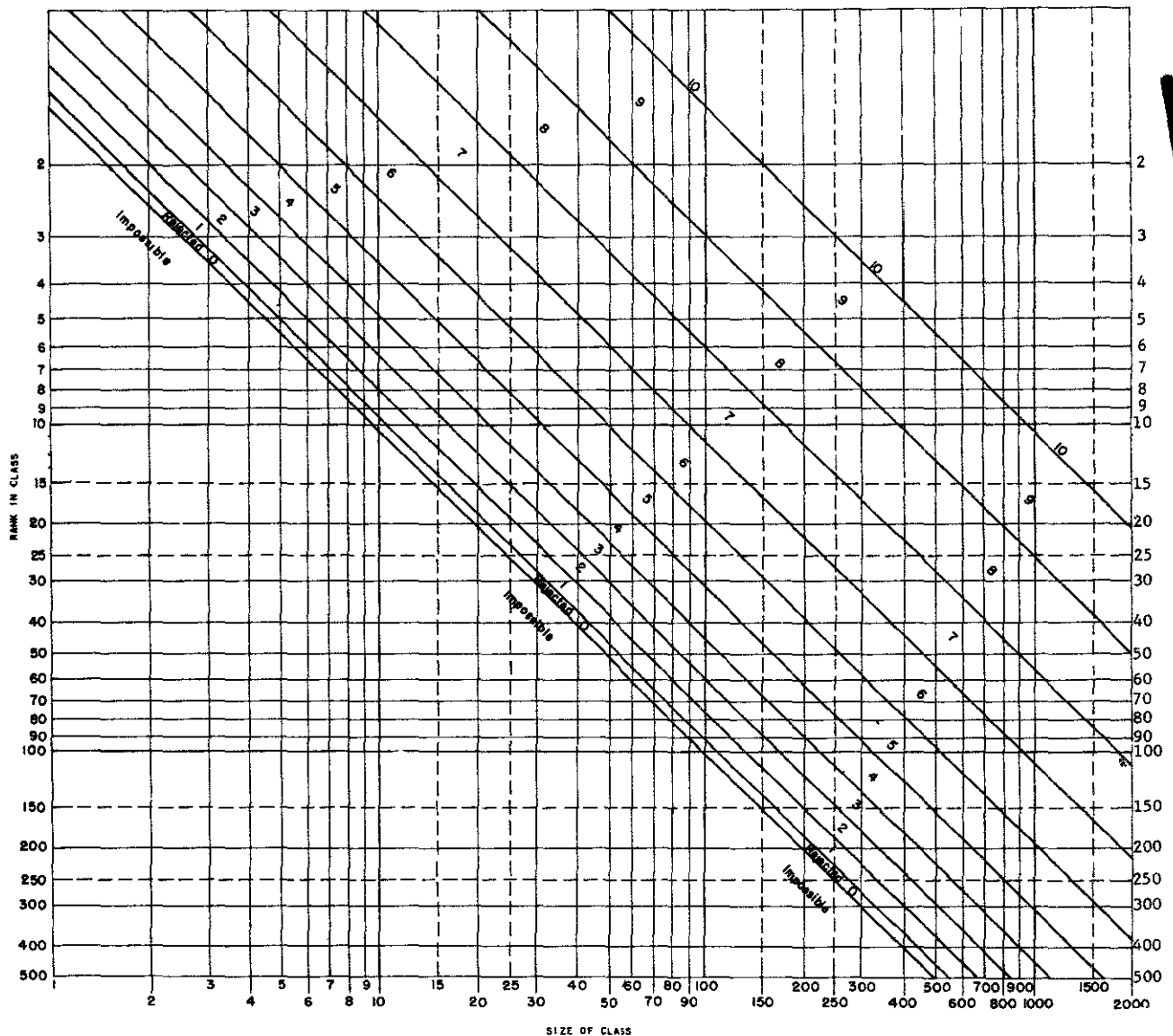
High School Rating for Various Percentiles, Grade Point Averages,  
Alphabetic Grades or Numeric Grades

High School Rating (HSR) I	Percentile HSR II	High School GPA* III	Alphabetic Grades IV	Numeric Grades V
10	99 & up	4 0	A	99 & up
9	97 - 98	3 70 - 3 99	A-	96 - 98
8	95 - 96	3 40 - 3 69	B++ or A--	93 - 95
7	89 - 94	3 20 - 3 39	B+	90 - 92
6	81 - 88	2 90 - 3 19	B	87 - 89
5	70 - 80	2 60 - 2 89	B-	84 - 86
4	56 - 69	2 20 - 2 59	C+	81 - 83
3	42 - 55	1 90 - 2 19	C	78 - 80
2	26 - 41	1 60 - 1 89	C-	74 - 77
1	10 - 25	1 20 - 1 59	D+	69 - 73
0	9 & below	1 19 & below	D & below	68 & below

\* Assumes A = 4, B = 3, C = 2, D = 1, F = 0

TABLE 3

SCHOOL RECORD RATING CONVERSION CHART



## DIRECTIONS FOR USING CHART

A LOCATE CANDIDATE'S RANK IN CLASS VERTICALLY. IT WILL BE NECESSARY TO ESTIMATE LOCATION BETWEEN LINES ON THE CHART.

B MOVE ACROSS HORIZONTALLY TO CANDIDATE'S SIZE OF CLASS ESTIMATING BETWEEN LINES WHERE NECESSARY.

C RECORD THE NUMBER OF THE SLANTING AREA WITHIN WHICH THE POINT FOUND ABOVE IS LOCATED. THIS IS THE CANDIDATE'S SCHOOL RECORD RATING. WHENEVER THE POINT FALLS ON A LINE, ASSIGN THE HIGHER OF THE TWO RATINGS.

