



# UNITED STATES MARINE CORPS

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

IN REPLY REFER TO  
1000  
CSA  
9 Apr 08

From: Commanding Officer, Officer Candidates School  
To: Assistant of Officer Procurements (AOP) (Regional), Marine Corps  
Recruiting Command  
Commanding Officers, ECP/RECP/MCP accepted Marines  
Marine Officer Instructors, Naval Reserve Officer Training Corps  
Subj: SUMMER 2008 OFFICER CANDIDATE PREPARATION AND ACTIONS

Encl: (1) Officer Candidate Pre-ship Checklist

1. Purpose. This letter aids AOPs, Officer Selection Teams (OST), Marine Officer Instructors (MOI), and commanding officers to prepare selected officer candidates for the summer 2008 officer candidates cycle by providing information needed for induction to and success at OCS. The enclosure, along with the OCS website ([www.ocs.usmc.mil](http://www.ocs.usmc.mil)), contains invaluable and frequently requested information and outlines actions necessary for induction and OCS in-processing.

2. Course dates:

Class	WRR Report Date	ERR Report Date	Graduation Date	Region Flight Manifest Copy / # of Candidate Drivers- Due
1ST INCREMENT	080523	080524	080703	1300/ 080517
OCC-198/PLC-C	080529	080530	080809	1300/ 080523
2ND INCREMENT	080704	080705	080815	1300/ 080627

3. Flights

a. All officer candidate flights will be scheduled to arrive at Reagan National Airport, Washington, D.C. (DCA), between 0800 and 1500 EST on the report date listed above. All candidates arriving must be in appropriate civilian attire (slacks and a collared shirt).

b. Transportation from Reagan National Airport is provided to candidates by OCS between 0800 and 1600 on the arrival date. Upon arrival candidates will meet the Marine Liaison Team (wearing service "C" uniform) at Terminal C Baggage Claim. Candidates arriving after 1600 or to airports other than DCA must secure his/her own transportation at their own expense and call OCS at (703)784-2351/2352. Ensure candidates collect all receipts from travel; travel claims will be filed at OCS for reimbursement.

Subj: SUMMER 2008 OFFICER CANDIDATE PREPARATION AND ACTIONS

4. Privately Owned Vehicles (POV). Due to limited parking space at OCS, only direct commission candidates with orders reporting to TBS following OCS are authorized to drive POVs to OCS. Authorized POV candidates will arrive at OCS no later than 1200 on the report date in appropriate civilian attire. Candidates will have on hand current vehicle registration and proof of insurance. Candidates will be instructed where to park upon arrival.

5. All ECP/RECP/MECEP/MCP Marines' and NROTC orders will adhere to the times listed for ERR and WRR candidates. Marines from East Coast units will be considered ERR, West Coast and overseas units as WRR.

6. MCRSS Transportation Report (excel format example below) is due to OCS 14-days prior to the shipping. All regions will provide a tally of the total number of candidates traveling, a by-name roster of candidates traveling by POV, and a Flight Information Roster **in an excel format** to OCS CSA via email to: **michael.sandstrom@usmc.mil**.

Arrival Date/ Time	Airline	Flight #	# of Passengers	Names
080711/1250	American	1342	2	Last Name, Ints. Last Name, Ints.
080710/1310	United	750	1	Last Name, Ints.

7. Required Items

a. The OCS website details exactly what candidates need to bring for training ([www.ocs.usmc.mil](http://www.ocs.usmc.mil)).

b. Ensure candidates pack their running shoes so they are easily accessible upon arriving at Officer Candidates School.

c. **All current active and reserve Marines** are required to bring two sets of woodland MARPATs, and one desert MARPAT, (upon arrival at OCS two sets of woodland MARPATs and one set of desert MARPAT will be issued to those Marines who are still considered on current active or reserve status, refer to MCB 10120 for status), two sets of brown Marine Corps Combat Boots, one sea bag, two web belts, two buckles, one green sweat top, one green sweat bottom, one pair green PT shorts, six green T-shirts, six drawers, and six pairs of boot socks. IRR Marines who do not possess these uniform items will have the opportunity to purchase them at cash sales. IRR Marines **must** bring at a minimum: one set of MARPAT woodlands, one set of MARPAT deserts, one pair of brown hot-weather boots, and one pair of brown temperate weather boots (these are the basic requirements for all Marines as of 1 Oct 2006). **PRIOR ENLISTED MARINES WILL NOT RECEIVE A NEW ISSUE OF BOOTS.** Ensure candidates inform the receiving staff they have these items. Reference MARADMIN 412/04 for the combat utility uniform and boot guidance.

