DEPARTMENT OF THE NAVY

HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER

MCO P1100.72C
MCRC

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MARINE CORPS ORDER P1100.72C

From: Commandant of the Marine Corps
To: Distribution List

Subj: MILITARY PERSONNEL PROCUREMENT MANUAL, VOLUME 2, ENLISTED PROCUREMENT (SHORT TITLE: MPPM ENLPROC)

Encl: (1) Locator Sheet

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

2. Cancellation. MCO P1100.72B.

3. Mission. To promulgate policies and procedures for Headquarters Marine Corps staff agencies, Marine Corps Recruiting Command and field commanders who are authorized to recruit for the U.S. Marine Corps.

4. Execution

a. Commander's Intent

(1) This manual frames the requirements and standards for recruiting and building a quality U.S. Marine Corps. The Commanding General, Marine Corps Recruiting Command, must authorize any deviation from the instructions in this manual.

(2) This manual is a punitive order. Violations of this order are subject to disciplinary proceedings under the Uniform Code of Military Justice. It contains major administrative changes and incorporates enlistment policy changes previously announced via separate correspondence. It should be reviewed in its entirety.

b. Concept of Operations

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

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

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

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

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

c. Tasks

(1) Commanding General (CG), Marine Corps Recruiting Command (MCRC)

(a) CG MCRC is the main effort.

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

(2) Headquarters Marine Corps staff agencies. Support the main effort by establishing timely entry of changes and physical maintenance of copies of this manual.

(3) Field Commanders. Support the main effort as operational commitments permit.

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

5. Administration and Logistics

a. Allowances

(1) Forward requests for changes to the authorized allowances of this manual to the Commandant Marine Corps (AREB). Submit requests per instructions contained in MCO P5600.31, Marine Corps Publications and Printing.

(2) Obtain missing pages by requisitioning this manual and or pertinent changes per MCO P5600.31.

b. Organization

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

(2) Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3103.3a (2) refers to chapter 3, section 1, general major paragraph number 03, subparagraph 3a (2).

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

c. Changes. Changes to this manual will be published per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose.

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

(1) For correspondence: Ref:(a) MPPM ENLPROC, para. 3212.2a(1)

(2) For messages and NAVGRAM's: REF/A/DOC/MCRC G-3/19SEP03// AMPN/REF A IS THE MPPM ENLPROC.//

(3) For directives: Ref: (a) MCO P1100.72C, MPPM ENLPROC, para. 3212.2a (1)

(4) Personnel records/forms only: MPPM ENLPROC, para 3212.2a (1)

6. Command and Signal

a. Command. This manual is applicable to the Marine Corps Reserve.

b. Signal. Reviewed and approved this date.

C. CORTEZ
By direction

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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INTRODUCTION

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

0002. STATUS

1. The policies and procedures in this manual apply to Headquarters Marine Corps staff agencies and field commanders who are authorized to recruit for the U.S. Marine Corps.

2. Any deviation from the instructions in this manual must be authorized by the CG MCRC.

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

0004. ORGANIZATION

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

2. Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3103.3a(2) refers to chapter 3, section 1, general major paragraph number 03, subparagraph 3a(2).

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

4. Paragraphs preceded by an asterisk differ substantially from the previous edition of this manual and should be reviewed closely.

0005. CHANGES. The MCRC will publish changes to this manual per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose.

0006. METHODS OF CITATION. Reference paragraphs in this manual in the following manner:

1. For correspondence:
   Ref: (a) MPPM ENLPROC, par. 3212.2a(1)

2. For messages and NAVGRAM's:
   REF/A/DOC/MCRC (RE)/19SEP03//
   AMPN/REF A IS THE MPPM ENLPROC.//

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

3. For directives:
   Ref: (a) MCO P1100.72C, MPPM ENLPROC, para. 3212.2a(1)

4. Personnel records and forms only: MPPM ENLPROC, para. 3212.2a(1)

CHAPTER 1

RECRUITING POLICIES

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CHAPTER 1

RECRUITING POLICIES

SECTION 1: MILITARY CONDUCT ON RECRUITING DUTY

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

1101. ACCEPTANCE FOR ENLISTMENT OR REENLISTMENT. All applicants who meet prescribed standards are acceptable for enlistment or reenlistment. No applicant will be refused enlistment because of race, color, religion, national origin, or gender, if otherwise qualified in accordance with the provisions in this Manual.

1102. MISSION OF THE MARINE CORPS RECRUITING COMMAND. The ultimate objective of the recruiting effort is the perpetuation of the Marine Corps and the standards of preparedness and military vigor that Marines have upheld since 1775. The immediate impact that recruiting has on the Marine Corps requires that standards for enlistment be strictly set to ensure that future Marines will maintain our tradition of excellence. Accordingly, the mission of the Recruiting Command is to procure personnel in the quantities and qualities directed by the Commandant of the Marine Corps (CMC).

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

1104. SCREENING AND PROCESSING OF APPLICANTS

1. Objectives. The objectives of enlistment processing are:

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

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

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

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

3. Initial Recruiter Screening

a. Recruiters are the first echelon of quality control within the Recruiting Command. Accordingly, recruiters will screen each prospect to determine basic eligibility. Initial screening will include an authorized Enlistment Screening Test (EST) and a Wide Range Achievement Test (WRAT) (see chapter 3, section 2, part F, page 3-67).

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

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

1105. RECRUITING ETHICS

1. Penalties

a. This order is a punitive order. Violations of this order are subject to disciplinary proceedings under the Uniform Code of Military Justice regardless of personal knowledge.

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

2. Recruiting Promises

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

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

(1) Enlistment Incentives, Bonus Programs, College Fund “Kicker”.

(2) Geographical/duty stations.

(3) Promotions.

(4) Educational opportunities.

(5) Meaning/requirements of Military Service Obligation (MSO).

c. Under no circumstances shall recruiting personnel directly or indirectly characterize life in the Marine Corps as a life of ease and pleasure. Instead, our life should be depicted as a life that offers men and women a military career where technical training,

education, and other rewards are available for those who work and desire to make their own way. The Marine Corps is a challenging career. If properly presented, this should be sufficient attraction for young men and women of the desired character.

d. Recruiting personnel must reinforce in the mind of each applicant that only those promises actually written into the enlistment contract will be kept. Items 8 and 13 of DD Form 4, Enlistment/ Reenlistment Document, deal with enlistment promises and must be stressed so that applicants have a legitimate understanding of their significance. Specific Statements Of Understanding (SOU) are used for enlistments incentives with a guarantee. For general service enlistments (open contracts), the DD Form 4, and section IV of the DD Form 1966 will adequately suffice, if used properly.

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

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

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

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

c. No correspondence of any type is permitted with anyone who is currently incarcerated by any member of the MCRC.

4. Reporting Recruiting Irregularities. Organizational reporting procedures for incidents of recruiting malpractice or misconduct are set forth in the current edition of MCO 1130.65. In addition, all Recruiting Command personnel who become aware of or suspect recruiting irregularities must report such activities to their immediate superior. Commanding generals, district commanding officers, and commanding officers of recruiting stations will initiate inquiries into allegations or complaints of recruiting irregularities, including those forwarded from the Military Entrance Processing Command (MEPCOM).

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

1106. UNIFORMS

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

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

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

1107. HOURS OF OPERATION, MARINE CORPS RECRUITING COMMAND

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

1108. INSPECTIONS

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

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

CHAPTER 1

RECRUITING POLICIES

SECTION 2: CONDUCT WITH CIVILIANS AND OTHER SERVICES

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

1201. CONDUCT WITH APPLICANTS

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

2. Sexual harassment and discrimination

a. Recruiters are under the daily scrutiny of the public eye. As such, any action that jeopardizes the public trust and confidence, will adversely affect our ability to accomplish our mission.

b. Recruiters often provide the first impression of the Marine Corps for many applicants, their friends and families; thus, their conduct must be above reproach at all times. Vulgar, sexually explicit, or obscene language or conduct is unprofessional and will not be tolerated. Further, members of the opposite sex should never be made to feel that a recruiter or member of the recruiting command is ever taking advantage of a situation; even the appearance of a situation that could be misconstrued will not be tolerated. Failure to adhere to this policy could result in administrative and disciplinary action.

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

3. Information and Instructions to be Given to Applicants and Enlistees. To sustain the readiness of the Marine Corps, the Recruiting Command must find able-bodied, spirited individuals who can endure rigorous training, accept firm discipline, respond to sound leadership, and perform their duties in a competent manner. The

purpose of enlistment screening and processing is to determine if applicants fit these general criteria, and to see if they have the potential to serve successfully as United States Marines. Recruiting personnel have an important obligation to help ensure success by carefully informing and instructing applicants and new enlistees about what they can expect and about what will be expected of them in return. See Chapter 4 to fulfill this responsibility.

1202. REFERRING APPLICANTS

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

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

1203. RECRUITING POLICY FOR SECONDARY SCHOOLS

1. Stay-in-School. The Marine Corps does not encourage the enlistment of Tier III Non-High School credential holders, and is limited to 1% annually of the Total Force Accessions. Recruiters will emphatically encourage secondary school students to stay in school and graduate.

2. In-School Recruiting

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

b. School officials should be encouraged to inform students about the vocational and career opportunities available in the Armed Forces. All possible assistance in conveying this information to students should be given. Vocational guidance materials are available to school

guidance counselors and librarians from Headquarters, U.S. Military Entrance Processing Command (USMEPCOM). Listings of Marine Corps films, reference materials and occupational field descriptions are available to guidance counselors with the annual Educator's Calendar. The Recruiter Support Material Guide (RSMG), distributed to each recruiting station, lists all supporting material available to the field.

3. Cooperation with Other Military Procurement Efforts and With Educational Authorities

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

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

1204. RELATIONSHIPS WITH OTHER AGENCIES AND MILITARY COMMANDS

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

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

b. Marine Corps Reserve Units. The recent transfer of structure and responsibility for prior service reserve recruiting from Marine Corps Reserve Support Command (MCRSC) to CG MCRC, consolidates all non prior and prior service recruiting to the CG MCRC. Recruiting of Non Prior Service and Prior Service other service applicants into the Selected Marine Corps Reserve, are the responsibilities of recruiters assigned to the Recruiting Station (RS). Recruiting stations and Inspector and Instructor (I & I) staffs, each have recruiting

responsibilities, and the Reserve Referral Credit Card is used to provide referrals from the local reserve unit to the RS. All prior service Marine applicants for the SMCR should be referred to the prior service recruiters. Additional details are contained in MCO 1130.80.

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

2. Casualty Notification

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

b. The district will ensure that the casualty's recruiting station is notified of the facts concerning the casualty's status: diagnosis and prognosis. The commanding officer of the recruiting station will ensure that the Non Commissioned Officer in Charge (NCOIC) of the casualty's recruiting substation or permanent contact station is notified. The NCOIC will note the facts and ensure that recruiters are also aware of the casualty's status.

NOTE. This procedure gives local recruiters information about their recruiting areas and helps preclude embarrassment through ignorance. This procedure is in addition to those prescribed in the current edition of MCO P3040.4 (MARCORCASPROCMAN) and other Marine Corps directives.

c. SMCR enlistees (Categories L and P) awaiting initial active duty for training may be eligible for Servicemen's Group Life Insurance (SGLI) benefits even though they have not paid premiums, completed an SGLI form, or served on active duty. The office of SGLI makes final determination. Report deaths of SMCR enlistees awaiting Initial Active Duty Training (IADT) to the CMC (MRC) per the MARCORCASPROCMAN.

3. Selective Service System

a. Registration

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

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

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

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

b. Enlistment of Registrants Ordered for Induction

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

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

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

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

4. Actively Recruiting or Sending Recruiting Materials Outside the United States.

a. When written inquiries are received from foreign nationals, they will be expeditiously forwarded to MCRC G-3 for reply. Electronic transmissions are authorized (scan or Fax).

b. The activity of prospecting, actively recruiting, traveling into, or forwarding of recruiting information/material into a foreign country, without the consent of the country concerned, is a violation of international law and is prohibited regardless of the method of communication except as noted below in paragraph c. **NO** recruiter will enter a foreign country under any circumstances as a representative of the Marine Corps Recruiting Command to conduct recruiting activities. This is especially of note, in the recruitment of native North American Indians residing in Canada. The Canadian government has expressed an official concern to U. S. government officials that recruiters from the U. S. Armed Forces, have been actively recruiting in their country without permission. Applicants residing in a foreign country must be encouraged to visit military recruiting facilities in the United States or in those cases, those located on military facilities abroad. Also review MCO 1130.61 for U.S. Citizens Residing Outside the U.S.

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

(1) United States Territories

(a) American Samoa

(b) Guam

(c) Midway and Wake Islands

(d) Puerto Rico

(e) Commonwealth of the Northern Marianas

(f) U.S. Virgin Islands

(g) The Federated States of Micronesia, comprised of Kosrae, Pohnpei, Chuuk and Yap

(h) The Republic of the Marshall Islands

(i) The Republic of Palau

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

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

5. Drifters. Applicants normally apply for enlistment at the recruiting station nearest their residence or place of employment. This enables a recruiter to properly ascertain an applicant's

qualifications. When applicants apply at a station distant from their home or place of employment, the recruiter must determine the applicant's status. In many cases, these individuals have been previously rejected, or they are simply not desirable applicants. RS operations officers can use Marine Corps Recruiting Information Support System (MCRISS) to validate any previous involvement with Marine Corps recruiters. MCRISS retains previously declared New Working Applicants (NWA), and will show the RS/RSS/ Recruiter who worked the former NWA, and any reason they were dropped as applicants.

1205. COOPERATION WITH CIVILIAN AUTHORITIES

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

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

(1) Providing career information to job applicants expressing an interest in military service and referring interested job-seekers to appropriate military recruiters.

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

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

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

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

b. Ensure timely replacement of these materials.

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

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

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

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

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

3. When unresolved criminal conduct on the part of an applicant is suspected, release of any information about the applicant to agencies outside DoD is not authorized, except to a law enforcement agency. However, a law enforcement agency must request specific information. The request may be made by any available means of communication. The request must both specify the particular record or portion desired, and also explain the law enforcement purpose for which the record of information is being requested. When records or information are disclosed in this manner, applicants do not have to consent to the release, but an account of the disclosure is mandatory. MCO P5211.2 contains additional instructions on the Privacy Act of 1974.

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

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CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 1: INTRODUCTION

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

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

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CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 2: GENERAL SUPPORT

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

2201. MILITARY ENTRANCE PROCESSING STATION (MEPS). The primary mission of MEPS is the examination of applicants to determine their medical and mental qualifications for enlistment in the U.S. Armed Forces in accordance with eligibility standards established by the service concerned, and the enlistment of those applicants who are accepted by the sponsoring service. A joint service publication, MCO P1100.75 prescribes MEPS operational policies, functions and procedures. It also prescribes related policies and procedures applicable to recruiting activities of the Armed Forces, and contains command responsibilities for operation and support of MEPS.

2202. ARMED FORCES STUDENT TESTING PROGRAM

1. The program aids high school students in determining aptitudes in several vocational areas and helps them explore career options. It is offered on a voluntary, no-cost basis to school administrators and students. Testing results are provided to the school, to the student, and to the Armed Forces recruiting personnel. High school counselors use results of the Armed Services Vocational Aptitude Battery (ASVAB) to counsel students on career alternatives, and recruiting services use test results in their enlistment efforts. A joint service publication, MCO 1130.52, provides instructions for the high school ASVAB program.

2. Test Security

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

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

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

(1) **Possession or use of current or past ASVAB test material in any form, to include any questions or material that have been extracted or reproduced, by whatever means, from ASVAB test booklets, is not authorized**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(13) Improper storage of test material.

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

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

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

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

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

(19) Will encourage the use of photo ID for all MEPS testing to diminish the possibility of “ringers”.

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

2203. DELAYED ENTRY PROGRAM (DEP)

1. General Information

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

b. Individuals intending to enlist into the Regular Marine Corps and desiring to participate in the DEP must first enlist into the Marine Corps Reserve. The DEP is a component of the Marine Corps Reserve. These individuals remain in the Reserve while in the DEP, do not become a member of a specific unit, are credited with inactive duty time against their military service obligation (MSO) of 8 years, are not required to attend any Reserve unit functions, and are not entitled to any pay or other benefits. These individuals are often referred to

as ‘poolees’. On the date these individuals depart for recruit training, they are administratively discharged from the reserve component and enlisted onto active duty in the Regular Marine Corps.

c. Individuals intending to enlist into the SMCR may be authorized to delay their assignment to initial active duty for training (IADT), which includes recruit training, Marine Combat Training (MCT), and Military Occupational Specialty (MOS) training resulting in the awarding of a MOS. These SMCR enlistees are credited with inactive duty time against their 8 year MSO, and may (Category P) or may not (Category L) participate in SMCR unit activities. The commanding officer of the recruiting station, within the constraints of the annual manpower plan, determines when an individual will depart for recruit training/IADT.

2. Program Benefits. Properly utilized, the DEP (to include those awaiting IADT) provides incentives to the ‘poolees’, and assistance to the Recruiting Command.

a. Applicants

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

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

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

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

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

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

2206. MARINE CORPS RECRUITING INFORMATION SUPPORT SYSTEM (MCRISS)

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 3: ENLISTMENT INCENTIVE PROGRAMS

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

1. Incentive programs for applicants who will attend recruit training.

2. Incentive programs for enlistment in the Marine Corps.

3. Incentive programs for enlistment in the Selected Marine Corps Reserve.

4. Incentive programs for applicants with prior service.

2301. INCENTIVE PROGRAMS FOR APPLICANTS WHO WILL ATTEND RECRUIT TRAINING

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

a. Each buddy group will consist of not more than five Marine recruits of the same gender.

b. This guarantee is limited to the same recruit training platoon only. No assurance will be given about assignment to the same squad or similar unit or duty station after completion of recruit training.

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

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

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

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

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

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

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

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

(1) Sickness or hospitalization

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

(3) Disciplinary reasons

(4) Administrative reasons

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

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

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

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

2302. INCENTIVE PROGRAMS FOR ENLISTMENT IN THE MARINE CORPS. The following subparagraphs give brief descriptions of incentive programs that apply exclusively to enlistments into the Regular Marine Corps. For additional details on a program, see the current edition of MCO 1130.53.

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

2. Enlistment Bonus Program. The Enlistment Bonus Program is designed to assist in attaining adequate numbers of volunteer enlistments in designated MOSs. The program offers a variety of bonus award levels to highly qualified applicants. Each award level relates to an array of MOSs or occupational fields. Applicants who enlist under this program will be trained and assigned in any one of the specialties that correspond to their selected bonus award level. Additionally Shipping Bonuses are awarded for shipping during a specific period of time to enhance enlistments during difficult periods. Prior service applicants may also be eligible. Combining of bonuses is not authorized.

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

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

5. Marine Corps College Fund (MCCF). The Marine Corps College Fund is an educational benefit offered as an enlistment incentive in conjunction with the Montgomery G.I. Bill (MGIB) provides Marines with approximately $50.000 towards post secondary education. Since the MCCF is part of the MGIB; it is known as a “kicker” since it provides more money than the basic MGIB benefit. Members who use their MGIB/”Kicker” benefits will rarely receive exactly $50,000 in educational benefits. The MCCF benefits may be used while still on active service after completion of two years of service. The MCCF is not available to Marine Corps Reserve enlistees. Prior service applicants are not eligible.

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

7. Enlistment of American Citizens Residing Outside of the United States (MCO 1130.61). This manual provides basic guidance for the enlistment of United States citizens residing abroad.

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

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

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

a. Information. The ROEP consists of four programs:

(1) ROEP (6 X 2) (Component Code K4). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual

serves 6 years in a drill status in the SMCR and the remaining time in the Individual Ready Reserve (IRR).

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

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

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

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

3. Training/Pay Category P Program (MCO 1500R.36). The Training/Pay Category P (Cat P) Program offers applicants who enlist in the SMCR an opportunity to participate in weekend drills and receive pay prior to commencing IADT. Participants benefit from training and are paid for their drills. Uniforms will normally be issued. This program's counterpart is the Category L Program, wherein the individual does not participate in weekend drills or receive pay. Enlistment into the Category “P” Program must be accomplished at the time of enlistment into the Selected Marine Corps Reserve. **Enrollment in the Category “P” for applicants enlisting with the intended MOS 0321 Reconnaissance Marine is highly encouraged**.

a. Eligibility. Individuals must be a bonafide high school senior or Tier I High School graduate in accordance with this manual.

b. Drill Attendance. The Cat P program is voluntary, however, individuals who opt for the program will be held to the same participation standards as a mandatory participant. Drills will not normally exceed 48 hours inactive duty for training (IDT) periods and will commence as prescribed by the SMCR unit commander. For those NPS Reserve enlistees desiring to participate in the Category P Program subsequent to enlistment, drills will begin as prescribed by the RS CO. The SMCR unit commander will report as per instructions contained in MCO P1080.40 (MCTFSPRIM). Personnel in this program cannot be counted for mobilization purposes until completion of IADT and assignment to Training Pay Group A.

c. Administration. To preclude any misunderstandings subsequent to enlistment of an individual in the Category P Program, the following

entry will be included in the remarks section of the DD Form 1966 on the date enlisted into the SMCR:

"Enlisted Category P Program effective (Date)."

District commanding officers and commanding officers of recruiting stations will ensure that enlistments under this program do not exceed 20% of the districts annual Marine Corps Reserve mission.

d. Benefits. The benefits of this program for the Recruiting Command include a lower recruit training attrition, a higher referral rate, and greater market penetration.

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

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

a. Eligibility. To be eligible, applicants must:

(1) Enlist or extend for 6 years of duty in the SMCR,

(2) Be a high school graduate or have earned a GED and,

(3) Have completed IADT or the first increment of IIADT.

b. Ineligibility. Applicants are ineligible if they:

(1) Are service academy graduates or,

(2) Are receiving ROTC or VA educational benefits.

c. Benefits. Benefits of $9936.00 are paid by the VA and distributed as follows:

(1) $276.00 for 36 months of full-time study; or

(2) $207.00 for 48 months of 3/4-time study; or

(3) $137.00 for 72 months of 1/2-time study.

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

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

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

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

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

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

2. Prior Service Bonuses (MCB 7220.24 or MCO 1130.80). Prior Service Enlistment Program (PSEP) applicants may be eligible for bonuses.

a. The Broken Service Selective Reenlistment Bonus (BSSRB) is outlined in MCO 1130.80. Eligible first term Marines receive 60% of the eligible bonus paid to active duty Marines. BSSRB are capped at $18,000. If BSSRBs are available, an announcement will be made in the yearly MCBul 7220 (SRB MARADMIN).

b. The Prior Service Enlistment Program Bonus is awarded to PSEP applicants who reenlist and retain their original MOS. MCBul 7220 (SRB MARADMIN) defines SRB zones for PSEP Marines.

2305. SPECIAL PROCEDURES FOR ENLISTMENT WITH THE MARINE BAND

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

2. Prospects will be advised to write the Director, The President's Own, United States Marine Band, for an interview appointment, musical audition, and/or technical evaluation, as required. All travel and expenses incident to this appointment must be borne by the prospect.

When a prospect has been found to be both musically or technically qualified and desirable for enlistment "for duty with the United States Marine Band only," the director of the band will submit appropriate information to the CG MCRC. The CG MCRC will then initiate instructions to the appropriate recruiting station and to prospective members regarding enlistment processing procedures.

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

4. See paragraph 4303, on page 4-60, of this manual for preparation of travel orders.

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

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

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

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

c. Initial assignments will be to the U.S. Marine Drum and Bugle Corps. The CMC (MMEA) based on the needs of the Marine Corps will make subsequent assignments.

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

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

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

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

3. Upon successful completion of recruit training and MCT, initial assignment will then be made to the U.S. Marine Drum and Bugle Corps. The CMC (MMEA) based on the needs of the Marine Corps will make subsequent assignments.

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

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CHAPTER 2

RECRUITING SUPPORT PROGRAMS

SECTION 4: RECRUITING RELATED SUPPORT PROGRAMS

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

1. The Career Recruiter Program.

2. The Process of selection, screening, and assignment of recruiters.

3. The Reserve Extended Active Duty (EAD) Recruiter Program.

4. The Recruiter Aide Program.

5. The Command Recruiting Program.

2401. CAREER RECRUITER PROGRAM

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

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

3. The Career Recruiter Program began in September 1977. An 9815 MOS has also been designated for career recruiters desiring to apply for warrant officer status.

2402. PROCESS OF SELECTION, SCREENING AND ASSIGNMENT OF RECRUITERS. Duty as a recruiter is a unique assignment. Marines assigned as recruiters must meet special the criteria established for recruiting duty in MCO 1326.6. The CMC (MMEA-85) normally selects Marines for recruiting duty and issues orders to Recruiters School. Selection is based on a review of information contained in their official military personnel files, and the results of screening conducted by the Headquarters Marine Corps Recruiter Screening Team (HRST), and parent command Commanding Officers. For further details, see MCO 1326.6.

2403. RESERVE EXTENDED ACTIVE DUTY (EAD) RECRUITER PROGRAM

1. Purpose. This program was established to meet total force recruiting requirements for the all-volunteer force. Within the concept of total force recruiting, this program provides for the assignment of reserve noncommissioned (NCO) and staff noncommissioned officers (SNCO) as total force recruiters at the recruiting stations and substations within their respective communities. Additionally, each district is authorized to assign one reserve SNCO to the billet of reserve procurement chief at its respective headquarters. The EAD Recruiter Program is not intended to be a career program. Marines will not be permitted to serve in the EAD Recruiter Program past **16 years of active duty service**. Reserve Marines who desire to continue serving as recruiters must qualify and apply for augmentation to the active components in the MOS 8412. EAD Recruiters may only be employed in MOS 8411 billets in support of the total force recruiting mission. See the current edition of MCO 1130.56 and MCO P1080.40 for detailed information regarding total force recruiting.

2. Assignment of Personnel to the Reserve EAD Recruiter Program

a. Eligibility. CG, MCRC Policy Letter 13-02 contains eligibility criteria for the EAD Recruiter Program. It is essential that only those Marines who are highly motivated toward total force recruiting be considered for this assignment. In this regard, district commanding officers, commanding officers of recruiting stations, and inspector-instructors will ensure that all nominees have sufficient obligated service remaining to complete the 2-year tour of EAD. Those Marines without sufficient obligated service to complete their EAD tour must extended/reenlist before orders to EAD status will be issued. Reserve gunnery sergeants applying for an initial assignment to duty as reserve EAD recruiter should mark their promotion preference as "master sergeant" on their fitness reports, if they desire to continue to serve as a EAD recruiter. Screen applicants per enclosure (2) of MCO 1326.7.

b. Applications

(1) Applications for assignment to this Program will be submitted to the CG of the respective region on NAVMC 10274, Administrative Action Form. The information contained on the form should address the desirability of assigning the nominee to reserve EAD recruiting duty, and should be suitably endorsed by the inspector - instructor/commanding officer of the reserve unit, by the CO of the recruiting station to which the nominee will be assigned, and by the district commanding officer. The application will include:

(a) Verification of current reserve contract information and reserve record status in Marine Corps Total Force System (MCTFS "RESRECSTAT") to document sufficient obligated time and availability to execute EAD orders.

(b) A "Statement of Service" will be generated to obtain a clear picture of the applicant's accumulated active duty time and lump sum leave (LSL) to date. Total career active points will be computed for the applicant and annotated on the AA Form. Initial applications to become EAD recruiters will NOT be approved if the applicant has accumulated **13** or more years of active service.

(c) A photograph of the applicant will be taken per MCO P1070.12 and submitted as an enclosure to the request.

(d) DD Form 2808 and DD Form 2807-1, completed within the 5 years of with medical officer screening (NAVMED 6120/3) within 12 months of last extension.

(e) Endorsements from the commanding officers of the recruiting station and the district summarizing the individual's prior performance of duty.

(f) Verification that the applicant has completed all entry-level school requirements and has been awarded a bona-fide MOS in MCTFS. Marines in a basic MOS status who have not completed all contractual phases of the split increment initial active duty for training (IIADT) are not eligible for EAD Program. **THIS REQUIREMENT IS NOT WAIVERABLE**.

(2) In addition to an initial 2-year tour, EAD recruiters may be approved for extension on the program. In no case will a Reserve Marine be allowed to continue on the EAD Program beyond 16 years of total active service. Requests for extensions of EAD Marines will be considered on a case-by-case basis. Requests for extension will include the following:

(a) Verification of current reserve contract with sufficient time remaining to execute additional EAD period.

(b) Verification of total active duty points (to include current period of EAD) to ensure applicant has not exceeded 16 years of active service.

(c) Current photograph per MCO P1070.12.

(d) Marines who have had a complete physical examination within 5 years of the date their extension will become effective, must be screened by a medical officer to ensure they are physically qualified for active duty. The medical officer must certify on a NAVMED 6120/3, Annual Certificate of Physical Condition, that the applicant is qualified for active duty service. The screening must have taken place within 12 months of the date of the request for extension. Marines whose last physical examination was conducted more than 5 years from the date the extension will become effective, must have a complete physical examination to be eligible to continue on EAD.

(e) Endorsements from the commanding officers of the recruiting station and the district, summarizing the individual's prior performance of duty.

3. Selection/Assignment

a. The region CG will review all nominations and records of applicants for reserve EAD recruiting duty and notify the appropriate district of selection or non-selection at the earliest possible date. MCRC G-1 will be provided copies of all approvals and copies of orders to the EAD program. MCRC G-1 will maintain staff cognizance of the EAD program on behalf of the CG, MCRC.

b. Once selected, the respective district will coordinate assigning or extending the selected applicant to EAD for recruiting for a 6-month, 1-year, or 2-year period. **Under no circumstances will a Marine be allowed to extend beyond 16 years of active service.**

(1) When applicable, orders will specify that assignment to Recruiters School has been directed and that direct liaison between the district commanding officer and the Director, Recruiters School is authorized to ensure that the individual will arrive on a convening class reporting date. Marines must be in a good pay status prior to transfer to Recruiters School, in accordance with MCRC CG Policy Letter 10-95. Once appropriate dates are determined, this information should be entered into the Marine's original orders to the school. Further correspondence between a district and the CG, MCRC pertaining to class assignment is not required.

(2) The orders to EAD will advise the recipient that requests for enlistment into the Regular Marine Corps will not be considered any sooner than 3 months prior to the termination of current contract.

c. A copy of executed orders will be forwarded to the CG MCRC G-1 to ensure effective monitoring and managing of the reserve EAD Recruiter Program.

4. Promotion of Reserve EAD Recruiters. Reserve EAD Recruiters will compete for promotion with their reserve contemporaries. It is inherent upon district commanding officers to ensure all reserve promotion board information is properly disseminated to all EAD recruiters within their purview, thus ensuring that all eligible personnel have the opportunity to submit information to promotion boards. Historically, records of EAD recruiters have been overlooked during the promotion screening process due to their reserve record status in MCTFS. Ensuring that EAD Marines are properly identified in MCTFS (i.e., component code 'CD') and proper submission of promotion information to promotion boards will ensure the EAD recruiters a fair chance for promotion without having to seek remedial consideration. Certificates of appointment for reserve EAD recruiters who are selected for promotion will be forwarded to the commanding officers of the Marine Corps districts to which assigned. Nominations for meritorious

promotion will be submitted concurrently with the regular semi-annual meritorious promotion information. Fitness reports will be submitted per MCO P1610.7.

5. Pay/Allowances

a. Reserve EAD recruiters will receive pay and allowances commensurate with their grade and years of service, including special duty assignment pay, and reimbursement for actual and necessary out-of-pocket expenses per MCO 7220.12 and P1100.71.

b. MCO P10120.28 authorizes the large Blue Dress uniform allowance for personnel assigned to recruiting duty. The same Marine Corps Order (MCO) also delineates who is authorized to receive an issue or a reissue of clothing.

6. Medical Examinations. The procedures outlined in the Manual of the Medical Department, U. S. Navy, Article 15-77, concerning physical examinations for active duty and active duty for training will be followed. Marines who are initially appointed as reserve EAD recruiters must have had a complete physical examination within 12 months of the date they report to Recruiters School and found physically qualified for active duty.

7. Funding Guidance. Pay and allowances of reserve EAD recruiters will be paid from Military Personnel, Marine Corps (MPMC) appropriation. Per diem and travel costs to and from Recruiter School, Marine Corps Recruit Depot, San Diego, California, will be charged to the CMC (C463). Permanent Change of Station (PCS) moves are authorized for reserve EAD recruiters upon initial assignment. Funding for PCS moves is chargeable to the MPMC appropriation.

8. Administrative Instructions

a. At the time the reserve EAD recruiter commences active duty, the inspector-instructor/ commanding officer of the reserve unit from which a reservist departs must forward a message to the CMC (MIFC) for accession into MCTFS per MCO P1080.40 (MCTFSPRIM). District commanding officers will exercise administrative control of Reserve EAD recruiters after their parent command has properly transferred them. The first reporting unit to which the reserve Marine reports must report an "Initial Join" per chapter 3 of MCO P1080.40 (MCTFSPRIM). All join actions must be accomplished on the first day the Marine is on active duty to ensure timely receipt of pay and allowances. District commanding officers will ensure a copy and all endorsements of a reserve Marine's active duty orders are forwarded to the Marine Corps Support Activity on the first day of the Marine's active duty. All EAD recruiters will be identified with a component code of "CD" in MCTFS.

b. Marines serving on the EAD program must be counseled concerning the 16 year active service limitation and informed that the EAD program is not a career program. Marines serving as reserve EAD

recruiters must be informed of that, in order to remain on active duty beyond **16** years of active service, they must either qualify and apply for augmentation as a Career Recruiter (8412) or a Prior Service Recruiter in the Active Reserve (AR) program.

9. Voluntary and Involuntary Termination of Reserve EAD Recruiters. Requests for termination from the Reserve EAD Recruiter Program, either voluntary or involuntary, will be submitted to the CG MCRC, via the administrative chain of command. Involuntary release requests should be in the form of a "Relief for Cause" package per Volume III Guidebook for Recruiting Station Operations. Requests must contain appropriate endorsements from the commanding officer of the recruiting station, district and the respective region commanding general. A full explanation of the circumstances surrounding the request will be necessary. Requests for voluntary termination will not take precedence over the needs of the Marine Corps.

2404. RESERVE RECRUITER AIDE (RRA) PROGRAM

1. Purpose. This program was established within the concept of total force recruiting to provide for the assignment of reserve personnel to temporary active duty to assist in the recruiting effort.

2. Employment. Reserve recruiter aides are identified and nominated by the reserve unit or the commanding officer of a recruiting station, and assigned to the recruiting station to recruit primarily for the local reserve unit. Reserve recruiter aides must be allowed to function in duties commensurate with recruiting activities. They will not be employed in duties unrelated to recruiting or training duties.

3. Assignment Procedures/Policies for the Recruiter Aide Program

a. Recruiting station commanding officers may submit NAVMC 11350 requests to the parent command of any qualified reservist asking the unit to assign the Marine to the Recruiter Aide Program for periods ranging from 14 to 179 days. Requests will be submitted in accordance with the MCRC Recruiter Aide SOP. Orders assigning these individuals to temporary active duty must be issued by the Marine's parent command for each period of duty.

b. Recruiter aides must be assigned to support the recruiting effort in their local civilian communities and will not be employed in a capacity where travel will exceed a 50-mile radius of their residence.

c. Full-time college students who are in the SMCR **are not** eligible to participate in the Recruiter Aide Program.

d. IIADT Program participants are not eligible for Recruiter Aide duty until all primary MOS training is completed and posted in MCTFS. Similarly, Marines who hold a basic MOS (i.e. 0300) are not eligible for Recruiter Aide duty. The emphasis for Marines who are not MOS

qualified must be on completion of MOS training vice performance of Active Duty Special Work (ADSW) as they are not a mobilization asset to their unit until they hold a primary MOS.

e. Recruiter Aides will not be assigned for longer than 179 days of ADSW per fiscal year. Each Marine's record must be checked carefully as this restrictions includes ALL periods of ADSW, not just duty performed as a Recruiter Aide.

4. Accession/Unit Diary Procedures. The procedures delineated below will be used when assigning recruiter aides to temporary active duty.

a. The Marine's parent command retains administrative control of individuals assigned to temporary active duty for 30 days or less.

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

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

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

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

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

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

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

5. Pay and Allowances

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

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

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

(3) Clothing maintenance allowance.

