



UNITED STATES MARINE CORPS

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

IN REPLY REFER TO
1000
CSA
26 Mar 09

From: Commanding Officer, Officer Candidates School
To: Head Officer Programs, Marine Corps Recruiting Command
Assistant Officer Procurements, Western and Eastern Recruiting
Regions, Marine Corps Recruiting Command Commanding Officers,
ECP/RECP/MCP Accepted Marines
Marine Officer Instructors, Naval Reserve Officer Training Corps

Subj: SUMMER 2009 OFFICER CANDIDATES SCHOOL COURSE DATES, CANDIDATE
PRE-SHIP PREPARATION AND REQUIREMENTS

Encl: (1) Officer Candidate Pre-ship Checklist

1. Purpose. This letter aids Head Officer Programs, Assistant Officer Procurements (WRR & ERR), Officer Selection Teams (OST), Marine Officer Instructors (MOI), and commanding officers to prepare selected officer candidates for the summer 2009 officer candidates cycle by providing information for reporting and subsequent induction into training at OCS. The enclosure, along with the OCS website (www.ocs.usmc.mil), contains important information and responses to frequently asked questions by officer candidates.

2. Course dates

Class	Report Date	Graduation Date	Region Flight Manifest Copy / # of Candidate Drivers- Due
1st Increment	21May09	2Jul09	1300 / 17May09
OCC-201/PLC-C	28May09	8Aug09	1300 / 23May09
2nd Increment	3Jul09	13Aug09	1300 / 27Jun09

3. Flights

a. All officer candidate flights will be scheduled to arrive at Reagan National Airport, Washington, D.C. (DCA), between 0800 and 1900 EST on the report date listed above. All candidates arriving must be in appropriate civilian attire, i.e. slacks and a collared shirt.

b. Transportation from DCA is provided by commercial buses for candidates between the hours of 0800 and 2000 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 2000 or to airports other than DCA must secure his/her own transportation at their own expense and call the OCS Officer of the Day at (703)784-2351/2352. Prior to a candidate departing from their home station, inform all candidates to collect and retain all receipts for

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travel to and from OCS. Officer candidates will file a travel claim at TBS for travel expense reimbursement and at their OSO office upon their return as appropriate.

4. Privately Owned Vehicles (POV). Due to limited parking space at OCS, only direct commission candidates with follow on orders reporting to TBS are authorized to drive POVs to OCS. Authorized POV candidates will arrive at OCS no later than 1300 on the report date in appropriate civilian attire. Candidates must have in their possession a valid drivers license, current vehicle registration, and proof of insurance. Candidates will be instructed where to park upon arrival.

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

6. MCRSS Transportation Report. The transportation report, in the excel format 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 the excel format below) via e-mail to OCS CSA, carlos.a.mercado@usmc.mil.

example:

Arrival Date/ Time	Airline	Flight #	# of Passengers	Names
11Jul09/1250	American	1342	2	Last Name, Ints. Last Name, Ints.
10Jul09/1310	United	750	1	Last Name, Ints.

7. Required Items. The OCS website, www.ocs.usmc.mil, addresses the types of supplies that officer candidates need to bring for training.

a. Running Shoes. Ensure candidates bring serviceable running shoes and that they are easily accessible upon arriving at Officer Candidates School. Refer to the OCS website for specifics on serviceable running shoes.

b. Uniform Items. All current active and reserve Marines are required to bring two sets of Woodland MARPATs, and one Desert MARPAT. Upon arrival at OCS, the following items will be issued to those Marines who are still considered on active or reserve status: two additional sets of Woodland MARPATs and one set of Desert MARPATs (refer to MCBul 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 of 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

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them at Cash Sales. IRR Marines must bring at a minimum: one set of Woodland MARPATs, one set of Desert MARPATs, one pair of brown hot-weather boots, and one pair of brown temperate weather boots (these are the basic requirements for all Marines). 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.

