

**MCRC FROST CALL 009-03 DATED 20 DECEMBER 2002**

From: Commanding General, Marine Corps Recruiting Command

Subj: PRE-SHIP INTERVIEW FOR ALL OFFICER CANDIDATES

Encl: (1) Pre-ship checklist

1. Purpose. To notify all levels within the Marine Corps Recruiting Command (MCRC) of the requirement for all officer candidates to receive a pre-ship interview approximately 30 days prior to shipping to Officer Candidate School (OCS).

2. Background. There is a major concern with the number of officer candidates who arrive at OCS with medical, or other disqualifying factors. This has resulted in candidates not entering OCS. In an effort to reduce attrition, all officer candidates will be interviewed to ensure they remain qualified to enter OCS before shipping. MCRC, in conjunction with OCS, has developed a standardized pre-ship checklist, for use on all officer candidates prior to reporting into OCS.

3. Information. All Officer Selection Officers (OSO) will be required to complete the pre-ship checklist on all officer candidates approximately 30 days (i.e., one week before or one week after the 30<sup>th</sup> day) prior to shipping to OCS. OSOs will be required to physically interview officer candidates, with the exception of cases where candidates ship from remote locations such as, Alaska, Hawaii, etc., only under these circumstances will OSOs be authorized to conduct distant interviews via phone/fax. Once the candidate has answered every question, both the candidate and officer will endorse the checklist, contained in the enclosure. According to the outcome of the interview between the OSO and officer candidate, the following procedures will be followed:

a. If any changes have occurred in the officer candidate's medical or personal history/qualifications since approved to attend OCS, then the appropriate waiver (if applicable) will be forwarded to the approval authority. Medical waivers, with any supporting documentation, will be forwarded immediately, via the chain of command, to the Bureau of Medicine and Surgery (BUMED) for their recommendation.

b. If there is no change in the candidate's status, and all questions have been answered satisfactorily, the OSO and candidate are to endorse the checklist. The completed checklist

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with the two endorsements (i.e., the candidate and OSO) will be included in the candidate's orders packet for delivery to OCS upon arrival. At OCS, the MCRC Liaison will review each officer candidate's completed pre-ship checklist during candidate in-processing.

4. Action. Starting with the summer 2003 OCS class (i.e., PLC JR/SR, 1st Increment) all OSOs will henceforth have officer candidates complete and certify the pre-ship checklist, contained in the enclosure prior to shipping to OCS.

a. The Officer Candidate Pre-ship Checklist, contained in the enclosure, replaces all other pre-ship checklists currently in use by various commands, and can be downloaded from the MCRC website, Officer Programs, under "Downloads".

b. Upon completion of candidate in-processing, the MCRC Liaison to OCS will provide a report to the G-3, MCRC of any pre-ship discrepancies.

5. Point of contact is: Capt B. Mora, MCRC G-3 Waivers Officer, at commercial (703) 784-9403 or DSN 278-9403.

  
D. L. MCMANUS  
By direction

## OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

Candidate Name(Last,First,MI)	OSO/MOI/BNCO:
Circle Program: ECP, MCP, PLC (JR), PLC (SR), PLC COMB, OCC, ROTC, MCEP	RS/OSS:      DIST:      UNIT (to include ROTC):

**Note: The candidate must complete questions 1-37. Place initials by the appropriate answer. You must provide an explanation when required.**

### General Information

1. 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 \_\_\_\_\_

2. Have you been running in boots? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

3. Do you possess serviceable running shoes that fit? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

4. Do you possess appropriate civilian attire? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

5. Do you possess a sturdy watch? Yes \_\_\_ No \_\_\_.

6. Do you possess a current prescription for glasses to be submitted to OCS during in processing (Note: This prescription will be used to produce sturdy, military issued glasses for training at OCS)? N/A \_\_\_ Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

7. Do you possess a pair of sturdy civilian glasses that can be used during the first 7-10 days of training at OCS? Yes \_\_\_ No \_\_\_ N/A \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

8. Do you possess a sturdy, small (conservative in style), black headband to hold your glasses in place during rigorous training at OCS? N/A \_\_\_ Yes \_\_\_ No \_\_\_.