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

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

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

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

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

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

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

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

9. Management of Resources

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

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

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

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

2405. COMMAND RECRUITING PROGRAM (MCO 1130.62)

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

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

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

c. Permissive Recruiter Assistant Program (PRASP)

(1) Marines who are recent graduates of recruit training that are assigned in a Permissive Temporary Additional Duty (PTAD) status at no cost to the government to assist in the recruiting efforts in their hometown before reporting to their first duty station. Services performed by recruiter assistants include introducing recruiters to

school officials, appearing with recruiters at public events and, most importantly, providing names of prospective applicants directly to the recruiters. Incentives include the opportunity to serve in a Marine's hometown, and possible meritorious promotion for a recruiter assistant (provided otherwise qualified) who refers two individuals who subsequently enlist or reenlist in the Marine Corps or enlist in the Marine Corps Reserve. Credit will be given for any referral who subsequently enlists or reenlists. The recruiting station commanding officer must forward a letter to the PRASP Marine's command stating eligibility for meritorious promotion. The recruiting station commanding officer will make the circumstances known to the command and cite this paragraph and MCO 1130.62.

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

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

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 1: INTRODUCTION

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

Section 1: Introduction

Section 2: Enlistment Criteria

Section 3: Waivers of Enlistment Criteria

Section 2 is further divided into nine parts. Each part outlines in detail the requirements for enlistment in one of the nine different areas of qualifications. Each part is organized into four paragraphs. The first explains the purpose of that qualification (e.g., why the Marine Corps has imposed a standard for enlistment in this area). The second paragraph outlines the definitions and requirements for enlistment. The third paragraph explains the verifying documentation required for enlistment, and the last paragraph tells what is not waiverable, what is waiverable, and how a waiver may be obtained. Immediately following the last paragraph is a ready reference table summarizing the contents of each part.

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART A: AGE

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

3211. CRITERIA

1. All applicants must meet the age standards contained in Table 3-1, on page 3-15. The Marine Corps has no obligation to enlist applicants who apply, or to retain members of the DEP or SMCR awaiting IADT orders, if they have not commenced active duty before becoming ineligible because of age. Applicants will not be enlisted if their projected starting date of active duty will not let them meet age criteria.

2. PARENTAL CONSENT

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

(1) Both parents, if living and not legally separated or divorced, or

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

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

(4) The custodial parent if one parent abandoned the family or is missing, or

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

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

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

(1) Has the non signing parent abandoned the family and whereabouts of this parent is not known? **YES** or **NO**

(2) Was applicant born out of wedlock (parents never married)? **YES** or **NO**

(3) Is the non signing parent **absolutely** unavailable for signature for one of the following reasons: **YES** or **NO**

(a) **Incarcerated in prison**
(b) **Military Member forward deployed aboard a Naval Vessel**,
(c) **Out of the United States (Vacation/business trip excluded)**,
(d) **Reported to Police Officials as a "Missing Person"**?

c. If the answer to any of the above three questions is **YES**, then the remaining parent confirming sole custody and/or assuming full responsibility for the enlistment, will make one of the below statements in the REMARKS Section of the DD 1966 series. Such statements will be executed before a witnessing official, U.S. Embassy Official, recruiting officer, or recruiter. **Abandonment statements will not be used in lieu of obtaining single parent consent verification documents**. If the unavailable parent returns prior to the applicant being shipped to recruit training, this parent will then sign the Parental Consent Form. The following statements will be used **verbatim**:

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

(2) I, (*PARENT'S NAME*), am (*APPLICANT'S NAME*) (*MOTHER/FATHER*) (*APPLICANT'S NAME*)'s (*FATHER/MOTHER*) and I were never married, and our (*SON/DAUGHTER*) was born out of wedlock. I am the sole custodial parent and take full responsibility for (*HIS/HER*) enlistment.

(3) I (*PARENT'S NAME*), am (*APPLICANT'S NAME*)'s (*FATHER, MOTHER, OR OTHER INDICATION OF RELATIONSHIP*). (*APPLICANT'S NAME*)'s (*FATHER/MOTHER*)is absolutely unavailable for signature because (REASON), has so been since (*DATE*), and is expected to be until (*DATE*). I take full responsibility for (*APPLICANT'S NAME*)'s enlistment.

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

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

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

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

3212. VERIFICATION

1. The following items are presented as they are germane to the verification process:

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

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

2. Documents. The documents qualified to verify age are presented in table 3-2. However, information on DD Form 372 (Application for Verification of Birth for Official U.S. Armed Forces Use Only) is given here:

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

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

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

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

b. NAVMC 5002. If a negative reply is received, the following steps may be taken:

(1) By the recruiter:

(a) Review the warning in paragraph 3212.1.

(b) Advise the applicant to obtain a delayed birth certificate or statement from the state registrar of vital statistics or from a similar state official.

(c) Also advise the applicant to provide **two proofs** of secondary evidence (i.e., a baptismal certificate, a certificate of circumcision, a hospital record, affidavits of persons having personal knowledge of the facts of birth, primary school records, family Bible entries, early census, newspaper files, or insurance papers). The closer the evidence to the date of birth, the greater its validity.

(d) Forward the secondary evidence to the commanding officer of the recruiting station along with the delayed birth certificate or registrar's statement.

(2) By the commanding officer or a designated representative:

(a) Review the warning in paragraph 3212.1, page 3-11.

(b) Review the documents provided.

(c) Determine if the documents verify the birth.

(d) Deny enlistment if the documents are inadequate. The applicant is responsible for providing the needed documents.

(e) If the documents verify birth, prepare a NAVMC 5002 and explain the circumstances of how the verification was made (e.g., "Determination based on my review of the hospital records, the baptismal certificate, and the delayed birth certificate.") The entry will be signed by the commanding officer or the designated representative in the Notarization Section of the NAVMC 5002 on the line labeled "Signature of notary officer administering oath."

3. Overseas Births. Birth verification for Marine Corps applicants born overseas of American parents can be readily obtained by completing the DD Form 372. A standard Privacy Act information release statement must be signed and dated by the applicant and included with the DD Form 372. Include as much data on the DD Form 372 as known: place of birth (city, state, country), full names of both parents, dates and places of parents' birth, branch of service parent(s) served in (if applicable), and passport numbers. Include a self-addressed return envelope. Average processing time is 2 to 4 weeks. There are no monetary costs involved if the DD Form 372 shows that verification is for enlistment purposes.

Mail to: Overseas Births
Department of State
Correspondence Branch
1111 19th Street, NW
Suite 510
Washington, DC 20522-1705

Phone # 202-955-0307

4. Addresses. See pages 3-17 through 3-23 for the addresses of state agencies more recent than those on the reverse of the DD Form 372. The addresses include Alaska, Hawaii, and other U.S. possessions. Associated cost can be paid as reimbursable out-of-pocket expenses.

3213. WAIVERS

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

2. Recruit Training Required (RTR)

a. Non-prior Service. The commanding generals of the recruiting regions may waive the maximum age limits specified in table 3-1 on page 3-15. However, under no circumstances will anyone older than 35 be accessed onto active duty for the first time or originally enlisted into the Selected Marine Corps Reserve.

b. Prior Service Other Service (PSOS). The commanding generals of the recruiting regions may waive the maximum age limits specified in table 3-1. However, **UNDER NO CIRCUMSTANCES** will anyone older than 35 be accessed onto active duty or active duty for training in the Marine Corps for the first time. The reference is U.S. Code (USC) Title 10.

3. Recruit Training Not Required (RTNR). The CG MCRC may waive the age limits specified in table 3-1 when such action would be in the best interests of the Marine Corps. Prior service Marine enlistments into the SMCR are processed in accordance with MCO P1040R.35. Applicants requiring a waiver are forwarded to HQMC(CMT) via the Prior Service Operations Chief at MCRC for final decision.

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TABLE 3-1

AGE REQUIREMENTS FOR ENLISTMENT

R U L E	A If an applicant:	B then the minimum age is attainment of the:	C and the maximum age limit is less than:
1	requires recruit training	17th birthday (note 1)	the 29th birthday (note 2)
2	does not require recruit training		32 (note 3)

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

NOTE 2. Commanding generals of the Marine Corps recruiting regions may waive the maximum age limit (29) for enlistment into either the Regular Marine Corps or the Reserves under unusual circumstances, and when it can be reasonably determined that the individual can satisfactorily complete recruit training and participate in the physical rigors associated with service in the Marine Corps. Caution must be exercised pertaining to the individual's physical condition and overall general health. Older recruits suffer a higher attrition rate at recruit training. **Under no circumstances will an individual in excess of 35 years of age be initially accessed onto active duty in the Marine Corps (either Regular or Reserve). Under current law (U.S. Code Title 10) an individual can be no older than their 35th birthday at the time of original enlistment active duty regular or reserve.**

NOTE 3. After deducting active service in the Marine Corps, U.S. Army, Navy, Air Force and Coast Guard, and/or active service in the Reserve components (SMCR or equivalent) from actual age, an applicant's constructive age must be less than 32 years. Only the CG MCRC can waive this limit when such action is considered to be in the best interest of the Marine Corps. **Note: constructive age can only be used for applicants where recruit training is not required.**

TABLE 3-2

DOCUMENTS FOR VERIFICATION OF ELIGIBILITY (AGE)	
R A	**B**
U To verify an L applicant's: E	**the authorized document is:**
1 age (note 1)	**an original birth certificate, a certified copy of the original report of birth, a certificate of birth registration, a certificate in the form of a transcript or abstract from the birth record**
	a DD Form 372 or DD Form 214/215
	a NAVMC 5002 supported by evidence
	a DS Form 1350, FS Form 240, FS Form 545, USCIS Form N-560, G-845 or Red Stamped I-94 or un-expired I-551
	a U.S. passport (unaltered and originally issued for 5 years), naturalization papers, certificates of citizenship or documents from government bureaus or departments affixed with a raised seal, which reflect the applicant's full name and date of birth

NOTE 1. Age

a. To be acceptable, certificates must be certified under the method of certification practiced by the government agency concerned and must contain the name of the child, date and place of birth, and date the certificate was filed in the registrar's office, which should be within 1 year of the date of birth. The certificate may include, but is not limited to, seals which are raised, embossed, impressed, or multi-colored. For a birth certificate which does not show the date the original report of birth was filed, or a delayed birth certificate, or one that was filed more than 1 year after the date of birth, follow the procedures in paragraph 3212.2 on page 3-11.

b. If age cannot be verified by any of the authorized documents, follow the procedures in paragraph 3212.2 on page 3-11.

ADDRESSES AND TELEPHONE NUMBERS FOR
BUREAUS OF VITAL STATISTICS

State	Addresses	Phone
Alabama	Center for Health Statistics Alabama Department of Public Health P.O. Box 5625 Montgomery, AL 36103-5625	334-206-5426
Alaska	Department of Health and Social Services P.O. Box 110675 Juneau, AK 99811-0675	907-465-3392
Arizona	Department of Health Services P.O. Box 3887 Phoenix, AZ 85030	602-255-3260
Arkansas	Division of Vital Records and State Registrar Department of Health, Slot 44 4815 West Markham Street Little Rock, AR 72205-3867	501-661-2174
California	Office of State Registrar Department of Health Services 304 S Street P.O. Box 730241 Sacramento, CA 94244-0241	916-445-1719
Colorado	Division of Health Statistics and Vital Records Colorado Department of Health 4300 South Cherry Creek Dr. Denver, CO 80246	303-692-2234
Connecticut	State Of Connecticut Dept. of Public Health Vital Records Section MS 11 VRS P.O. Box 340308 Hartford, CT 06134	860-509-7897
Delaware	Bureau of Vital Statistics Division of Public Health P.O. Box 637 Dover, DE 19903	302-739-4721

State	Addresses	Phone
District of Columbia	Vital Records Section Research and Statistics Division 425 I Street. NW., Room 3007 Washington, DC 20001	202-727-5319
Florida	State of Florida Office of Vital Statistics Department of Health and Rehabilitative Services P.O. Box 210 Jacksonville, FL 32231	904-359-6936
Georgia	Vital Records and Health Statistics Department of Human Resources 47 Trinity Avenue, SW., Room 217-H Atlanta, GA 30334	404-656-4750
Hawaii	Office of Health Status Monitoring Hawaii Department of Health P.O. Box 3378 Honolulu, HI 96801	808-586-4600
Idaho	Cooperative Center for Health Statistics Department of Health and Welfare P. O. Box 83720 Boise, ID 83720-0036	208-334-5976
Illinois	Division of Vital Records Illinois Department of Public Health 605 West Jefferson Street Springfield, IL 62702	217-785-3190
Indiana	Division of Vital Records Indiana State Board of Health 2 North Meridian St. Indianapolis, IN 46204	317-233-2700
Iowa	Vital Records Bureau Iowa State Department of Public Health Lucas State Office Building 321 East 12th Street Des Moines, IA 50319-0075	515-281-4956

State	Addresses	Phone
Kansas	Office of Vital Statistics State Department of Health and Environment 900 SW Jackson Street, Room 152 Topeka, KS 66612-2221	913-296-3283
Kentucky	Office of Vital Statistics Department of Health Services 275 East Main Street Frankfort, KY 40621	502-564-4212
Louisiana	State Registrar of Vital Records Department of Health and Hospitals Office of Public Health 325 Loyola Avenue, Room 102 New Orleans, LA 70112	504-568-8353
Maine	Director Office of Data, Research and Vital Statistics Department of Human Services State House, Mail Section #11 Augusta, ME 04333-0011	207-624-5445
Maryland	Division of Vital Records Department of Health and Mental Hygiene 4201 Patterson Ave. Baltimore, MD 21215	410-764-3036
Massachusetts	Registrar, Registry of Vital Records and Statistics, BHSRE Massachusetts Department of Public Health 1010 Massachusetts Ave. Boston, MA 02118	617-534-4758
Michigan	Office of the State Registrar Center for Health Statistics 3423 North Logan Street P.O. Box 30195 Lansing, MI 48909	517-335-8656
Minnesota	Vital Records State Department of Health 717 Delaware Street, SE. Minneapolis, MN 55414	612-623-5121

State	Addresses	Phone
Mississippi	Public Health Statistics State Board of Health P.O. Box 1700 Jackson, MS 39215	601-960-7960
Missouri	Division of Vital Records Missouri Department of Health P. O. Box 570 Jefferson City, MO 65102	573-751-6381
Montana	Montana Vital Records P. O. Box 4210 Helena, MT 59604	406-444-2685
Nebraska	Bureau of Vital Statistics State Department of Health P.O. Box 95065 Lincoln, NE 68509	402-471-2873
Nevada	Office of Vital Statistics 505 East King Street Carson City, NV 89710	702-687-4480
New Hampshire	Bureau of Vital Records and Statistics Health and Human Services Building 6 Hazen Drive Concord, NH 03301-6527	603-271-4650
New Jersey	Vital Statistics and Registration Division of Administration State Department of Health CN 370 Trenton, NJ 08625-0370	609-292-4087
New Mexico	Office of Vital Records and Health Statistics New Mexico Department of Health 1190 St. Francis Drive Santa Fe, NM 87505	505-827-0121
New York (State)	New York State Department of Health Empire State Plaza Corning Tower, Room 1223 Albany, NY 12237	518-474-8373

State	Addresses	Phone
New York City	New York State Department City of New York Department of Health 125 Worth Street New York, NY 10013	212-442-9666
North Carolina	State Center for Health and Environmental Statistics, DEHNR P.O. Box 29538 Raleigh, NC 27626-0538	919-733-4728
North Dakota	Division of Vital Records North Dakota State Department of Health State Capitol, Judicial Wing 600 East Boulevard Bismarck, ND 58505	701-328-1855
Ohio	Office of Vital Statistics Ohio Department of Health P.O. Box 15098 Columbus, OH 43215-0098	614-466-2531
Oklahoma	State Division of Vital Statistics State Department of Health P.O. Box 53551 Oklahoma City, OK 73152	405-271-4040
Oregon	Center for Health Statistics Oregon Health Division P. O. Box 14050 Portland, OR 97293-0050	503-731-4416
Pennsylvania	Division of Vital Records P.O. Box 1528, Central Building 101 South Mercer Street New Castle, PA 16103	412-656-3100
Rhode Island	Division of Vital Records Rhode Island Department of Health Room 101 Canon Building, 3 Capitol Hill Providence, RI 02908-5097	401-277-2812
South Carolina	Office of Vital Records and Public Health Services 2600 Bull Street Columbia, SC 29201	803-734-4830

State	Addresses	Phone
South Dakota	Center for Health Policy and Statistics State Department of Health 600 East Capitol Pierre, SD 57501-3185	605-773-4961
Tennessee	Office of Vital Records Tennessee Department of Health 421 5th Ave North 1st Floor Central Services Bldg. Nashville, TN 37247-0450	615-741-1763
Texas	Bureau of Vital Statistics Texas Department of Health 1100 West 49th Street Austin, TX 78756-3191	512-458-7111
Utah	Bureau of Vital Records Utah Department of Health 288 North, 1460 West Salt Lake City, UT 84114-2855	801-538-6186
Vermont	General Services Center Reference Research Section Drawer 33 Montpelier, VT 05633-7601	802-828-3286
Virginia	Division of Vital Records P.O. Box 1000 Richmond, VA 23208-1000	804-225-5000
Washington	Center for Health Statistics Washington State Department of Health P.O. Box 9709 Olympia, WA 98507-9709	360-753-5936
West Virginia	State Registrar of Vital Statistics Bureau of Public Health Capitol Complex Building 3, Room 513 Charleston, WV 25305	304-558-2931
Wisconsin	Vital Statistics Section Division of Health 1 West Wilson Street, Room 158 Madison, WI 53702	608-266-1373

State	Address	Phone
Wyoming	Vital Records Services Hathaway Building Cheyenne, WY 82002	307-777-7591
American Samoa	Registrar of Vital Records Vital Records Section LBJ Tropical Medical Center Pago, American Samoa 96799	684-633-1406
Guam	Territorial Registrar Office of Vital Statistics Government of Guam P.O. Box 2816 Agana, Guam 96910	671-734-7280
Puerto Rico	Office of Health Statistics Department of Health - HFSA Commonwealth of Puerto Rico P.O. Box 9342 Santurce, Puerto Rico 00908	809-722-8105 809-721-4050 Ext. 323/244

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART B: CITIZENSHIP

3220. PURPOSE. Enlistment in the U.S. Armed Forces is voluntary and no applicant is entitled to the right to enlist. Additionally, all enlistees must swear (or affirm) their support and defense of the Constitution of the United States. U.S. citizenship is, therefore, the preferred status for enlistment to create a legally binding obligation from the service member based on the premise that these individuals are more capable of fulfilling their contractual military service obligation.

3221. CRITERIA. Applicants for enlistment:

1. Regular. Although there is no policy or statute restricting the enlistment of aliens into the Regular Component, the following criteria for enlistment into the Regular Marine Corps is imposed:

a. The applicant must be a United States citizen; or

b. An alien who is:

(1) a Lawful Permanent Resident of the United States and is in possession of one of the following forms of evidence of that status:

(a) an un-expired Form I-551, before December 1997 also known as an Alien Registration Receipt Card, and after December 1997 also known as a Permanent Resident Card.

(b) an I-94 Arrival/Departure Record on which is stamped in red ink on the lower right hand corner the words "Processed for I-551....".

(c) a passport from their country of nationality in which is stamped in red ink on one of the pages a "Processed for I-551..." stamp.

Note: Form I-151 is no longer acceptable as a primary evidence of Lawful Permanent Residence (LPR) status since the U.S. Citizenship and Immigration Services (USCIS) instituted the green card replacement program.

(2) established a bona fide residence, and

(3) established a home of record in the United States.

c. A Canadian-born North American Indian who has:

(1) Long form birth certificate, Tribal letter/card with band tribe or nation, which shows North American Indian of 50% quantum of Indian blood, or any documents listed above in para 1.b.(1) or USCIS Form I-181, Creation of Record.

(2) Does not need a current address or home of record (HOR) in the United States.

(3) Will be coded as an immigrant Alien (specify country) on the DD-1966/1 Citizens block. Note: North American Indians are not US Citizens unless they applied for and have been approved for citizenship by USCIS and can show citizenship documents.

2. Reserve Component. Statutes governing the qualifications for reserve component enlistments require that these applicants either:

a. Be citizens of the United States.

b. Have been lawfully admitted to the United States for permanent residence and have applied or intend to apply for United States citizenship (see paragraph 3222.1b(4) on page 3-27).

c. Have previously served in the Armed Forces or in the National Security Training Corps (10 U.S. Code 12102).

d. Be a Canadian-born American Indian who has fulfilled the prerequisites in paragraph 3221.1c, page 3-25.

3222. VERIFICATION. An applicant's date and place of birth helps establish their citizenship. Verification of birth and citizenship must be given appropriate attention and documentation must be carefully examined. The Office of Personnel Management (OPM) must check with Bureaus of Vital Statistics for native born U.S. citizens only in connection with security clearance investigations. Accordingly, total reliance rests with the recruiters to verify this information as part of the enlistment process.

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

a. U.S. Citizenship. If the applicant was born in the United States or born of a U.S. parent or parents, documents used to verify age are acceptable to establish U.S. citizenship based on Section 33 of Public Law 97-241, the Department of State Authorization Act for FY82 and FY83.

(1) Additionally, for enlistment purposes, citizens of the United States include citizens of:

(a) Guam

(b) Puerto Rico

(c) The U.S. Virgin Islands

(d) The Northern Marianas Islands

(e) American Samoa

(f) The Federated States of Micronesia

(g) The Republic of the Marshall Islands

(2) Proof of Birth of U.S. Citizens Born Abroad. The U.S. Department of State responds to thousands of requests from foreign born military applicants, or recruiters, for evidence of birth/citizenship status that will

be acceptable to the military for enlistment purposes. Children born of an American parent (or parents) outside the United States acquire citizenship through their parent(s). For these persons, verify citizenship with a certified copy of one of the following:

(a) DS Form 1350 (Certification of Birth).

(b) FS Form 240 (Report of Birth Abroad of a Citizen of the United States).

(c) FS Form 545 (Certification of Birth Abroad).

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

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

(a) Forms N-560 and N-561 are Certificates of Citizenship.

(b) Forms N-550 and N-551 are Certificates of Naturalization.

b. Aliens. If otherwise qualified, an alien who meets the criteria established in paragraph 3221 on page 3-25 is eligible for enlistment. The country of citizenship of aliens must also be determined. If the alien applicant cannot provide valid proof of country of citizenship, see below. Documents, which serve to verify residency status, are:

(1) USCIS Form I-551 (Note: I-151 No longer proof of LPR).

(2) USCIS Form G-845 (Document Verification Request from USCIS Records). This form is used by entities to verify an alien's immigration status. The USCIS office annotates the form and forwards it directly to a recruiter or other military office. It suffices as evidence of lawful admission for permanent residence. If an alien claims to be a legal permanent resident who has lost their USCIS Form I-151/I-551, use of this form to verify their status is proper and encouraged. Caution should be rendered, that not all blocks verified by USCIS in Section B of this form, are considered valid for enlistment. **Blocks 1, 2 are acceptable**, and **Block 3 if Blocks 1 and/or 2 are also verified**. All other blocks, 3 through 12 are **normally** not accepted as proof of permanent/conditional resident alien status for enlistment. Also this form can be used by recruiting officials to verify the country of citizenship for alien applicants who do not possess a foreign passport. Attach a request to the G-845 when submitted to the local USCIS office requesting they verify the Country of Citizenship for entry into the U.S. Armed Forces.

(3) USCIS Form I-94 (Arrival/Departure Records)

(a) This form is executed on behalf of most aliens entering the United States. This form is normally executed for legal permanent resident aliens for statistical purposes only, and is issued to most classes of non immigrants or parolees. When issued to a legal permanent resident alien as a temporary Alien Registration Receipt Card, the action block in the lower

right-hand corner will be stamped in red ink and will begin with the words, **"Processed for I-551...".** It will give the alien's lawful permanent residency date, port of entry and Alien Registration Number, which begin with the letter **A** and is followed by 7 - 8 numbers. The USCIS attaches the alien's picture to the form and partially covers the picture with the impression of the USCIS seal. When issued in this format, the I-94 verifies that the bearer is a lawful permanent resident alien.

(b) Cuban refugees on a two (2) year probationary status, initially admitted to the United States on an USCIS Form I-94, who are not U.S. citizens, may be enlisted in the Marine Corps only if they have filed to become permanent U.S. residents. This requires proof of application for USCIS I-551, evidence would consist of a receipt form from USCIS showing that they have filed I-485, "Application to Register Permanent Residence or Adjust Status."

(c) Conditional Permanent Residence status (2 year) based on applicants marriage or marriage of parent are considered Lawful Permanent Residents and eligible for enlistment with stamped I-94 or I-551.

(4) Declaration of Intention. In addition to documenting permanent residency status, aliens applying for enlistment in the SMCR must sign the following statement annotated for them in the "Remarks" section of their DD Form 1966:

"It is my intention to apply for U.S. citizenship. I fully understand that unless I become a U.S. citizen, <u>I may be</u> ineligible to reenlist in the Marine Corps Reserve, due to billet/security clearance issues based on citizenship."

(5) Stamped Notation on the Alien's Foreign Passport. The USCIS uses a stamped notation in the alien's foreign passport at the time of the alien's admission for lawful permanent residency or an application for a duplicate Alien Registration Receipt Card. This notation is: "Processed for I-551 (Temporary Evidence of Lawful Admission for Permanent Residence)." This annotation suffices as acceptable evidence of admission for lawful permanent residence. The USCIS normally processes the I-551 in 3 to 6 months.

(6) USCIS Form I-688 (Temporary Resident Alien Card) with Black Sticker or Stamp. **USCIS no longer issues this form, while there still may be some of these forms in applicants' possession; they are no longer considered primary evidence of lawful permanent resident status in the United States. Recruiters should advise the applicant to pursue USCIS Form G-845 for verification.** If the applicant has in their possession a I-688 with Black Sticker or Stamp, or an I-688 without this sticker or stamp or an I-688A/I-688B (Employment Authorization Cards), **<u>they are not valid evidence of permanent residency nor valid for enlistment</u>**. Aliens who have passed their USCIS interview and accepted for permanent residence usually wait 3-6 months for their I-551.

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

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

3223. DOCUMENTATION ON THE APPLICATION FOR ENLISTMENT. Once the applicant's residency status is satisfactorily verified, the recruiter will make the following entries on the DD Form 1966:

1. In DATA VERIFICATION BY RECRUITER Block of the DD Form 1966 Series, enter the type of documentation used to verify citizenship and the registration number if applicable.

2. In Section VI REMARKS Block of the DD Form 1966 Series, the following entries are required:

a. An affirmative statement by the MEPS Liaison NCO which identifies the form(s) or document(s) that have been personally sighted. This statement must certify acceptance of the validity of the documentation. For example:

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

Signature MEPS Liaison_____

Note: Naturalization Certificates, Foreign Birth Records & Passports (U.S. & Foreign) can be copied for SRBs. The copy(s) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in an inconspicuous location. Originals should be returned to the applicant for safekeeping. The I-551 Permanent Resident Card (PRC) must accompany legal alien recruits to recruit training.

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

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

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

(Date) , I understand that section 1426, Title 8, U.S.C., provides that if I apply for discharge from service in the Armed Forces of the United States on the grounds that I am an alien, and I am discharged on such grounds, 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 be discharged prior to completion of my enlistment.

_____
(Signature of Applicant)

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

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

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

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

3225. WAIVERS

1. Citizenship. Waivers of the citizenship requirements for enlistment, contained in paragraph 3221 on page 3-25 of this manual are not authorized, and cannot be considered. Likewise the criteria contained in Department of Defense (DoD) Directives and instructions, and Secretary of Navy (SECNAV) instructions relating to citizenship criteria for clearance requirements for enlistment options/MOS's, is also not waiverable, and will not be considered.

2. Hostile Countries/Countries of Instability

a. Countries whose interests are or were considered hostile to the United States, or countries with areas of instability are:

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

b. When the applicant's DD Form 1966 series and/or SF 86 National Agency Questionnaire (NAQ) indicate evidence of any of the following cases:

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

(2) More than two trips to one or more hostile country(s)/ country(s) of instability, contained in paragraph 2.a. above, **within 5 years preceding his/her enlistment**, excluding school trips, family vacation, sporting events, or other similar, short-lived group sponsored visits; and/or

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

c. Prior to shipping to recruit training, the Recruiting Station must accomplish one of the following:

(1) Proof of submission of an Entrance National Agency Check (ENTNAC) with favorable results; or,

(2) Verification receipt from the Investigative Agency (OPM), for the submission and receipt of SF-86, Questionnaire for National Security Positions, requesting a National Agency Check/Local Agency/Credit Check (NACLC).

d. Any questionable case will be forwarded to MCRC G-3 Operations via the chain of command, for final determination prior to shipment to recruit training. Cases must contain the DD1966 series, and printed version of the SF-86 Questionnaire for National Security Positions.

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART C: DEPENDENTS

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

3231. CRITERIA

1. Determine eligibility per table 3-3 on page 3-37. Table 3-3 applies to all applicants except applicants for reenlistment in the Regular Marine Corps. Dependency criteria for "broken/continuous" reenlistments is governed by MCO 1130.58.

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

a. A spouse, to include a common law spouse if state recognized.

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

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

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

3. For enlistment purposes, a divorce decree or adoption decree verifies a change of custody. Unmarried applicants who have relinquished permanent physical custody of dependent children by COURT ORDER, over one (1) year from time of enlistment into the DEP, or date of direct enlistment onto active duty are eligible for a CG Region waiver.

4. If an applicant's dependent child has been formally adopted by another person (**final adoption decree issued and effective**), then the child is not the applicant's dependent.

3232. VERIFICATION

1. It is the responsibility of the applicant to identify any dependents. Table 3-4 on page 3-40.

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

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

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

c. Counsel the applicant concerning potential problems that may be experienced at the onset of enlistment relating to financial matters and the assignment to possible dependent restricted tours.

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

3. During the interview, the Enlistee Financial Statement, (Figure 3-2, Page 3-45) must be reviewed with the applicant. **The interviewer should become suspicious of entries that are missing or unrealistic. Questionable areas must be resolved.**

4. Applicants will not be enlisted if it appears that they are unable to meet current and expected financial responsibilities with service pay.

5. If the applicant is qualified, or if a waiver is being contemplated review the Statement of Understanding (SOU) for Applicants with Dependents, Figure 3-1, page 3-43. When the applicant has a correct understanding of the problems that may be experienced, proceed with enlistment processing.

6. Additional Documents. The following documents are required, in **addition** to those listed on table 3-4, page 3-40, to verify dependent status and enlistment eligibility.

a. Statement of Understanding for Applicant with Dependents. This form is for use by each applicant who has a dependent(s), (legitimate or illegitimate). It explains the limits on entitlements for transportation and shipment of household effects at government expense. It also explains the limits of family housing for overseas deployment and unaccompanied assignments. The form is self-explanatory and local reproduction is authorized (see figure 3-2 on page 3-45).

b. Enlistee Financial Statement. (Figure 3-2 Page 3-45)

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

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

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

3233. WAIVERS. The USMC and USMCR dependent waiver requirements are as follows:

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

2. Married applicants who have minor dependents require a waiver from the appropriate authority table 3-3, page 3-37. SMCR applicants who fall into this category require a waiver from the commanding officer of the recruiting station. **NOTE**: Applicants whose spouse is currently an active duty member of the armed forces, must forward the following information to MCRC G-3 for review prior to enlistment into the DEP or directly onto active duty: NAME/RANK/SSN/MOS/DUTY STATION of the Active Duty Member, and the Projected Active Duty Date (PADD)/ PEF Code or QSN the applicant is enlisting for.

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

4. Unmarried or divorced applicants who have been awarded joint legal custody and/or a percentage of physical custody of any minor dependent for the purpose of visitation rights are eligible for enlistment, but require a waiver from the appropriate authority. Table 3-3, page 3-37.

5. Unmarried applicants who have relinquished permanent legal and physical custody of dependent children by court order 1-year or more prior to enlistment are eligible for a CG Region waiver.

6. Applicants who are in the midst of divorce proceedings, **unless legally separated (court ordered)**, are not eligible for enlistment until their situation is resolved (i.e., reconciliation or court ordered arrangement). No waiver is authorized.

7. Divorced or legally separated applicants who do not have children do not require a waiver.

8. Legally separated applicants who have minor dependents but do not have custody of their dependents may be eligible for enlistment but, require a waiver from the appropriate authority (table 3-3, page 3-37).

9. Divorced applicants who have relinquished custody of their dependent(s) to the other parent in a court ordered arrangement and are not required to provide "child support" require a waiver from the appropriate authority (table 3-3, page 3-37).

10. Divorced applicants who have relinquished custody of their dependent(s) to the other parent in a court ordered arrangement and are required to provide "child support" require a waiver from the appropriate authority (table 3-3, page 3-37).

11. Unmarried applicants who are the parent of an illegitimate child and who neither have custody of their child nor are required to provide "child support" require a waiver from the appropriate authority (table 3-3, page 3-37).

12. Applicants who are the parent of an illegitimate child and whose status does not fall within the paragraph 3233.1 through 3233.11 above require a waiver from the appropriate authority (table 3-3, page 3-37).

13. Applicants who have a non-minor dependent, in addition to or other than a spouse, require a waiver from the appropriate authority (table 3-3, page 3-37).

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

15. Applicants with 3 or more dependents are not eligible for enlistment in the Regular Marine Corps (active component). Applicants with 3 dependents for enlistment in SMCR (reserve component) require a region level waiver. Applicants with 4 or more dependents are not eligible for enlistment in any component of the Marine Corps.

TABLE 3-3

R	**DEPENDENCY STATUS**			
U	**A**	**B**	**C**	**D**
L E	If applicant is	and has:	then the applicant is:	Waiver level **(Notes 1 & 2)**
1	unmarried	no minor dependents	eligible	No waiver required.
2	unmarried	sole physical and/or sole legal custody of any minor dependents	ineligible and no waiver is authorized **(note 3)**	**No waiver will be considered.**
3a	unmarried	dependents but has no permanent custody, or court ordered support.	eligible only if the appropriate level waiver is obtained **(notes 5,6,7, & 10)**	**USMC/USMCR S+1 = RS** **USMC/USMCR S+2 = MCD** **USMC/USMCR S+3 - No Waivers**
3b	unmarried	dependents, no custody with court ordered support	eligible only if the appropriate level waiver is obtained **(notes 5,6,7, & 10)**	**USMC/USMCR S+1 & S+2 = MCD** **USMC/USMCR S+3 - No Waivers**
4a	married	**Active duty Spouse**	Eligible **(notes 4 and 5)**	**MCRC ADMIN REVIEW**
4b	married	Spouse only	Eligible **(notes 4 and 5)**	No waiver required
5	married	minor dependents	eligible only if appropriate level waiver is obtained **(notes 4,5,6,7,8, 10 & 11)**	**USMC M+1 = MCD** **USMCR M+1 = RS** **USMC M+2 or more Depn - No Waivers** **USMCR M+2 = Region** **USMCR M+3 - No Waivers**
6	married	non-minor dependents (18 years or older)	eligible only if appropriate level waiver is obtained **(notes 4,5,6,7,8, 10 & 11)**	**MCD**
7	legally separated (by court order)	no minor dependents	eligible **(note 5,9 & 11)**	**RS**
8	legally separated (by court order)	minor dependents	eligible only if appropriate level waiver is obtained **(notes 5,6,7,9,10, & 11)**	**USMC M+1 = MCD** **USMCR M+1 = RS** **USMC M+2 or more Depn - No Waivers** **USMCR M+2 = MCD** **USMCR M+3 - No Waivers**
9	legally separated (by court order)	non-minor dependents (18 years or older)	eligible only if appropriate level waiver is obtained **(notes 5,6,7,9, 10 & 11)**	**MCD**
10	divorced	no dependents/custody /support requirements	Eligible	**No Waiver Required**
11	divorced	no custody of a dependent but has **court ordered support requirements**	eligible only if appropriate level waiver is obtained **(notes 5,6,7, & 10)**	**USMC/USMCR D+1 = MCD** **USMC/USMCR D+2 = Region** **USMC D+3 - No Waivers** **USMCR D+3 = Region**
12	divorced	Joint legal/percentage of physical custody for visitation, with Court ordered support	eligible only if appropriate level waiver is obtained **(notes 5,6,7, & 10)**	**USMC/USMCR D+1 = MCD** **USMC/USMCR D+2 = Region** **USMC D+3 - No Waivers** **USMCR D+3 = Region**
13	divorced	full legal or physical custody of any minor dependents	ineligible and no waiver is authorized **(note 3)**	**NO WAIVER WILL BE CONSIDERED**
14	divorced	non-minor dependents (over 18 years old)	eligible only if appropriate level waiver is obtained **(notes 5,6,7, & 10)**	**MCD**

TABLE 3-3

DEPENDENCY STATUS -- CONTINUED

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

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

NOTE 3. Single parents who have sole physical and/or sole legal custody of minor dependents are not eligible for enlistment in either the Regular or Reserve establishments. For enlistment purposes, only a divorce decree or adoption papers can verify a change in custody. Guardianship does not constitute adoption. Unmarried applicants who have relinquished permanent physical custody of dependent children by court order, over 1-year from time of enlistment into the DEP or direct enlistment onto active duty, are eligible for a CG Region waiver.