c. Cash. All candidates will bring a minimum of \$358 for the purchase of the small and large bag issues. Cash Sales now offers the option to pay for the small and large bag issue by credit or debit card. 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 incapable of meeting the initial procurement of items necessary to commence training. Candidates will bring basic overnight toiletry items such as razors, shaving cream, soap, deodorant, toothbrush and paste, towel, etc. Candidates will be purchasing hygiene 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. Fitness Reports. 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 from OCS. 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 commissioning physicals are included in the medical record prior to check-in at Officer Candidates School. In addition, candidates that fall under the outlined commissioning programs must have the following documentation in their medical record:

(1) ROTC, OCC, and Platoon Leaders Course. All NAVMED 6120/3 (annual certificate of physical condition) must be completed every year after the initial commissioning physical, including a current certificate (within one year). The NAVMED 6120/3's must be signed by the appropriate administrative personnel in the unit. An initial commissioning physical will be considered invalid if there is a lapse in completion of required annual certificates and a new physical will need to be completed prior to arrival at OCS.

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(2) Active Duty and Reservists. Completed and current
Preventative Health Assessment (PHA) as outlined in SECNAVINST 6120.3.

b. Copies of physician treatment records for significant or concerning medical conditions that have developed before or after enrollment must be included in the candidate's medical record even if a BUMED waiver has been granted. For candidates that have undergone corrective laser eye surgery, post surgical follow-ups must be included in the medical record regardless of when the surgery took place. Documentation must state that the candidate is free of any post surgical complications, demonstrates vision stability, and does not require use of ophthalmic medications or treatments. Shot records are to be hand carried and signed by a licensed medical professional. It is essential that shot records be provided as this will show proof of current immunizations and prevent an officer candidate of again receiving multiple immunizations.

c. Copies of current (within one year) dental evaluation are to be included in the medical record. All female candidates must have the results of a current (within one year) pap smear in their medical record.

d. All medical records for candidates who are not prior enlisted attending 1st increment and OCC-201/PLC-C need to be forwarded to the Marine Corps Recruiting Command, attention HM1 Gilliard no later than 07 May 2009. The medical records for 2nd Increment no later than 20 June 2009. All aviation contract candidates must have their aviation-related physicals and follow-ups medical completed prior to arriving at Officer Candidates School. Bradley Health Clinic/OCS is not staffed with a flight surgeon or specialty providers to assist with completion of flight physicals. All flight physicals issues must be resolved prior to arriving at OCS and concerns need to be addressed to the Head Officer Programs, MCRC.

e. Candidates who wear glasses will bring a minimum of one pair of glasses for training. Two pairs are recommended. Candidates will neither arrive at OCS wearing contact lenses nor wear contact lenses at any time while at OCS. Bradley Health Clinic/OCS will issue military eyeglasses within three to five days of arrival. In order to receive military issue eyeglasses, candidates must hand-carry their current eyeglass prescription (within one year) or wear/take a pair of glasses to Medical during in processing so Optometry can scan the prescription. Bradley Health Clinic/OCS does not process faxed-in prescriptions.

10. Administrative

a. Candidates will not break their domicile 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

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their present command will continue to receive BAH at their current location 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.

b. If family members are staying at an address other than the candidate's home of record, e.g., parents/in-laws, they should provide that address to OCS during in-processing. 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.

c. Candidates with dependants will hand carry rental/mortgage agreements and certified true copies of marriage and birth certificates.

d. All candidates will ensure that they have a current savings and or checking account and be able to provide the financial institution's current address, account number and routing number for Electronic Funds Transfer by the US Government. This requirement is essential to ensure a candidate's timely pay.

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

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

12. Weapons. Candidates will not transport personal weapons (knives, handguns, rifles, ammunition, etc.) to OCS.

13. Pre-ship checklist. Candidates will complete Enclosure (1), the pre-ship checklist, in its entirety and forward to the OCS MCRC Liaison via the Coordinator of Student Activities by the candidate's OST or command no later than 04 May 2009 for 1st increment and OCC-201/PLC-C. For 2nd increment forward the pre-ship checklist no later than 09 June 2009.

14. For all questions concerning candidate information please contact the Coordinator of Student Activities, Captain Carlos Mercado, carlos.a.mercado@usmc.mil at DSN 278-2077 or commercial (703) 784-2077.


R.V. MANCINI

Candidate Name (Last, First, MI)	OSO/ MOI/ BNCO/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 1-78. Place your initials in the appropriate answer box and provide a detailed explanation when required.