Subj: SUMMER 2008 OFFICER CANDIDATE PREPARATION AND ACTIONS

d. All candidates will bring \$350 for the purchase of the small and large bag issues. Officer Candidates School will not lend money or apply a checkage for their bag issue or other required costs. A candidate that arrives without the required funds may be sent home if the Commanding Officer deems him or her as financially irresponsible. Candidates will bring basic overnight toiletry items such as razors, shaving cream, soap, deodorant, toothbrush and paste, towel, etc. Candidates will be purchasing day-to-day usage items during the first two days of in-processing. Purchase of the small and large bag issue is not optional. Candidates can view these items on the OCS web page.

8. FitReps. Candidates who are Marine Corps sergeants and above will receive a non-observed FD fitness report once they depart Officer Candidates School. The candidate's parent command is responsible for giving them a TD report before reporting to Officer Candidates School. IRR and SMCR will receive an RT report upon departure. A candidate that is disenrolled on one of the designated evaluation boards due to an unsatisfactory evaluation will not receive an adverse report (unless there was a violation of the UCMJ). Candidate fitness reports will include a GPA, class standing, and any awards received while at Officer Candidates School.

9. Medical

a. Ensure all candidate physicals are current (within the past five years) prior to check-in at Officer Candidates School and shot records are hand carried. All physicals must be good until the day after graduation.

b. During medical in-processing candidates will hand carry and turn-in to medical personnel additional medical paperwork that is not already in the candidate's medical record. All aviation contract candidates must have their aviation-related physicals completed prior to arriving at Officer Candidates School. OCS is not the time or place to complete unfinished business regarding flight physicals.

c. Candidates who wear glasses will bring at least one pair of glasses for training (two pairs are recommended). Candidates will neither arrive at OCS wearing contact lenses nor wear contact lenses while at OCS. OCS medical will issue military eyeglasses within 3-5 days of arrival. In order to receive military issue eyeglasses, candidates must hand-carry their new eyeglass prescription or wear/take a pair of glasses to Medical during in processing so Optometry can scan the prescription. OCS Medical does not process faxed-in prescriptions.

d. All female candidates should have the results of a current pap smear in their medical record (within one year).

Subj: SUMMER 2008 OFFICER CANDIDATE PREPARATION AND ACTIONS

10. Candidates will not break their lease, move their dependents to Quantico, have their house packed up, or begin the process of moving out of base housing prior to arriving at OCS. Marines authorized Basic Allowance for Housing (BAH) with dependents at their present command will continue to receive BAH at that locations rate. Marines authorized BAH-own right residing on the local economy at their previous command should terminate their lease agreement and store household goods in temporary storage until completion of OCS; BAH-own right will be terminated upon arrival at OCS.

11. Officer Candidates will not be authorized time off from the training schedule for candidates to get married. All marriage issues should be taken care of prior to arriving at OCS. All candidates need to be aware of the Marine Corps and OCS policy regarding fraternization.

12. If family members are staying at an address other than the candidate's home of record (e.g. at parents/in-laws), then they should provide that address to OCS during in-processing. If a candidate is making payments to an address other than a home of record that is not a lease or mortgage payment, a notarized worksheet detailing payments made will be provided to OCS during in-processing.

13. Candidates with dependants will hand carry rental/mortgage agreements, and certified true marriage and birth certificates.

14. Candidates will not bring personal weapons (knives, handguns, rifles, ammunition, etc.) to Officer Candidates School.

15. Active duty and reserve Marines will hand carry their SRBs, medical, and dental records for turn-in during in-processing.

16. Enclosure (1) will be completed in its entirety and forwarded to the OCS MCRC Liaison via the Coordinator of Student Activities by the candidates OST or command.

17. Point of contact is the Coordinator of Student Activities at DSN 278-2077 or commercial (703) 784-2077.

  
M. R. SANDSTROM  
By Direction

## OFFICER CANDIDATE PRE-SHIP CHECKLIST

Candidate Name (Last, First, MI)	OSO/ MOI/ Bn CO/I&I:
Circle Program: OCC, PLC-COMB, PLC-JR, PLC-SR, ECP, RECP, MCP, NROTC, MECEP	RS/ OSS:          DIST: UNIT (to include NROTC)

**CANDIDATE: Complete questions 1-50. Place an "X" in the appropriate answer box and provide a detailed explanation when required.**

1. Do you possess serviceable running shoes less than 2 months old?  Yes  No, why?
  
2. Were your running shoes professionally fitted or purchased at a local retail store? (circle one)
  
3. Have you been running in boots?  Yes  No, why?
  
4. Do you possess a sturdy watch?  Yes  No.
  
5. Do you possess toiletries, sunscreen, and underwear sufficient for the first week of training?  
 Yes  No. If no, why?
  
6. Do you possess a valid picture ID to take to OCS.  Yes  No
  
7. If you are driving, have you been given directions to OCS?  N/A  Yes  No.  
If no, why?
  
8. If driving, do you possess a valid driver's license, registration, auto insurance and POV Inspection Checklist filled out by MOI/OSO/OIC to be verified by OCS personnel upon arrival?  
 N/A  Yes  No, why?
  