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

NOTE 5. An interview, an Enlistee Financial Statement, and an SOU for Applicants with Dependents are required. See paragraph 3232.6, on page 3-34 for special processing procedures, and see Figure 3-1, on page 3-43 for the SOU, and Figure 3-2, on page 3-45 for Enlistee Financial Statement.

NOTE 6. Under no circumstances will an enlistment be authorized where the risk or potential for hardship is greater than normally encountered by applicants without dependents. Requests for a waiver may be submitted via the chain-of-command when, the opinion of the recruiting station commanding officer, the applicant is exceptionally well-qualified and does not face a greater potential for hardship than applicants without dependents. The levels of waiver authority are contained in Table 3-3, Page 3-37, Column "D".

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

TABLE 3-3
DEPENDENCY STATUS -- CONTINUED

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

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

d. All other dependency waiver cases, except those that also require prior service consideration, will be determined by using table 3-3. Cases requiring prior service waiver consideration will be determined by the CG MCRC and MMEA-6 HQMC. **Any cases not covered in Table 3-3, will be referred to the region for waiver consideration.**

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

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

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

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

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

TABLE 3-4

DOCUMENTS FOR VERIFICATION OF ELIGIBILITY (DEPENDENCY)

RULE	A If an applicant's status is: (note 1)	B the authorized document is:
1	married without children	an original or certified copy or the marriage certificate; or a church or public record of marriage issued over the signature and seal of the church or public records custodian. Spouses birth certificate(notes 2 and 3)
2	common law	spouse affidavits attesting that requirements of state law have been met (notes 2 and 3)
3	legitimate child under 18 years old	child's birth certificate
4	legally adopted child	an original or certified copy of a court order of adoption or a court order from a similar proceeding which terminates all parental rights and obligations, original or notarized copy of child's birth certificate
5	legitimate or illegitimate child but no custody	divorce decree; court support order; separation order; birth verification; social security card
6	other dependents (i.e., parents or other relatives)	affidavits establishing dependency
7	stepchild	child's birth certificate, copy of marriage certificate, notarized "child dependency affidavit" showing that the applicant provides no less than 30 percent of the child's support, notarized statement by spouse attesting to prior marital status, number of times married, dates of divorce, copy of each divorce decree

TABLE 3-4

DOCUMENTS FOR VERIFICATION OF ELIGIBILITY --CONTINUED

RULE	A If an applicant's status is (note 1)	B The authorized document is:
8	illegitimate child under 18 - child support required	child's birth certificate; court documents ordering child support (if existing notarized copy of "child dependency affidavit”) showing that the applicant provides not less than 30 percent of the child's support (note 4)
9	married to spouse with illegitimate child	copy of marriage certificate; child's birth certificate; copy of adoption decree; notarized "child dependency affidavit" showing that the applicant provides not less than 30 percent of child's support
10	parent of adopted child	child's birth certificate; copy of adoption decree

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

NOTE 2. If either the applicant or spouse is prior service, DD Form 214 showing married name (maiden name is not acceptable) is acceptable.

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

NOTE 4. In the absence of support proof (e.g., canceled checks, money orders, etc.), a statement under oath and signed by the applicant indicating amount and method of support provided each month since date claimed and the name and address of person to whom payments are made is required.

TABLE 3-4 (CONTINUED)

DOCUMENTS REQUIRED FOR SHIPPING APPLICANTS WITH DEPENDENTS/BAH					
RULE	If an applicant is:	and has:	then the applicant requires these documents(see below)	entitlements privileges allowances: (see below)	must provide not less than ( )% of the child's support:
1	Unmarried	any dependent but has no custody	3,5,7,8 & 9.	B,E.	30%
2	Married	no dependent other than spouse	1,2,6,8,9 & 10	A,C,D,F.	N/A
3	Married	any dependent in addition to a spouse	1,2,3,4,5,6,7,9, & 10	A,C,D,F.	N/A
4	Separated	no dependent other than a spouse	1,2,6,8,9 & 10	A,C,D,F.	N/A
5	Separated	any dependent in addition to a spouse	1,2,3,4,6,8, & 9	A,C,D,F.	N/A
6	Divorced	no custody but has support payments required by divorce decree	3,5,6,7,8,9 & 10	A	30%

Required Documents (Original or Certified True Copy)

1 Marriage certificate; church or public record of marriage issued over the signature and seal of the church/public records custodian.
2 Spouse birth certificate
3 Child birth certificate
4 Adoption decree (if applicable)
5 **Proof of child support (money order, canceled check, etc.)**
6 Divorce decree from all prior marriages (applicant and spouse)
7 Court support order (if applicable)
8 Enlistee Financial Statement
9 Dependent Statement of Understanding (SOU)
10 Social Security Card

Entitlements, Privileges & Allowances

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

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

(Address of Recruiting Station)

(DATE)

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

1. That enlisted members in the grade of private through corporal with 2 years of service or less are authorized the following household goods shipment entitlement when incident to permanent change of station orders. (See paragraph U5310, JFTR).

With dependents	5000 pounds
Without dependents	1500 pounds

2. That enlisted members in the grade of private through corporal with 2 years of service or less are authorized 225 pounds temporary change of station weight allowance when the move is incident to TAD orders and is specifically authorized in their orders by their commanding officers. (See paragraph U4615, JFTR).

3. That enlisted members in the grade of corporal and above with over 2 years service are authorized 400 pounds temporary change of station weight allowance when the move is incident to TAD orders and is specifically authorized in their orders by their commanding officer. (See paragraph U4615, JFTR).

4. That assignment to adequate family housing is restricted to officers and enlisted personnel in the grade of corporal and above with bonafide dependents (MCO 11101.61A).

5. That the United States Marine Corps is primarily a force in readiness, and that assignment to an overseas command, unaccompanied by dependents, is to be expected as a distinct possibility during the initial enlistment of the applicant.

6. That there are no special provisions for the enlistment of both husband and wife (i.e., there are no guarantees for special consideration in either duty assignment and/or duty station at any time based on marital status).

7. We understand that my spouse will receive no pay or allowances during the time in recruit training.

_____ _____
(Signature of Applicant) (Signature of Spouse)

_____ _____
(Date Signed) (Signature of Recruiter)

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

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ENLISTEE FINANCIAL STATEMENT

1. APPLICANT (Last, First, Middle)	2. # OF DEPENDENTS	3. AGE OF DEPENDENTS	4. DATE

5. CURRENT EMPLOYMENT	6. NET MONTHLY INCOME
7. SPOUSE'S CURRENT EMPLOYMENT (BRIEF JOB DESCRIPTION)	8. SPOUSE NET MONTHLY INCOME
9. SPOUSE'S EMPLOYMENT PLANS AFTER APPLICANT COMPETES TRAINING	10. BANK ACCOUNT BALANCE 10a. CHECKING / 10b. SAVINGS

11. CURRENT HOUSING MONTHLY PAYMENT (Check one)	11a. BUYING	11b. RENTING	11c. LIVE WITH PARENTS	11d. OTHER (SPECIFY)	$	$

OUTSTANDING DEBTS				TOTAL INDEBTEDNESS	
	TOTAL OWED		TOTAL OWED		
12. HOME MORTGAGE	$	13. MEDICAL BILLS	$	20. TOTAL INDEBTEDNESS (A + B)	$
14. STUDENT LOANS	$	15. AUTO LOANS	$		
16. CREDIT CARDS	$	17. CREDIT CARDS	$		
18. OTHER (SPECIFY)	$	19. OTHER (SPECIFY)	$		
A. TOTAL	$	B. TOTAL	$		

INCOME/EXPENDITURE COMPARISON

22. MONTHLY MILITARY INCOME			23. PRESENT MONTHLY EXPENDITURES		
	E- _____ (Specify)	REQ. PAYGRADE		CURRENT	AFTER TRAINING
A. BASE PAY	$	$	A. TOTAL MONTHLY PAYMENTS	$	$
B. LESS DEDUCTIONS (20%)	$	$	B. HOUSING	$	$
C. NET PAY (A - B)	$	$	C. FOOD	$	$
			D. UTILITIES	$	$
D. HOUSING ALLOWANCE (Recruiting area)	$	$	E. MEDICAL	$	$
			F. AUTO INSURANCE	$	$
E. NET MILITARY INCOME (C + D)	$	$	G. TRANSPORTATION COST	$	$
			H. CHILD SUPPORT/ALIMONY	$	$
			I. OTHER	$	$
G. TOTAL INCOME	$	$	J. TOTAL EXPENDITURES	$	$

24. REMARKS (how your spouse will pay 3 months of bills while you're in recruit training)

25. I hereby certify that the above is a true account of my financial obligations to the best of my knowledge.

(Date) _____ (Signature of Applicant) _____

(Date) _____ (Signature of Spouse) _____

26. WITNESSING RECRUITER	SIGNATURE

Figure 3-2. –-Enlistee Financial Statement

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART D: EDUCATION

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

3241. CRITERIA. All Tier II and Tier III applicants for enlistment in the United States Marine Corps **must have completed** the 10th grade at a **traditional high school**. (Exceptions noted in para. 3244, on page 3-51, Waivers and appendix C, page C-13, Code "**M**").

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

a. Tier I: High School Graduate

(1) High School Graduate. An applicant who has attended and completed a 12-year/grade, daytime, structured program of classroom instruction and possesses a locally issued diploma. The diploma must be issued from the school where the applicant completed the program requirements. This includes:

(a) Traditional high school graduates and religious schools. The term "traditional" is used to define an environment of four (4) years of formal academic education type curriculum, nine (9) months a year, five (5) days a week, in a teacher-student environment.

(b) Home school diploma graduates credentials from a local, state, or nationally accredited Home School Association or School Board Diploma.

(c) National Guard Youth Challenge Program who earned a General Education Diploma (GED) while in the challenge program. Enlistment as Tier I is limited to only those who have completed the National Guard Youth Challenge Program (NGYCP).

(d) Alternative/continuation high school graduates. Not all alternative/continuation high school graduates are classified as Tier I. The previous education titles of Alternative/Continuation Codes “Y (Tier 2) and “Z” (Tier 1) have been discontinued by DoD. To qualify as a Tier I graduate, the applicant must have had the **same day-time** course and graduation requirements; the same days, weeks and hours of attendance; and have earned the same valid high school diploma as earned by graduates of the traditional local public school system. As a test the applicant is normally within his original “student peer” group (age and grade level), and has not been accelerated by moving from a traditional environment to an alternative or continuation environment. Applicants whose education does not meet this description should be considered Tier II or referred to the CG MCRC for determination. (Refer also to Appendix C).

(e) High school seniors (SY 1999-2000 and thereafter) who met all requirements for graduation, and receive a school letter stating they **completed all requirements for graduation,** but failed the state mandated exit exam, and the only reason for not graduating is due to failing a state mandated **exit exam** that was within one year of their date of their scheduled graduation. Note: The **original exit exam date** and the date enlisted into the DEP or SMCR AIADT must be **within 365 days** or this rule does not apply. Further guidance contained on page C-11. Students who fail course tests, course requirements, or state mandated course tests, do not fall under this heading, as they have not met state requirements for graduation. These cases should be considered under Certificate of Attendance, Code “J” pages 3-49 and C-12.

(2) College/Post-secondary Student. An applicant who has attended and successfully completed 15 semester hours/22 quarter hours of college, (**do not have to be completed in a single semester**) regardless of high school/ grammar school education. "Successfully completed" means that the individual earned college-level credits **(normally level 100 or higher)** toward a degree in higher education from an institution listed in the degree granting section of the current version of the Accredited institutions of Post-secondary Education (AIPE), published by the American Council on Education for the Council of Post Secondary Accreditation. **NOT** all institutions listed in the current AIPE are considered as offering college-level credits. The credits must have been earned through actual classroom participation at the institution awarding the credits. The individual must have attended the institution for the purpose of earning college-level credits, not for the pursuit of a high school equivalence preparation/diploma or to obtain a vocational/technical (vo/tech) certificate. Credit earned through testing for pursuit of high school equivalency preparation is not acceptable.

(3) Adult High School Graduate. An applicant who has earned a diploma on the basis of attending and completing an adult education diploma program. For adult education diploma holders to be categorized Tier I high school graduates, their educational program must include attendance which is comparable to that of traditional high schools. Diploma holders possessing attendance not deemed comparable, and/or have been credited attendance based on some form of test-based credential, must be classified with the appropriate Tier II status. Questionable cases should be referred to the CG MCRC for determination.

(4) Prior Service. All prior service applicants who have served a complete enlistment of three or more years in an Active Component of the Armed Forces of the United States, are eligible to be enlisted as high school graduates, if the applicant possesses a General Education Development (GED) equivalency certificate, an adult high school diploma, or other credential previously recognized to be the equivalent of a high school diploma, irrespective of when obtained. NOTE: These applicants are coded as 12L.

b. Tier II: Alternative Credential Holder

(1) Test-based Equivalency Diploma Graduate: An applicant who possesses a GED or other test-based high school equivalency certificate or diploma. This includes, for example, state-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. NOTE: A person who subsequently obtains a local or state-issued diploma solely on the basis of such equivalency testing is not to be considered as a Tier I high school graduate.

(2) Certificate of Attendance. An applicant who possesses an attendance-based certificate or diploma. These are sometimes called certificates of competency or completion, but they are based on course completion rather than a test such as the GED or CHSPE. NOTE: A person who subsequently obtains a local or state-issued diploma on the basis of an attendance credential is not to be considered a Tier I high school graduate. A possible exception to this rule would be those falling under paragraph 3241.1 (a)(1)e. on page 3-48.

(3) Alternative/Continuation High School. Those applicants who do not meet the Tier I criteria as described in paragraph 3241.1a(1) (b) above. (Refer also to Appendix C.)

(4) Correspondence School Diploma. An applicant who earns a diploma or certificate upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution.

(5) Occupational Program Certificate (Vo/Tech). An applicant who has attended a vocational/technical or proprietary school for at least 675 classroom hours and possesses a certificate of attendance or completion indicating such. Correspondence schools offering vocational certificates are not included.

(6) Credential near completion is the status of an individual who is currently pursuing completion of one of the credentials listed under Tier II status ONLY.

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

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

3. Mid-year Graduates/or Accelerated Graduates

a. Secondary (high) school students who will graduate in the middle of the traditional August/September to May/June school year can enlist into the DEP/SMCR awaiting IADT, up to 365 days prior to their projected graduation date. Those 11th graders who are classified as bona fide high school seniors by their school and will graduate within 365 days may be enlisted as mid-year graduates. Students must present documentation that they will graduate prior to beginning active duty.

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

4. Foreign High School Graduate/College Student. Applicants who possess a diploma or transcript from a foreign high school that is equivalent to a traditional American high school program of instruction (see para 3241.1a(1) on page 3-47) or university or college completed course work that is equivalent to 15 semester or 22 quarter hours at an American college/ university as listed in paragraph 3241.1a(2) on page 3-48, may be eligible for enlistment. Equivalency or accreditation **will** be verified by one of the following, **prior** to enlistment:

a. That country's consulate (not applicable to hostile countries listed in paragraph 3225.2b on page 3-30).

b. State board of education, state university, or recognized university or college listed in the Directory of Post-secondary institutions, available through the Government Printing Office.

c. Foreign language services that are accredited by the American Association of Collegiate Registrar and Admissions Officers (AACRAO).

5. Applicants Possessing a Baccalaureate Degree. Applicants for enlistment who possess or will possess a baccalaureate degree are eligible to enlist. **However, they must be informed and counseled on the Officer Candidate Course (OCC) and other officer programs prior to their enlistment**. This is best accomplished by the Recruiting Station Officer Selection Officer (OSO). If the applicant is found to be initially qualified, he will then be referred to the OSO. **However, if the OSO is not available the recruiting station commanding officer or executive officer may conduct the interview**. Should the applicant not desire to apply for the OCC Program, the Statement for the Officer Candidate Course contained in figure 3-4 on page 3-55 will be completed and witnessed by the OSO or his representative. This will ensure that the applicant is aware of the competitive nature of the Enlisted Commissioning Program, and that no guarantee for assignment to the program exists.

3242. VERIFICATION. Verification of education is the responsibility of the recruiting station commanding officer. Applicants will not be enlisted without having their educational level verified. The verification must be documented on the DD Form 1966 to protect the recruiter. Prior to assignment to recruit training, one of the following documents must be presented:

1. High school diploma (with certification for foreign high schools).

2. High school letter (with transcripts) see Figure 3-3, page 3-53.

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

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

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

3243. DOCUMENTATION. Prior to enlistment status, the following documents are required to verify educational eligibility in addition to those listed in table 4-1 on page 4-19.

1. High School Verification Letter **(with transcripts)**. The letter to be used in verifying an applicant's education level is depicted in figure 3-3 on page 3-53.

2. Statement of Acknowledgment for the Officer Candidate Course. This form (figure 3-4 on page 3-54) is required prior to enlisting any applicant who has received a baccalaureate degree. Distribution will be made in accordance with table 4-3 on page 4-73.

3. High School Closure Statement. This statement is to be used only to enlist **traditional high school seniors** into the Delayed Entry Program (DEP) and only until the applicants high school reopens again. In the event an applicant's high school is closed at time of enlistment the RSS NCOIC will type the following statement on the remarks section of the DD Form 1966:

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

NCOIC SIGNATURE	**OPSO/MEPS LNCO SIGNATURE**	**HS PHONE #**	**HS POC**

NOTE: School closure statement is intended for closures of an extended period of time, i.e. summer break, semester breaks, holiday vacations etc.

3244. WAIVERS

1. The CG MCRC may waive the minimum educational standard of attendance through the 10th grade (non Tier 1) when the applicant is otherwise exceptionally well qualified, and:

a. Is between 17 and 21 years of age, and

b. Has AFQT of 50 or higher and a GT score of 105 or higher, and

c. Requires **no moral/drug waivers** above recruiting station level.

2. Waivers of the above criteria will be submitted to MCRC G-3, as Exception to Policy for Minimum Education Waivers and only submitted in rare cases via the chain of command.

3. Addendum waivers above the recruiting station level, for the above criteria will not be submitted.

Recruiting Station Heading

Dear Educator:

In the past, applicants have experienced difficulty in enlisting in the United States Marine Corps because they lack accurate verification of their high school education. It is respectfully requested that verification be provided in accordance with the appropriate category explained below; therefore, we have asked (_____) to authorize the release of (his/her) records. Paragraphs (1)-(4) to be completed by school official.

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

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

_____ - Total number of credits required to graduate.
_____ - Number of credits attained by applicant to date.
_____ - Number of credits for which applicant is enrolled for the rest of this scholastic year.

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

(4) SCHOOL OFFICIAL REMARKS:_____
_____

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

_____ _____ _____
(Signature of Applicant) (Witness - Recruiter) (Date)

_____ _____ _____
(Date of Birth) (SSN) Last Year Attended School)

_____ _____
(Printed Name of School Official) (Title)

_____ _____
(Signature of School Official) (Date)

_____ _____
(Name of School) (Phone Number)

PLACE SCHOOL SEAL HERE

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

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Recruiting Station Heading

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

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

_____
(Signature of Applicant and Date)

_____
(Witnessed by Interviewer and Date)

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

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CHAPTER 3
QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART E: DRUG AND ALCOHOL INVOLVEMENT

3250. PURPOSE

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

a. Drug Abuse

(1) Is against the law.

(2) Violates the high standards of behavior and performance expected of a Marine.

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

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

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

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

b. Alcohol Abuse

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

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

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

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

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

2. All applicants will be carefully screened as to the extent of their drug or alcohol involvement.

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

4. Any applicant seeking information relative to procedures that could **"mask"** the results of the Drug and Alcohol Test (DAT) conducted at the MEPS,

will be referred to the RS operations officer. Processing will only continue after full disclosure of pre-service drug involvement, including drug type, amount, last date(s) of use, and after any required drug waivers. Applicants found to have used a “masking process” will be discharged from the DEP/SMCR Awaiting IADT immediately. Recruiters are prevented under Article 84 UCMJ, from any involvement that could be germane to altering, masking or changing the results of the applicant DAT Test at the MEPS or the recruit Urinalysis conducted at the MCRD’s.

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

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

b. Using any over the counter commercially available drug testing kits as part of the drug screening process for any reason.

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

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

3251. CRITERIA

1. Dependency on illegal drugs is disqualifying.

2. Any history of drug use is potentially disqualifying.

3. Any history of dependency on alcohol is disqualifying.

4. During the screening process, recruiters will ask all applicants the following four questions at the minimum:

a. "Have you ever used drugs?"

b. "Have you been charged with or convicted of a drug or drug related offense?"

c. "Have you ever been psychologically or physically dependent upon any drug or alcohol?"

d. "Have you ever trafficked, sold, or traded in illegal drugs.

5. If the answer to the first or second question is "yes," a personal statement, as well as the Drug Abuse Screening Form (See Figure 3-6 on page 3-66) will be prepared to explain the specific details. Recruiters will submit the statement and the form, along with the applicant's case file, to the recruiting station commanding officer for further action. Refer to Table 3-16 on pages 3-146 to 3-149 for ineligible categories of involvement which are not waiverable.

6. If the answer to the third or fourth question is "yes," then the applicant will be denied enlistment.

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

1. Alcohol Abuse. Any excessive use of alcohol.

2. Alcoholism. A chronic behavioral disorder manifested by repeated drinking of alcoholic beverages in excess of the dietary and social use of the community and to an extent that interferes with the drinker's health or social or economic functioning; some degree of habituation, dependence, or addiction is implied.

3. Dependence. A psychological/physical state of an addict in which the usual or increasing dose of the drug is required to prevent the onset of withdrawal symptoms. Dependency must be determined by a medical officer.

4. Drug Abuser. An individual who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug. They may be classified as:

a. Experimenter. A drug experimenter is defined as one who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug, as defined herein, for reasons of curiosity, peer pressure, or other similar reason. The exact number of times drugs were used, is not necessarily as important as determining the category of use and the impact of the drug use on the user's life-style, the intent of the user, the circumstances of use, and the psychological makeup of the user. An individual whose drug experimentation/use has resulted in some form of medical, psychiatric, or psychological treatment; a conviction or adverse juvenile adjudication; or loss of employment does not fall within the limits of this category. For administrative purposes, determination of the category should be within the judgment of either the district or recruiting station commanding officer, aided by medical, legal, and moral advice, with information as available from investigative sources.

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

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

5. Drug Addiction. A state of periodic or chronic intoxication produced by repeated consumption of a drug, characterized by (1) an overwhelming desire or need (compulsion) to continue use of the drug, (2) a tendency to increase the dosage, (3) a psychological and usually physical dependence on its

effects, and (4) a detrimental effect on the individual. The term refers, in a quantitative sense, to drug use which pervades the total life activity of the user. Individuals in this category are not eligible for enlistment.

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

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

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

a. The Statement of Understanding (SOU), shown in figure 3-5, on page 3-65, imparts a basic understanding of the Marine Corps policy on the illegal use of drugs. The SOU will become Annex "A" to the DD Form 4.

b. Recruiters will be available to assist the applicant in completing the SOU.

2. Drug Abuse Screening Form. The Drug Abuse Screening Form, shown in figure 3-6 on page 3-66, provides essential information that will determine an applicant's eligibility for enlistment.

a. Part I - Purpose

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

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

b. Part II - Certification

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

(2) Recruiter.

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

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

c. Part III - Recertification

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

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

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

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

3254. WAIVERS

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

2. No drug-related waiver will be considered without a signed, complete copy of the Drug Abuse Screening Form (see figure 3-6 on page 3-66).

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

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

b. Have a court conviction for any drug offense (except simple possession of cannabis [35 grams or less], and steroids); or

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

d. Applicants who have been disqualified for testing positive on the DAT at MEPS, and have not waited 45 days for THC (1st Test, 24 months for 2nd test), and 1 year for cocaine.

4. Prior service Marines and other service applicants (completed recruit training) who have received a court-martial, NJP, or discharge as a result of drug use or drug related offense, to include positive urinalysis, are not eligible for enlistment/reenlistment. Applicants who have received an Entry Level Separation (did not graduate from recruit training) as a result of drug use or drug related offense, to include positive urinalysis, will require a mandatory **2 year wait** from date of separation **before submission for waiver consideration**. ***Any subsequent drug usage after discharge is not eligible for enlistment.*** **No exception to this policy will be considered.**

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

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

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

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

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

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

RULE	TABLE 3-5	
	APPLICANTS WITH PRESERVICE DRUG USE/ABUSE	
	Column A	Column B
	If the applicant admits to involvement with:	Then the waiver authority is:
1	Any drug related court conviction, except simple possession cannabis/ steroids (30 grams or less)	No waiver authorized/applicant not eligible for enlistment. (See Table 3-16, page 3-167) (Note 1)
	Drug or Alcohol Dependency	
2	Sacramental/Religious Use of Peyote by Native American Indians	No waiver required for preservice/In-Dep (Note 3)
3	Pre-Dep Marijuana (1-50/Steroid experimentation or specific prescription drug use (see para3254.5c)	CO Recruiting Station(Note 3)
4	Pre-Dep Marijuana (51-200)/steroids abuse (other than experimentation) or any pre-service drug use not covered in Rule 3 if use was **OVER 6 MONTHS PRIOR TO DEP**	CO Marine Corps District(Note 2)
	IN-DEP MARIJUANA/STEROIDS (to include PREVIOUS USMC, and other services DEP). ***Any prescription drug use not covered in rule 3.***	CO Marine Corps District(Note 4)
5	IN-DEP Drugs, (Other than Marijuana/ Steroids, to include previous USMC, and other services DEP)	CG Recruiting Region(Note 5) (Note 2)
6	Pre-Dep Marijuana (201+)/preservice use of cocaine, inhalants, narcotics, opiates hallucinogens, peyote, psychoactives, except as noted in Rules 3 and 4 above, if use was WITHIN 6 MONTHS OF DEP-IN	CG Recruiting Region (Note 3) (Note 2)
7	Disqualified for Positive Test Drug Alcohol Test (DAT) at the MEPS	No Waivers are authorized. (Note 5)

Note 1: Questionable situations will be referred to CG MCRC for review.
Note 2: Sub delegation of authority to lower levels is not authorized.
Note 3: Recruiting Station Commanding Officers are authorized to enlist Native Americans who have partaken in the sacramental/religious use of peyote for bona fide traditional religious ceremonies without a waiver. Native Americans shall not use peyote on duty or within 24 hours of participation in any DEP function/shipping. This policy is self policing, and recruiter verification is NOT required. DO NOT RECORD PEYOTE USE ON DRUG SCREENING FORM.
Note 4: Applicants requiring district level drug waivers (other than MJ) must be approved by the District Commanding officer.
Note 5: The Commanding Officer Marine Corps District may consider an applicant discharged from the DEP (USMC or Other Service) who was previously denied an IN-DEP drug usage waiver, or an applicant who was denied enlistment due to a positive DAT or Alcohol, who has waited 45 days for marijuana (THC) and alcohol, and 1 year for Cocaine. The effective date is the date of the DAT Test results.

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STATEMENT OF UNDERSTANDING

MARINE CORPS POLICY CONCERNING ILLEGAL USE OF DRUGS

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

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

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

_____ _____
(Applicant's Signature) (Date)

_____ _____
(Applicant's Printed Name) (Social Security Number)

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

_____ _____
(Recruiter's Signature) (Date)

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

_____ _____
(MEPS Liaison's Signature) (Date)

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

DRUG ABUSE SCREENING FORM

NAME STATION MEPS DATE

PART I: Purpose. The purpose of this form is to make sure that you tell us the extent of any illegal drug involvement before you are further processed for enlistment. Refusal to complete the requested information will result in termination of your enlistment processing.

1. Drug use. Put your initials under either "NO" or "YES" to all drugs listed. If you answer "YES" to any drug, list amounts used, dates used, and reason for drug use. Dates will include **YYMMDD**.

DRUG TAKEN	NO	YES	TOTAL AMOUNT	DATE STARTED	DATE STOPPED	REASON
AMPHETAMINES (SPEED)						
BARBITURATES (DOWNERS)						
COCAINE						
HEROIN						
MARIJUANA/HASHISH THC)						
STEROID						
MESCALINE						
MUSHROOMS (PSILOCYBIN)						
OPIUM						
PCP						
PEYOTE						
QUAALUDES						
VALIUM						
LSD						
ECSTASY/CRYSTAL METH						
OTHER (SPECIFY)						

PART II: Certification. I certify that I have completely disclosed the extent of my illegal drug use as indicated above.

Applicant's Printed Name & Date Applicant's Signature and Date

Recruiter's Printed Name, Grade & Date Recruiter's Signature and Date

PART III: Recertification (Members of the DEP or Awaiting IADT). I certify that the information I have previously given about my illegal involvement with drugs remains the same as in Part I. If my illegal use or involvement with drugs has changed, I have indicated the changes below:

DRUG TAKEN NEW AMOUNT DATE STARTED DATE STOPPED TOTAL IN-DEP USE

Enlistee's Printed Name Enlistee's Signature and Date

MEPS Service Rep Printed Name/Grade MEPS Service Rep Signature/Date

THIS FORM WILL BE DESTROYED WHEN THE RECRUIT LEAVES RECRUIT TRAINING.

Figure 3-6. --Drug Abuse Screening Form

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART F: MENTAL APTITUDE

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

3261. CRITERIA

1. Mental Aptitude Screening. Prior to formal mental testing, recruiters will screen each applicant to eliminate those who are not likely to qualify for enlistment.

a. General Information

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

Test Completion Time Required

USMC Enlistment Screening Test (EST): 50 minutes.

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

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

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

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

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

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

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

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

d. Computerized Adaptive Screening Test (CAST)

e. Wide Range Achievement Test (WRAT)

(1) General

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

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

(2) Testing Procedures

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

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

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

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

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

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

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

(3) Scoring

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

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

2. Mental Aptitude Testing

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

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

(2) Scores from valid "Student Testing Program (STP)" or "Production" versions of the ASVAB test may be used to determine eligibility for enlistment.

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

(4) Test scores are valid up to 2 years after the test date. Test scores must be less than two years old to ship to recruit training.

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

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

(a) Category 1: AFQT 93 - 99
(b) Category 2: AFQT 65 - 92
(c) Category 3A: AFQT 50 - 64
(d) Category 3B: AFQT 31 - 49
(e) Category 4: AFQT 21 - 30

b. Request for Examination (USMEPCOM Form 680-3A-E). USMPECOM 714A-E has changed to the USMEPCOM 680-3A-E. Recruiters will prepare the USMEPCOM Form 680-3A-E, to request examination of applicants at either a MEPS or a MET site. Prior to testing at one of these sites, the form will be completely filled out, including certification statements on the reverse side. Medically disqualified applicants will not be authorized to take initial ASVAB or retest. Each applicant will present one copy of the form to the MEPS personnel during their initial MEPS or MET site visit. USMEPCOM Form 680-3A-E is also used for retests, after an initial test. The following general instructions apply to preparation of USMEPCOM Form 680-3A-E. **The only change between the two forms (MEPCOM 714A-E and the MEPCOM 680-3A-E) is the addition of Block 5.f., Alien Registration Number for all Lawful Permanent Residence applicants.**

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

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

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

c. ASVAB Retesting

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

(2) USMEPCOM Form 714A-E/USMEPCOM Form 680-3A-E is used for all tests. In a retest, the complete ASVAB will be administered. It is the recruiter/non-commissioned officer in charge (NCOIC) responsibility to verify the previous test versions and the previous test dates. Applicants given same version of the ASVAB or re-tested too early on the ASVAB based on information provided by the recruiter/NCOIC to the test administrator, whose scores are later invalidated are to be considered retested, and must wait the prescribed period to retest. However, all applicants, regardless of score, type of test taken, or branch of service tested for, are authorized to retest 1 month after their 1st and 2nd test, and 6 months after their 3rd or subsequent test. Table 3-7 on page 3-77 further delineates authorized and prohibited retest situations. Refer to MCO P1100.75 for detailed retesting policies for non-prior service applicants.

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

3262. VERIFICATION

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

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

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

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

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

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

a. Service Processing For. Enter "DMR" or "DMV"

b. Prior Mil Service. Enter an "X" in "YES" or "NO," as appropriate

c. Sel Serv Class. (Leave blank)

d. Sel Serv Reg No. (Leave blank)

1. Social Security Number (SSN). Enter applicant's SSN in space provided. Enter one number per space. Applicants must validate their SSN when reporting for testing.

2. Name. Enter the applicant's complete, full, legal name in capital letters allowing one space between last and first names and between first and middle names. There is room for a maximum of 27 letter and spaces. Do not exceed this limit and do not use punctuation.

3. Current Address. Enter the applicant's current street, city, county, state, country, and zip code.

4. Home of Record. Enter the street, city, county and state, country, and zip code that the applicant claims as a permanent home of record, or simply enter "SAME AS ITEM 3."

5. Citizenship. Enter an "X" in the appropriate block, **and enter the Alien Registration Number if applicable, in Block 5.f., for all Lawful Permanent Residents.**

6. Sex. Enter an "X" in the appropriate block.

7. a. Racial Category. Enter and "X" (one or more) in appropriate blocks.

b. Ethnic Category. Enter “X” in one of the blocks:

8. Marital Status. Enter the applicant's legal status as it relates to marriage.

9. Number of Dependents. Enter the number of individuals who are either totally or partially dependent on the applicant for support.

10. Date of Birth. Enter the applicant's date of birth in a 6 digit (YYYYMMDD) format. A date of birth of 10 November 1980 would be entered as "19801110".

11. Religious Preference (Optional). Enter as appropriate code from appendix “C”.

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

12. Education. Enter the highest education level completed at the time of examination and using the coding instructions shown in appendix “C”.

13. Proficient in Foreign Language. Enter “yes” or “no”, if yes; specify.

14. Valid Driver’s License. Enter “yes” or “no”, if yes; specify: STATE, LICENSE NUMBER, AND EXPIRATION DATE.

15. Place of Birth. Enter City, State and Country.

16. Aptitude.

a. ASVAB Required to Enlist? Enter “X” in “yes” or “no”

b. ENLIST under Student Test Scores? Enter “X” in “yes” or “no”

c. TEST Type, enter “X” in appropriate block

d. RETEST, enter “X” in appropriate block

e. PREVIOUS Test Dates (YYYYMMDD)

f. PREVIOUS Test Versions. 1_____ 2. _____

17. a. Recruiter ID/SSN. Enter SSN of recruiter.

b. Station ID. Enter the recruiting station's MCC and a two-digit abbreviation for the RSS.

18. Test Administrator SSN/ID. (Completed by MEPS Personnel)

19. Test Administrator Signature. (Completed by MEPS Personnel)

20. Medical.

a. MEDICAL EXAM REQUIRED? Enter “X” in “yes” or “no”

b. EXAM Type: enter “X” in appropriate block

c. DTE LAST FULL MEDICAL EXAM: (YYYYMMDD)

21. Applicant Signature. The applicant will sign in this block

22. MIRS Coding. (Completed by MEPS Personnel)

23. Applicant Certification in Presence of Test Administrator. The MEPS will verify the applicant's identify using a photo ID. If a photo ID is unavailable, or if the ID presented does not appear to match the applicant, the test administrator will put the applicant's right thumbprint in the first attempt block. The applicant certifies their identity by signing on the line at the time of testing.

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

24. Right Thumbprint. (Completed by MEPS Personnel)

25. Applicant Certification in Presence of Recruiting Personnel. Applicant will annotate with a “X” in the appropriate block(s) A,B,C or D:

a. I have never been tested. . . .

b. I was tested with the ASVAB on or about
Most Recent Date at School, City, and State

c. Request for student scores (high school loop)
Most Recent Date at School, City, and State

d. Yes, I want to keep my AFQT Scores from the Student Test listed in “C” above.

e. Current or last high school attended (High School) or (13 Digit DOD High School Code) .

f. Signature of applicant/social security number/date.

26. APPLICANTS CURRENT MEDICAL INSURER NAME. Applicant will annotate current medical insurer, if none; will sign to affirm no medical insurer.

27. APPLICANTS CURRENT MEDICAL PROVIDER NAME. Applicant will annotate current medical provider, if none; will sign to affirm no medical provider.

28. MEDICAL INSURER ADDRESS: Street, City, State, Country, ZIP Code

29. MEDICAL PROVIDER ADDRESS: Street, City, State, Country, ZIP Code

30. CERTIFICATION BY RECRUITING PERSONNEL. Signature of Recruiter/Printed/Typed Name of Recruiter/Date/Recruiter ID/Social Security Number/RSS/RS.