1. Do you possess sturdy, broken in running shoes less than 2 months old? Yes No If no, please explain.
2. Did you do independent research or receive assistance with the selection of your running shoes? Yes No If no, please explain.
3. Have you been running in boots? Yes No
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, will you have them on arrival at OCS?
6. Do you possess a valid picture ID to take to OCS? Yes No If no, please explain.
7. If you are driving, do you have directions to OCS? N/A Yes No
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 If no, please explain.
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 If no, please explain.
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 or money order only – no personal checks; returning PLC Seniors are required to re-purchase the large/small bag issue regardless whether or not they bring the items with them.) Yes No If no, please explain.
11. Do you have any significant debts? Yes No If yes, please explain.
12. Are your monthly payments to all creditors current? Yes No If no, please explain.
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 If no, please explain
14. Have you been arrested or cited by the police within the last six months? Yes No If yes, please explain.
15. Do you have any pending legal action against you (civil or criminal, to include minor infractions)? Yes No If yes, please explain.
16. Are there any other legal issues in which you are involved? (Jury Duty, Subpoena to Testify, etc.) Yes No If yes, please explain.
17. 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 If no, please explain.
18. 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? Yes No If yes, please explain.
19. Do you have children, siblings, or family members that have special needs? Yes No If yes, do they have a family care plan in place so as not to disrupt your training at OCS?
20. Are you recently divorced, separated, or broken-up from a serious relationship? Yes No If yes, please explain.
21. Has there been a recent death of family members or friends? Yes No If yes, please explain.
22. Is your family (parents/spouse) supportive of your decision to become a Marine Officer? Yes No If no, please explain.
23. If you are a PLC or OCC candidate, have you watched the OCS pre-ship video? N/A Yes No If no, please explain.
24. If you are a college graduate, do you possess a certified copy of your degree? N/A Yes No If no, please explain.

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25. 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
26. 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
27. Is there anything that you feel would prevent you from accepting your commission as a Second Lieutenant in the U. S. Marine Corps? Yes No If yes, please explain.
28. I understand that I am not authorized to get married while attending OCS. Yes No
29. 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 the Marine Corps 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
30. **Flight Contracts Only:** Fixed wing aviators incur an eight (8) year obligation and rotary wing aviators incur a six (6) year obligation upon completion of flight school. Do you understand this service obligation requirement? Yes No
31. **Flight Contracts Only:** If your flight contract is disapproved following commissioning you will remain obligated under contract to serve 3.5 years as a ground officer. Do you understand this service obligation requirement? Yes No

Medical Information:

32. Have you had a military physical exam within the last 2 years? Yes No
Month _____ Year _____
- If no, do you have an Annual Certification in your medical record? Yes No
33. Have you suffered any injuries or illnesses since your last physical (to include minor pain or illness)? Yes No If yes, please explain.
34. In regard to question # 33 if medical treatment or therapy was required, are your medical records properly updated? N/A Yes No
If no, please explain.
35. In regard to question # 33 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 Yes No If yes, please explain.
36. Do you have any medical conditions, either currently or in the past, that have not been revealed? Yes No If yes, please explain.
37. Do you have a copy of your current immunizations records? Yes No If no, please explain.
38. Have you had PRK/LASIK surgery in the last 90 days? Yes No If no, please explain.
39. **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, please explain.
40. If commissioning, have you completed your dental screening? Yes No If no, please explain.
41. Do you have all of your medical records to include a complete physical, shot records, and medical documentation for all waivers (or will you have them prior to shipping to OCS)? Yes No If no, please explain.
42. Have you seen a dentist in the last 60 days? (NOTE: Returning PLC Seniors do not need to have a dental screening until they are ready to accept their commission.) Yes No If no, please explain.
43. Are you currently under or do you have any pending orthodontic care? Yes No If yes, please explain.
44. OCS will not induct candidates with braces; if you have braces you must have them removed prior to shipping to OCS. Do you understand this statement? N/A Yes No
45. 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, please explain.