9. If flying, do you have information on the report in times and modes of transportation provided by OCS from a local Washington DC airport to OCS and the cost of transportation if you are a late arrival?  N/A  Yes  No, why?
  
10. Do you possess \$350.00 in cash for large/small bag issue and incidental expenses (cab fare/haircuts, etc), or have access to cash (Large/Small bag issue will accept cash, credit card on money order only – no personal checks)?  Yes  No, why?

Candidate Initials \_\_\_\_\_

ENCLOSURE (7)

## OFFICER CANDIDATE PRE-SHIP CHECKLIST

11. Do you have any significant debts?  No  Yes, explain.
12. Are your monthly payments to all creditors current?  Yes  No, why?
13. Have you granted a Power of Attorney to a trusted family member or friend to handle various financial and/or administrative matters while you are in training?  Yes  No, why?
14. Do you have any pending legal action (civil or criminal, to include minor infractions), recent police involvement or have you been summoned to jury duty?  No  Yes, explain
15. Do you have a Family Care Plan and Power of Attorney in place for the custody/care of your dependents while you are in training?  N/A  Yes  No, why?
16. Does your family (to include direct dependents, parents and siblings) have any recent or imminent health care, personal care, employment or mental concerns that could disrupt your training at OCS?  No  Yes, explain.
17. Do you have children, siblings or family members that have special needs?  No  Yes. If yes, do they have a family care plan in place so as not to disrupt your training at OCS?
18. Are you recently divorced, separated or broken-up from a serious relationship?  
 No  Yes, explain
19. Has there been a recent death of family members or friends?  No  Yes, explain?
20. Is your family (parents/spouse) supportive of your decision to become a Marine Officer?  
 Yes  No, explain?
21. Have you watched the OCS pre-ship video?  Yes  No, why?
22. If you are a college graduate, do you possess a certified copy of your degree?  N/A  
 Yes  No, why?
23. I understand that I am contractually obligated to complete a minimum of 4 weeks of training at OCS before I can drop on request.  Yes  No

ENCLOSURE (1)

Candidate Initials \_\_\_\_\_

## OFFICER CANDIDATE PRE-SHIP CHECKLIST

24. I understand that if I decline or request to delay my commission upon graduation from OCS, my contract will be voided and will result in competing for another contract in the program desired. Yes  No

25. Is there anything that you feel would prevent you from accepting your commission as a Second Lieutenant in the U. S. Marine Corps?  No  Yes, explain

26. I understand that marriage is not authorized while attending OCS.  Yes  No

27. If I am in a relationship with an enlisted member of the Armed Forces of the United States of America, I have been counseled by my OSO/MOI/OIC on USMC policy on fraternization per paragraph 1100.4 of the Marine Corps Manual and understand that marriage to an enlisted member of any service must occur prior to my commissioning?  N/A  Yes  No, explain.

28. **Flight Contracts Only:** Do you understand that fixed wing aviators incur an eight (8) year obligation and rotary wing aviators incur a six (6) year obligation upon completion of flight school?  N/A  Yes  No, explain.

29. **Flight Contracts Only:** Do you understand that if your flight contract is disapproved following commissioning you will remain obligated under contract to serve 3.5 years?  N/A  Yes  No, explain.

### **Medical Information:**

30. Is your commissioning physical exam over two years old or will it be during any part of your training at OCS?  No  Yes. If yes, do you have a current Annual Certification in your medical record  No  Yes Month \_\_\_\_\_ Year \_\_\_\_\_.

31. Have you suffered any injuries or illnesses since your last physical (to include minor pain or illness)?  No  Yes. If yes, when and what?

32. In regard to question #31, if medical treatment or therapy was required, are your medical records properly updated?  N/A  Yes  No, why?

33. In regard to question #31, if an injury or illness required medical treatment or therapy, did the treatment or therapy prevent you from physically preparing for OCS for the previous six (6) weeks?  N/A  No  Yes, elaborate