Figure 3-7.-USMEPCOM Form 714A-E/USMEPCOM 680-3A-E Completion Instructions - Cont'd.

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TABLE 3-6

MINIMUM MENTAL QUALIFICATIONS

RULE	A If the applicant is a:	B then the minimum AFQT score required is	C and the minimum GT score required is **Not Waiverable**
1	Tier I High school graduate (Notes 1,2,3,4,5, 7 & 10)	**21**	**80**
2	Tier II Alternative credential holder(Notes 1,2,3,4, 8, & 10)	**31**	**90**
3	Tier III Non-high school graduate (Notes 1,2,3,4,6,8,9, & 10)	**50**	**90**
4	Tier I High school senior (Notes 1,2,3,4,5,7, & 10)	**21**	**80**

NOTE 1. Waivers of mental prerequisites are not authorized

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

a. The Tier I category comprises all the following applicants:

(1) High school graduates/Religious based schools

(2) Adult education program graduates

(3) One-semester college/post-secondary students or graduates

(4) Alternate/continuation high school graduates (case-by-case)

(5) High school seniors at a traditional high school

(6) Home Study credential holders from Local, State or Nationally accredited Home School Association

(7) National Guard Youth Challenge Program with GED earned while in the Challenge Program

(8) Exit Exam Failures who enlist within one year of date of the original exit exam

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

(1) Test-based credential holders (for example: GED, CHSPE)

(2) Attendance-based (Certificate of Competency) credential holders

(3) Correspondence school graduates

(4) Home Study credential holders (Those not determined Tier I)

(5) Occupational program credential holders

(6) Adult High Schools/Alternate/continuation high school graduates (case-by-case)

(7) Other non traditional high school credentials

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

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

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

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

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

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

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

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

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

TABLE 3-7

APPLICANT RETEST ELIGIBILITY TABLE

	A	B	C	D
R U L E	**If an applicant's initial ASVAB**	**and their first or second retest:**	**was administered:**	**then the use of the test scores for enlistment purposes is:**
1	Production and/or Institution	Production and/or Institution	less than 1 mo	Prohibited (note 1)
			more than 1 mo	Authorized (note 2)
R U L E	**If an applicant's initial ASVAB**	**and their second or subsequent re-test:**	**was administered:**	**then the use of the test scores for enlistment purposes is:**
2	Production and/or Production	Institutional and/or Institutional	less than 6 months	Prohibited (Note 1)
			more than 6 months	Authorized (Note 2)

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

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

a. The applicant has not previously retested.

b. The retesting is being required because the initial scores (considering the applicant's education, training, and experience) do not appear to reflect his or her true capability.

c. The retest is not being requested solely because the applicants initial test scores did not meet the standards prescribed for enlistment options or programs.

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART G: PHYSICAL APTITUDE

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

3271. CRITERIA

1. General

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

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

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

2. Height and Weight Standards

a. Height standards for male applicants range from 58 to 78 inches. Height standards for female applicants range from 58 to 72 inches.

b. Non-prior service (NPS) male and NPS female weight standards for enlistment into the Delayed Entry Program or the SMCR awaiting Initial Active Duty Training (IADT) are provided in tables 3-8 and 3-9, on pages 3-90/91.

c. Height/weight standards for prior service (Marine) applicants are provided in table 3-10, page 3-92.

d. Table 3-11, page 3-93, shows waiver requirements for shipping NPS males who exceed retention weight standards. Maximum five and ten percent height/weight shipping standards are provided by table 3-12, page 3-94.

e. Applicants who exceed initial enlistment or accession standards will be temporarily disqualified (TDQ). These applicants will be in a TDQ status for a period of 4 days for every 1 pound overweight. Applicants must lose the weight permanently. Applicants might try to lose weight in a more expeditious fashion, such as the use of “diuretics”, laxatives or home remedies. DoD Instruction 6130.4 paragraph E.1.36, and AR 40-501 paragraph

2-37, refer to applicants with inabilities to perform functions that prevent satisfactory performance of military duties. Applicants who are currently using, or have used diuretics (including over-the-counter diuretics) within the last 6 days fall under this category. The use of diuretics, laxatives or home remedies can cause severe dehydration and are detrimental to applicant health and the recruits ability to perform and function in a training environment, and are therefore strictly prohibited. Recruiters will also refrain from any involvement in providing, suggesting advising or instructing any applicant to use diuretics, laxatives, thermogenics, dietary supplements, or home remedies for the purpose of expeditiously losing weight to meet weight standards.

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

3. Medical Screening

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

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

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

(a) instructions for completing the DD Form 2807-2 are contained on page 1 of the form. Attention should be rendered to paragraph 4 of the instructions on page 1 of the DD 2807-2. Minimum of 1 day in advance of processing if “no support documentation is required”, and 2 days in advance of processing “if support documentation is required”. The form will be submitted to the MEPS LNCO at time of scheduling for processing. The last name, first name, middle initial and SSN of the applicant will be entered at the top of pages 2,3,4, and 5. Explain the purpose of pre-screening to the applicant. Temporary conditions, such as overweight/under-weight and recovery from surgeries, are sufficient reason to defer processing until the condition is corrected. Applicant will not be asked or required to reveal whether they are heterosexual, homosexual or bisexual. Should any other forms be used for prescreening, ensure they do not contain any questions related to homosexuality or homosexual conduct.

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

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

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

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

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

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

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

(i) Part 9 is the certification of the Recruiting Representative. It must be signed by the recruiting representative assisting in completion of the form.

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

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

c. If a male applicant has a physical defect falling within the purview of the Medical Remedial Enlistment Program (MEDREP), may be eligible for waiver consideration (see current edition of MCO 1130.51). **The MEDREP is not available to female, reserve, and prior service applicants**.

d. Applicants with orthodontic appliances (braces) may be enlisted into the DEP or SMCR awaiting IADT. However, appliances must be removed and all orthodontic work completed prior to the individual shipping to recruit training. Prior to enlisting, the applicant must provide a letter from the dentist (orthodontist) indicating that all orthodontic work has been or will be completed prior to shipping to the recruit depot. Applicants will be required to sign a statement in the Remarks section of DD Form 1966

indicating their understanding that the Marine Corps will not incur any obligation or costs incident to their orthodontic work either before or after enlistment. District commanding officers will immediately discharge members of the DEP or individuals awaiting IADT who will not or cannot have their orthodontic work completed prior to shipping to recruit training. The discharge will be effected in accordance with paragraph 4301, page 4-47.

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

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

(1) Suggesting cures, remedies, or medical procedures.

(2) Recommending a particular medical facility, doctor, dentist, or other medical practitioner.

(3) Offering a promise or assurance that the applicant will be accepted if the disqualifying defect is corrected.

(4) Do not make a final determination on the applicant's medical status. instead, take the following actions as appropriate:

(a) Defer the applicant from further processing if the applicant has one or more "temporary" disqualifying medical problems until the problems are corrected.

(b) Defer the applicant from further processing if the applicant has one or more "permanent" disqualifying medical problems. Submit the pre-screening medical form and relevant medical documentation provided by the applicant to the MEPS LNCO for review by the medical officer.

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

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

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

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

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

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

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

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

(7) Additional Guidelines for Recruiters

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

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

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

2 Any condition that is currently painful or inflamed. Includes all active infections.

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

4 Hernia operation within the preceding three months.

5 Orthopedic surgery within the preceding six months.

6 Any fracture still in a splint or cast.

7 Pregnancy, regardless of stage, until menses have resumed.

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

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

1 Heart murmur.

2 History of high blood pressure not requiring medication.

3 Ruptured (herniated) disc.

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

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

6 Any condition requiring regular or periodic use of medication.

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

8 Orthopedic surgery.

9 Allergies or hay fever.

10 Sensitivity to bee or insect stings/bites.

11 Asthma.

12 Enuresis (bedwetting) past age 12.

13 Somnambulism (sleepwalking) past age 12.

14 Chronic motion sickness.

15 Shoulder or knee surgery or serious injury.

16 Chronic foot or back problem.

17 Amenorrhea or Dysmenorrhea.

18 Albuminuria (albumin or protein in the urine.)

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

20 Glycosuria (sugar in the urine).

21 Small skull prosthesis (plate).

22 Any psychological or psychiatric hospitalization or counseling.

23 Peptic ulcer (gastric or duodenal).

24 Ear surgery.

25 Surgery of the abdomen (except appendectomy).

26 Bone or joint surgery.

27 Painful or trick joint.

28 Surgery on female organs.

29 Brain surgery.

30 Medical conditions requiring intermittent or chronic use of steroids.

31 History of cataracts.

32 Detached retina.

33 Intestinal (bowel) resection.

34 Victims of physical or sexual abuse.

35 Any applicant who has a tattoo, brands, or ornamentation relative to a gang membership or gang activities is potentially disqualified. Refer to ALMAR 194/96 and ALMAR 127/97. Markings of this nature must be reviewed by the Chief Medical Officer (CMO) and AUTHORIZED by the Recruiting Station Commanding Officer, through the MEPS LNCO, prior to enlistment, and the following statement must appear on the DD1966, Section VI – Remarks:

"I HAVE CONSULTED WITH THE MEPS CMO AND RESEARCHED THE TATTOO'S/BRANDS/ ORNAMENTATION OF SNA, AND THEY ARE IN COMPLIANCE WITH MARINE CORPS POLICY"

_____

MEPS LNCO

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

1 Vision

a Blindness in one or both eyes.

b Diplopia. Cataracts; cataract surgery (unless there is an intraocular lens implant).

c Visual acuity not correctable to at least 20/400.

d History of keratotomy or kertomileusis.

e Keratonoconus of any degree.

f Refractive error in excess of +/-8.00 diopters.

2 Seizure disorder after age 5 and with seizure activity and/or anticonvulsant medication in the 5 years immediately preceding MEPS physical examination.

3 Diabetes requiring insulin therapy or prolonged therapy of any type.

4 Heart attack (myocardial infarction).

5 Valvular disease of the heart.

6 High blood pressure (hypertension), even if controlled by medication.

7 Cerebral palsy.

8 Muscular dystrophy (progressive atrophy of the muscles).

9 Multiple sclerosis (nerve disease involving muscle weakness and lack of coordination).

10 Mental retardation.

11 Imbecility (feebleness of the mind).

12 Schizophrenia and other psychosis or serious mental or emotional illness.

13 Drug or alcohol addiction (active).

14 Hermaphroditism (state characterized by the presence of both male and female sex organs).

15 Leprosy.

16 Mutism or aphonia , regardless of cause.

17 Amputation of arm or leg.

18 Tumor of the thyroid (neck) including large lymph nodes if the degree of enlargement is such that it interferes with the wearing of ordinary clothing.

19 Neurosyphilis of any form.

20 Acromegaly or gigantism (enlargement of hands, feet, and/or face due to disease of pituitary gland).

21 Deafness in both ears even if aided by hearing aid.

22 Severe deformities of the mouth, throat or nose, that interfere with speech or mastication or ordinary food, to include harelip or hole in the roof of the mouth.

23 Deformities of a marked degree which will interfere with normal body functions and weight bearing power (e.g., severe scoliosis (curvature of the spine) or kyphosis (humpback)).

24 Noticeable limp.

25 Empyema or unhealed sinuses of the chest wall following surgery for empyema.

26 Intestinal bypass surgery.

27 Paralysis of any extremity.

28 One kidney - regardless of cause.

29 Acquired Immunodeficiency Syndrome (AIDS).

30 Any TATTOOS, BRANDING OR ORNAMENTATION on the Head and/or Neck area.

31 Any TATTOOS, BRANDING OR ORNAMENTATION on other areas of the body that are sexist (express nudity), racist, eccentric or offensive in nature, express an association with conduct or substances prohibited by the Marine Corps Drug Policy and the UCMJ, to include tattoos associated with illegal, drugs, drug usage, or paraphernalia, are prohibited. Reference is ALMAR 194/96 and ALMAR 127/97. See additional guidance on page 3-149.

32 Any TATTOOS, BRANDING OR ORNAMENTATION on ANY area of the body that depict vulgar or anti-American content, brings possible discredit to the Marine Corps, or associates the applicant with any extremist group or organization is INELIGIBLE FOR ENLISTMENT. Reference is ALMAR 194/96 and ALMAR 127/97. See additional guidance on page 3-149.

33 Dental ornamentation. Refer to ALMAR 127/97.

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

(8) Medical Officer. The examining officer will:

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

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

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

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

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

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

4. Re-examination. A complete physical re-examination is required if:

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

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

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

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

1. Commanding officers of recruiting stations may waive an underweight condition of up to 10 percent for all non-prior service applicants, male and female, if the MEPS Chief Medical Officer concurs and the applicant can wear standard size uniforms.

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

a. Males 18% or less/Females 26% or less Body Fat Percentage, per the MCO P6100.12 (Marine Corps Physical Fitness Test and Body Composition).

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

13. Waiver authority for non-prior service applicants (Tables 3-9 and 3-12) to ship to recruit training (accession) who exceed retention standards by more than five percent is the Marine Corps District, and is contained in Rule 2 of Table 3-12. Region CG's have the authority to waive applicants who exceed retention weight by more than ten percent, and is contained in Rule 3 of Table 3-11. Waiver requests will only be entertained in cases meeting the following criteria:

a. Males 18% or less/Females 26% or less Body Fat Percentage per the MCO P6100.12 (Marine Corps Physical Fitness Test and Body Composition).

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

4. Waiver requests for applicants or poolees who exceed both weight standards contained in Tables 3-8, 3-9, 3-10 or 3-12, and Body Fat Percentage per MCO P6100.12 (Marine Corps Physical Fitness Test and Body Composition Program Manual), limitations will be treated as “Exception to Policy Weight Waivers” and will personally be reviewed and decision by the MCRC CG.

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

6. Waiver requests for applicants not meeting height standards will be forwarded to the commanding general of the respective recruiting region. Waivers for these applicants must include specific information pertaining to uniform size (e.g., shoe size 12, neck 16, waist 34, etc.). This will allow the appropriate recruiting region to determine if an applicant can be fitted into a standard-size uniform. **Heights below 58 inches (exact measurement) will normally not be waived by the respective region CG**.

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

3274. INITIAL STRENGTH TEST (IST)

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

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

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

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

TABLE 3-8

WEIGHT (ACCESSION) STANDARDS FOR MALE APPLICANTS WHO REQUIRE RECRUIT TRAINING - INITIAL ENLISTMENT (CONTRACTING) STANDARDS ONLY

HEIGHT (inches)	MINIMUM WEIGHT (regardless of age)	MAXIMUM WEIGHT 16-20 years	21-30 years	31-35 years
58	96	148	153	152
59	98	153	158	157
60	100	158	163	162
61	102	163	168	167
62	103	168	174	173
63	104	174	180	178
64	105	179	185	184
65	106	185	191	190
66	107	191	197	196
67	111	197	203	202
68	115	203	209	208
69	119	209	215	214
70	123	215	222	220
71	127	221	228	227
72	131	227	234	233
73	135	233	241	240
74	139	240	248	246
75	143	246	254	253
76	147	253	261	260
77	151	260	268	266
78	153	267	275	273
79	157	274	282	277
80	160	281	288	285

NOTE 1: These weight standards apply for contracting only (i.e., enlistment into the delayed entry program). Standards for male applicants entering active duty or initial active duty for training (i.e., "shipping" to recruit training) are provided in table 3-12 on page 3-94.

NOTE 2: Heights below 58 inches (exact measurement) normally will not be waived. Measurements of one-half inch or more will be rounded-up to the next higher inch (except 57.5); measurements of less than one-half inch will be rounded-down to the next lower inch.

NOTE 3: Applicants who exceeding **contracting** (DEP-IN) weight standards require a waiver form the CG MCRC.

TABLE 3-9

WEIGHT (ACCESSION) STANDARDS FOR FEMALE APPLICANTS WHO REQUIRE RECRUIT TRAINING - INITIAL ENLISTMENT (CONTRACTING) AND SHIPPING STANDARDS

HEIGHT (inches)	MINIMUM WEIGHT (regardless of age)	MAXIMUM WEIGHT 16-20 years	21-30 years	31-35 years
58 (NOTE 1)	91	120	123	126
59	94	124	127	130
60	97	128	131	134
61	100	132	135	138
62	104	137	140	143
63	107	141	144	147
64	110	146	149	152
65	114	150	153	156
66	117	155	157	161
67	121	160	163	166
68	125	164	167	170
69	128	169	173	175
70	132	174	177	180
71	136	179	181	185
72	140	184	187	190
73	144	189	192	195
74	148	195	197	201
75	152	200	203	206
76	156	205	208	211
77	160	211	214	217
78	164	216	219	222
79	168	222	225	228
80	173	228	231	234

NOTE 1: Heights below 58 inches (exact measurement) normally will not be waived. Measurements of one-half inch or more will be rounded-up to the next higher inch (except 57.5); measurements of less than one-half inch will be rounded-down to the next lower inch.

TABLE 3-10

WEIGHT (RETENTION) STANDARDS FOR APPLICANTS WHO DO NOT REQUIRE RECRUIT TRAINING.

Males (regardless of age)			**Females (regardless of age)**		
HEIGHT	**WEIGHT**		**HEIGHT**	**WEIGHT**	
(inches)	**Min**	**Max**	**(inches)**	**Min**	**Max**
58	91	132	58	91	120
59	94	136	59	94	124
60	97	141	60	97	128
61	100	146	61	100	132
62	104	150	62	104	137
63	107	155	63	107	141
64	110	160	64	110	146
65	114	165	65	114	150
66	117	170	66	117	155
67	121	176	67	121	160
68	125	181	68	125	164
69	128	186	69	128	169
70	132	192	70	132	174
71	136	197	71	136	179
72	140	203	72	140	184
73	144	208	73	144	189
74	148	214	74	148	195
75	152	220	75	152	200
76	156	226	76	156	205
77	160	232	77	160	211
78	164	238	78	164	216
79	168	244	79	168	222
80	173	250	80	173	228

NOTE 1: The CG MCRC is the waiver authority for all prior service (Marine) applicants who do not meet retention standards.

NOTE 2: Measurements of one-half inch or more will be rounded-up to the next higher inch (except 57.5); measurements of less than one-half inch will be rounded-down to the next lower inch.

TABLE 3-11

WAIVER REQUIREMENTS FOR SHIPPING NPS TO RECRUIT TRAINING.

	A	B	C
RULE	If a shipper is:	and	then:
1	5% or less over retention weight	passes IST	no waiver required
2	more than 5% over retention weight	passes IST	district CO waiver required
3	more than 10% over retention weight	passes IST and meets anthropo-metric standards	region CG waiver required
4	Exceeds retention and Body Fat Percentages	passes IST	MCRC CG Exception to Policy Waiver is required

NOTE 1: Table 3-12 provides weights corresponding to 5% and 10% over retention standards.

NOTE 2: For official standards for the IST, refer to paragraph 3274.

NOTE 3: For Marine Corps anthropometric standards, refer to MCO P6100.12.

NOTE 4: Weight waivers for overweight conditions will not be considered unless the applicant meets anthropometric standards, refer to MCO P6100.12.

NOTE 5: Weight waivers are not authorized for any shipper who requires recruit training and cannot pass the IST.

TABLE 3-12

HEIGHT AND WEIGHT SHIPPING STANDARDS FOR NPS MALE APPLICANTS.

HEIGHT (inches)	WEIGHT-5% OVER retention standards	WEIGHT-10% OVER retention standards
58	139	145
59	143	150
60	148	155
61	153	161
62	158	165
63	163	171
64	168	176
65	174	182
66	179	187
67	185	194
68	190	199
69	196	205
70	202	211
71	207	217
72	213	223
73	219	229
74	225	235
75	231	242
76	237	249
77	244	255
78	250	262
79	256	268
80	263	275

NOTE 1: Commanding officers are responsible for ensuring adherence to these standards prior to shipping a CONTRACTEED POOLEE to recruit training. Waiver authority is in accordance with table 3-11, page 3-93.

NOTE 2: CONTRACTED POOLEES exceeding retention standards by more than 10% are eligible for a waiver from the region CG provided they do not exceed accession standards and they pass the IST (see paragraph 3274) and meet the Body Fat Percentages contained in Marine Corps anthropometric standards (MCO 6100.10) ALMAR 326/97.

NOTE 3: CONTRACTED POOOLEES AND DIRECT ACCESSIONS who exceed both shipping weight standards (over 10%) and Body Fat Percentages are not authorized to ship without a CG MCRC EXCEPTION TO POLICY Weight Waiver.

NOTE 4: Measurements of one-half inch or more will be rounded-up to the next higher inch; measurements of less than one-half inch will be rounded-down to the next lower inch.

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART H: MORAL APTITUDE

3280. PURPOSE. The moral character of an applicant must be determined to:

1. To prevent enlistment of persons whose social habits, such as theft, arson, resistance to authority, etc., are a threat to unit morale and cohesiveness.

2. To screen out persons who would likely become serious disciplinary problems in the Marine Corps, and who would consequently divert resources from the performance of military missions.

3. To ensure enlistees and their parents that the enlistee will not be thrown into close association with criminals.

3281. CRITERIA. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment. However, the voluntary disclosure, self admitted, or recruiter discovery, of any form of police/criminal involvement by an applicant may require waiver as a moral disqualification. In such cases, moral waivers will be processed per chapter 3, section 3, table 3-13, page 3-113.

3282. DEFINITIONS. The following court-related terms are defined to assist in determining an applicant's qualifications.

1. Adverse Juvenile Adjudication

a. Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt or plea of guilty, and that the determination was recorded in the court's records, and

(1) Regardless of whether sentence was then imposed, withheld, or suspended, and,

(2) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of "subsequent proceedings" used in juvenile courts in the United States are: "expungement", "record sealing", reopening the case to change the original finding of "guilty" or "delinquency", or the plea of "guilty" or admission of the truth of the allegations in the petition to "not guilty", dismissal of the original petition, setting aside the adjudication of "delinquency". Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

b. The term "adverse juvenile adjudication" is an adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a juvenile court as a result of an offense. The term "ward of the court", does not include the adjudication of a juvenile as a "dependent", as "neglected", or as "abandoned".

c. For purposes of a waiver, processing will be based on the severity of the specific offense's for which an applicant was **adjudged or convicted**. For **Felonious Offense(s) reduced to lesser included offense(s), the level of the waiver is the District Commanding Officer.** The offense's severity will be determined by the Uniform Guide List for Typical Offense's, Table 3-14, page 3-115 or by the notes contained therein if the offense is not specifically listed by name. Once the request for a moral waiver is at the proper decision level, factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered.

2. Community Service. A sentence of a specific amount of labor to be performed for the benefit of the community at large. Community service is a form of fine or restitution, but is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are not eligible for enlistment until such service has been completed and the appropriate waiver has been granted. No person will perform any type of Community Service at any Marine Corps Recruiting Facility i.e. Recruiting Station, Recruiting Sub-station or Permanent Contact Station. **NO EXCEPTIONS**.

3. Conviction

a. Determination of "guilty" by judge or jury, based either on the merits of a case or on defendant's plea of "guilty" or "nolo contendere":

(1) Regardless of whether sentence was then imposed, withheld, or suspended; and

(2) Regardless of subsequent proceedings in the case to delete an initial determination of "guilty" from court records because of evidence of rehabilitation or completion of a satisfactory probationary period. Examples of "subsequent proceedings" used throughout the United States in **adult** offender cases are: "pardon," "expungement," reopening of the case to change the original finding of "guilty" or pleas of "guilty" or "nolo contendere" to "not guilty" and dismissal of the charge, "amnesty," or setting aside of conviction. Such subsequent proceedings recognize rehabilitation, but do not alter the fact that the offender committed the criminal act.

b. Sanctions imposed by a law enforcement or quasi-law enforcement agency in place of an official court hearing or trial will **NOT BE considered "convictions."** Sanctions of this nature require a review by the RS CO. See the following examples.

(1) An applicant is caught by the police defacing public property by painting graffiti on a bridge. The officer directs the applicant to sandpaper the bridge until it is clean, at which time he will forget about the incident. This is a sanction and requires review by the RS CO.

(2) An applicant is caught by the police defacing public property by painting graffiti on a bridge. The applicant is charged, but subsequently referred to a county-sanctioned juvenile first offender's program. Although the applicant never appears in court, and probably has no court record, he requires a waiver as if convicted.

Note: As a general rule of thumb, any requirements imposed by an officer of the court (i.e., judge, magistrate, district attorney, assistant district attorney, juvenile officer, or probation officer), will be viewed as a conviction for enlistment purposes. Pretrial intervention or diversionary programs will be considered a "conviction". Similarly, requirements imposed by law enforcement officials, (i.e., police, sheriffs, deputy sheriffs, or state troopers), will be viewed as a sanction. The key question is, "Was this a formal program of the court?"

c. Convictions or charges that have been reduced for expediency, as in "plea-bargaining", or plea to a reduced or lesser charge will be waived at the level appropriate for the **adjudicated/convicted charge(s) except in the case of felony(s) reduced to lesser offense(s), which require District Commanding Officer level waiver**. Caution in these matters are to ensure NO "recruiter impropriety or involvement" with judicial authorities prior to the court conviction phase.

4. Expungement. Some states have established procedures for the subsequent "expunging of the record", "dismissal of charges", or "pardon" upon evidence of rehabilitation of the offender. Such action has the legal effect of extinguishing the initial "conviction" or "adverse juvenile adjudication" so that, under state law, the applicant has no record of conviction or adverse juvenile adjudication. In spite of this action, the record must be revealed and a waiver of the applicant's disqualification(s) is required at the proper enlistment decision level.

5. Felony

a. A "felony" will be defined as a conviction or adverse adjudication by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is death or confinement under state or local law exceeding one year. Refer to offenses listed in Table 3-14, on page 3-119 if not listed apply the above rule.

b. An offense will be classified a "felony" without regard to the offender's age when the offense was committed, or whether the offense was disposed of by juvenile or adult criminal proceedings. An offense classified as a felony under table 3-14, page 3-117, will be classified as a felony for enlistment, regardless of state or local law.

c. In rare instances an offense may be classified as a **single incident felony** if more than one felony results from a single incident. Generally, if the multiple incidents are not separated by **location and time, and involved no more than a single victim**, they may be considered as a single incident for waiver purposes. In order to be considered, the multiple felonies must be related to one incident. For example:

(1) An applicant broke into a house and steals a stereo. He is charged with 2 felonies from this single incident, breaking and entering and burglary. The applicants charges should be considered a single incident felony for waiver purposes only, because he was charged with felony breaking and entering and felony burglary. These crimes were the result of one incident at one location.

(2) An applicant breaks into a house on Main Street, leaves that location and travels a block or two to Broadway Avenue and breaks into another house. He is charged with felony breaking and entering (2 counts) and felony burglary (2 counts). Since these crimes were separated by location and time and multiple victims, they will be treated as multiple felonies, and not a single incident.

(3) An applicant over the span of a week, steals three stereo components on different days, from the electronics stockroom where he is employed. When charged, he has three (3) counts of burglary. Since these crimes are not from one incident and are separated by time, the single incident felony rule **does not apply**, and are multiple felonies.

Note: A spree of crimes throughout a neighborhood or over a span of time (not related to a single incident, location or multiple victims), will not be treated under the single incident felony scenario for waiver purposes.

6. Multiple serious offense. “Multiple serious offenses” may be classified as single incident, for waiver purposes only, by applying the same criteria as listed above in para 5.c. for felonies.

7. Nolle Prosequi. "Nolle Prosequi" is a declaration that the plaintiff in a civil case, or the prosecutor in a criminal case, will drop prosecution of all, or part, of a suit or indictment. "Nolle Prosequi" is an unresolved judicial proceeding. It is not considered a form of restraint, and is not necessarily a bar to enlistment. It is, however, considered a conviction for enlistment purposes and a waiver is required. Accordingly, an appropriate level review is required prior to enlistment to ensure that the court's finding of Nolle Prosequi was based on the merits of the individual case and not to facilitate enlistment into the Armed Forces. If court documents by court authorities (i.e. Judge, DA, A.D.A.) showing the "Nolle Prosequi" were the result of insufficient evidence to convict or charge, then this will not be viewed as a conviction.

8. Nolo Contendere. "Nolo Contendere" is a plea made by a defendant in a criminal action equal to an admission of guilt. With this plea a defendant is subject to punishment, but leaves open the possibilities for denial of the alleged facts in other proceedings. A waiver is required.

9. Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to (under the supervision of) a probation officer or other agent designated by the court. Regional legal terms synonymous to "probation" will be treated exactly as probation is used throughout this manual. Except for those circumstances described in paragraph 3282.13, page 3-100, applicants currently "on probation" are not eligible for enlistment until the term of their probation is completely fulfilled.

10. Restraint. "Restraint" includes suspension of a sentence (to include unconditional suspended sentences), confinement or incarceration in any Institution, probation (to include unsupervised unconditional probation), or parole. As an exception to the foregoing, unconditional suspended sentences and unsupervised unconditional probation, which result from conviction of offenses listed in paragraphs 1, 2 and 3 of table 3-14, page 3-115, are not considered restraint.

11. Sealed Juvenile Records. Several states have provisions for "sealing juvenile records" which serves to limit disclosures on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, the applicant must reveal the record, and a moral waiver must be granted to authorize enlistment in these cases.

12. Domestic Violence. Domestic Violence is incompatible with military service and contrary to the Marine Corps core values. Waivers for domestic violence convictions (misdemeanor or felony) **are not authorized**, per the amendment to the Lautenburg Amendment to the Federal Gun Control Act of 1968 for Military Personnel, unless the applicant has the conviction expunged or pardoned. However, a moral waiver is still required from the Regional CG for enlistment even after expungement. Pertinent information regarding domestic violence:

a. The term “applicant” applies to both officer and enlisted applicants.

b. The term conviction means a judgment of guilty was entered against the **applicant** in court. Unlike our usual waiver criteria, adjudication in the juvenile system, pre-trial diversions, or cases resulting in deferred judgments do not count as convictions for the purpose of this law. Reminder, expungment or pardoning is not a conviction, but still requires a moral waiver from the Regional Commanding General.

c. The term crime of domestic violence means an offense that has as its factual basis, the use or attempted use of physical force, or threatened use of a deadly weapon; committed by (applicant), a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victims.

d. Some examples of domestic violence scenarios are:

(1) Applicant is father of girlfriend’s child. Girlfriend has custody of child. During a visit, applicant beats the child and is convicted of child abuse. **APPLICANT IS INELIGIBLE FOR ENLISTMENT**.

(2) Applicant and boyfriend who have lived together for one year split up. Two weeks later, applicant runs into boyfriend in a store. An argument ensues during which the applicant threatens to stab former boyfriend with a pair of scissors. Applicant is convicted of communicating a threat. **APPLICANT IS INELIGIBLE FOR ENLISTMENT**.

(3) Applicant’s teenage nephew does not get along with parents and has been living with applicant for six months. Applicant confronts nephew about his underage drinking. They argue and end up in a fist fight. The applicant is later convicted of assault and battery. **APPLICANT IS INELIGIBLE FOR ENLISTMENT**.

NOTE: In the previous scenarios, if the conviction is expunged or pardoned, the applicant may apply and be processed for enlistment with the appropriate waiver from the Regional Commanding General.

(4) Applicant and his mother get into a fist fight and the applicant is later convicted of domestic battery for assaulting his mother. **APPLICANT IS ELIGIBLE TO BE PROCESSED FOR ENLISTMENT WITH THE APPROPRIATE WAIVER.**

(5) Applicant and his father get into a fist fight and the applicant is later convicted of domestic battery for assaulting his father. **APPLICANT IS ELIGIBLE TO BE PROCESSED FOR ENLISTMENT WITH THE APPRORIATE WAIVER**.

13. Unconditional Suspended Sentence/Unsupervised Unconditional Probation. An unconditional suspended sentence and unsupervised unconditional probation are considered a suspended sentence and probation imposed by a court, respectively, even though the court imposes no conditions:

a. Regarding an individual's freedom of movement.

b. Requiring the payment of damages.

c. Requiring periodic reporting by individuals to an officer of the court (to include a probation officer).

d. Involving supervision by an officer of the court (including a probation officer) upon the individual.

Applicants currently under these forms of restraint are not eligible for enlistment until the term of the sentence or probation has been fulfilled. As mentioned in paragraph 3282.9 on page 3-98, an exception exists. In cases involving conviction of offenses listed in paragraphs 1, 2 and 3 of table 3-14, enlistment is authorized provided that the applicant is otherwise well-qualified.

14. Enlistment as an Alternative to Prosecution. **Applicants may not enlist as an alternative** to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. **They are ineligible for enlistment until the original assigned sentence would have been completed**.

3283. VERIFICATION. Recruiters will verify each applicant's moral qualification for enlistment through:

1. Questions asked in the initial screening process and MEPS interviews.

2. Explanation of penalties for withholding information.

3. Using the Drug Abuse Screening Form, the SF-86 (Questionnaire for National Security Positions) and DD Form 1966 series for each applicant.

4. Use of the DD Form 369 (Police Record Check) and the DD Form 370 (Request for Reference), as required.

5. Use of Table 3-14, page 3-115.

6. Post-enlistment interviews.

3284. DOCUMENTATION OF MORAL QUALIFICATION. The **applicant** is the **primary source** by which the recruiter gathers information on moral qualification for enlistment. The use of standardized forms may validate and clarify an applicant's statement, or reveal further involvement. Documentation revealing lesser involvement, however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below. Additional procedures on use and processing of the forms are contained in chapter 4 of this Manual.

1. DD Form 369 (Police Record Check). This form facilitates police record checks when required by paragraphs 3284.3.f and 3303.1b, of this Manual, and by the current edition of MCO 1130.65.

a. An original will be prepared for each law enforcement agency to be checked. Prepare the DD Form 369 as follows:

(1) Item 1: Date the request is sent.

Section I

(2) Item 2: Full name (last [all CAPS], first and middle), maiden, if any, Jr., Sr., etc., and all alias (AKA) names, if any. Ensure completeness.

(3) Item 3: Applicant's sex.

(4) Item 4: Fill in the city, county and state where the applicant was born.

(5) Item 5: Fill in when the date of birth (YYYYMMDD).

(6) Item 6a: Fill in the applicant's racial category. Applicant may select more than one; or decline to respond.

Item 6b: Fill in the applicant's ethnic group; or decline to respond.

(7) Item 7: Fill in the applicant's social security number.

(8) Item 8: Fill in the name and address of the applicants address within the law enforcement agency jurisdiction requested of the check.

(9) Item 9: Fill in the inclusive dates that the applicant resided at the address listed in Item 8.

(10) Item 10: Fill in recruiter's name, rank, signature and the recruiter's title making the Police Record Check request.

Section II. After the applicant reads the Privacy Act Statement:

(11) Item 11: Applicant signs to consent for release of records.

Section III.

(12) Item 12: Completed by law enforcement agency.

(13) Item 13: Completed by law enforcement agency.

(14) Item 14: Completed by law enforcement agency.

(15) Item 15: Completed by law enforcement agency.

(16) Item 16: Completed by law enforcement agency.

Mail to block: Mail the original form with a preaddressed envelope. File and maintain a copy with the applicant's signed authorization with the applicant's case file. (Note: Ensure the DD Form 369 response clearly identifies the court or juvenile agency conducting the records check).

(17) Law enforcement agency to which Police Record Check is being requested (MAIL TO).

(18) Recruiting sub-station/recruiter making the Police Record Check request (MAIL FROM).

2. DD Form 370 (Request for Reference). This form is used to obtain, or confirm, information to help determine an applicant's eligibility for enlistment. Recruiters will use the form in three instances:

a. When required by paragraph 3303.1c on page 3-140 of this manual.

b. When considered appropriate in questionable cases.

c. When directed.