## D. EXAMPLES

RANK IN CLASS	SIZE OF CLASS	SCHOOL RECORD RATING
3	10	5
15	210	7
2	150	10

E WHEN THE CANDIDATE'S RANK IS REPORTED AS WITHIN A DIVISION OF THE CLASS, AS IN THE TOP QUARTER OF HIS CLASS, USE HIS POSITION AS RANK IN CLASS AND THE NUMBER OF DIVISIONS AS SIZE OF CLASS. FOR THE FOREGOING CANDIDATE A RANK IN CLASS OF 1 AND A SIZE OF CLASS OF 4 WOULD BE USED. THIS WOULD YIELD A SCHOOL RECORD RATING OF 6.

## ALTERNATE COMPUTATIONAL METHOD

A DOUBLE THE CANDIDATE'S RANK IN CLASS AND SUBTRACT ONE.

B DIVIDE THIS NUMBER BY TWICE THE CANDIDATE'S SIZE OF CLASS. THE QUOTIENT IS THE CANDIDATE'S PERCENTILE RANK.

C FIND THE CANDIDATE'S SCHOOL RECORD RATING CORRESPONDING TO HIS PERCENTILE RANK FROM THE FOLLOWING TABLE.

PERCENTILE RANK *	SCHOOL RECORD RATING
.0000-.0100	10
.0101-.0247	9
.0248-.0544	8
.0545-.1069	7
.1070-.1889	6
.1890-.3012	5
.3013-.4364	4
.4365-.5797	3
.5798-.7399	2
.7400-.9000	1
.9001-1.0000	REJECTED D

## D. EXAMPLE

RANK IN CLASS 3  
SIZE OF CLASS 10  
PERCENTILE RANK  $\frac{(2 \times 3) - 1}{(2 \times 10)} = \frac{5 - 1}{20} = \frac{4}{20} = .20$   
2500  
SCHOOL RECORD RATING 5

\*This percentile rank is in no way to be used interchangeably with that given in column II Table 2

1

7

1

1

1

1

## APPENDIX C

## INFORMATION PERTAINING TO THE NROTC COLLEGE PROGRAM

1. The NROTC College Program exists for those college students who wish to be available to serve their country for a specified period as Reserve officers in the Marine Corps or Navy. These students enter into a mutual agreement with the Secretary of the Navy in which they agree to take certain Naval Science courses, and complete one summer training period. They enlist in the Naval Reserve prior to commencement of the advanced course of the junior and senior years. In return, the Navy provides all of the required uniforms, Naval Science textbooks, and advanced course students receive a monthly subsistence allowance.

2. Students are selected for admission into the NROTC College Program by the commanding officer of the NROTC unit at an NROTC participating college or university from freshman students already in attendance. Students are selected and enrolled on the basis of personal interviews, school and community reputation, and the results of a Reserve officer aptitude test.

3. There are no restrictions on the courses in which a NROTC College Program student may enroll, provided they lead to a baccalaureate or higher degree. In addition to the major courses of study, enrollees are required to satisfactorily complete all Naval Science requirements and such courses are prescribed by the NROTC Regulations and the NROTC Instructional Program (NAVPERS 93941).

4. The College Program student, upon graduation and the completion of his Naval Science requirements is commissioned as a second lieutenant in the U. S. Marine Corps Reserve or an ensign in the U. S. Naval Reserve. He will serve on active duty for 3 years.

5. Eligibility requirements are as follows

a. NROTC College Program students are enrolled under a quota specified by the Chief of Naval Personnel. An applicant for the program must

(1) Be a male citizen of the United States

(2) Be at least 17 Years of age and not more than 21 years of age by 30 June of the year in which enrolled in the program. The lower age limit may be reduced to 16 years if the student is considered of sufficient maturity to take Naval Science courses.

(3) Be physically qualified in accordance with the physical standards set forth in chapter 15, Manual of the Medical Department, U. S. Navy.

(4) Possess a satisfactory record of moral integrity, scholarship, and extracurricular activities, and manifest potential officer characteristics.

(5) Be accepted for admission as a civilian student at one of the NROTC participating colleges or universities. Students at schools in the vicinity of NROTC colleges and universities may be enrolled in the NROTC College Program provided approval is obtained from authorities at both institutions, the commanding officer of the NROTC unit, and the Commandant of the Marine Corps.

6. Basic physical requirements for the program are

a. Vision - Binocular Visual Efficiency (BVE) not worse than 49% correctable to 100% by standard lens. No waivers will be granted. A partial table of BVE of 49% or better is as follows

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<u>One Eye</u>	<u>Other Eye</u>
20/20	20/400
20/30	20/400
20/40	20/400
20/50	20/400
20/70	20/400
20/100	20/100

Five refractive errors are disqualifying. Defective color perception is table for eventual commissioning in the U. S. Marine Corps only. Both must be free from any disfiguring or incapacitating abnormality and from e or chronic disease.

b. Height - 66 inches to 78 inches.

c. Weight - Proportionate to height and body build.

d. Teeth - Minimum of 8, serviceable, each arch, without excessive cavities

e. Allergies - Free from certain allergies such as hay fever and asthma.

f. Heart - No history of rheumatic fever within 5 years, no hypertension, or other heart ailments.

g. Joints - No derangement or serious injury to weightbearing bones or joints.

(The above list is by no means complete, but does indicate the major basic physical requirements.)

7. Marine officer instructors are responsible for recruiting for the NROTC College Program.