Candidate Initials \_\_\_\_\_

## OFFICER CANDIDATE PRE-SHIP CHECKLIST

34. Do you have any medical conditions, either currently or in the past, that have not been revealed?  No  Yes. If yes, explain
35. If you have braces, you understand that they must be removed prior to shipping to OCS (OCS will not induct candidates with braces)?  N/A  Yes  No If no, why?
36. MECEP/ECP/MCP/RESERVISTS: Do you have all of your medical records to include a complete physical, shot records and medical documentation for all waivers?  Yes  No. If no, why?
37. If commissioning, have you completed your dental screening?  Yes  No, why?
38. Do you possess a current prescription for glasses to be submitted to OCS during in processing (this prescription will be used to produce military issued glasses at OCS)?  N/A  Yes  No If no, why?
39. Do you possess a pair of sturdy civilian glasses that can be used during the first 7-10 days of training at OCS?  N/A  Yes  No If no, why?
40. Do you possess a sturdy, small (conservative in style), black headband to hold your glasses in place?  N/A  Yes  No.
41. Have you added any tattoos since completing your last physical and/or prior to reporting to OCS?  Yes  No. If yes, explain
42. You will be administered a urinalysis upon reporting to OCS. Is there any reason why you should not pass it?  No  Yes. If yes, explain.
43. Are you currently under any doctor's care, or are you currently taking any medication that has been prescribed by a doctor?  No  Yes. If yes, explain.
44. **FEMALES ONLY**: If you are over 21 years old or being commissioned within 1 year of graduating OCS, do you have a current PAP smear result from your doctor?  Yes  No, why?
45. **FEMALES ONLY**: Do you have any reason to believe you are currently pregnant?  No  Yes. If yes, explain.

## OFFICER CANDIDATE PRE-SHIP CHECKLIST

46. **OCC CANDIDATE**: Were you previously a member of the PLC or NROTC program? If so, did you receive any monies from the Financial Assistance Program (FAP) and/or the Marine Corps Tuition Assistance Program (MCTAP)?  N/A  Yes  No. If yes, explain

47. **ACTIVE/RESERVE CANDIDATE**: Do you possess your SRB to take to OCS?  
Yes  No  If no, explain

48. **ACTIVE/RESERVE CANDIDATE**: Have you deployed recently? Yes  No   
If yes, did you receive your 30, 60, and 90 day Post-Deployment Health Assessment (MARADMIN 112/07)? Yes  No  If no, explain

49. **ACTIVE DUTY CANDIDATE (ECP/MCP/MECEP)**: Does the candidate possess the required serviceable uniforms with nametags removed?  N/A  Yes  No. If no, explain

50. **ACTIVE DUTY CANDIDATE (ECP/MCP/MECEP)**: If you are single and in receipt of BAH (own-right), do you understand that BAH (own-right) will be stopped upon arrival to OCS?  
 N/A  No  Yes. If yes, do you have sufficient funds to retain your current lease/mortgage?  Yes  No, explain

51. **RESERVE CANDIDATE**: Does the candidate possess the required uniforms and has surveyed unserviceable items? (Note: MCO P10120.28f, Reservists can survey unserviceable items)  N/A  Yes  No, why?

### **OSO/MOI/BnCO complete questions 46 through 56**

52. The candidates civilian attire while attending OCS has been inspected and approved?  
 Yes  No. If no, why?

53. What is the candidate's most current PFT score? (Must be within 30 days of shipping):  
Pull-ups/ flex arm hang    Crunches    Run    Score    Date

54. What is the candidate's current height, weight and body fat %. HT \_\_\_\_\_ WT \_\_\_\_\_  
body fat percentage \_\_\_%

55. Does the candidate have any additional tattoos since being accepted into the program that require higher headquarters approval?  Yes  No. If yes, explain

Candidate Initials \_\_\_\_\_

## OFFICER CANDIDATE PRE-SHIP CHECKLIST

56. **AVIATION OPTION:** Are any additional tests or final approvals/documents needed?

N/A  No  Yes. If yes, explain

57. **RESERVE CANDIDATE:** Has the candidate's transfer orders to OCS been provided to the appropriate Admin Support Station (e.g. I&I Unit)?  N/A  Yes  No If no, why?

58. **ACTIVE DUTY/RESERVE CANDIDATES:** Has the Marines TD pro/cons or FitRep been prepared for submittal upon induction to OCS?

59. **RESERVE CANDIDATE:** Have the required Unit Diary entries been completed, particularly the transfer entry? N/A

Unit Diary Number

Transfer Date

60. **CANDIDATE WHO WAS A MEMBER OF A DIFFERENT SERVICE:** Has the OSS received the appropriate release of service documents from the other military service that allow the candidate to be contracted into the USMC and shipped to OCS?  N/A  Yes  No  
If no, why?

61. **DUAL CITIZEN:** If a dual citizen, has the candidate documented and renounced citizenship of the foreign country?  N/A  Yes  No If no, why?

62. Have you provided your phone number and the OCS duty phone number to the candidate?  
 Yes  No

63. Have you reviewed and include the candidate's 100 word essay and OSO evaluation form 1530.  No  Yes. If yes, does the candidate communicate will in writing?  Yes  No

64. Do you know of anything that would prevent this candidate from starting training at OCS?  
 No  Yes. If yes, explain

### CERTIFICATION

This pre-ship checklist was answered to the best of the candidate's knowledge and was reviewed by the interviewing officer. The officer candidate is qualified to attend OCS.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OSO/MOI/BNCO: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate Initials \_\_\_\_\_