3. Entrance National Agency Check (ENTNAC)and SF-86 (Questionnaire for National Security Positions). The ENTNAC and the SF-86 are the two means by which applicants' pre-accession arrest history are verified. All enlistments into the Armed Forces will have an Entrance National Agency Check (ENTNAC) accomplished by MEPCOM personnel on the date contracted into the Delayed Entry Program (DEP) for regular enlistments and date contracted as a SMCR member awaiting IADT for reserves. In addition to the ENTNAC, all contracted members will also have a National Agency Check/Local Agency Check/Credit Check (NACLC) accomplished within 90 days of the date of the ENTNAC submission by MEPCOM personnel. Currently the ENTNAC and the NACLC investigation requests are submitted to the Office of Personnel Management (OPM). Enlistees who are U. S. citizens will be submitted for Secret clearances and will have their investigation results forwarded by OPM to the Department of the Navy Central Adjudication Facility (DONCAF) at the Washington Navy Yard for adjudication. The following outlines the ENTNAC and NACLC procedures for Marine applicants:

a. ENTNAC. The ENTNAC will be accomplished for all applicants who contract at the MEPS. The current ENTNAC (Entrance National Agency Check) consists of a technical search of the FBI criminal indices, and the FBI's investigative indices using the FD 258 Fingerprint Card. A check of the Defense Clearance and Investigations Index (DCII) and the Security/ Suitability Investigations (SII) will also be accomplished. ENTNAC's will be submitted by USMEPCOM personnel to the Office of Personnel Management (OPM), via the FD 258 Electronic Fingerprint Card (or Livescan) on all enlistees into the DEP (regular or reserve). This technical search provides an arrest

history of the applicant. The normal turn-around time for this ENTNAC is 3-5 days. Results are provided from OPM to MEPCOM, who in turn will forward results to the respective Marine Corps MEPS Liaison NCO via an email mailbox.

b. NACLC. The National Agency Check/Local Agency Check/Credit Check is the only level of an investigation that can lead to clearance adjudication. The SF-86 (Questionnaire for National Security Positions) is used to open the investigation. The SF-86 will be completed at the RSS level and forwarded to the MEPS LNCO as part of the enlistment package. The SF-86 is available in the following formats for Marine Corps recruiting personnel:

(1) SF-86 Electronic Personnel Security Questionnaire (EPSQ) User Form Only, without the Security Information Sheet. Signed Release Forms and the OPM Agency Use Form must be included.

(2) SF-86 Questionnaire National Security Positions contained in the Automated Enlisted Package (AEP). Signed Release Forms and the OPM Agency Use Form must be included with the SF-86.

(3) SF-86 Questionnaire for National Security Positions DoD Forms Program at the following: http://web1.whs.osd.mil/icdhome/FORMTAB.HTM. Signed Release Forms and the OPM Agency Use Form must be included.

(4) SF-86 Electronic Questionnaires for Investigative Processes (E-QIP) that will be introduced during the spring FY04.

The Department of the Navy has determined that all enlistees within the department will have a National Agency Check/Local Check/Credit Check (NACLC) submitted prior to being accessed onto active duty or active duty for training. All Marine Corps applicants who contract into the Delayed Entry Program (DEP), the Selected Marine Corps Reserve (SMCR) awaiting Initial Active Duty (IADT), or who reenlist through the Prior Service Enlistment Program (PSEP) will have a NACLAC submitted to OPM **within 90 days** of the date of their MEPCOM initiated ENTNAC, **but prior to** executing transfer orders to recruit training or in the case of re-enlistees their new duty station. Those enlistees who are U.S. Citizens, will be processed for NACLC/Secret Clearances, non-U.S. Citizens for NACLC/Enlistment only. National Agency Check/Local Check/Credit Check (NACLC) will be submitted following the below timetables and restrictions:

(5) ENTNAC (Tech Check) submitted to OPM by MEPCOM personnel when contracted at MEPS, using the Livescan Electronic Fingerprint Card.

(6) NACLAC will be submitted to OPM by Recruiting Station (RS) staff on all contracted members within 90 days of the date the ENTNAC (Livescan) was submitted to OPM, but no later than date transferred to the Marine Corps Recruit Depots for recruit training or in the case of re-enlistees, the Duty Station transferred to for duty or temporary duty under instruction. NACLC will be submitted accordingly:

U. S. Citizens

SECRET Clearances (all hands), and
Personal Reliability Program (PRP) for **UV/UW only**

Non – U. S. Citizens

Enlistment

The OPM Agency Use Form and Signed SF-86 Release Forms must be submitted to OPM. Mail, Scanning, or Fax will be available to submit to OPM. **Additional guidance on submission requirements and parameters will be issued by separate correspondence from Marine Corps Recruiting Command (MCRC) as necessary.**

c. MEPS REPORTING SYSTEM – ENTNAC STATUS REPORT. All USMC applicants when processed at the MEPS will have a printed copy of the SF-86 available for the MEPS PEI Interview. Applicants will have an Automated ENTNAC (FD-258) submitted at time of DEP-IN regular/reserve/reenlistment. Based on the process of Auto-ENTNAC all MEPS LNCO's will in the upper left hand corner of the SF-86 form used annotate the following codes in RED ink "**M**" based on the below business rule:

A – **Automated ENTNAC: No** National Agency Check/Local Check/Credit Check (NACLC) will be submitted on this applicant.

M – **National Agency Check/Local Check/Credit Check (NACLC): NACLC** will be submitted on this applicant. Applicants must have receipt verifying submission attached to paper copy of the SF-86 Questionnaire for National Security Positions form, including Signed Release Forms and OPM Agency Use Form. This will be included in the enlistment package and forwarded to the appropriate MCRD or Duty Station.

R -**Error code:** When notified by MEPCOM of an error received on an Auto ENTAC submitted and requires resubmission.

d. MEPCOM will provide the ENTNAC Status Report on all submissions. The FBI Tech Check (submitted via Livescan with the Electronic Fingerprint) Report will be emailed to the respective Marine Corps Liaison NCO's. The report will show results of the ENTNAC submitted on the applicant. Report will indicate type of submission, i.e. AUTO (FD-258) Code "A", MANUAL (SF-86) Code "M", or RESUBMIT Code "R". The dates sent and date received will be noted along with the Case Number. Results will be categorized, i.e. FAVORABLE RESULTS, CONFIRMATION, POSSIBLE MATCH or CANCEL. Favorable results normally reflect no record was found, and in the case of a match a FBI, "Rap" sheet will be included on the ENTNAC status report. If a possible match is received, and the applicant revealed no pre-service arrest history, the RS must run local police record checks in the jurisdiction of the possible match within 30 days of notification. The MEPS will place an "N" status on these cases until removed by the MEPS LNCO. Automated ENTNAC reports should be filed in the residual package of the applicant.

4. DD Form 258 (Fingerprint Card). MEPS personnel (MEPCOM) will initiate, fingerprint, and submit to the investigative agency conducting the ENTNAC investigation the FD-258 Electronic Fingerprint Card. This process is the Automated Entrance National Agency Check (ENTNAC). This will be accomplished on all applicants when a SF-86 Questionnaire for National Security Positions NACLC/Secret clearance investigation is not going to be submitted. Prior Service Marine re-enlistees require an Auto ENTNAC.

5. MEPCOM Form 601-23 (Report of Additional Information). MEPS personnel prepare this form for the recruiting service to report additional information required for enlistment qualification. For example, an applicant discloses additional information or indicates improper recruiting procedures during the

MEPS interview, or the MEPS medical officer discovers additional medical information affecting an applicant's physical qualification. These reports must be resolved prior to continued enlistment processing. The commanding officer of the recruiting station responds on the report to: (1) notify the MEPS that the additionally disclosed information has been considered, and (2) provide instructions on further processing of the applicant.

3285. WAIVERS. Table 3-13, page 3-113, is provided for guidance in processing moral waivers. Additional information on waivers is contained in chapter 3, section 3.

FIGURE 3-8

MEPS IDENTIFICATION CODES

MEPS	MEPS CODE	MCTFS CODE	MEPS	MEPS CODE	MCTFS CODE
Albany, NY	A01M	L91	Kansas City, MO	B43M	L75
Baltimore, MD	A02M	L09	Little Rock, AR	B44M	L19
Boston, MA	A03M	L63	Memphis, TN	B45M	M17
Buffalo, NY	A04M	M00	New Orleans, LA	B46M	L49
New York, NY	A05M	M83	Oklahoma City, OK	C47M	M10
Harrisburg, PA	A06M	M12	San Antonio, TX	C48M	M16
			Shreveport, LA	B49M	L51
Fort Dix	A10M	M04	Lansing, MI	B50M	LC5
Pittsburgh, PA	A11M	M05	Chicago, IL	B54M	L39
Portland, ME	A12M	L55	Cleveland, OH	B56M	M01
Springfield, MA	A13M	L57	Columbus, OH	B57M	M02
Syracuse, NY	A14M	L93	Des Moines, IA	B58M	L43
Tampa, FL	A17M	LBY	Detroit, MI	B59M	L74
Atlanta, GA	A20M	L31	Fargo, ND	B60M	L98
Beckley, WV	A21M	M49	Indianapolis, IN	B61M	L41
Charlotte, NC	A22M	L95	Milwaukee, WI	B62M	M53
Miami, FL	A23M	MBC	Minneapolis, MN	B63M	L61
Ft. Jackson, SC	A24M	M11	Omaha, NE	B64M	L79
Jacksonville, FL	A25M	L75	Sioux Falls, SD	B65M	M13
Knoxville, TN	B26M	M15	St. Louis, MO	B66M	L73
Louisville, KY	B27M	L47	San Diego, CA	C67M	MBH
Montgomery, AL	B28M	L16	Boise, ID	C70M	L35
Nashville, TN	B29M	M21	Butte, MT	C71M	L77
San Juan, PR	A30M	MBA	Sacramento	C72M	MDL
Raleigh, NC	A31M	L97	Honolulu, HI	C73M	LAE
Richmond, VA	A32M	M41	Los Angeles, CA	C74M	L13
Albuquerque, NM	C36M	L89	San Jose, CA	C75M	L23
Amarillo, TX	C37M	M29	Phoenix, AZ	C76M	L17
Dallas, TX	C38M	M31	Portland, OR	C77M	M03
Denver, CO	C39M	L40	Salt Lake City, UT	C78M	L9Y
El Paso, TX	C40M	M33	Seattle, WA	C79M	M45
Houston, TX	C41M	M37	Spokane, WA	C80M	M47
Jackson, MS	B42M	L71	Anchorage, AK	C81M	L9X

Figure 3-8.--OPM Processing Codes.

FIGURE 3-9

ALPHA-NUMERIC ADDRESS CODES AND CORRESPONDENCE ADDRESSES

M4000	Commandant of the Marine Corps (MMSB-20) Headquarters, U.S. Marine Corps 2008 Elliot Road Quantico, VA 22134-5030	
M4001	Commanding General Recruit Admin Center Marine Corps Recruit Depot/ Eastern Recruiting Region Parris Island, SC 29905-5001	
M4002	Director Recruit Processing Center Marine Corps Recruit Depot San Diego, CA 92140-5113	
M4003	Marine Corps Recruiting Station Bldg 40-3 2nd Floor Watervliet Arsenal Watervliet, NY 12189-4050	(RS Albany)
M4004	Marine Corps Recruiting Station 605 Stewart Avenue Garden City, NY 11530-4761	(RS New York)
M4005	Marine Corps Recruiting Station Room 1334, Federal Office Building 111 W. Huron Street Buffalo, NY 14202-2391	(RS Buffalo)
M4007	Marine Corps Recruiting Station 105 East Street Chicopee, MA 01020-1020	(RS Springfield)

Figure 3-9.—NAQ Return Addresses and Codes.

Figure 3-9 con't

M4008	Marine Corps Recruiting Station Woodbridge Corporate Plaza 485A U.S. Route 1 South Iselin, NJ 08830-3099	(RS New Jersey)
M4009	Marine Corps Recruiting Station Orchard Park, Suite A-9 875 Greenland Road Portsmouth, NH 03801-4123	(RS Portsmouth)
M4011	Marine Corps Recruiting Station 5112 Pegasus Court Frederick, MD 21704	(RS Frederick)
M4013	Marine Corps Recruiting Station 6845 Deerpath Road Dorsey Business Center Baltimore, MD 21227-6221	(RS Baltimore)
M4014	Marine Corps Recruiting Station Room 221, Federal Office Building 600 Martin Luther King Jr. Place Louisville, KY 40202-2269	(RS Louisville)
M4015	Marine Corps Recruiting Station Building 54, Bay 5 Defense Distribution Region, East New Cumberland, PA 17070-5006	(RS Harrisburg)
M4016	Marine Corps Recruiting Station 7261 Engle Road, Suite 110 Middleburg Heights, OH 44130-3479	(RS Cleveland)
M4017	Marine Corps Recruiting Station W.S. Moorhead Federal Building Room 1512 1000 Liberty Avenue Pittsburgh, PA 15222-4179	(RS Pittsburgh)
M4018	Marine Corps Recruiting Station 9210 Arboretum Parkway, Suite 220 Richmond, VA 23236-3472	(RS Richmond)

Figure 3-9.--NAQ Return Addresses and Codes.--Continued.

Figure 3-9 con't

M4019	Marine Corps Recruiting Station N Heritage Plaza Route 34 Hurricane Teays Valley, WV 25526-3595	(RS Charleston)
M4020	Marine Corps Recruiting Station 2853 Fairlane Drive Building G, Suite 64 Montgomery, AL 36116-1698	(RS Montgomery)
M4021	Marine Corps Recruiting Station 5886 South Semoran Blvd. Orlando, FL 32822-4817	(RS Orlando)
M4022	Marine Corps Recruiting Station 6855 Jimmy Carter Boulevard, Suite 2600 Norcross, GA 30071-1235	(RS Atlanta)
M4023	Marine Corps Recruiting Station 2519 Perimeter Place Drive Nashville, TN 37214-3681	(RS Nashville)
M4024	Marine Corps Recruiting Station 5000 Falls of Neuse Rd. Suite 404 Raleigh, NC 27609-5480	(RS Raleigh)
M4025	Marine Corps Recruiting Station 505 Marquette Avenue, N.W. Room 800 Albuquerque, NM 87102-2160	(RS Albuquerque)
M4026	Marine Corps Recruiting Station 207 S Houston Street, Suite 146 Dallas, TX 75202-4703	(RS Dallas)
M4027	Marine Corps Recruiting Station 1265 Buck Road, STE MC Ft. Sam Houston, TX 78234-5034	(RS Houston)

Figure 3-9.--NAQ Return Addresses and Codes.--Continued.

Figure 3-9 con't

M4028	Marine Corps Recruiting Station 3313 W Pioneer Parkway Pantego, TX 76013	(RS Ft Worth)
M4030	Marine Corps Recruiting Station Naval Support Act 602-2-C 4400 Dauphine Street New Orleans, LA 70146-0800	(RS New Orleans)
M4031	Marine Corps Recruiting Station 5924 N.W. 2nd ST., Suite 1000 Oklahoma City, OK 73127-0000	(RS Oklahoma City)
M4032	Marine Corps Recruiting Station 615 E. Houston Street P.O. Box 1917 San Antonio, TX 78297-1917	(RS San Antonio)
M4033	Marine Corps Recruiting Station 1700 South Wolf Road Des Plaines, IL 60018	(RS Chicago)
M4034	Marine Corps Recruiting Station Suite 500 1600 Sherman Street Denver, CO 80203-1609	(RS Denver)
M4035	Marine Corps Recruiting Station Oakmoor North Suite 209 4725 Merle Hay Road Des Moines, Iowa 50322-1983	(RS Des Moines)
M4036	Marine Corps Recruiting Station Suite 307 580 Kirts Blvd. Troy, MI 48084-4141	(RS Detroit)
M4037	Marine Corps Recruiting Station 9152 Kent Avenue Suite C-200 Indianapolis, IN 46216-2036	(RS Indianapolis)

Figure 3-9. --NAQ Return Addresses and Codes--Continued.

Figure 3-9 con't

M4038	Marine Corps Recruiting Station 10302 NW Prairie View Rd. Kansas City, MO 64153-1350	(RS Kansas City)
M4039	Marine Crops Recruiting Station 6545 Mercantile Way Suite 12 Lansing, MI 48911	(RS Lansing)
M4040	Marine Corps Recruiting Station BHW Federal Building # 450 1 Federal Drive Ft Snelling, MN 55111	(RS Twin Cities)
M4041	Marine Corps Recruiting Station Henry S. Reuss Federal Building 310 W. Wisconsin Avenue, Suite 480 Milwaukee, WI 53203-2216	(RS Milwaukee)
M4043	Marine Corps Recruiting Station Suite 10311 1222 Spruce Street St. Louis, MO 63103-2817	(RS St. Louis)
M4044	Marine Corps Recruiting Station 546 Vernon Avenue Mountain View, CA 94043	(RS San Francisco)
M4045	Marine Corps Recruiting Station Suite 2061 5051 South Rodeo Road Los Angeles, CA 90016-4794	(RS Los Angeles)
M4046	Marine Corps Recruiting Station 1 N. 1st Street Suite 302 Phoenix, AZ 85004-2357	(RS Phoenix)

Figure 3-9.--NAQ Return Addresses and Codes.--Continued.

Figure 3-9 con't

M4047	Marine Corps Recruiting Station Suite 519, Federal Office Building 1220 S.W. 3d Avenue Portland, OR 97204-2887	(RS Portland)
M4048	Marine Corps Recruiting Station 3870 Rosin Ct. Suite 110 Sacramento, CA 95834-1633	(RS Sacramento)
M4049	Marine Corps Recruiting Station 4735 East Marginal Way South Federal Center South Seattle, WA 98134-2379	(RS Seattle)
M4050	Marine Corps Recruiting Station Suite 212 2221 Camino Del Rio South San Diego, CA 92108-3610	(RS San Diego)
M4051	Marine Corps Recruiting Station 3278 Phillips Highway, Suite 229 Jacksonville, FL 32207	(RS Jacksonville)
M4052	Marine Corps Recruiting Station 1921 East Alton Street Suite 150 Santa Ana, CA 92705	(RS Orange County)
M4053	Marine Corps Recruiting Station 7820 Peters Road Building E, Suite 109 Plantation, FL 33324-4006	(RS Fort Lauderdale)
M4054	Marine Corps Recruiting Station 9600 Two Notch Road Suite 17 Columbia, SC 29223-4378	(RS Columbia)
M4055	Marine Corps Recruiting Station 1279 W. 2200 South Bldg. S Suite A West Valley City, UT 84119-	(RS Salt Lake City)

Figure 3-9.--NAQ Return Addresses and Codes.--Continued.

TABLE 3-13

APPLICANTS WITH MORAL DISQUALIFICATIONS.

A	B
R: If applicant has a **conviction**, **U**: **adverse adjudication, or has served** **L**: **or been credited a term of** **E**: **incarceration for**: (notes 1-5,9&10):	Then the approval authority is: (note 6 - 8)
1: Up to four minor traffic offenses; one serious traffic offense; or three Class 1 minor non-traffic; or one Class 2 minor non-traffic offense	**No waiver required**
2: Five or more minor traffic; two or more serious traffic; four or more Class 1 minor non-traffic; and two to five Class 2 minor non-traffic offenses; and up to two serious offenses (Except possession of marijuana/steroids)	CO, Recruiting Station
3: Six to nine Class 2 minor non-traffic offenses; and/or three to five serious offenses;(individuals with ten or more Class 2 minor non-traffic offenses; or 6 or more serious offenses are ineligible) Any Felony Offense reduced to lesser offense	CO, Marine Corps District
4: One felony offense **Note**: Refer to para 4301.2(1)(b).	CG, Recruiting Region

NOTE 1. See Table 3-14 for the uniform guide list for typical offenses.

NOTE 2. If the conviction/adverse adjudication is not listed in the uniform guide list for typical offenses then federal, state, or local laws apply for enlistment purposes.

NOTE 3. See Table 3-16 for non-waiverable categories and required waiting time for cases involving felonies, confinement, probation, parole, and suspended sentences. Applicants with 6 or more serious offenses OR applicants with 1 felony and 4 or more serious offenses are ineligible for enlistment.

NOTE 4. Applicants who are currently incarcerated, on parole, serving a suspended sentence, or on probation, are not eligible for enlistment until the sentence has been completed. As an exception to the foregoing, an unconditional suspended sentence or unsupervised unconditional probation, which results from conviction of offenses listed in paragraphs 1, 2 and 3 of table 3-14, are not considered restraint. Neither is a suspended sentence or revoked driver's license considered restraint. In these limited cases, applicants are eligible for enlistment provided they are otherwise well-qualified.

NOTE 5. Cases involving more than one class of offense will be forwarded to the appropriate command authorized to grant moral waivers for the classification of the most serious offense.

NOTE 6. Requests for waiver consideration should be submitted only when highly favorable traits or mitigating circumstances outweigh the reason for disqualification. Waiver requests should not be submitted unless enlistment of the applicant is clearly in the best interest of the Marine Corps. In this regard, each decision level (i.e., Recruiter, NCOIC, Recruiting Station Commanding Officer, District Commanding Officer, and CG Region) has the authority to disapprove the enlistment of an applicant without forwarding the case to the next higher level of command for resolution.

NOTE 7. In any case in which the original waiver involved exception to policy and/or felony waivers, "excluding MCRC level Criteria, Prior Service, Medical, or shipping Weight Waivers" the request for addendum waivers must go back to original approving authority. Requests for other addendum waivers will be forwarded to the level appropriate for the level of the new/previously undisclosed offense.

NOTE 8. Prior Service Marines. Offenses committed prior to and/or during previous enlistment(s) or periods of EAD in the USMC that did not result in discharge, do not require a waiver or police record checks. Convictions while on active duty, or subsequent to the last period of active service for the following must be considered and approved by the regional Commanding General, before forwarding the prior service package to CG MCRC:

a. Court Martial conviction

b. Civil Authority Conviction (other than minor Traffic Offenses) While on active duty.

c. More than two (2) Non judicial punishments.

d. Tier III Education Credential.

e. Guilty of Driving while Drunk, Impaired, Intoxicated, or under the influence of alcohol or drugs while on active duty or since EAS.

NOTE 9. Any applicant arrested and convicted of any serious offense(s) while in the Delayed Entry Program (DEP), which results in restraint, probation or incarceration, must be discharged no later than the 10th day of the following month. Any applicant arrested and convicted of any felony offense while in the Delayed Entry Program (DEP), must be discharged no later than the 10th day of the following month.

Note 10. Felony(s) reduced to lesser offense(s) require waiver(s) by the Commanding Officer of the Marine Corps District.

TABLE 3-14

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

ITEM: THE BELOW LISTS ARE GUIDES (SEE NOTES).

1. Minor Traffic Offenses (MTO)

Blocking or retarding traffic.
Careless driving.
Crossing yellow line, driving left of center.
Disobeying traffic lights, signs, or signals.
Driving on shoulder.
Driving uninsured vehicle.
Driving with blocked vision.
Driving with expired plates or without plates.
Driving without license in possession.
Driving without registration or with improper registration.
Driving wrong way on one-way street.
Failure to have vehicle under control.
Failure to keep to right or in lane.
Failure to signal.
Failure to stop for or yield to pedestrian.
Failure to yield right-of-way.
Faulty equipment (defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, windshield wipers, and so forth).
Following too closely.
Improper backing: backing into intersection or highway; backing on expressway; backing over crosswalk.
Improper blowing of horn.
Improper parking: restricted area, fire hydrant, double parking, (excluding overtime parking).
Improper passing: Passing on right; in no-passing zone; improper lane change; passing stopped school bus with flashing lights; pedestrian in crosswalk.
Improper turn.
Invalid or unofficial inspection sticker; failure to display inspection sticker.
Leaving key in ignition.
License plates improperly displayed or not displayed.
Operating overloaded vehicle.
Racing, drag racing, contest for speed.
Speeding.

TABLE 3-14

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

ITEM: THE BELOW LISTS ARE GUIDES (SEE NOTES).--CONTINUED.

1. Minor Traffic Offenses--CONTINUED.

Spinning wheels, improper start.
Zigzagging or weaving in traffic.

NOTE: Consider offenses of similar nature and traffic offenses treated as minor by local law enforcement agencies as minor traffic offenses.

2. Serious Traffic Offenses (STO)

Driving with suspended or revoked license or without license.
Leaving scene of accident (single vehicle) involving no personal injury and property damage is under $1000.
Failure to comply with officer's directions.
Reckless driving (Fines $200 or less).

3. Class 1 Minor Non-Traffic Offenses (MNTO)

Curfew violation.
Disturbing the peace.
Drinking liquor or alcoholic beverages on train, plane, or other conveyance.
Drinking in public (non-disorderly)
Dumping refuse near highway, littering.
Liquor or alcoholic beverages: unlawful possession, consumption in public place, or open container.
Loitering.
Mischief (painting water towers, graffiti, throwing water-balloons).
Purchase, possession, or consumption of alcoholic beverages by minor (underage drinking).
Trespass on property (non criminal).
Violation of fireworks law.
Violation of fish and game laws.

4. Class 2 Minor Non-Traffic Offenses (MNTO)

Abusive language under circumstances to provoke breach of peace.
Altered identification (driver's license, birth certificate, and so forth), when intent is to purchase alcoholic beverages.
Committing or creating nuisance.
Damaging road signs.
Disorderly conduct: creating disturbance, boisterous conduct.

TABLE 3-14

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

ITEM: THE BELOW LISTS ARE GUIDES (SEE NOTES).--CONTINUED

4. Class 2 Minor Non-Traffic Offenses--CONTINUED.

Failure to appear, failure to comply with a judgment, failure to answer (or disobeying) a summons, or failure to pay a fine.
Fighting, participating in a brawl.
Illegal betting or gambling: operating illegal handbook, raffle, lottery, punch board, watching cockfight.
Juvenile non-criminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward.
Possession of indecent publications or pictures (other than child pornography offenses).
Theft, shoplifting (value $100 or less): only if committed under 16 years of age.
Unlawful assembly.
Vagrancy.
Vandalism: injuring or defacing public property or property of another; shooting out street lights; or similar offenses where damage is assessed at $200 or less.

NOTE: Consider offenses of a similar nature as minor non-traffic offenses. In doubtful cases, apply the following rule:

If the maximum confinement under state or local law is 6-months, or less, treat the offense as a Class 2 minor non-traffic offense.

5. Serious Offenses (SO)

Adultery.
Assault consummated by battery.
Carrying concealed weapon; possession of brass knuckles.
Check, worthless, making or uttering, ($500 or less).
Child pornography offenses.
Conspiring to commit misdemeanor.
Contempt of court (includes non-payment of child support or alimony required by court order).

TABLE 3-14

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

ITEM: THE BELOW LISTS ARE GUIDES (SEE NOTES).--CONTINUED

5. Serious Offenses--CONTINUED.

Contributing to delinquency of minor (includes purchase of alcoholic beverages).
Criminal trespass.
Desecration of grave.
Discharging firearm through carelessness or within municipal limits.
Driving while drunk, impaired, intoxicated, or under the influence of alcohol or drugs.
Drunk and disorderly and related offenses.
Failure to stop and render aid after accident.
Fornication.
Indecent exposure.
Indecent, insulting, or obscene language communicated directly or by telephone.
Killing domestic animal.
Leaving scene of accident (multiple vehicle) involving no personal injury and property damage is under $1000.
Liquor or alcoholic: unlawful manufacture or sale.
Looting.
Malicious/criminal mischief: throwing rocks on highway, throwing missiles at athletic contests, or throwing objects at vehicle.
Negligent homicide.
Petty larceny; embezzlement (value $500 or less).
Possession of marijuana under 30 grams or steroids (requires District waiver)
Prostitution/Solicitation.
Reckless driving (when fine assessed is $201 or more).
Removing property under lien.
Removing property from public grounds.
Resisting arrest, fleeing and eluding.
Selling, leasing, or transferring weapons to minor or unauthorized individual.
Slander.
Shooting from highway or on public road.
Stolen property, knowingly receiving (value $500 or less).
Theft, shoplifting (value $500 or less). (If under age 16 and value is $100 or less, treat as class 2 minor non-traffic offense).
Unlawful carrying of firearms; carrying concealed firearm.
Unlawful entry.

TABLE 3-14

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

ITEM: THE BELOW LISTS ARE GUIDES (SEE NOTES).--CONTINUED

5. Serious Offenses--CONTINUED.

Use of telephone to abuse, annoy, harass, threaten, or torment another.
Vandalism: injuring or defacing public property or property of another; shooting out street lights; or similar offenses where damage is assessed at over $200.
Willfully discharging firearm so as to endanger life; shooting in a public place.
Wrongful appropriation of motor vehicle; joyriding; driving motor vehicle without owner's consent (if intent is to permanently deprive owner of vehicle, consider as grand larceny under felony offenses below).

NOTE: Consider offenses of comparable seriousness as serious offenses. In doubtful cases, apply the following rule:

If the maximum confinement under state or local law exceeds 6-months or is equal to or less than 1-year, treat offense as a serious offense.

6. Felony Offense (FO)

Aggravated assault; with dangerous weapon; assault intentionally inflicting great bodily harm; assault with intent to commit felony.
Assault and battery on law enforcement officer or child under 16 years of age.
Arson.
Attempt to commit felony.
Breaking and entering (all types).
Bribery.
Bigamy.
Burglary.
Carnal knowledge of child under 16.
Check, worthless, making or uttering ($501 or more)
Conspiring to commit felony.
Criminal libel.
Draft evasion.
Extortion.
Forgery; knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic beverages).
Grand larceny; embezzlement (value $501 or more).
Housebreaking.
Illegal drugs (See table 3-16 for determination of eligibility).
Impersonating a police officer, civil official, military officer.
Indecent acts or liberties with child under 16, molestation.
Indecent assault.
Kidnapping, abduction.
Leaving scene of accident (single or multiple vehicle) involving personal injury and/or property damage is over $1000.
Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, or taking.

TABLE 3-14

UNIFORM GUIDE LIST FOR TYPICAL OFFENSES.

ITEM: THE BELOW LISTS ARE GUIDES (SEE NOTES).--CONTINUED

6. Felony Offense--CONTINUED.

Mail, depositing obscene or indecent matter.
Maiming; disfiguring.
Manslaughter.
Murder.
Obstructing justice.
Pandering.
Perjury.
Public record; altering, concealing, destroying, mutilating, obliterating, or removing.
Rape.
Riot.
Robbery.
Sedition; soliciting to commit sedition.
Sodomy.
Stolen property, knowingly receiving (value over $500).
Theft, shoplifting (value over $500).

NOTE: Consider offenses of comparable seriousness as a felony. In doubtful cases, apply the following rule:

If maximum confinement under state or local law exceeds 1-year, treat the offense as a felony.

CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 2: ENLISTMENT CRITERIA

PART I: PRIOR SERVICE

3290. PURPOSE. The purpose of prior service restrictions is the maintenance of good order and discipline in the Marine Corps and the assurance that all Marines are trained and competent in their grade and occupational assignment.

3291. CRITERIA

1. For our purposes, the term "prior service" includes:

a. Those individuals who have successfully completed the recruit/basic training sponsored by their former service, reserve or regular.

b. Those individuals who have fulfilled their original term of enlistment in an active component and in the Individual Ready Reserve (IRR).

c. Those individuals who have completely fulfilled their 8 year Military Service Obligation (MSO) from any component.

d. Those individuals contractually obligated in a reserve component, processing with a DD 368 Reserve Clearance, **must be direct enlistments.**

2. For our enlistment purposes, the term “prior service” **does not** include:

a. Individuals who have failed to complete recruit/basic training, and who have been given a DD Form 214 and assigned a reenlistment code.

b. Former members of the DEP or Reserves awaiting IADT, **who did not commence active duty/active duty for training**, and currently have no contractual obligation, have formal documentation stating same (this excludes DD 368) **ARE NOT considered prior service**.

c. Former officer candidate participants, who have attended active duty pre-commissioning training, but are required upon enlistment to attend recruit training (see paragraph 3291.7 page 3-125).

3. Members of the Armed Forces

a. No member of the Armed Forces serving in an Active Component in one branch of the Armed Forces shall be enlisted, either as a Active or as Reserve, in another branch of the Armed Forces.

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

4. Prior Service Marines

a. All requests for prior service reenlistments will be submitted to the CG MCRC via the Marine Corps District.

b. Marine officers and former Marine officers, both Active and Reserve Components, applying to enlist, will be processed per MCO 1130.80 series.

c. SMCR Members (mandatory {or obligor} participants) who desire enlistment in the Active Component will be processed per MCO 1130.80.

d. Reserve Component SNCOs serving in the SMCR or on EAD, applying for reenlistment, will be processed per this manual and MCO 1130.80 series.

e. Waiver requests for prior service Marines will be submitted per chapter 3, section 3, and MCO 1130.80 series.

f. Personnel who were given an Entry Level Separation (ELS) from the Marine Corps because they did not successfully complete recruit training require CG Region waiver, and will not normally be considered for enlistment prior to 2 years after the date of ELS separation. The Commanding General of each Region has the authority to approve ELS waivers under 2 years **except those falling under paragraph 3254.4 (Positive Urinalysis, Drug related NJP/Court Martial, discharged for drugs) and paragraph 3291.2j below.** In such cases, a prior service waiver must be submitted per the instructions contained in chapter 3, section 3, of this Manual. This category of accession is considered as an enlistment, not a reenlistment. **These applicants are eligible to reenter the DEP/SMCR AIADT but are limited to 90 days delay**. The applicant is processed as an initial accession, and must meet initial procurement criteria, however, no individual will be processed for enlistment whose prior separation from recruit training was due to psychiatric or psychological counseling and/or hospitalization.

g. Applicants who received an ELS from **recruit training** for medical reasons (i.e. RE-3P), will require a BUMED review and MCRC medical waiver approval. Once the medical waiver is approved, the region remains the ELS waiver authority. This includes applicants separated for medical reasons, who are subsequently found medically qualified at the MEPS.

h. Applicants who have successfully completed Marine Corps Recruit Training and then received an ELS from the Marine Corps (i.e. SOI/MCT), are considered a **reenlistment into the Marine Corps** and will be processed in accordance with MCO 1130.80 series as PSEP applicants.

i. Prior service Marines who are reappointed to the grade of sergeant or above under the provisions MCO 1130.80 series will be apprised of the provisions contained in MCO P1400.32 regarding eligibility to compete for promotion based on prior satisfactory service.

j. Prior service Marines and other services ELS (who did not complete recruit training) who were discharged for Positive Urinalysis, Drug related NJP/Court Martial, or Discharged for Drugs must wait 2 years before submission for waiver consideration. **Those ELS discharges who completed recruit training are ineligible per paragraph 3254.4. No exceptions**.

k. Prior service Marines who declare any drug usage since their EAS, are not eligible for reenlistment consideration.

l. Marine Corps and SMCR personnel whose names have been placed on the Temporary Disability Retired List (TDRL) and who are subsequently found to be physically qualified to perform the duties of their grade, may be reenlisted

at their request, provided they are otherwise qualified.

(1) These individuals are notified of their removal from the TDRL by a letter from the CMC (MMSR). The letter will serve as verification of the fact that the individual has been removed from the TDRL.

(2) Reenlistment will be per the provisions of the letter and MCO 1130.80 series. Submit a routine reenlistment request to the CG MCRC. A medical waiver is not required if the applicant meets medical standards by virtue of a MEPS medical examination.

(3) Personnel whose names are removed from the TDRL and are discharged with severance pay are not eligible without an appropriate waiver from the CG MCRC.

5. Prior Service Other Service (PSOS) Applicants

a. Applicants for enlistment with prior service in a branch of the Armed Forces other than the Marine Corps will be processed per the instructions contained herein. Initial accession criteria standards apply. Applicants with prior service as described in paragraph 3291.1 a. through d., **are not eligible to enter the DEP or SMCR AIADT,** in accordance with Title 10 U.S.C. These applicants must be direct enlistments (contract and ship). Applicants with prior service under the definition of non-prior service in paragraph 3291.2.a., **are eligible to enter the DEP/SMCR AIADT, for a maximum of 90 days.**

b. PSOS applicants are considered to be new accessions to the Marine Corps. They must normally meet initial enlistment criteria and attend recruit training. Their accession is considered to be an "enlistment", not a "reenlistment". These individuals will also be screened to determine if they qualify for enlistment into the Marine Corps under the provisions of MCO 1130.55. In such cases, these applicants must meet retention height and weight standards.

c. PSOS applicants with an inter-service reenlistment code other than "1" (**except RE-4**) will not be enlisted without prior approval of the CG Region. **Applicants with an inter-service reenlistment code of "4", can only be approved for enlistment by the Commanding General MCRC**.

d. Reserve applicants who receive "N/A" instead of a reenlistment code on their DD 214/DD 215 and possess DD Form 368 do not require a waiver.

e. Applicants with an inter-service reenlistment code of "**1**" that require a waiver for other factors (e.g., dependents, moral, medical, etc.) will be forwarded to the appropriate waiver authority for decision. In cases where a DD Form 214 is required and not available, refer to paragraph 3292 of this manual.

f. Applicants released as E-1 or as E-2 will not be enlisted without prior approval of the Region CG. This does not apply to E-1/E-2 reservists or members of the National Guard whose only active duty was IADT and who have less than 2-years of service with their reserve unit and are actually attending drills (see paragraph 3291.5).

g. An applicant who is currently a member of the Active or Reserve Component of the Armed Forces, including the National Guard, may not enlist into the DEP/SMCR AIADT. For former members, see paragraph 3.a. above.

h. Officers and former officers of other services, applying to enlist, will be processed per MCO 1130.80 series.

i. PSOS enlistments in the SMCR are processed per this manual. Prior service waivers will be forwarded to MCRC G-3, who will forward to CMC (RAM) for consideration and approval. PSOS applicants applying for enlistment into the SMCR should be advised that they will attend recruit training, MCT/SOI, and MOS School. Exceptions to this policy will only be approved by MCRC when recommended by M&RA(RAM).

j. Personnel who were separated from their respective service because they did not successfully complete the prescribed course of Entry Level Training (i.e. boot camp) will not normally be considered for enlistment in the Marine Corps prior to 2 years after the date of separation and will not be enlisted without prior approval of the Region. **The Commanding General of each Region has the authority to approve ELS waivers under 2 years except those falling under paragraph 3254.4 (Positive Urinalysis, Drug related NJP/Court Martial, discharged for drugs)**. In such cases, a prior service waiver must be submitted per the instructions contained in chapter 3, section 3, of this manual. This category of accession is considered as an enlistment, not a reenlistment. The applicant is processed as an initial accession, and must meet initial procurement criteria, however, no individual will be processed for enlistment whose prior separation from recruit training was due to psychiatric or psychological counseling and/or hospitalization.