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46. 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, please explain.
47. Do you possess a sturdy, small (conservative in style), black headband to hold your glasses in place? N/A Yes No
48. Have you added any tattoos since completing your last physical and/or prior to reporting to OCS? Yes No If yes, please explain.
49. You will be administered a urinalysis upon reporting to OCS. Is there any reason why you should not pass it? Yes No
If yes, please explain.
50. Are you currently under any doctor's care or are you currently taking any medication that has been prescribed by a doctor? Yes No
If yes, please explain.
51. **FEMALES ONLY:** If you will be commissioned within 1 year of graduating OCS or you are over the age of 21, do you have a current Pap smear result from your doctor? Yes No If no, please explain.
52. **FEMALES ONLY:** Do you have any reason to believe you are currently pregnant? Yes No If yes, please explain.
53. **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, please explain
54. **ACTIVE/RESERVE CANDIDATE:** Will you have your SRB/Medical records in hand to take with you to OCS? Yes No If no, please explain.
55. **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, please explain.
56. **ACTIVE DUTY CANDIDATE (ECP/MCP/MECEP):** Do you possess the required serviceable uniforms with nametags removed? (For a list of required uniform items see MCBUL 10120 Chapter 7) N/A Yes No If no, please explain.
57. **ACTIVE DUTY CANDIDATE (ECP/MCP/MECEP):** If you are single and in receipt of BAH (own-right), do you understand that if you have PCS orders your BAH (own-right) will be reduced to the BAH Transient rate upon arrival to OCS? (NOTE: If you have TAD orders as a part of the MECEP program your BAH will remain unchanged.) N/A Yes No
If yes, do you have sufficient funds to retain your current lease/mortgage? Yes No If no, please explain.
58. **OVERSEAS ECP CANDIDATES ONLY:** Do you understand that movements of dependents and household goods is authorized to port of entry (U.S. Only) until OCS is completed and should take place prior to reporting to OCS (failure to do so will result in the candidate paying for flight to/from overseas station following OCS)? Yes No If no, please explain.
59. **RESERVE CANDIDATE:** Has the candidate's transfer orders to OCS been provided to the appropriate admin support station (e.g. I&I Unit)? Yes No If no, please explain.
60. **RESERVE CANDIDATE:** Have the required unit diary entries been completed, particularly the transfer entry?
 N/A Unit Diary Number _____ Transfer Date _____
61. **RESERVE CANDIDATE:** Do you possess the required serviceable uniforms with nametags removed? (For a list of required uniform items see MCBUL 10120 Chapter 7) N/A Yes No If no, please explain
62. **RESERVE CANDIDATE:** Have all of your unserviceable items been surveyed? (NOTE: MCO P10120.28f, Reservists can survey unserviceable items) N/A Yes No If no, please explain.
63. **RETURNING PLC SENIORS:** Do you have all of your issued uniform items to bring with you to OCS? Yes No
If no, please explain.
64. **AVIATION OPTION:** Are any additional tests or final approvals/documents needed? Yes No If no, please explain.
- OSO/MOI/BnCO: Complete questions 65-77. Place your initials in the appropriate answer box and provide a detailed explanation when required.**
65. Does the candidate have a copy of their orders sending them to OCS? Yes No If no, please explain.
66. Have you instructed the candidate on proper civilian attire while at OCS? Yes No If no, please explain.
67. 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 _____

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68. What is the candidate's current height, weight, and body fat %. HT _____ WT _____ Body fat percentage _____ % Date _____

69. **AVIATION OPTION:** Are any additional tests or final approvals/documents needed? N/A Yes No If yes, please explain.

70. **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, please explain.

71. **ACTIVE DUTY/RESERVE CANDIDATES:** Will a TD Fitness Report or Pro/Cons be completed before the candidate reports to OCS? Yes No If no, please explain.

72. **RESERVE CANDIDATE:** Has the candidate's Admin Support Station been informed that they need to make the required Unit Diary entries, particularly the transfer entry? N/A Yes No If no, please explain.

Unit Diary Number _____ Transfer Date _____

73. **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, please explain.

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

75. Have you provided your phone number and the OCS duty phone number to the candidate? Yes No If no, ensure this information is provided by shipping day.

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

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

78. Do you have a current JPAS Account created? Yes No Account # _____

CERTIFICATION

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

Candidate's Signature: _____ Date: _____

OSO/MOI/BNCO: _____ Date: _____