9. Do you possess toiletries, sunscreen, and underwear sufficient for the first week of training? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

10. If you are driving, have you been given directions to OCS by your OSO, MOI or OIC? Yes \_\_\_ No \_\_\_ N/A \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

11. If driving, do you possess a valid drivers license, valid registration, and valid auto insurance? Yes \_\_\_ No \_\_\_ N/A \_\_\_ If no, why? \_\_\_\_\_  
 \_\_\_\_\_

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12. If flying, do you have information on the modes of transportation from a local Washington, DC airport to OCS? Yes \_\_\_ No \_\_\_ N/A \_\_\_ If no, why? \_\_\_\_\_

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13. Do you possess \$300.00 in cash, or have access to cash in order to cover initial expenses to include the bag issue? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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14. Do you have any significant debts? Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

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15. Are your monthly payments to all creditors current? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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16. Do you have any pending legal action against you to include civil, criminal, or have you been summoned to jury duty? Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

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17. Do you have a solid plan in place for the custody of your dependants upon your departure to OCS? Yes \_\_\_ No \_\_\_ N/A \_\_\_ If no, why? \_\_\_\_\_

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18. Have you watched the OCS pre-ship video? (Not applicable to ROTC/MCEP or enlisted commissioning programs): Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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19. If you are a college graduate, do you possess your degree? Yes \_\_\_ No \_\_\_ N/A \_\_\_ If no, why? \_\_\_\_\_

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20. I understand that upon successful completion of OCS I will be commissioned as a Second Lieutenant in the U.S. Marine Corps, unless, I should decide against commissioning and Drop on Request (DOR) from the program prior to graduating from OCS. (Applies to OCC and PLC Lawyers): Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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21. 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, explain \_\_\_\_\_

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22. Do you understand that any plans for marriage must be done prior to arrival at OCS (I.e. no marriages while at OCS)? Yes \_\_\_ No \_\_\_ If no, explain \_\_\_\_\_

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23. If you are currently engaged to or plan to marry an enlisted member of the Armed Forces of the United States of America, has your OSO, officer-in-charge, or MOI explained the Marine Corps policy on fraternization, per Marine Corps Manual 1100.4? N/A \_\_\_ Yes \_\_\_ No \_\_\_ If no, explain \_\_\_\_\_

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24. **Flight Contracts Only:** Do you understand that fixed wing aviators incur an eight (8) year obligation, while rotary wing aviators incur a six (6) year obligation upon completion of flight school? Yes \_\_\_ No \_\_\_ If no, explain \_\_\_\_\_

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### Medical Information:

25. Will your commissioning physical expire during any part of your training at OCS? Yes \_\_\_ No \_\_\_ If yes when, Month \_\_\_ Year \_\_\_.

26. Do you have braces on your teeth? Yes \_\_\_ No \_\_\_

27. If you have braces, do you have an appropriate mouth guard to bring to OCS?

N/A \_\_\_ Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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28. 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? \_\_\_\_\_

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29. Have you completed your dental screening? Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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30. Have you added any tattoos since completing your last physical and/or prior to reporting to OCS? Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

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31. Have you suffered any injuries or illnesses since your last physical? Yes \_\_\_ No \_\_\_ If yes, elaborate \_\_\_\_\_

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32. In regard to question #30, if medical treatment or therapy was required, are your medical records properly updated? N/A \_\_\_ Yes \_\_\_ No \_\_\_ If no, why? \_\_\_\_\_

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33. In regard to question #30, 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, elaborate \_\_\_\_\_

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**OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST**

34. Do you have any medical conditions, either currently or in the past, that have not been revealed? Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

35. You will be administered a urinalysis upon reporting to OCS. Is there any reason why you should not pass it? Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

36. 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, explain \_\_\_\_\_

37. **FEMALES ONLY:** Do you have a current PAP smear result from your doctor? Yes \_\_\_ No \_\_\_ If not, why? \_\_\_\_\_

38. **FEMALES ONLY:** Do you have any reason to believe you are currently pregnant? Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

**Note: The following questions (38-50) must be completed by the OSO/MOI/BNCO.**

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

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

41. **AVIATION OPTION:** Any additional tests or final approvals needed? N/A \_\_\_ Yes \_\_\_ No \_\_\_ If yes, explain \_\_\_\_\_

42. **ACTIVE DUTY CANDIDATE:** Does the candidate possess the required serviceable uniforms with nametags removed? N/A \_\_\_ Yes \_\_\_ No \_\_\_ If no, explain \_\_\_\_\_

43. **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 \_\_\_ If not, why? \_\_\_\_\_

44. **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? \_\_\_\_\_

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

Unit Diary Number \_\_\_\_\_

Transfer date \_\_\_\_\_

46. **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? \_\_\_\_\_

47. **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 \_\_\_\_\_

48. **ACTIVE/RESERVE CANDIDATE:** Does the candidate possess his/her SRB to take to OCS? N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain \_\_\_\_\_

49. **OSO's ONLY:** Include the candidates 100 word essay and OSO evaluation form 1530.

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

**CERTIFICATION**

51. **Officer Candidate/OSO/MOI/BNCO.** The 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: \_\_\_\_\_