6. Marine Reservists

a. Members of the SMCR (Mandatory/Obligor Participants). Members of the SMCR (mandatory participants), component codes K4, K8, K9, and B5, serving the active reserve portion of their initial 8-year (MSO), who have returned to their unit after completion of IADT and desire to enlist in the Active Component of the Marine Corps, will be processed as follows:

(1) These individuals will submit a request for enlistment to MCRC in accordance with MCO 1130.80 series. These requests will be reviewed on a case-by-case basis based on the needs of the Marine Corps.

(2) These individuals will be processed as if they were new accessions. They must meet initial procurement criteria, except for height and weight which will be in accordance with Marine Corps retention standards, and they must be processed by the Recruiting Service. If a waiver for dependents was required to enlist in the SMCR, a waiver will again be necessary. Because these individuals have completed recruit training, waivers that would normally require consideration of the Region CGs, and will be forwarded to the CG MCRC.

(3) These applicants are not considered to be reenlistments and are not eligible for a 2-year (reenlistment) term of enlistment. They must enlist for 3 or 4 years. In the cases of individuals enlisting with an aviation MOS, a 4-year enlistment is required. DEP is not authorized.

(4) These applicants are not counted towards non-prior service or prior service (broken and continuous reenlistment) regular accession requirements. (**NOTE**: The enlistment of members of the SMCR who have completed the **active** reserve portion of their initial 8-year obligation **will** count towards prior service regular accession requirements.)

(5) These applicants are not to be enlisted without prior clearance from their reserve unit. Clearance must be obtained with DD Form 368 (Request for Discharges or Clearance from Reserve Components). This form is used to request clearance from a reserve unit or a National Guard unit or to verify that an active member of a Reserve component of any branch of the Armed Forces, is not in receipt of orders to EAD within the next 60 days, exclusive of 15 days active duty for training. **Use of this form is mandatory for members of any Reserve Component**. MEPS will not enlist an applicant who currently is an active reservist unless a DD Form 368 authorizing said enlistment is included in the applicant's package. **Note:** See Table 3-15.

(6) Duty station assignments for these applicants will be requested in accordance with MCO 1130.58D.

(7) Grade appointments will be in accordance with MCO 1100.77.

(8) Mandatory participants serving on extended active duty will be processed IAW the current edition of MCO 1001.3.

b. Members of the SMCR (Non-mandatory [or Non-Obligor] Participants). Staff NCO's and officers of the SMCR will be processed in accordance with MCO 1130.80 series. Sergeants and below in the SMCR who have completed their initial 8-year military service obligation will be processed in accordance with MCO 1130.80 series.

7. Other Service Selected Reserves

a. Selected reservists of any branch of the Armed Forces, other than the SMCR, will not be accepted for enlistment within the 60-day period immediately preceding the effective date of orders to extended active duty or to active duty for training other than to the annual 14-day tour.

b. Selected reservists of any branch of the Armed Forces, including the National Guard, shall not be accepted for enlistment in the Regular Marine Corps until clearance is obtained from the commanding officer of the unit concerned. Requests for clearance will be submitted on the DD Form 368 (Request for Discharge or Clearance from Reserve component).

c. Because an individual cannot serve in the Reserve Component of two services simultaneously, applicants currently serving in the Reserve Component/IRR component of another service will not be enlisted into the DEP. They will be enlisted and accessed (shipped) on the same day.

8. Other Service Individual Ready Reserve (IRR). A member of the IRR of any branch of the Armed Forces (non-mandatory participant) may be enlisted into the Active Marine Corps without prior clearance or discharge from such reserve component. Members of the IRR will be processed in accordance with the procedures outlined in preceding paragraphs according to their prior Active and/or Reserve military service.

9. Enlistment or Reenlistment of Officer Program Participants. Applicants who served under an enlistment contract to participate in a commissioning program will subsequently be processed as prior service/non-prior service applicants based on whether recruit training is required.

a. Non-Prior Service (Recruit Training Required). Recruit training **is required** for applicants who previously completed Marine Corps "6 week Pre-Commissioning Course" (formerly Platoon Leaders Class (PLC) Junior Course) or "6 week Commissioning Course" (formerly PLC Senior Course and NROTC Bulldog), or the Marine Corps "10 week Commissioning Course" (formerly Officer Candidate Course (OCC) or Combined PLC). The recruit training requirement is necessary since the mission of OCS is to "screen and evaluate officer candidates" and as such the OCS graduate does not meet the minimum requirements to be a basically trained Marine, such as weapons training, rifle qualification, martial arts training, and swim qualification. Grade appointments will be per table 4-2, page 4-42. These applicants are eligible to enter the DEP or SMCR Awaiting IADT.

b. Prior Service (Recruit Training not Required). Recruit training **is not required** for applicants who previously completed Marine Corps recruit training or The Basic School (TBS). If the applicant desires to reenlist, requests must be submitted to the CG MCRC for approval in accordance with MCO 1130.80 series. Grade appointments will be per table 4-2, page 4-41 or MCO 1130.80 as applicable. These applicants are considered PSEP applicants and are not eligible to DEP.

10. Special Procedures for the Involuntary Enlistment of Disenrolled or Drop On Request Naval Reserve Officer Training Corps (NROTC) Marine-Option Midshipmen.

a. Regulations governing the NROTC Program require that members enlist in the Individual Ready Reserve (IRR) of the U.S. Marine Corps or U.S. Navy, depending upon which branch of the service will commission them. The regulations further state that midshipmen who are disenrolled after beginning their junior year of college are liable to serve a term of active enlisted service. The Secretary of the Navy will decide in each case whether the disenrolled midshipman will be called to active duty and the length of active duty to be served.

b. Although each disenrolled midshipman will have a valid enlistment contract, no other enlistment processing for recruit training will have taken place. The following procedures will be utilized to bring a disenrolled midshipman to active duty:

(1) The CG MCRC (G-3O) will notify the midshipman and the midshipman's commanding officer of the decision of the Secretary of the Navy.

(2) The CG MCRC (G-3O) will notify the Commanding General, Marine Corps Reserve Support Command (MCRSC), of the decision of the Secretary of the Navy and will request that orders if applicable be issued activating the disenrolled midshipman within 30 days. The orders issued by MCRSC will direct the disenrolled midshipman to report to the nearest Marine Corps recruiting sub-station for processing under non-prior service criteria, per standard enlistment procedures, through the cognizant MEPS. Notification from MCRSC will include appropriation data from the home of record of the disenrolled midshipman to the processing recruiting substation and then to the cognizant MEPS. Appropriation data necessary to transport the disenrolled midshipman from the MEPS to the appropriate recruit depot will be provided by the MEPS following normal procedures for new recruits. The ENLISTMENT CONTRACT OF THE DISENROLLED MIDSHIPMAN WILL BE PROVIDED TO MCRSC BY THE CG MCRC (ON).

(3) A copy of the former midshipman's NROTC enlistment contract will be forwarded from the CG MCRC (G-3O) to the respective recruiting station to be included in the final enlistment packet.

(4) Processing at the MEPS will be the same as that required for all other non-prior service applicants. However, the results of the ASVAB test will be used only for potential assignment qualifications, not for enlistment qualification. Former midshipmen will be shipped as "open" contracts. Disenrolled midshipmen ordered to 2 years involuntary active duty are creditable for contract and regular non prior service (RNPS) mission. Source of entry code for these accessions will be "blank, blank, 7, A." If a disenrolled midshipman is found unqualified by the MEPS, the CG MCRC (G-3O) will be notified by the commanding officer of the processing recruiting station.

(5) In the event the former midshipman desires enlistment into the Regular Marine Corps, the period of enlistment must be for a minimum of 3 years. Mental testing will still be required, but this time the results can be used to obtain an enlistment option/bonus. Should the former midshipman be found fully qualified for regular enlistment, notification of this action must be given to MCRSC and to the CG MCRC (G-3).

(6) Former midshipmen are eligible for promotion to "Contract" PFC per table 4-2, page 4-41.

(7) If a disenrolled midshipman is found morally, mentally, or physically unqualified upon arrival at a recruit depot or during recruit training, the CG MCRC (G-3E and G-3O) will be notified by the commanding general of the respective recruit depot. Discharge authority is retained by the CG MCRC (G-3O). Every effort should be taken to ensure that a disenrolled midshipman completes recruit training and the assigned period of obligated service.

3292. VERIFICATION. The primary document used to verify prior active service is the DD Form 214 (with DD Form 215, if applicable). The DD Form 368 and NGB 22 will also be used in the case of reservists and National Guard members, respectively, when appropriate.

1. Verification of Prior Service

a. DD Form 214/215 will continue to be used to verify other information necessary to process prior service applicants for enlistment or reenlistment. In the case of former reservists, a copy of their discharge certificate is also required.

b. The Defense Manpower Data Center (DMDC), Monterey, California has established a website; Recruiter Eligibility Determination Database (REDD) to verify prior service information. Data extracted from this website can be used to verify prior service for MEPS processing in lieu of the DD214. Prior to enlistment/reenlistment a DD 214 is required. Information and access to this website are restricted to DMDC authorized users at the Recruiting Station, District, Region and MCRC level. User IDs and log-on passwords will be provided to all levels from DMDC via MCRC G-3 Operations Chief.

c. Recruiting stations will verify the inter-service reenlistment eligibility (IRE) code of each prior service applicant. The inter-service separation and reenlistment eligibility (ISC) codes are set forth in figure 3-10, page 3-133.

2. Inter-service Separation and Reenlistment Eligibility Verification

a. Recruiting stations will utilize the Defense Manpower Data Center (DMDC), Monterey, California Recruiter Eligibility Determination Database (REDD), to determine enlistment eligibility for all prior service applicants. The DMDC has a reenlistment eligibility file on all prior service personnel for each branch of the Armed Forces. The previously used verification procedure using a 1-800 number has been discontinued by DMDC.

b. Personnel at the recruiting sub-station (RSS) level are not authorized to use the REDD Website.

c. Recruiting stations are limited to three (3) eligible users for authorized access to REDD at DMDC, Monterey CA. A record of all inquiries to DMDC and all responses will be maintained for a minimum of one (1) year. The REDD will provide the service component, period of service, IRE, ISC, RE Code and Separation Code of the prior service member.

d. If the REDD Website is down or if otherwise directed by MCRC, RS REDD users can contact DMDC by phoning **1-800-538-5916** between 0700-1800 daily, Pacific Time. The person calling must furnish to the operator the same information required to gain access to the REDD Website. The DMDC operator will verify the user's access code and require for each prior service applicant for which information is requested: the applicant's SSN, name, date of separation, and service.

e. The response to telephonic inquires will be the inter-service reenlistment eligibility code and the inter-service separation code for the applicant in question (see figure 3-10, page 3-133). If an inquiry produces a "not in the file " response for a particular prior service applicant, the caller concerned will be instructed to advise the applicant to contact the appropriate service records center, in writing, for reenlistment code information. Addresses for each service's records center follows:

(1) If the prior service applicant has no reserve commitment remaining in the service from which separated, the individual **must write** the following activity to obtain copies of separation documents. Phone calls are not allowed:

National Personnel Records Center
Military Personnel Records
9700 Page Boulevard
St. Louis, MO 63132

(2) If the prior service applicant has a reserve commitment remaining, the individual may write to the appropriate Reserve Personnel Center listed below to obtain copies of separation documents:

USMCR Commanding General
Marine Corps Reserve Support Command
15303 Andrews Rd.
Kansas City, MO 64147

USAR	Commander, U.S. Army Reserve (Attn: DARP-PAT-R) Personnel Center 9700 Page Boulevard St. Louis, MO 63132-5200
USNG/ING	Commander (Unit Assigned as indicated on DD 368)
USNR	Commanding Officer (Code 40) Navy Reserve Personnel Center New Orleans, LA 70149
USAFR (Includes USANG)	Commander Code DPAAD Air Forces Reserve Personnel Center East 1st Avenue Denver, CO 80280
USCGR	Commandant (GRA/82) Coast Guard Headquarters 400 7th St., S.W. Washington, DC 20590

f. Determination of an applicant's eligibility for enlistment by DMDC does not relieve the recruiter of the responsibility to review the DD Form 214/215 for any disqualifying data to ensure that the applicant meets all enlistment/reenlistment criteria set forth in this manual, MCO 1130.63. DMDC determination alone does not constitute authority for enlistment/ reenlistment.

g. Access codes and reenlistment information will be kept inside recruiting service channels. The Privacy Act of 1974 prescribes a criminal penalty and a fine not to exceed $5,000 for willful, unauthorized disclosure of personal information. Reenlistment eligibility information may be of such a personal nature that it is covered by the Act.

h. Substantiated compromises of access codes or reenlistment eligibility information will be reported to DMDC telephonically within 24 hours of the occurrence, along with a report of the corrective action taken by the responsible recruiting station. A letter explaining the circumstances surrounding the compromise and actions initiated to preclude further misuse of the centralized system will be provided to Defense Manpower Data Center (DMDC), 4th Floor, 1600 Wilson Boulevard, Arlington, Virginia, within 5-working days following the occurrence. "Information" copies of the letter will be provided to the CG MCRC and to ODASD/MMP, Pentagon, Washington, DC 20330.

3. High School Graduate Qualification. All prior service applicants who have served a complete enlistment of three or more consecutive years in the regular forces of the United States are eligible to be reenlisted as high school graduates Tier 1. If the applicant possesses a GED, an adult high school diploma, or other credential previously recognized to be the equivalent of a high school diploma, irrespective of when obtained. Applicant will be classified as a 12L.

4. Navy Discharge Review Board and Board for Correction of Naval Records

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

President Navy Discharge Review Board Navy Department Washington, DC 20370	(for discharges other than those pursuant to the sentence of General Courts-Martial)
The Secretary of the Navy Board for Correction of Naval Records Navy Department Washington, DC 20370	(for discharges pursuant to the sentence of General Courts-Martial and for correction of records)

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

c. No member of the Recruiting Command shall inform or suggest to any applicant(s), that they will be accepted or can be accepted for enlistment or reenlistment, if their character of discharge or their official military records are changed. By doing this, individuals will not be given any false hopes about their acceptance for enlistment or reenlistment.

TABLE 3-15

CLEARANCE FROM RESERVE COMPONENTS.		
R A	**B**	**C**
U If applicant is a **L** member of: **E**	and DD Form 368 is(notes 2 and 3):	then the applicant may:
1 a Reserve component (note 1)	approved	enlist
2	disapproved	not enlist

NOTE 1. A member of a reserve component is any member of the: Marine Corps Reserve, Army National Guard of the United States, Army Reserve, Naval Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve, **or the Reserves Awaiting Initial Active Duty for Training of any service**.

NOTE 2. Enlistment or reenlistment in the Marine Corps or SMCR is **not authorized** under any of the following situations:

a. The commanding officer of the unit concerned has not provided positive clearance on behalf of the selected reservist or DEP member.

Exception #1. In the case of members of the Marine Corps DEP or members of the SMCR awaiting IADT, a clearance is not required to enlist from one Marine Corps component to another, but the appropriate district commanding officer must first approve of the discharge, and the SMCR unit must be notified. (See note 3b).

Exception #2. In the case of members of the IRR (non-mandatory participants), enlistment in the Regular Marine Corps may be effected without clearance. However, the IRR component must be notified of the enlistment. (See note 3b).

b. A selected reservist of any service other than the Marine Corps who is within 60 days of reporting to EAD or active duty for training other than the annual 15-day tour.

c. A member of any Reserve component who is serving on EAD or is in an active duty for training status.

NOTE 3. Administrative Instructions. The DD Form 368 (Request for Discharge or Clearance from Reserve Components) is a three-part form. Section I is the **REQUEST FOR RELEASE** for clearance prepared by the Recruiting Service. Section II is the **APPROVAL/DISAPPROVAL** of clearance by the member's Reserve unit commander, and section III is the **NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION** sent to the Reserve unit commander by the Recruiting Service. Use and distribution of the DD Form 368 will be as follows:

TABLE 3-15

CLEARANCE FROM RESERVE COMPONENTS.-CONTINUED.

a. In cases that require a clearance or in cases where a reservist's status is uncertain:

(1) Complete Section I on an original with four copies.

(2) Retain one copy for recruiting station's files along with the stub from the "certified mail" label.

(3) Mail the original and three copies to the Reserve unit commander by "certified mail."

(4) In cases that involve a member of the National guard, an extra copy will be necessary. Mail the extra copy to the adjutant general of the state concerned.

(5) The member's Reserve unit commander will keep one copy and return the original and two copies with Section II completed.

(6) Annotate the results of the Reserve unit commander's action on the recruiting station file copy.

(7) Upon enlistment, complete Section III of the original and all copies including the recruiting station copy.

(8) One copy must be sent to the Reserve unit commander by "certified mail."

(9) Keep the certified mail receipt with the residual file. With Part III completed, the Reserve unit commander has authority to effect discharge from the Reserve component effective the day preceding enlistment. See table 4-3, page 4-71, for instructions on the distribution of the original and remaining copies.

b. Note 2a, above, lists the two exceptions to the requirement for a clearance. In cases that do not require a clearance, notice of enlistment must be provided so that a discharge from the Reserve component can be effected.

(1) Complete Sections I and II on an original with three copies.

(2) Follow the distribution instructions contained in table 4-3.

(3) Use "certified mail" to send a signed copy to the appropriate Reserve unit commander. If the enlistee is a member of the IRR (non-mandatory participant), mail a signed copy to the appropriate Reserve personnel center. The addresses are listed in paragraph 3292.2e(2) of this Manual.

(4) File the remaining copy in the residual file along with the returned "certified mail" receipt.

INTER-SERVICE SEPARATION AND REENLISTMENT ELIGIBILITY CODES

1. Inter-service Separation Codes

O Release from Active Service

01 Expiration of Term of Service
02 Early Release - Insufficient Retainability
03 Early Release - To Attend School
04 Early Release - Police Duty
05 Early Release - In the National Interest
06 Early Release - Seasonal Employment
07 Early Release - To Teach
08 Early Release - Other (Including RIF)

1 Medical Disqualifications

10 Conditions Existing Prior to Service
11 Disability - Severance Pay
12 Permanent Disability - Retired
13 Temporary Disability - Retired
14 Disability - Non-EPTS - No Severance Pay
15 Disability - Title 10 Retirement
16 Unqualified for Active Duty - Other

2 Dependency or Hardship

22 Dependency or Hardship

3 Death

30 Battle Casualty
31 Nonbattle - Disease
32 Nonbattle - Other
33 Death - Cause Not Specified

4 Entry into Officer Programs

40 Officer Commissioning Program
41 Warrant Officer Program
42 Service Academy

5 Retirement (Other than Medical)

50 20-30 Years of Service
51 Over 30 Years of Service
52 Other Categories

Figure 3-10.--Inter-service Separation and Reenlistment Eligibility Codes.

6-8 Failure to meet Minimum Behavioral or Performance Criteria

60 Character or Behavior Disorder
61 Motivational Problems
62 Enuresis
63 Inaptitude
64 Alcoholism
65 Discreditable Incidents - Civilian or Military
66 Shirking
67 Drugs
68 Financial Irresponsibility
69 Lack of Dependent Support
70 Unsanitary Habits
71 Civil Court Conviction
72 Security
73 Court Martial
74 Fraudulent Entry
75 AWOL, Desertion
76 Homosexuality
77 Sexual Perversion
78 Good of the Service
79 Juvenile Offender
80 Misconduct (Reason Unknown)
81 Unfitness (Reason Unknown)
82 Unsuitability (Reason Unknown)
84 Basic Training Attrition
85 Failure to Meet Minimum Qualifications for Retention
86 Expeditious Discharge
87 Trainee Discharge

9 Other Separations or Discharges

90 Secretarial Authority
91 Erroneous Enlistment or Induction
92 Sole Surviving Son/Daughter
93 Marriage
94 Pregnancy
95 Minority
96 Conscientious Objector
97 Parenthood
98 Breach of Contract
99 Other

Figure 3-10.--Inter-service Separation and Reenlistment Eligibility Codes.--Continued.

2. Inter-service Reenlistment Eligibility Codes

These are one-digit extracts of the two character RE codes submitted by the military services:

Code	Interpretation
1	Immediately eligible for reenlistment at time of separation.
2	Not eligible for immediate reenlistment.
3	May be eligible with waiver - check reason for separation.
4	Definitely not eligible for reenlistment.
5	Not a "1" but codes 2, 3, and code 4 for submission periods may have different interpretation than above.
9	Conflicting data in file - check hard copy records.
0	Unknown.

Figure 3-10.--Inter-service Separation and Reenlistment Eligibility Codes.--Continued.

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CHAPTER 3

QUALIFICATIONS FOR ENLISTMENT

SECTION 3: WAIVERS OF ENLISTMENT CRITERIA

3300. GENERAL POLICY

1. Enlistment Criteria. Criteria standards for enlistment are established to ensure that the Marine Corps enlists only those applicants who are capable of successfully completing their contractual term of service. Any applicant who does not meet these standards will not be enlisted or reenlisted (to include the DEP or the SMCR Awaiting IADT) without a criteria waiver being granted by the command authorized to approve the deviation from the standard. The waiver process is not an administrative addendum by which unqualified applicants are enlisted.

2. Waiver Recommendations. Waivers will be recommended for only two reasons:

a. Highly favorable traits or mitigating circumstances exist which outweigh the reason for disqualification; or

b. The enlistment/reenlistment is clearly in the best interests of the Marine Corps.

3. Waiver Responsibilities. The responsibility of determining whether or not waiver requests warrant favorable consideration rests with all levels of command, but initially with the recruiter. The recruiter's responsibilities include:

a. Screening (questioning and counseling)

b. Investigating (gathering proper documentation)

c. Initiating the waiver request (if warranted)

3301. ELIGIBILITY FOR WAIVERS

1. Making a Determination. To determine whether an applicant is eligible for a waiver, the following matters must be considered:

a. Is the enlistment criteria/standard one which may or may not be waived? Refer to Table 3-16, page 3-143, for ineligible conditions which are not waiverable. Caution must be exercised in the case of high school seniors in the DEP or the SMCR awaiting IADT who neither graduate nor obtain an alternate credential.

(1) High school seniors in good standing may be eligible for waivers. They are considered as though they were "high school graduates" based on the assumption that they will graduate prior to commencing active duty. Should they fail to graduate, however, they may be ineligible to commence active duty based on enlistment criteria and their non-graduate status.

(2) High school non-graduates (Tier III) must meet enlistment criteria based upon their ASVAB scores, and will be eligible to enlist only with approved waiver(s) authorized for high school non-graduates. Individuals not meeting prescribed standards will be discharged in accordance with paragraph 4301 of this manual.

b. SUBORDINATE COMMANDERS ARE NOT AUTHORIZED TO IMPOSE STRICTER CRITERIA TO OFFICIAL WAIVER GUIDELINES. HOWEVER, COMMANDERS AT ANY LEVEL MAY DISAPPROVE A WAIVER BASED UPON THE WAIVER'S OWN MERIT, THE COMMANDER'S JUDGMENT, AND THE CURRENT RECRUITING ENVIRONMENT.

c. An applicant's eligibility will be based on the level of education, the mental category, and on the "whole person" concept.

d. All applicants requiring a MCRC Exception to Policy (Moral and/or Drugs) must be personally interviewed by the recruiting station commanding officer. If the waiver is forwarded, the RS commanding officer **must personally endorse the waiver (cannot be delegated), and the waiver must contain the following statement: “The commanding officer has personally interviewed this applicant.” The district commanding officer must personally review, approve and endorse the waiver (in his absence the district XO, or OPSO may endorse). The commanding general of the respective region must also review and approve. In the absence of the commanding general, the chief of staff, may approve and forward the waiver to MCRC.**

e. All applicants requiring Regional Moral or Drug Waivers require the same screening and endorsements as stated in paragraph d. above. The RS commanding officer must personally endorse the waiver (cannot be delegated), and the waiver must contain the following statement: “The commanding officer has personally interviewed this applicant.” The district commanding officer must personally review, approve and endorse the waiver (in his absence the district XO or OPSO may endorse). The commanding general of the respective region must also review and approve. In the absence of the commanding general, the chief of staff, or the AC/S recruiting may approve the waiver.

2. <u>The "Whole Person" Concept</u>

a. Waivers will be evaluated using the "whole person" concept. Under this concept, an applicant's qualifications are compared with past performance with the intent of calculating potential effectiveness in the Marine Corps. Such an evaluation is difficult. The evaluation should present for consideration all relevant facts and information, as well as a thorough meaningful evaluation. Waiver requests which simply identify the disqualifying factor(s) without thorough discussion of all mitigating circumstances and the applicant's favorable traits are a disservice to the applicant and may well jeopardize waiver approval.

b. To help in evaluating cases, tally strengths and weaknesses. Be alert for patterns of success or failure. Ask yourself the following questions:

(1) Is the applicant a desirable prospect?

(2) Does the applicant's strengths outweigh the reason(s) for disqualification?

(3) Are the applicant's demonstrated qualities indicative of successful service as a Marine?

(4) Is the applicant's enlistment/reenlistment clearly in the best interest of the Marine Corps?

c. If there is any doubt, or the answer to any of the above questions is "no," a request for a waiver should not be processed. This decision must be made without regard to monthly production goals.

3302. WAIVER AUTHORITY LEVELS. Requests for waiver of enlistment/ reenlistment criteria will be submitted to the appropriate waiver authority depicted in table 3-19, page 3-159, for decision.

3303. SPECIAL CONSIDERATIONS FOR MORAL AND MEDICAL WAIVERS

1. Moral Waivers

a. Requirement to Disclose. Applicants are required to disclose all arrests, detentions, or investigations, by police and juvenile authorities, even if no charges or trials resulted. They are also required to disclose any and all illegal involvement with drugs. Recruiting personnel will ensure that applicants are fully aware of these requirements and of the penalties for withholding information or defrauding the United States government.

b. Police Records Checks (DD Form 369)

(1) Recruiters will conduct police record checks as follows:

(a) Miscellaneous Offenses. If an applicant's admitted involvement with law enforcement officials consist of minor traffic or class 1 minor non-traffic offenses, police record checks are not required to confirm the individual's record. However, if doubt/suspicion exists, police checks must be conducted.

(b) Minor Non-Traffic Offenses (Class 1 and 2), Serious Traffic, Serious Offenses and Felony Offenses. If the applicant's involvement with law enforcement officials consisted of minor non-traffic offense(s), serious traffic, serious offense(s) or a felony offense, police check **WILL BE INITIATED WITH MUNICIPAL, COUNTY, AND STATE LAW ENFORCEMENT OFFICIALS** for each community where the applicant was alleged, or other sources revealed, the applicant to have committed the offense(s). This includes courts, probation departments, and parole officers. The check will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

(c) Prior Service

1 U.S. Marine Corps. An offense committed prior to enlistment (or period of EAD in the case of reservists) is not a bar to reenlistment and does not require a moral waiver. In such a case, it is not necessary to obtain police record checks. However, offense(s) (including any drug involvement) committed subsequent to the last period of honorable service do require a moral waiver. (See Note 8, on page 3-114.)

2 Other Service. Offenses committed prior to, during, or subsequent to any enlistment in another branch of the U.S. Armed Forces, Active or Reserve (including the National Guard), require a waiver by the appropriate waiver authority as if the applicant did not have prior service. In such cases, however, consideration will be given to when the offense occurred in relation to the applicant's prior service.

(d) Aliens. Provided they are otherwise qualified, alien applicants, and applicants who have resided in foreign countries for any period of time since their 10th birthday, are eligible for enlistment without police record checks from the foreign countries concerned. If an applicant admits to a criminal record in a foreign country, obtain all possible information through an interview. Recruiters will not contact foreign authorities to determine moral qualifications or police record checks.

(e) Transients/Drifters. If an applicant is a transient/drifter as defined in paragraph 1204.5 of this manual, police record checks are required from all municipalities in which the applicant has lived for the past three years.

(2) Reimbursement of Expenses. When charged for police records checks, recruiter out-of-pocket funds will be used for this expense. If appropriate, the commanding officer of the recruiting station may initiate a Blanket Purchase Agreement (BPA) to cover fees.

c. Character References

(1) With the exception of in-DEP marijuana, steroids, peyote (see table 3-5, note 3), and prescription drugs, when an applicant requires a regional commanding general or higher level moral/drug waiver, at least three character references must be obtained. The DD Form 370, Request for Reference, will be used. References, however, are not required for traffic offenses unless they are categorized as felonies (Table 3-14, page 3-115).

(2) Specific comments on an applicant's rehabilitation and any other relevant information are necessary for a proper evaluation. The following statement will be added to the "Remarks" section of the DD Form 370: **"Please use the remarks section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence."**

(3) A letter of reference is no better than its source. References from an applicant's family or friends are of little value because of a natural bias. Likewise, references that are completed and returned through the applicant are not as meaningful as those that are treated confidentially. **Recruiters will mail, or personally deliver, the DD Form 370 requests to at least three individuals, named by the applicant, for completion and return.** Mailing the forms and enclosing self-addressed, stamped envelopes will preserve necessary confidentiality.

(4) Only references from reputable and responsible citizens are considered appropriate (e.g., high school principals, school teachers, guidance counselors, doctors, employers). **Note**: **All DD Form 370s will have the signers area code and telephone number. If an applicant had at any time been under the supervision of a probation or parole officer, a reference from this individual is mandatory**.

(5) Paragraph 1206 of this manual stresses the importance of strictest confidentiality in these matters.

d. Decisions on Moral Waiver Requests. Applicants should be judged on their fitness for duty in the Marine Corps or Marine Corps Reserve by their character at the time of application. The "whole person" concept discussed in paragraph 3301.2 should be used. Additionally, the following factors should be considered and addressed in the waiver request:

(1) The nature of the offense(s), to include any drug involvement, the attendant circumstances, both aggravating and extenuating, date of apprehension or arrest, trial date and/or sentencing date, and all inclusive dates of incarceration, credited or otherwise.

(2) The sentence, punishment, or other disposition.

(3) The age at the time of the offense(s), to include any illegal involvement with drugs.

(4) The degree of rehabilitation.

(5) The time elapsed since the offense (including any illegal involvement with drugs).

(6) The mitigating factors, including other enlistment qualifications.

(7) Date probation started and ended.

(8) Date of final action taken by judicial authority.

2. Medical Waivers

a. Applicants and Enlistees Awaiting Active Duty Training

(1) Applicants who do not meet physical standards, or who have physical defects that have not been properly waived, will not be enlisted or reenlisted under any conditions.

(2) **No applicant not yet determined to be physically qualified will be administered an IST or Physical Fitness Test (PFT) for any reason.**

(3) Members of the DEP or the SMCR awaiting IADT who have a change of medical status require a re-examination and approval by a physician at MEPS. Those who become disqualified for enlistment/reenlistment because of physical reasons will be processed for a waiver per paragraph 3273, or discharged per paragraph 4301.2 of this manual. Determination by MEPS doctors of "not physically qualified" may be forwarded to the Commanding General MCRC, per table 3-17, page 3-149, for review.

(4) Recruiters may enlist applicants, or ship enlistees to active duty training, only with a valid letter authorizing the waiver. **MEPS LNCO's** will reference this authorization in the "Remarks" section of the DD Form 1966. Recruit depots will create permanent health records from the medical documents that accompany enlistees.

(5) In cases when the actual letter of authority has not been received in time for the normal distribution of enlistment documents, commanding officers of recruiting stations will ensure that a copy is forwarded to the gaining command. The copy must be clearly marked "Health Record Copy."

b. Recommendation of the MEPS Physician. The Chief, Bureau of Medicine and Surgery (BUMED), Department of the Navy, considers physical waiver requests for Marine Corps applicants and provides appropriate recommendations to the CG MCRC. Should the MEPS physician not recommend a waiver, commanding officers may request review by higher authority if the applicant has the capacity to fulfill a military service obligation. When submitting such requests to higher authority, medical evidence, opinions of other physicians, and comments about the applicant's physical capabilities must be included. Before submission, any new information should first be provided to the MEPS physician for reconsideration.

c. Period of Validity

(1) Medical waivers approved by the CG MCRC are valid for two years from the date of the physical which required the waiver.

(2) When more than two years have passed since an applicant's physical which required and subsequently received a medical waiver, the request for a waiver must be resubmitted to the CG MCRC.

(3) Medical waivers from other branches of service are not valid for enlistment into the USMC.

d. Medical Problems Disclosed after Shipment to Recruit Depots. Previously unreported medical problems disclosed by recruits at the depots require review and approval by an MCRD physician before recruit training can begin/continue. Prior to making a disapproval, the MCRD physician should confer with the Head, Physical Evaluation Section, BUMED, before declaring a recruit medically unqualified for training.

3304. SUBMISSION OF WAIVERS

1. Waiver requests will be forwarded via the chain of command. Each level of command must act on the request and provide an appropriate endorsement. However, recruiting station commanding officers, district commanding officers, and commanding generals of the recruiting regions have **authority to disapprove** the enlistment or reenlistment of an applicant without forwarding the case to the next higher level.

2. Medical and prior service (PSEP/FTAP) waiver requests may be submitted to the CG MCRC from the **Marine Corps District** unless there are other disqualifying factors (e.g., dependent, moral, etc.) which fall within the waiver authority of region commanding general.

3. Additional waiver submission guidance is provided in Table 3-19, page 3-159.

TABLE 3-16

INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE.
ITEM An applicant is ineligible for enlistment when one or more of following conditions exist (note 1):
1 Underage.
2 Failure to meet ASVAB standards.
3 Alien without proper USCIS documentation.
4 Does not possess a social security card or other required verifying documents (note 2).
5 Charges filed or pending, or any other unresolved judicial proceeding (to include pre-trial intervention or diversionary programs sanctions), resulting from an alleged violation of state, local, Federal, or territorial statutes (note 3).
6 Applying as an alternative to judicial proceedings (note 4).
7 Under criminal restraint or serving a sentence (note 5).
8 Court conviction, either as an adult or as a juvenile, for more than one felony (excluding felonies involving single incident). See paragraph 3282.5c
9 Ninety days have not elapsed in cases involving: a. Early release from parole or probation (See Note(s) 6A & 6B). b. A period of confinement served as the result of a court's sentence (except for confinement served as punishment for conviction of non-felonious traffic related/traffic offenses by state statute i.e. Driving while drunk, impaired, intoxicated, or under the influence of alcohol or drugs). c. As confinement served in lieu of payment of fine for minor non-traffic offenses.) See Note(s) 6B & 7 .
10 Any criminal charges pending to include traffic violations against the applicant.
11 Intoxicated or under the influence of alcohol or drugs at the time of application or at any stage of processing.
12 Questionable moral character, history of alcohol or drug dependency/ addiction, sexual perversion, history of anti-social behavior, body piercing, offensive branding, offensive tattoos, body mutilation or chronic, frequent, or active venereal disease or herpes. See **Note 8**
13 A court conviction, adverse juvenile court adjudication, or self-admittal for trafficking, selling or trading illegal drugs (Including Cannabis).

TABLE 3-16

INELIGIBLE CATEGORIES THAT ARE NOT WAIVERABLE.--CONTINUED	
ITEM	An applicant is ineligible for enlistment when one or more of following conditions exist (Note 1):
14	A conviction of any offense involving drugs (except simple possession [**35** grams or less] of cannabis or steroids).
15	Driving convictions involving drugs other than cannabis, steroids, and prescription drugs.
16	A history of psychotic disorders, or a state of insanity at the time of application.
17	Homosexual conduct, which is defined as a homosexual act, a statement by the applicant that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. Exceptions to this category and full details on the official DoD accession policy concerning homosexual conduct is provided Figure 3-6 filed at the end of table 3-19 of this manual.
18	Claims prior service but is unable to present written evidence.
19	Receives retired or retainer pay from any branch of the Armed Forces.
20	Receives disability compensation from any Federal or other agency/source.
21	Conscientious objector or person with beliefs or convictions which would interfere with unrestricted assignments, regardless of Selective Service classification.
22	A draft evader, including a person who receives a presidential pardon for draft evasion.
23	A doctor, dentist, theologian, or graduate student pursuing a course of study leading to one of these professions.
24	A member of any other naval or military organization or Delayed Entry Program (DEP) (other than the Marine Corps), Federal or state, active or reserve (including the National Guard) unless they present a valid, completed conditional release, DD Form 368, from their service or unit, as appropriate, and ship direct or enlist into a Marine Corps component of equal or greater mobilization potential.
25	Applicants with 3 or more dependents(including illegitimate) children are not eligible for enlistment into the USMC. Applicants with 4 or more dependents(including illegitimate) children are not eligible for enlistment into the USMCR.
26	In DEP felonies. See Note 7
27	Individuals with 10 or more Class 2 non-traffic offenses or 6 or more serious offenses or a combination of 1 felony and 4 serious offenses.
28	Prior service Marine reenlistment applicants who have any post enlistment drug(s) usage. **NO waivers** will be considered.

NOTE 1. **Waivers will not be granted.**

NOTE 2. Birth, education verification required in accordance with this manual.

NOTE 3. Pending criminal charges are a bar to enlistment. Pending civil suits are not a bar to enlistment. "Nolle Prosequi," though an unresolved judicial proceeding, is not a bar to enlistment.

NOTE 4. Individuals applying for enlistment as an alternative to prosecution, indictment, trial, incarceration, probation or parole, or who are granted a release from a charge by a court on the condition that they will apply, or are accepted for enlistment/reenlistment, **may not** enlist until the original assigned sentence has been completed.

NOTE 5. Applicants who are currently incarcerated, on parole, serving a suspended sentence, or on probation, are not eligible for enlistment until the sentence has been completed. As an exception to the foregoing, an unconditional suspended sentence or unsupervised unconditional probation, which results from conviction or offenses listed in paragraphs 1, 2 and 3 of table 3-14, page 3-115, are not considered restraint. Neither is a suspended sentence or revoked driver's license considered restraint. Though a DUI/DWI is considered to be a serious offense; driver's license suspension arising from a DUI/DWI is not a bar to enlistment or shipping. In these limited cases, applicants are eligible for enlistment provided they are otherwise well-qualified.

NOTE 6:

A. No waiting period is required following complete service of parole or probation, or a suspended sentence, as originally assigned. However, in cases of early release, either a ninety (90) day wait or the completion date of the originally assigned sentence, whichever is shorter, is required. Final action is defined as the effective release date assigned by judicial authority, to include periods of community service, and payment of fines or court costs.

B. In those cases that involve a sentence of incarceration in jail and/or sentenced to “time served awaiting court”, **in conjunction** with a court imposed period of parole or probation, or a suspended sentence (i.e. two days jail and six months of probation), served as originally assigned by the court, **no “90 day waiting period” is necessary following final release, if 90 days have elapsed between release from incarceration and final release from judicial proceedings**. **If 90 days have not elapsed** since release from incarceration and the final release date from parole, probation or suspended sentence, then the waiting period is the difference between the elapsed time and 90 days (i.e. released from incarceration 70 days before final release date, eligible for enlistment 20 days after final release date from judicial proceedings, such as probation/parole or suspended sentence). This allows for a minimum of 90 days elapsed time between release from incarceration and enlistment.

NOTE 7. In-DEP Felony(ies) will not be considered except under extraordinary circumstances. In such cases, the CG, MCRC must approve the waiver.

Note 8. Any **TATTOOS, BRANDING, BODY MUTILATION OR ORNAMENTATION** on the head and/or neck area are prohibited and no waivers will be considered. The neck for the purpose of definition is "**any portion above the collarbone in the front area, above the first cervical vertebrae in the back area, or otherwise visible due to the open collar of the short sleeve khaki shirt, without skivvies shirt**. **More than four (4) Body Markings (TATTOOS, BRANDS, BODY MUTILATIONS OR ORNAMENTATIONS) requires administrative review (to include digital photos) and enlistment approval by the regional commanding general**. Use of TATTOO SCREENING FORM, shown as Figure 3-11, on pages 3-147 and 3-148 is mandatory for any applicant with Any **TATTOOS, BRANDING, BODY MUTILATION OR ORNAMENTATION**. Excessive tattoos are defined as when the combined tattoo coverage on a particular body part(s), i.e., leg or arm, exceeds **one-quarter of the respective body part(s) exposed surface** while the applicant is wearing a standard physical training uniform (shorts and shirt). Individual tattoos exposed by the wearing of a short sleeve khaki shirt will be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Also, many high profile and visible positions/assignments, such as duty with Marine Barracks 8th & I, Washington, DC, Marine Corps Security Forces, or Marine Corps Drum and Bugle Corps are prohibited from having any TATTOOS, BRANDING or ORNAMENTATION below the biceps or that shows when wearing the summer service uniforms. Additionally, any TATTOOS, BRANDING, or ORNAMENTATION on other areas of the body that are Sexist (express nudity), Racist, Eccentric, Offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps Drug Policy and the U.C.M.J., to include tattoos associated with illegal, drugs, drug usage, or paraphernalia are prohibited. Any TATTOOS, BRANDING, ORNAMENTATION or BODY MUTILATION (i.e., tongue splitting/forking, facial ornamentation silicon implantations) on **ANY** area of the body that depict vulgar or anti-American content, anti-social behavior, brings possible discredit to the Marine Corps, or associates the applicant with any extremist group or organization makes the applicant **INELIGIBLE FOR ENLISTMENT**. References are MCO P1020.34 series, Marine Corps Uniform Regulations, and ALMAR 194/96, ALMAR 127/97. Additional guidance can been rendered in MCO P5354.1 Marine Corps Equal Opportunity Manual and SECNAVIST 1730.80 Accommodation of Religious Practices. Individuals who have had any body markings (i.e., TATTOO or BRAND) that meet the criteria contained herein removed, concealed, or altered still require administrative approval by the regional commanding general to authorize enlistment. Recruiters will not render any opinion or guidance that removal, concealment, or alteration of any disqualifying body markings will result in approval to enlist.

TATTOO SCREENING FORM

NAME_____SSN_____DATE_____

1. Does the applicant have any tattoos, brands or body ornamentation?
Y N

2. Does the applicant have more than **4** body markings? Y N

3. Where are the applicant's tattoos, brands or body ornamentation?

_____

_____

4. How many of the tattoos, brands or body ornamentation can be seen when wearing the standard physical training uniform?

_____

5. Does the tattoo, brand or body ornamentation coverage exceed one-quarter of the respective body parts surface when wearing the standard physical training uniform?
Y N

6. Does the tattoo, brand or ornamentation exceed the area of the wearer's hand, with fingers extended and joined with the thumb touching the base of the index finger?
Y N

7. Are any of the tattoos, brands or body ornamentation on the neck or head? (Above the collarbone in front, first cervical vertebrae in back or exposed by an open short sleeve khaki shirt)

Y N

8. Are any of the tattoos, brands or body ornamentation represent a gang membership, advocate racial, ethnic, religious discrimination, sexist (express nudity), drug related, obscene or are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Marine Corps?
Y N

Explain:_____

_____

_____

Figure 3-11 TATTOO SCREENING FORM

TATTOO SCREENING FORM

NAME_____SSN_____DATE_____

9. Are any of the tattoos a result of a specific activity? (i.e. specifically an activity, or as the result of any violation of law(s))?

Y N

10. Has the applicant ever had a tattoo, brand or body ornamentation removed?

Y N

Explain:_____

_____

_____

NOTE: IF THE APPLICANT HAS RESPONDED **"YES"** TO ANY OF THE ABOVE QUESTIONS, THEY MUST BE INTERVIEWED BY A **COMMISSIONED OFFICER** TO DETERMINE IF THE APPLICANT IS ELIGIBLE FOR ENLISTMENT. DIGITAL PHOTOGRAPHS OF EACH BODY MARKING WILL ACCOMPANY THIS FORM WHEN FORWARDED FOR REVIEW.

Commissioned Officer's Reviewing Comments: _____

_____

_____

_____

_____

NAME/SIGNATURE OF COMMISSIONED OFFICER **RANK** **POSITION**

NOTE: ALL QUESTIONABLE BODY MARKINGS ON CONTENT, SIZE NUMBER OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE DECISIONING AUTHORITY FOR APPROVAL/REVIEW.

Figure 3-11 TATTOO SCREENING FORM

TABLE 3-17

INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.	
ITEM	An applicant is ineligible when one or more of the following conditions exist (Notes 1 through 3):
1	Overage (see table 3-1).
2	NPS or PS (other service) applicants with any dependent(s) in addition to, or other than, a spouse (see table 3-3).
3	Failure to meet educational standards(see para 3244).
4	A conviction or adverse adjudication (see table 3-13).
5	Illegal drug involvement (see table 3-5).
6	Failure to meet prescribed physical standards. (note 4).
7	Any involvement with any organization or activity which is disloyal or subversive to the U.S. Government, or any indication that enlistment or reenlistment would not be in the best interest of national security (note 5).
8	Sole surviving son or daughter (note 6).
9	Prior service applicants who require recruit training and (notes 5 and 7): a. Were separated because of physical disability. b. Were discharged with severance pay. c. Accrued 45 days or more lost time during their last enlistment or period of active service. d. Were honorably separated, but not considered eligible or recommended for reenlistment (note 7). e. Were separated by reason of inaptitude, unsuitability, unfitness, under honorable conditions or under conditions other than honorable. f. Were separated from their last period of active service by reason of dependency hardship. g. Are applying for broken/continuous reenlistment, but do not meet grade and service limitations. h. Fail to meet constructive age when recruit training is not required. i. Are prior service (other service) and fail to meet any initial accession standards. j. Are applying for broken/continuous reenlistment and have more dependents than authorized based on grade eligibility.
10	Separated or in the middle of divorce proceedings (see table 3-3, Rules 8 and 9, Page 3-39).

TABLE 3-17

INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.
ITEM An applicant is ineligible when one or more of the following conditions exist (Notes 1 through 3):

NOTE 1. Waivers may be granted within prescribed criteria limits, and after eligibility has been determined (refer to paragraph 3301).

NOTE 2. Unless authority is expressly delegated in this Manual or in other directives, waiver of other criteria contained in this Manual will not be granted without approval of the CG MCRC.

NOTE 3. Waiver submission is per paragraph 3303 and table 3-18, page 3-153.

NOTE 4. Enlistment of individuals fully qualified except for a minor physical defect falling within the scope of the Medical Remedial Enlistment Program (MREP) will be enlisted per MCO 1130.51.

NOTE 5. Enlistment or reenlistment of any of these categories must be authorized by the CG MCRC.

NOTE 6. A sole surviving son/daughter is not eligible for enlistment or reenlistment unless the individual waives those rights provided in MCO 1300.8. The recruiting officer will interview the applicant utilizing the criteria of MCO 1300.8 to verify the applicant's status. Sole surviving son/daughter is defined as "The only other son/daughter 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 (VA) or one of the military services and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability." Unless in conjunction with the foregoing requirements, being an only child does not constitute sole surviving son/daughter status. If the applicant is a sole surviving son or daughter, the individual must sign a waiver prior to executing the oath of enlistment (see below).

a. The waiver will be typed in the "Remarks" section of the DD Form 1966 and signed by the applicant. The recruiting officer will sign as a witness.

"I hereby waive my rights to restrictive assignment and/or to discharge as a sole surviving son or daughter per MCO 1300.8."

_____ _____

(Signature of Witnessing Officer) Signature of Applicant

TABLE 3-17

INELIGIBLE CATEGORIES THAT ARE WAIVERABLE.
ITEM An applicant is ineligible when one or more of the following conditions exist (Notes 1 through 3):

b. If the applicant is less than 18 years of age, the following additional waiver must be signed by the parents or legal guardian of the applicant:

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

_____ _____

(**Signature of Witnessing Officer)**

_____

Signature of Parent(s) or Legal Guardian(s)

c. An enlistee who has waived his or her status as a sole-surviving son or daughter may request reinstatement of that status at any time.

NOTE 7. Prior service (other service) applicants with an inter-service reenlistment code other than "1" are not authorized enlistment without prior approval of the region commanding general. The provisions of table 3-18, page 3-153, apply. Prior service (other service) applicants with an inter-service reenlistment code of "**4**" are not authorized enlistment without prior approval of the CG MCRC.

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TABLE 3-18

SUBMISSION OF WAIVERS.

A	**B**	**C**
R U L E If applicant needs a criteria waiver for (notes 1 and 2):	then approval authority is identified in(notes 3 through 5):	and the documentation required is (notes 6 through 11):
1 overage	table 3-1 on page 3-15	recent PFT **(note 6)**
2 dependents	table 3-3 on page 3-37	- birth certificates of all dependents - financial statement - marriage certificate, if applicable - statement of understanding (paragraph 3232.6a), page 3-44, if applicable - divorce decree, if applicable - adoption papers, if applicable - **handwritten statement** regarding dependency situation and care of the dependents, if applicable
3 education	paragraph 3244 on page 3-51(CG, MCRC only)	- high school transcript - GED verification - ASVAB scores
4 moral/drug	table 3-5 on page3-63, and 3-13 on page 3-117 and paragraphs 3254 on page 3-61 and 3285 on page 3-106	- **handwritten statement** of applicant giving circumstances surrounding incident(s) requiring moral/drug waiver - Drug Abuse Screening Form and Drug SOU - recommendation from probation officer, if applicable - DD Form 370s if applicable **- DD 369 Police Checks**

TABLE 3-18

SUBMISSION OF WAIVERS.

A	**B**	**C**
R If applicant needs a **U** criteria waiver for **L** (notes 1 and 2): **E**	then approval authority is identified in(notes 3 through 5):	and the documentation required is (notes 6 through 12):
5 medical	paragraph 3273 on page 3-88 (CG, MCRC only)	completed copy of: --DD 2807-1 --DD 2808 --SF 513 and other medical consults or doctors letters, activity statement as applicable - photograph as applicable
6 height/weight	paragraph 3273 on page 3-88 and Table 3-11 on page 3-93 PS (Marine) is CG MCRC only)	- **IST/PFT** - anthropometric measure-ments (percent body fat) - comment on uniform size (height waivers) - digital photos (weight waivers)
7 prior service	paragraph 3291 on page 3-121	- all DD Forms 214/215 (note 11) - DD Form 368, if applicable - PFT on PS Marines - IST on PS(OS) - **handwritten statement** of applicant, giving circumstances surrounding their separation/NJPs (if applicable)
8 any other dis-qualification	note 3	- **handwritten statement** giving circumstances surrounding disqualification(s) - DD Form 370s(if applicable)

TABLE 3-18

SUBMISSION OF WAIVERS..(CONTINUED)

NOTE 1. Applicants requiring a waiver will not be processed unless they are considered particularly desirable. See paragraph 3301.

NOTE 2. Before submission, inform applicants not to terminate present employment, not to dispose of personal property, and not to make any other plans or commitments based on their waiver requests.

NOTE 3. All waiverable disqualifications that are not designated by current directives to be approved by a specific authority require the approval of the CG MCRC.

NOTE 4. If an applicant requires the waiver of more than one disqualification which calls for consideration at different approval levels, each level will approve their portion and forward to the highest level for the required waiver.

NOTE 5. In **special** instances when it is unclear if an applicant is qualified for enlistment, submit a request for determination to the next waiver authority level. If it is determined that the applicant is unqualified, the request will be evaluated for waiver of the disqualification.

NOTE 6. To properly consider a waiver request under the "whole person" concept, all information relative to the individual's enlistment or reenlistment is considered pertinent. **Accordingly, request for waivers that are forwarded to the next waiver authority level will include:**

a. A basic cover letter which contains:

(1) Type waiver(s) requested for all disqualifying factors.

(2) Date of birth/age.

(3) Height/weight.

(4) IST / PFT (PSEP/AUGM, NPS Age & Overweight) **ONLY** who have been found medically Qualified by MEPS CMO.

(5) Marital/dependency status.

(6) Education level.

(7) Test scores.

TABLE 3-18

SUBMISSION OF WAIVERS..(CONTINUED)

(8) Description of police and drug involvement, if any.

(9) Projected ship date.

(10) For prior service applicants, also include the reason for discharge, type of discharge, interservice reenlistment code, interservice separation code, time lost, period of active service, and grade at discharge.

(11) Any other pertinent facts not supported by an enclosure.

(12) A narrative explaining the applicants positive factors that, in the opinion of the commanding officer of the recruiting station, outweigh the disqualification(s).

(13) A definite recommendation.

b. Copies of all forms and documents required of the application.

c. Copies of any other substantiating documents that have a bearing on the case.

d. The documentation or information listed under column C of the table is of prime importance and emphasizes the data most relative to the disqualification(s) in question. Its inclusion under column C is not intended to diminish the importance of other documents required by subparagraphs a, b and c above of this note.

NOTE 7. Supporting documents will not be returned. Do not send original documents.

NOTE 8. Photographs will be in accordance with the specifications set forth in the current edition of MCO P1070.12.

NOTE 9. For use of the DD Form 369, see paragraphs 3284.1 and 3303.1 of this manual.

NOTE 10. Personal references (DD Form 370) have a significant bearing on the outcome of waiver requests. Consequently, the source and content (specifically detailed written comments) are extremely important. When submitted in conjunction with a waiver request, a minimum of three references are required.

TABLE 3-18

SUBMISSION OF WAIVERS..(CONTINUED)

NOTE 11. For prior service applicants who received a discharge for hardship or dependency, specific proof is required which must clearly show that the cause for the discharge no longer exists. Notarized, sworn statements are required from:

a. The applicant must state in detail exactly how the hardship has been alleviated.

b. The person or persons in whose behalf the discharge was obtained, if still living.

c. At least three other members of the community who are familiar with the conditions. DD Form 370s will suffice for this requirement.

NOTE 12. Personal statements must be handwritten and legible.

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TABLE 3-19

WAIVER AUTHORITY DELEGATED BELOW THE CG, MCRC		
RULE	**Column A**	**Column B**
	If an applicant has an enlistment prohibition of:(**Notes 1-4**)	Waiver Authority
1	-up to four minor traffic offenses, one serious traffic offenses, or three Class 1 minor non-traffic offenses or one Class 2 minor non-traffic offenses	No waiver required. **(Note 6)**
	- dependent (spouse only)	
2	-five or more minor traffic, two or more serious traffic, and/or four or more Class 1 minor non-traffic offenses; and/or two to five Class 2 minor non-traffic; and up to two serious offenses (not including Possession of MJ/Steroids)	**CO Recruiting Station**
	-PreDEP Marijuana (1-50x), Steroids or prescription drug use (see para 3254.5c)	
	-**One** illegitimate child **USMC/USMCR** (no custody or support)	
	-Legally Separated with **no minor** dependents **USMC/USMCR**	
	-Married with One Child **USMCR** (includes those legally separated by court order) for enlistment **USMCR** only	
3	-Six to nine Class 2 minor non-traffic and or three to five serious offenses, **Felony Offense** reduced to lesser offense (i.e. Felony arrest to Serious Offense conviction/adjudication)	**CO Marine Corps District**
	-PreDEP Marijuana (51-200x), all other preservice drug usage not in rule 2 if over 6 months prior to DEP.	
	-Positive DAT test at MEPS	
	-InDEP use Marijuana/Steroids (includes USMC/other services DEP)	
	-**Two** illegitimate children **USMC/USMCR** (no custody or support)	
	-**One or Two** Illegitimate child(ren) **USMC/USMCR** (no custody but pays court ordered child support)	
	-Married applicants with spouse and one child **USMC**	
	-Married applicants **USMC** who are legally separated (by Court Order) with one child	
	-Married applicants **USMCR** who are legally separated (by Court Order)with two children	
	-Divorced applicants with one child **USMC/USMCR** (court ordered support)	
	-Married/Legally Separated/Divorced with **non-minor** dependents	
4	-InDEP use of drugs(other than Marijuana/steroids) (Notes 6 & 7)	**CG Recruiting Region**
	-One Felony Offense	
	-PreDEP Marijuana (201+), all other preservice drug use not in rule 2 and 3 above if use was during the preceding six months of DEP-In	**(Note 5)**
	-Height/Weight standards(Male: Body fat **18%** or less. Female: Body fat **26%** or less)and pass the IST **(Ship Only)**	
	-Married with two children **USMCR**	
	-Divorced with two children (court ordered support) **USMC/USMCR**	
	-Divorced with three children (court ordered support) **USMCR**	

Note 1: See Chapter 3, Part **E** regarding Drug disqualification
Note 2: See Chapter 3, Part **H** regarding Moral disqualification
Note 3: See Chapter 3, Part **G** regarding Ht/Wt disqualification
Note 4: See Chapter 3, Part **C** regarding Dependency disqualification
Note 5: SUB-DELEGATION OF WAIVER AUTHORITY IS NOT AUTHORIZED
Note 6: Peyote use for Native Americans Ref (Table 3-5 page 3-63)
Note 7: Includes IN-DEP USMC and other service DEP

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Official DoD Policy Concerning Homosexual Conduct

1. A person's sexual orientation is considered a personal and private matter, and is not a bar to service entry or continued service unless manifested by homosexual conduct in the manner described in section 2 below. Applicants for enlistment, appointment, or induction shall not be asked or required to reveal whether they are heterosexual, homosexual, or bisexual. Applicants also will not be asked or required to reveal whether they have engaged in homosexual conduct unless credible independent evidence is received indicating that an applicant engaged in such conduct or unless the applicant volunteers a statement that he or she is a homosexual or bisexual, or words to that effect.

2. Homosexual conduct is grounds for barring entry into the Armed Forces, except as otherwise provided in this section. Homosexual conduct is a homosexual act, a statement by the applicant that demonstrates propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. Propensity to engage in homosexual acts means more that an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts.

a. A "homosexual act" means any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in such an act.

b. A "statement that an applicant is a homosexual or bisexual, or words to that effect: means language or behavior that a reasonable person would believe was intended to convey the statement that a person engages in homosexual acts. This may include statements such as "I am a homosexual", "I am gay", "I am a lesbian", I have a homosexual orientation", and the like.

c. A "homosexual marriage or attempted marriage" is when an applicant has married or attempted to marry a person known to be of the same biological sex.

3. An applicant shall be rejected for entry if, in the course of the accession process, evidence is received demonstrating that the applicant engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there is further determination that:

a. Such acts are a departure from the applicant's usual and customary behavior.

b. Such acts, under all the circumstances, are unlikely to recur.

c. Such acts were not accomplished by use of force, coercion, or intimidation.

d. The applicant does not have a propensity or intent to engage in homosexual acts.

Figure 3-12.--Official DoD Policy Concerning Homosexual Conduct

Official DoD Policy Concerning Homosexual Conduct (con't)

4. An applicant shall be rejected for entry if he or she makes a statement that he or she is a homosexual or bisexual, or words to that effect, unless there is a further determination that the applicant has demonstrated that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, attempt to engage in, have a propensity to engage in, or intend to engage in homosexual acts will have their cases referred to the CG, MCRC, for evaluation and disposition.

5. An applicant shall be rejected for entry if, in the course of the accession process, evidence is received demonstrating that the applicant has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the persons involved.)

6. Automatic rejection is not required if an individual has made statements, engaged in acts, or married a person of the same biological sex solely for the purpose of avoiding military service. For example, if a pool member is using this conduct as a mere ploy to avoid his/her commitment, then rejection is not necessary. Questionable cases should be referred to the CG MCRC, for evaluation and disposition.

7. Prior to enlistment/appointment, all applicants will receive briefings on the personal conduct policy and the bases for administrative separation from the Armed Forces, as provided in enclosures (2) and (3). A copy of these enclosures will be placed in their enlistment/appointment packages. These briefings and corresponding forms will be the responsibility of MEPS personnel. Failure to receive such information shall not constitute a defense in any administrative or disciplinary proceedings, nor serve as a basis for discharge due to defective enlistment.

Figure 3-12.--Official DoD Policy Concerning Homosexual Conduct

Applicant Briefing Item on Separation Policy

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs, and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as: you establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities, or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in view of the civilian community.

Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

You fail to meet the weight control standards.

Although we have not and will not ask you whether you are heterosexual, homosexual, or bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends:

(1) Homosexual acts. You engage in, attempt to engage in, or solicit another to engage in a homosexual act or acts. A "homosexual act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires (For example, hand-holding or kissing, or other physical contact of a sexual nature).

(2) Homosexual statements. You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual, or words to that effect. It also may include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.

(3) Homosexual marriage. You marry or attempt to marry a person of your same sex.

You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

The Armed Forces do not tolerate harassment or violence against any service member, for any reason.

Figure 3-13.--Applicant Briefing Item on Separation Policy

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Restrictions on Personal Conduct in the Armed Forces

(For use of this form, see USMEPCOM Reg 601-23)

1. Military life is fundamentally different from civilian life. The military has its own laws, rules, customs, and traditions, including numerous restrictions on personal behavior, that would not be acceptable in civilian society. These are necessary because military units and personnel must maintain the high standards of morale, good order and discipline, and unit cohesion that are essential for combat effectiveness.

2. The Armed Forces must be ready at all times for world-wide deployment. Military law and regulations, including the Uniform Code of Military Justice, apply to service members at all times, both on base or off base, from the time the member enters the Service until the member is discharged or otherwise separated from the Armed Forces.

3. Members of the Armed Forces may be involuntarily separated before their terms of service ends for various reasons established by law and military regulations, such as:

a. A member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense, or civilian conviction.

b. A member who has been referred to a rehabilitation program for personal drug alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in, or successfully complete such a program.

c. A member may be discharged by reason of parenthood, if it is determined the member, because of parental responsibilities, is unable to perform their duties satisfactorily or is unavailable for worldwide assignment or deployment.

d. A member may be separated for failure to meet service weight control standards.

e. A member may be separated for harassment or violence against any service member.

4. A member of the Armed Forces shall be separated from the Armed Forces under regulations prescribed by the Secretary of Defense if one or more of the following findings is made and approved per the procedures set forth in such regulations:

a. That the member has engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts unless there are further findings, made and approved per the procedures set forth in such regulations, that the member has demonstrated that:

(1) such conduct is a departure from the member's usual and customary behavior.

(2) such conduct, under all circumstances, is unlikely to recur.

Figure 3-14.-- Restrictions on Personal Conduct in the Armed Forces

(3) such conduct was not accomplished by use of force, coercion, or intimidation.

(4) under the particular circumstances of the case, the member's continued presence in the Armed Forces is consistent with the interests of the Armed Forces in proper discipline, good order, and morale.

(5) the member does not have a propensity or intent to engage in homosexual acts.

b. That the member has stated that he or she is a homosexual or bisexual, or words to that effect, unless there is a further finding, made and approved per procedures set forth in the regulations, that the member has demonstrated that he or she is not a person who engages in, attempts engage in, has a propensity to engage in, or intends to engage in homosexual acts.

c. That the member has married or attempted to marry a person known to be of the same biological sex.

Figure 3-14.-- Restrictions on Personal Conduct in the Armed Forces

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CHAPTER 4

ENLISTMENT PROCEDURES

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CHAPTER 4

ENLISTMENT PROCEDURES

SECTION 1: PRE-ENLISTMENT PROCESSING

4100. INTRODUCTION

1. This section is designed to assist recruiting personnel in fulfilling their responsibilities for providing applicants/enlistees with information about enlistment processing and enlistment in the Marine Corps prior to that event. This information helps applicants and enlistees make a smooth transition from a civilian lifestyle to the Marine Corps way of life. Informing applicants/enlistees of what they can expect, and what will be expected of them, will contribute to their success as United States Marines. The following paragraphs list topics and provide short summaries for discussion with the applicant/enlistee. Use of supplementary material is encouraged.

4101. RE-EMPLOYMENT RIGHTS INFORMATION FOR NON-PRIOR SERVICE APPLICANTS

1. The Department of Labor, through its Office of Veterans Re-employment Rights, is responsible for providing information about these rights and any assistance required in connection with exercising them. Chapter 43, part III, 38 U.S. Code, provides re-employment rights to men and women who leave jobs with private employers, the federal government, or a state or local government for the purpose of entering the Armed Forces. To remain entitled to re-employment rights, a veteran:

a. May serve for not more than 4 years, plus a 1 year extension for the convenience of the government.

b. Must complete the full enlistment satisfactorily.

c. Must be qualified to perform the duties of the former position.

d. Must make timely application for re-employment after completion of service.

2. There are certain conditions that applicants must be aware of before leaving their present jobs. If they do not request a leave of absence from their employer to process and enlist they may be impaired and found not qualified for re-employment rights. Consequently, applicants interested in protecting their re-employment rights should request a leave of absence from their employer before leaving work to seek entry into the Armed Forces. If applicants have notified their employer of their intention to enter the Armed Forces, nothing further needs to be done. If they have not, applicants should be strongly urged to do so. Figure 4-1 is a suggested format for requesting a leave of absence. It is recommended that applicants retain a copy for their personal files.

4102. PRE-MILITARY ENTRANCE PROCESSING STATION (MEPS) SCREENING

1. Pre-MEPS screening by the recruiter is the first step in determining eligibility. Careful screening is an essential element of the recruiter's success. It will save valuable time and money. The purpose of screening is to:

a. Prevent a waste of time and other resources by processing only applicants who qualify for enlistment, and;

b. Prepare potentially qualified applicants for enlistment processing.

2. District and recruiting station commanding officers are responsible for the conduct of efficient, cost-effective screening within their organizations. General areas of concern follow: However, for details on the screening for all qualifications, refer to chapter 3, section 2 of this manual.

a. Basic Eligibility. The recruiter must initially screen the applicant's basic enlistment qualifications. Information and documents will be reviewed to verify age, educational level, citizenship, etc. It is the applicant's responsibility to provide the information and documents. The recruiter may assist, but the burden rests with the applicant. Explain the Privacy Act and warn the applicant about the need for absolute honesty.

b. Mental and Physical Screening. The purpose of preliminary medical screening is saving time and preventing return trips to the MEPS. Applicants must reveal their entire medical history, including all illnesses, injuries, hospitalization, etc. The DD 2807-2 Medical Pre-Screen of Medical History Report is used for this purpose. Page 1 of this form contains submission instructions. Minors require parental signature on this form. Recruiters must explain the limitations on orthodontic appliances.

c. Background and Moral Screening. Recruiters will explain the need for an inquiry into an applicant's background.

(1) Applicants with a long history of problems with law enforcement agencies, including juvenile authorities, may be ineligible. Recruiters will screen applicants for all past incidents and list on the application for enlistment every instance of being arrested, held, charged, detained, or cited by law enforcement or juvenile authorities for any offense, regardless of the final action taken by the court. Withholding or falsifying information by applicants or recruiters could have serious future consequences. The DD 369 Police Record Check, is used to conduct local agency police or court checks.

(2) The recruiter must explain the Marine Corps policy on illegal drug use and thoroughly screen for any involvement.

d. Dependency. Recruiters will verify marital and dependency status. Original or certified copies of marriage certificates and all dependents birth certificates are required. The Marine Corps is concerned for the well-being of Marines, and also for the collective well-being of Marine families. That concern, combined with knowledge of the financial constraints placed on junior Marines and the extraordinary demands associated with service as a Marine, necessitates careful scrutiny of individuals with dependents.

Experience has shown that Marines with dependents are more likely to experience difficulty in completely fulfilling their obligations during their initial term of service than Marines without dependents.

e. Religious, Moral, and Ethical Beliefs

(1) Marines serve under the premise that they are available for worldwide duty 24 hours per day, 7 days a week. The Marine Corps will make every attempt to provide an opportunity for the religious practices of all Marines; however, religious services may not always be possible. Recruiters will ensure that applicants are aware of the demands of military service.

(2) Recruiters will advise applicants that if they are conscientious objectors, or have religious, moral, ethical, or personal beliefs that conflict with the Marine Corps role, they should refrain from further processing until their reservations have been resolved. No promises or guarantees may be made regarding special consideration because of personal, religious, moral, or ethical beliefs.

4103. ENLISTMENT DOCUMENTS AND PRE-ENLISTMENT FORMS

1. If an applicant remains tentatively qualified after initial screening and expresses interest in taking the steps to enlist after a sales presentation, then the recruiter will proceed with more detailed screening using verifying documents and pre-enlistment forms.

2. Identification of Applicants. Recruiters are responsible for verifying each applicant's identity. Identification can be accomplished by verifying an applicant's age and citizenship status and by checking the social security card and other documents. Before applicants can be processed or enlisted, they must have a social security number and a social security card or a SS-5 from the Social Security Administration Office. Additionally, all recruiters must ensure that all applicants have valid picture ID available to process at the MEPS. Stricter security measures enacted after recent terrorist activities will not allow access to many federal installations/buildings where processing examinations are conducted, or travel on commercial airlines to recruit training, without valid picture identification. Valid ID means; it has not reached its' expiration date. Some examples are **current** state drivers licenses, government issued and student high school/college ID. No member of the DEP or SMCR awaiting initial active duty training will be assisted or instructed to report to any DEERS site for the purposes of obtaining a Military Identification Card, DD Form 2.

3. Social Security Number (SSN)

a. The SSN is the primary means of personnel record identification. An applicant must have an SSN in order to process or to enlist/reenlist into the Armed Forces. The Department of Defense has been notified that there are members of the Armed Forces, who are listed in the Social Security Administration (SSA) as not eligible for work. SSA has issued SSN’s to these aliens, refugees, etc., labeled **“NOT FOR WORK”. A Social Security Card with “NOT FOR WORK” stamped or typed on the Social Security Card is not valid for enlistment into the Armed Forces.** Therefore it is has become imperative that the verification documents that will be used to verify the applicants Social Security Number (SSN) for the purpose of enlistment/reenlistment processing are as follows:

(1) An SSAN card or replacement issued by a Social Security Administration (SSA) office.

(2) DD 214 Certificate of Release/Discharge from Active Duty.

(3) DD 215 Correction to Certificate of Release/Discharge from Active Duty.

(4) NGB Form 22 Release from National Guard.

b. The following are no longer acceptable documents to verify the SSN, as they do no reflect if the applicant is eligible for work:

(1) Commercially reproduced facsimiles of Social Security cards.

(2) SS-5 Verified by SSA.

(3) Automated NUMIdent Stamped and verified by SSA.

(4) Any local, state or federal agencies statements, cards, or forms other than those contained in paragraph 3.a.(1) above.

(5) Wage or tax statements, tax returns or bank statements or documents.

c. The social security number and name listed on the social security card must correspond to the enlistment name and SSAN on the DD Form 1966. (Note: Provided the applicant is applying for enlistment under the name as shown on the birth certificate, it is not necessary for the social security card to reflect an applicant's full name, but may reflect a preferred first name or first initial and middle initial.) When the number or name does not correspond, re-verify the applicant's age, citizenship, and identity. If the names do not correspond for a legitimate reason, have the applicant submit an SS Form 5 to the nearest Social Security Administration office. All correspondence, to include requests for waivers, will contain a valid SSAN as required by current Marine Corps directives.

d. Provide applicants who have lost their SSN cards with SS Form 5 (Application for Social Security Number) and note on the Form: "For enlistment in the U.S. Marine Corps". When replacement card is received the applicant provide it to the recruiter for forwarding to the MEPS LNCO.

e. The social security card must be sighted by Military Entrance Processing Station (MEPS) personnel, and the Marine Corps MEPS Liaison NCO immediately prior to the individual's departure for recruit training.

4. Verifying Documents. Recruiters may assist applicants in obtaining the required verifying documents, but the ultimate burden of proof is on the applicant. Each document submitted by an applicant must either be an original or an authenticated copy by a notary public. **ALL verifying documents must be in the English language. Any document not in English, must be translated by competent ability. The translated document and the original document must be provided as source documents. The person translating the non-English document must also provide their name, position/title or competency, i.e. Jorge Pasedo, H.S. Spanish teacher. NOTE: Document translators and Notary Publics must be disinterested parties to the Marine**

Corps. (Affiliation with any elements of the Marine Corps Recruiting Command, and/or their families is not allowed.) Documents bearing erasures or changes will not be accepted. Recruiters must thoroughly examine all source documents for any evidence of tampering or alterations. Machine reproductions or copies of an original or an issued document, made after issuance, must be notarized or officially authenticated to be acceptable. An exception to this is a reproduction of a master birth certificate on file with a state bureau of vital statistics, with or without an official seal. These certificates are acceptable. They are often received in response to a DD Form 372 (Application for Verification of Birth for Official U.S. Armed Forces Only). Documents needed to verify eligibility are identified and explained in the applicable part of chapter 3, section 2.

a. Authentication. Commissioned officers have authority to officially authenticate machine reproductions or copies of an original or issued document made after issuance. To facilitate efficiency, commanding officers of recruiting stations may delegate this authority to command group members or MEPS Liaison NCOs. In exercising this authority to MEPS LNCOs, they will imprint and sign the following certification on each copy:

"I have personally sighted the original of the document shown. In the name of (Grade and Name of Commanding Officer), (Commanding Officer's SSN), on (Date). I verify that this is an exact copy of the original and that no modifications or alterations have been made to either the original document or this copy.

_____
(Signature)

_____
(Name, Grade, SSN (typed or printed))"

b. Distribution. Verifying documents will be distributed in accordance with table 4-3, page 4-71.

c. Reimbursement. In obtaining verifying documents, a spirit of cooperation between districts, recruiting stations, and recruiters is necessary. Recruiters are authorized to be reimbursed for legitimate out-of-pocket expenses or to be advanced imprest funds. See MCO P1100.71 for additional information and guidance.

d. Warning. Before asking for any verifying documents or filling out any forms, the recruiter will thoroughly explain to the applicants:

(1) That there are penalties for falsifying or withholding information, and

(2) That each applicant will be the subject of a background investigation (ENTNAC) that is likely to uncover any concealed or falsified information. Such information may be grounds for a less than honorable discharge. Furthermore, all applicants enlisting will have a National Agency Check/Local Check/Credit Check (NACLC) using the SF-86 NAQ submitted to the Office of Personnel Management (OPM).

5. Initial Forms. Prior to the completion of pre-enlistment forms, the recruiter will complete:

a. Privacy Act Statements (NAVMC 11000 and the DD Form 2005).

b. Applicant Medical Pre-screening Form (DD 2807-2) (see paragraph 3271.3b).

6. Pre-Enlistment Forms. Pre-enlistment forms, identified in Table 4-1, are the next forms to be completed prior to enlistment. Although the forms are basically self-explanatory, specific completion instructions for these and other enlistment forms are in chapter 3, section 2, and parts D, E, and F. The Automated Enlistment Package (AEP) facilitates the completion of most pre-enlistment forms, but still require recruiter and applicant involvement.

7. General Instructions on Preparation of Enlistment Forms and Documents. At the time the recruiter sends applicants to the MEPS, they will have with them verifying documentation and initial forms which have been filled out with the recruiters assistance.

a. Accuracy and Completeness. Accuracy and completeness of enlistment forms must be regarded as a matter of utmost importance. Inaccurate or incomplete enlistment forms can cause lengthy delays and numerous problems.

b. Preparation. Unless otherwise specified, enlistment forms may be filled out by automated process (Automated Enlistment Package (AEP), typewriter or by pen with the information printed in bold, block-style letters. Only **black, blue-black, or blue** reproducible ink will be used.

c. Distribution. Distribution of enlistment forms will be in accordance with Table 4-3, page 4-71.

8. Special Emphasis. Recruiters may develop their own techniques for interviewing applicants, but they must guard against giving the applicant an opportunity to misunderstand or misinterpret the pre-enlistment forms. Coaching or prompting responses are not allowed. Screening is a continual process. The recruiter must conscientiously attempt to uncover any facet of an applicant's qualifications or background which questions must be asked on every aspect of eligibility. Special emphasis must be given to:

a. Any previous processing or rejection (e.g., mental, physical, moral, etc.).

b. Any involvement with law enforcement officials, including juvenile offenses, regardless of disposition.

c. Any prior service in any component of the armed forces.

d. Any illegal involvement with drugs.

e. Any alcohol-related problems.

f. Any medical or psychological problems.

g. Any dependents; legitimate or illegitimate.

h. Any concealment of chronological age or actual level of education.

i. Any irregularities or inconsistencies in the information or documents provided by the applicant.

9. Processing Continues

a. Recruiters will then decide whether or not to arrange for mental testing (if the applicant is not already qualified on a "Student Testing Program" (STP), or MEPS ASVAB), and/or physical examination at the MEPS.

b. Until the applicant is mental test qualified, the recruiter must decide how processing should continue. This decision is a "judgment call" by the recruiter based on past experiences and on the anticipated success of the applicant. Actions that may be taken include:

(1) Giving an enlistment processing worksheet to the applicant with instructions to provide required documentation (birth certificate, high school diploma, medical records, etc.) and to get dates, addresses, or other information needed to complete the form, or

(2) Requesting verification of birth (DD 372), or

(3) Assisting the applicant to prepare a request for replacement of a social security card (SS-5), or

(4) Gathering all verifying documents and preparing all forms necessary for enlistment.

4104. ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) INFORMATION

1. The ASVAB is a series of tests designed under DoD sponsorship to measure potential for training in general military occupational fields. The Marine Corps uses the ASVAB to determine mental qualifications for enlistment, and for enlistment program options and bonuses.

2. The ASVAB is under the centralized management of the MEPS in coordination with the Interservice Recruiting Committee (IRC). The IRC is composed of the local commanding officers from each of the four services and the MEPS commander. ASVAB testing schedules are coordinated by the IRC.

3. There are two major types of ASVAB testing:

a. Production Testing. Production tests (ASVAB) are given at the MEPS and at Mobile Examination Test (MET) sites on a fixed or rotating basis. Qualifying scores from a valid "production" test may be used for enlistment up to 2 years from the test date (see MCO P1100.75 for additional details).

b. Student Testing Program. Through the Armed Services Vocational Testing Program, the services offer the ASVAB to high schools and post-secondary institutions on a voluntary, no-cost basis. The students are tested, and the results are provided to the school administrators, to the students and to Armed Forces recruiting personnel. Guidance counselors and students may find the test results helpful in exploring career alternatives. Qualifying scores from a valid institutional test may be used for enlistment for up to 2 years after the test is taken. MCO 1130.52 and the following subparagraph provide additional details on the institutional test:

(1) Promotional Activities. Because of the value of institutional testing to our recruiting efforts, commanding officers of recruiting stations have a responsibility to introduce and "sell" non-participating schools on

the idea of using the ASVAB. Each year a wide variety of ASVAB promotional materials are offered to help support promotion of the program. Extensive use of publicity materials is encouraged. However, the Secretary of Defense (ASD (MRA&L)) has directed that all publicity materials on institutional testing published by the Armed Forces, including recruiting field activities, must contain the following statements:

Purpose

The ASVAB is used by the Armed Forces for recruiting purposes and by school counselors for vocational guidance counseling. The ASVAB's ability for determining civilian job skills has not yet been proven.

Distribution of Test Scores

Test scores are provided to the school counselor (who furnish them to the student) and to the recruiting services of the Armed Forces.

Retention of Information

Information about individuals who have taken the ASVAB will be maintained on a computer tape for recruiting purposes for not more than two years. Scores are kept for a longer period of time for research purposes to assist in evaluation and updating test materials; however, personal identifying information (name, social security number, street address, telephone number) will be removed from existing records.

Release of Test Information

Names and other information will not be released to any agency outside of the DoD, except to the Coast Guard, and to the student's school. Information on test results will not be used for any purpose other than recruitment in the Armed Forces and high school counseling. Test data provided to school systems are disposed of in accordance with the state, local, or school policies.

(2) Voluntary Aspects. Representatives of the Armed Forces should encourage state and local school officials to use ASVAB testing within their schools. If educators require mandatory ASVAB testing of all students, this will not be discouraged, nor will the services refuse to test.

(3) Test Proctors. Recruiting station commanding officers will provide proctors in coordination with the IRC on an as-needed basis. Test administrators who are familiar with ASVAB test procedures are required to brief proctors on their responsibilities and specific duties. ASVAB test security is discussed in the following paragraph. Because test security is such a serious matter, Marines assigned as proctors must know and carry out their duties in a scrupulous manner.

4105. FAMILIARIZATION AND PREPARATION FOR ASVAB TESTING

1. Applicants should be provided with a general familiarization of the ASVAB to ease any apprehensions about the test. There are several authorized publications that have been designed for this purpose. They are:

a. DoD ASVAB Information Pamphlet (DoD 1304.12Z).

b. MEPCOM ASVAB handouts: Exploring Careers: The ASVAB Workbook.

2. The ASVAB Specimen Set and the Counselor's Guide are publications designed to familiarize school officials with the institutional ASVAB. These publications and material extracted or reproduced from them are not to be used as familiarization tools for prospective applicants.

3. ASVAB guides, such as the ARCO Preparatory Study Guide, are commercially published. Recruiters may refer prospects or applicants to these study guides for individual study. Additionally, in some areas, ASVAB study programs are commercially sponsored. However, recruiters are prohibited from:

a. Referring prospects or applicants to any commercial ASVAB preparatory school.

b. Using commercial study guides **to coach/tutor/train** prospects or applicants.

4. Recruiters may help applicants familiarize themselves with the ASVAB through the use of the legitimate materials listed in paragraph 4105.1, above. It should be noted, however, that because of the Marine Corps continual need for highly qualified enlistees, recruiter time and effort in this endeavor must be very minimal. Applicants who indicate a need for more than a brief familiarization should be immediately referred to their high school counselor.

5. Security of Screening Tests

a. Handling and Storage. District and recruiting station commanding officers will employ appropriate safeguards to prevent loss or compromise of printed, and computer aided test materials. Although these screening results do not qualify applicants for enlistment, compromising their validity defeats their intended purpose. At a minimum, all printed test materials except blank answer sheets should be stored in a locked desk or file drawer when left unattended. The Computer Adaptive Screening Test (CAST) is available on NCOIC’s Laptops. Under NO circumstances will CAST versions be downloaded or transferred to a CD, disk, or email attachment to be used outside of the RSS/PCS.

b. Reproduction. District commanding officers are authorized to locally reproduce all printed screening test materials to allow for efficient screening and processing operations. CAST reproduction or distribution will be the responsibility of the RS Computer Specialist or District Information System Management Officer (ISMO).

4106. SCHEDULING FOR MENTAL TESTING AND PHYSICAL EXAMINATION

1. If the applicant remains tentatively qualified after the screening described in paragraph 4102 and in section 2 of chapter 3, recruiters will work with the applicant to schedule further processing. Keep in mind that for further processing, the applicant will need an SSN.

2. Mental testing is normally done at a Mobile Examination Test (MET) site or at the MEPS. In either case, MEPCOM Form 714-A (Request for Examination) must be completed by the applicant and the recruiter.

3. Based on the recruiter's personal judgment about the applicant's probable qualifications for enlistment, the recruiter should complete pre-enlistment processing and schedule the applicant for mental testing, physical examination, and enlistment without any undue delay. Applicants need to be aware that their conduct and deportment while processing at the Military Entrance and Processing Station (MEPS) are a direct reflection on the Marine Corps. Applicants should be casually dressed, with no cut-offs, muscle shirts or tank tops. Jewelry, to include body-piercing jewelry must be removed and left at home. Male applicants should be clean-shaven or beards/mustaches neatly trimmed. Applicants must have under garments in order to take the physical exam.

4. **Applicants must understand that their trip to the MEPS is for the purpose of enlisting**. Before sending an applicant's case file forward, the recruiter and the NCOIC will carefully screen all documents and forms and resolve any irregularities or contradictions. They will also ensure that all necessary documents are with the applicant at the MEPS for processing. History of residences, education, and periods of employment should be continuous, or the missing intervals should be explained. Recruiters must be cautious of applicants with lapses of memory or shadowy backgrounds. Questionable areas must be explained on the appropriate form.

5. Some of the various enlistment options and reenlistment requests require special purpose testing in addition to the ASVAB. These additional test requirements are set forth in the Marine Corps Order that applies to the particular program (see chapter 2, section 3 of this manual for identification of recruiting orders and description of each program).

4107. POSTSCRIPT FOR PROSPECTIVE ENLISTEES. Prior to actual enlistment, the recruiter should acquaint each prospective enlistee with the many benefits and entitlements that come with a Marine Corps enlistment. The curriculum at recruit training provides thorough briefings on all items essential to transition from civilian life to the Marine Corps. Enlistees who successfully complete recruit training will come to know and share in the pride of being a Marine. They will begin to understand the meaning of "esprit de corps," dedication and commitment, first hand. They will be given the opportunity to continue the proud tradition and legacy of our illustrious Corps. Be sure to cover these additional topics with the applicant/enlistee:

a. Appointment Grade and Promotions.

b. Pay/Leave and Earnings Statements.

c. Military Identification Cards.

d. Veterans Educational Assistance Programs.

e. Commissioning Programs (as required).

f. Continued Off-Duty Education.

g. Assignments and Overseas Duty.

REQUEST FOR LEAVE OF ABSENCE

_____
(Date)

To: _____
(Name of Employer)

Pursuant to section 9(g)(4) of the Universal Military Training and Service Act, as amended, I hereby request a leave of absence for the purpose of being processed for entry into the Armed Forces of the United States.

_____ _____
Printed Name Signature

NOTE TO THE EMPLOYER: Information concerning the eligibility requirements or the rights to be accorded under the re-employment statutes is available upon request from the Office of Veterans Re-employment Rights, U.S. Department of Labor, Washington, DC 20210.

Figure 4-1.--Request for Leave-of-Absence.

TABLE 4-1

FORMS TO BE COMPLETED FOR ENLISTMENT.

A	B	C	D	E	F	G		
FORM NO. (note 1)	**TITLE**	**NPS**	**PS**	**COPIES** (note 4)	**USE** (note 2)	**PREPARED BY** (notes 3 and 4) **RCTR**	**LNCO**	**MEPS**
DD Form 4	Enlistment/ Reenlistment Document Armed Forces of the United States	X	X	4	ALL			X
DD Form 93	Record of Emergency Data	X	X	4	ALL			X
DD Form 368	Request for Discharge or Clearance from Reserve Component		X	4	As required	X		
DD Form 369	Police Record Check	X	X	1	As required	X		
FD 258	Fingerprint Card	X	X	1	ALL			X
DD Form 370	Request for Reference	X	X	1 copy of each reference	Minimum of (3) if required	X		
DD Form 372	Application for Verifica-tion of Birth for Official U.S. Armed Forces Use Only	X	X	4	As required	X		

TABLE 4-1

FORMS TO BE COMPLETED FOR ENLISTMENT.

A	B	C	D	E	F	G		
FORM NO. (note 1)	**TITLE**	**NPS**	**PS**	**COPIES** (note 4)	**USE** (note 2)	**PREPARED BY** (notes 3 and 4) **RCTR**	**LNCO**	**MEPS**
DD Form 1966	Record of Military Processing-Armed Forces of the United States	X	X	4	ALL	X	X	
SF 86	Questionnaire For National Security Positions	X	X	4	ALL	X	X	
DD Form 2005	Privacy Act Statement Health Care Records	X	X	4	As required			X
DD Form 2807-2	Medical PreScreen of Medical History	X	X	4	ALL	X		X
DD Form 2808	Report of Medical Examination	X	X	4	ALL			X
DD Form 2807-1	Report of Medical History	X	X	4	ALL			X
SF 513	Medical Record required Consult Sheet	X	X	4	As required			X

TABLE 4-1

FORMS TO BE COMPLETED FOR ENLISTMENT.

A	B	C	D	E	F	G
FORM NO. (note 1)	**TITLE**	**NPS**	**PS**	**COPIES** (note 4)	**USE** (note 2)	**PREPARED BY** (notes 3 and 4) **RCTR LNCO MEPS**
SS FORM 5	Application for Social Security Account Number or Replacement of Lost Card	X	X	4	As required	X
NAVMC 11000	Privacy Act Statement for Marine Corps Personnel and Pay Records	X	X	4	ALL	X
MPPM Form	Marine Corps Enlistee Financial Statement	X	X	4	As required	X

TABLE 4-1

FORMS TO BE COMPLETED FOR ENLISTMENT.

A	B	C	D	E	F	G	
FORM NO. (note 1)	**TITLE**	**NPS**	**PS**	**COPIES** (note 4)	**USE** (note 2)	**PREPARED BY** (notes 3 and 4) **RCTR**	**LNCO MEPS**
MPPM Form	Statement of Understanding for Applicants with Dependents	X	X	4	As required	X	
MPPM Form	Statement of Eligibility for the Officer Candidate Course	X	X	4	As required	X	
MPPM Form	Drug Abuse Screening Form	X	X	4	ALL	X	X
MPPM Form	MEPS Quality Control Checklist	X	X	2	As required		X
MPPM Form	Statement Of Understanding on Marine Corps Drug Policy	X	X	4	ALL	X	X
1130-001 through 1130-009	All other Statements of Understanding (i.e, Enlistment Incentive Programs)	X	X	4	As required	X	X
Reserve SOU's	All Reserve Program SOU's: ROEP IIADT CAT "P" MGIB KICKER SRIP	X		4	As required	X	X

NOTE 1. Other documents are required for verification of eligibility (e.g., a DD Form 214/215 for prior service and a high school diploma/transcripts for educational level). Refer to chapter 3, section 2.

NOTE 2. The applicant's status will determine use (e.g., if an applicant is in a Reserve component, then a DD Form 368 is required). Applicants who are processed and subsequently enlist into the Marine must have a Copy of the DD 4, Enlistment Contract returned attached to the DD 368 to releasing reserve component.

NOTE 3. Most forms must be prepared with the applicant, at the initiative of the recruiter or MEPS Liaison NCO. Use of forms contained in the Automated Enlistment Package are the ONLY MEPCOM/DOD approved automated forms for use by MCRC recruiting personnel. Some forms require entries by the recruiter, by the MEPS LNCO, and by MEPS staff personnel.

NOTE 4. Some of these forms (i.e. DD 1966, DD 2807-1, DD 2807-2, DD 2808), can be downloaded from DoD Form Flow websites or the MCRC Automated Enlistment Package (AEP), and are a single sheet. Most of the other forms do not come as carbon sets and recruiters may not have easy access to a copy machine. Consequently, commanding officers of recruiting stations must establish local procedures to ensure that adequate copies are available for distribution. This function is normally carried out by the MEPS Liaison NCO, who makes the copies from the originals provided by the recruiter for distribution.

CHAPTER 4

ENLISTMENT PROCEDURES

SECTION 2: ENLISTMENT PROCESSING

4200. INTRODUCTION. This section details enlistment processing and discusses the role of the MEPS in the enlistment process. The MEPS is a joint service facility with the responsibility for examining and processing applicants for all of the Armed Forces. This is where enlistment takes place. At this juncture, applicants should bring with them the necessary verifying documents. Documents required to determine eligibility for enlistment are contained in chapter 3, section 2 and on table 4-1. Chapter 3, section 2 contains the specific instructions for the completion of those forms required to document eligibility for each criterion.

4201. GENERAL DUTIES/RESPONSIBILITIES OF THE MARINE CORPS MEPS LIAISON NCO

1. The Marine Corps MEPS Liaison NCO serve as the liaison between the recruiting stations, to include their recruiting sub-stations, and the MEPS. The MEPS Liaison NCO is the most important element of quality enlistment processing. They manage the flow of Marine Corps applicants and enlistees through the required processing steps at the MEPS. Their primary responsibilities are:

a. To ensure that only fully qualified applicants are enlisted, and that only fully qualified enlistees depart for active duty.

b. To ensure that applicants have a clear and honest understanding of their enlistment contracts and guarantees, if any.

c. To ensure that required documents and enlistment forms are accurate, complete, and properly distributed.

2. There is a section in the Guidebook for RS Operations, Volume III, G003, entitled "MEPS Liaison NCO." It provides detailed information on the duties and functions of the MEPS Liaison NCO. The following paragraphs of this section provide specific enlistment processing instructions.

4202. EXAMINATIONS AT THE MEPS

1. Mental Examination. If an applicant has not taken the ASVAB previously, either in school or for enlistment in any branch of the Armed Forces, testing at the MEPS or a MET site will be required (Prior service Marine reenlistment applicants can have a physical exam without an ASVAB, by annotating the MEPCOM 714 A-E as **ASVAB Not Required**). The test will determine mental qualification for enlistment. An applicant who has been determined to be ineligible for enlistment based on the submission of the DD2807-2 Medical Prescreen of Medical History, is not eligible for the Mental Exam (to include Re-Test Mental Exam), unless a physical exam is requested by the medical waiver authority, with the Bureau of Medicine (BUMED Code 25) request for a physical exam. If an applicant is interested in an enlistment program, the test will be a primary factor in determining eligibility for an enlistment guarantee. Because retests are not authorized without prior approval (see Table 3-7), the recruiter must know if an applicant has ever been tested for

any branch of the Armed Forces. All services use the same test, therefore, previous results can be converted to Marine Corps scores. Applicants with qualifying scores may process for enlistment without delay.

2. Physical Examination/Inspection Examination

a. The medical staff at the MEPS will perform a thorough physical examination. If any medical records or documents are necessary, the applicant should already have been reminded of this need and have them in hand. The applicant must disclose any previous physical examination taken for any branch of service. The recruiter can verify the results. Medical staff will perform an internal examination on female applicants.

b. Results of the medical examination will determine physical qualification for enlistment. A re-examination will also be conducted at the depots for recruit training. Information on one's medical history that is falsified or withheld prior to commencement of active duty could result in discharge under less than honorable conditions.

c. An Inspection Examination is conducted on any applicant entering the DEP, **when 30 days has elapsed since the physical examination**. An Inspection Examination is required on all accessions onto active duty, (shipment to recruit training or reenlistment into the Marine Corps), when **96 hours has elapsed since the physical examination**. **No exceptions**.

3. Return from the MEPS. If applicants are unable to pass either the mental or physical examination, transportation home will be provided. If applicants are mentally and physically qualified, they will be referred to the Marine Corps MEPS Liaison NCO for further screening, processing and enlistment.

4203. APPLICANT INTERVIEW BY THE MEPS LIAISON NCO

1. To carry out those primary responsibilities identified in paragraph 4201, the MEPS Liaison NCO must interview each applicant. Commanding officers of recruiting stations will include this requirement in the MEPS Liaison NCO's letter of appointment (see Section 7G MEPS Liaison NCO) in Volume III, Guidebook for RS Operations, for further information and instructions on the appointment letter.

2. Ceasing the Interview. If at any time during the interview an applicant is found to be unqualified, processing will cease unless a waiver is considered to be warranted. If a waiver is considered, it will be processed in accordance with Chapter 3, Section 3 of this manual.

3. Review of Examination Results. Normally, applicants will be mentally tested and medically examined before the MEPS Liaison NCO conducts an interview. The MEPS Liaison NCO will evaluate examination results. If the applicant meets the minimum mental and physical enlistment requirements, the MEPS Liaison NCO can prepare for the interview. If the applicant is unqualified, and an interview is not necessary, arrange transportation to send the applicant home. However, if the applicant is medically unqualified and if there is a basis for a waiver, then the MEPS Liaison NCO should prepare copies of the medical documents, assist in medical consultation requirements, and expedite waiver processing in accordance with local procedures.

4. Review of the Case File. The MEPS Liaison NCO must retrace the recruiter's steps. The MEPS Liaison NCO will carefully review the case file for accuracy and completeness. Any contradictions in the forms and documents must be noted for questioning during the interview. The verifying documents provided by the applicant and by the recruiter must receive close examination to ensure that they clearly support the entries on the enlistment forms, in accordance with chapter 3 of this manual. Discrepancies within a case file will be reported to the NCOIC of the recruiting substation, with a copy sent to the operations section of the recruiting station. The MEPS Quality Control Checklist (figure 4-2, page 4-39) is used for this purpose.

5. Review of Qualifications. The qualifications for enlistment, as well as the qualifications for desired options, must be personally verified by the MEPS Liaison NCO. If the applicant is qualified, does not have an option, and if the desired option is available, the MEPS Liaison NCO will explain any details and coordinate with the recruiter to obtain the authority to grant a program allocation or a quota serial number (QSN).

a. For enlistments in the Regular Marine Corps, programs are obtained through the Marine Corps Recruiting Information Support System – RS (MCRISS), depending on the option desired. Refer to MCO 1130.53 series.

b. For enlistments in the SMCR, programs are associated with QSNs, which are assigned through the Marine Corps Recruiting Information Support System – RS (MCRISS) or obtained from MCRC via CMC (RAP).

6. Enlistment Forms and Documents. The MEPS Liaison will initiate and complete all additional enlistment forms as required. Verification of parental consent and of approved waivers for moral offenses, illegal drug use, dependency, education, citizenship, medical deficiencies, prior service, etc., all require special attention.

7. MEPS Liaison NCO Interview. If the forms and documents are accurate and complete, the MEPS Liaison NCO will proceed with the actual interview, emphasizing to the applicant the need for complete honesty. Any facet of the applicant's background or qualifications, which might result in a fraudulent or erroneous enlistment must be uncovered. Also, it must be determined if the applicant is concealing or distorting any information, or if the applicant has received any unauthorized help with the mental test or with a police record, etc. Each document and every entry on all enlistment forms will be reviewed with the applicant. **MEPS Quality Control Checklist (figure 4-2)** is used to report discrepancies. MEPS Liaison NCO's must then ensure that each applicant has a complete understanding of the enlistment agreement (e.g., guarantees, terms of enlistment, grade, etc.).

a. Enlistment Program Guarantees. If an applicant is enlisting under an "open" contract, the MEPS Liaison NCO will explain that the Marine Corps will determine the MOS training and assignment upon completion of recruit training, and that there are no guarantees. If the applicant is enlisting with a guarantee, ensure that the applicant has clear understanding of exactly what the option entails, including its limitations. Use of the DD Form 4 and the appropriate Statement(s) of Understanding (i.e. Annex B) will be helpful, but the MEPS Liaison NCOs should not limit themselves to these documents alone. The applicant must be questioned to reveal any pre-conceived ideas or misunderstandings. Verbal promises or insinuations made by recruiting personnel, regarding particular MOS’s contained in the Enlistment Incentives Program need to be rectified prior to assignment of any

guarantee. Programs requiring a clearance must have a SF-86 NAQ submitted, and verified received to the Office of Personnel Management (OPM) prior to shipment to recruit training. There are no exceptions to this policy.

b. DEP or Awaiting IADT. Explain to the applicant that enlistment into the DEP or SMCR awaiting IADT represents a legal commitment to enlist at a later date in the Active Component of the Marine Corps or to commence IADT on a specific date, provided the individual remains qualified. In turn, the Marine Corps agrees that on that specific date an opening will exist to begin active duty, and in a particular enlistment program if specified. Explain the advantages of the DEP listed in paragraph 2203.2. Ensure that applicants understand that the contract which they initial and sign is a legally and morally binding agreement between them and the United States Marine Corps.

(1) Additionally, explain that members of the DEP:

(a) Are not entitled to full-time Servicemen's Group Life Insurance (SGLI) coverage under Public Law 93-289.

(b) May accrue and become entitled to educational benefits administered by the VA once they report for active duty.

(c) Are not entitled to pay, allowances, or leave, until they report for active duty.

(d) Pay Entry Base Date (PEBD)

1 Non-prior service enlistees (K5) do not establish a pay entry base date (PEBD) until they report for active duty.

2 Prior service enlistees (KA) who still have service to fulfill their military service obligation (MSO) continue to have their Individual Ready Reserve (IRR) time credited to their PEBD.

(e) Do begin their 8-year MSO when they initially "swear" into the USMCR.

(2) Additionally, explain that members of the SMCR awaiting IADT:

(a) Are entitled to full-time Servicemen's Group Life Insurance (SGLI) coverage under Public Law 93-289.

(b) May accrue and become entitled to educational benefits administered by the VA if they have obligated themselves to a "6x2" program.

(c) Are not entitled to pay, allowances, or leave, until they report to IADT unless participating in the Category “P” program where members are eligible for Inactive Duty Training (IDT) pay.

(d) Do not establish a PEBD until they report for initial active duty for training (IADT). Exceptions are those Category "P" reservists who perform inactive or active duty for training prior to IADT. In those cases, the PEBD will be the date they initially "swear" into the USMCR.

(e) Do begin their 8-year MSO when they initially "swear" into the USMCR.

NOTE. A discharge from the DEP invalidates all accumulated time creditable against the 8-year MSO and/or for pay purposes, as applicable.

(3) Under present statutes, members of the DEP or SMCR awaiting IADT **may** or **may not** be eligible for medical or burial benefits from the Department of the Navy. (See paragraph 4301)

c. Term of Enlistment. Explain the military service obligation and the term of enlistment.

d. Individual Ready Reserve Component Refresher Training. Inform all enlistees, both Active and Reserve that they can be involuntarily ordered to 2 weeks active duty annually while members of the Individual Ready Reserve (IRR). Additionally, members of the IRR are subject to mobilization and activation during contingencies or time of war. **Any Marine who has not completed the full eight (8) year MSO after release from active duty or completion of service with the SMCR must maintain a full issue of uniforms**.

e. Grade upon Enlistment. Explain the opportunities for **appointment** to a higher grade upon commencement of active duty (see Table 4-2).

f. Background Investigation. All applicants (to include USMC reenlistments) will have an Automated Entrance National Agency Check (Auto-ENTNAC) processed at the MEPS utilizing the FD-258 Fingerprint Card, and the SF-86 Questionnaire for National Security Positions submitted within 90 days of the ENTNAC and no later than departure for recruit training or in the case re-enlistees next duty station. All U.S. Citizens will be submitted for NACLC/Secret Clearance investigations, and non-citizens for enlistment suitability. Liaison NCO must explain that a background investigation, (ENTNAC), is initiated upon application for enlistment. Fingerprints (FD-258) and a physical description, along with a detailed list of admitted offenses, are sent to the Federal Bureau of Investigation (FBI) and compared with their files. Emphasize the importance of revealing every incident of involvement with law enforcement or juvenile authorities. All incidents of illegal involvement with drugs must also be revealed. Review the warning contained in Statement of Understanding concerning illegal drug use.

8. Applicant Confirmation. The MEPS Liaison NCO should finalize their interview by reviewing and confirming the applicant's understanding of:

a. The term of enlistment and grade upon enlistment; and

b. The exact nature of program guarantees, or in the case of applicants with and "open" contract, the fact that there are no guarantees of training, assignment, or enlistment bonus; and

c. The benefits and obligations incurred while enlisted the DEP or in the SMCR awaiting IADT, if applicable; and

d. The day scheduled to commence active duty.

9. Once the applicant's forms and documents have been reviewed and cross-checked for accuracy, continuity, and completeness, the MEPS Liaison NCO will arrange for PEI interview processing with the MEPS.

4204. ENTNAC/SF-86/QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (NACLC)

1. Definition of Terms

a. Entry-level National Agency Questionnaire (ENTNAC). A check instituted by the office of Personnel Management (OPM)), whereby FBI files, Identification Division, and other appropriate agencies are checked for criminal information on a designated individual. This check is initiated for all Marine applicants who are contracted at the MEPS both regular, reserve and re-enlistees. Use of the FD-258 Fingerprint Card accomplish this for all applicants.

b. National Agency Check/Local Agency/Credit Check (NACLC) using the SF-86/Questionnaire for National Security Positions. A request for investigation submitted to OPM whereby FBI files, Identification Division, fingerprint identification files and local agencies, and credit check as appropriate, are checked for criminal information and background information on a designated individual. This investigation and the results are forwarded to the Department of the Navy Central Adjudication Facility (DONCAF) for clearance adjudication. This procedure is accomplished for all Marine applicants (active and reserve). Additionally, U.S. Citizens will be processed for a secret clearance, and non citizens for enlistment suitability. Top Secret investigations requests will be initiated by Naval Security Group (NSG) Representatives, while undergoing recruit training. **No MEPS LNCO will submit an SF-86 on an applicant requiring a TOP SECRET Clearance**.

2. An ENTNAC will be initiated for all applicants utilizing the FD-258 Fingerprint Card. This includes applicants who enlist into the DEP or SMCR awaiting IADT, as well as applicants who are direct enlistments.

3. Recruiters will prepare the SF-86 Questionnaire for National Security Positions at the RSS level and enclose in the standard enlistment package to the MEPS Liaison NCO. Additionally all SF-86 Release Forms and the OPM Agency Use Form will be attached to the SF-86. The MEPS LNCO will annotate in the upper left hand corner of the SF-86, Questionnaire for National Security Positions, annotate **one of the below codes in RED INK**, to identify to the PEI interviewer what type of submission path to process the request:

A - AUTOMATED ENTNAC requested. **No** SF-86 NACLC will be submitted on this applicant. MEPS Personnel should initiate and submit the Auto-ENTNAC utilizing the FD-258 Electronic Fingerprint Card to OPM.

M – SF-86 NACLC **will be** submitted to OPM. The recruiting station will submit the NACLC to OPM per current Marine Corps Recruiting Command guidance instructions.

R – Error Code received on a previously submitted Auto-ENTNAC.

4. The main purpose of the MEPS Pre-Enlistment Interview (PEI) is to help determine if all information critical to qualification for enlistment has been disclosed. If additional information is disclosed during the interview, it will be provided to the MEPS Liaison NCO for resolution. For example: If an applicant disclosed during the interview, medical, moral or drug usage information, it will be provided to the MEPS Liaison NCO who will direct the applicant to the MEPS medical officer. Individuals who have disclosed

additional information will not be enlisted or further processed without the express consent of the commanding officer of the recruiting station or his designated representative.

5. If there are no disclosures, or if the consent of the commanding officer of the recruiting station or his designated representative has been given for any discrepancies, the MEPS will complete the processing.

6. If a FBI “Rap Sheet” returns with unfavorable information while a member is in the DEP or awaiting IADT, the individual will either be considered for a waiver per Chapter 3, Section 3 or be discharged. All “Rap Sheets” reports for applicants already on active duty will be forwarded to the appropriate recruit depot or command (prior service Marines). See Chapter 3, Section 2, Part H for guidance on rejected or incomplete ENTNAC/NAQ’S.

7. Follow-up on Unclassifiable Fingerprints. Rejected fingerprint cards returned by the FBI as unclassifiable will be re-accomplished by the MEPS and returned before the enlistee departs for recruit training. If the enlistee has already shipped, the MEPS Liaison NCO will coordinate action with the MEPS, notify the appropriate recruit depot (or command), and request that fingerprinting be re-accomplished and mailed to **OPM** at the below address:

U. S. OFFICE OF PERONNEL MANAGEMENT (OPM)
Federal Investigations Processing Center
P.O. Box 618
1137 Branchton Road
Boyers, PA 16018-0618

4205. ENLISTMENT INTO THE MARINE CORPS, THE DEP, OR THE SMCR

1. After the applicant finishes the NAQ interview, the MEPS Liaison NCO will accept the applicant for enlistment. The applicant's clear understanding and agreement with all aspects of the enlistment contract should be reverified. After signing the acceptance, MEPS officials will administer the oath of enlistment.

2. For applicants who enlist in the DEP or SMCR to await IADT, the MEPS Liaison NCO must provide complete instructions on required future actions. The need to return to the MEPS for enlistment onto active duty on a scheduled day must be emphasized. Applicants enlisting into the SMCR should also be informed they will receive an orientation briefing by designated recruiting representatives. Details on this briefing are provided in paragraph 4213.

3. General Provisions while in the DEP. Applicants must be advised that they are not entitled to receive pay while in the DEP, nor will they participate in any Reserve training during the time they are in the program, unless a member of the Category "P" program. DEP members should also be aware of the RS/RSS Pool Program and the necessity to participate to help prepare them mentally, physically and psychologically for the rigors of recruit training. Issuances of Military Identification Cards, DD Form 2, are not authorized for members of the DEP/SMCR awaiting IADT.

4. DEP for Non-Prior Service Personnel

a. Qualified men and women will be processed per this chapter and the following instructions:

(1) Each applicant intending to enlist into the Marine Corps DEP, or SMCR awaiting IADT, will agree to an assignment to active duty for a period equal to a term of enlistment authorized by current directives. This term, expressed in years, will be inserted in item 8a of the DD Form 4.

(2) The commanders of the MEPS effecting the enlistment will issue orders per MCO P1100.75.

(3) Individuals subsequently reporting for enlistment onto active duty will be required to execute the remaining portion of the DD Form 4 and section V on the DD Form 1966.

b. Individuals who apply for a Reserve officer program while a member of the DEP or awaiting IADT, and are acceptable to the Officer Selection Officer (OSO), will be processed as follows:

(1) Officer program applicants recommended by the OSO prior to their enlistment to active duty, or to assignment to IADT, will be retained in the DEP or awaiting IADT status until final disposition is made by the CG, MCRC on their application.

(2) Application for the appropriate Reserve Officer Program will be per MCO P1100.73, MPPM, Volume III, Officer Procurement, to include a conditional enlistment contract and new service record book. The prior service entry will reflect USMCR (K4, K5, K8, K9, KA and B5) service indicating a date of discharge 1-day prior to enlistment in the USMCR(C) Officer Candidate Program. Upon final determination by the CG, MCRC, accomplish one of the following actions:

(a) Approved Applicants for Reserve Officer Program

1 Discharge from the USMCR (K4, K5, KA, K8, K9, OR B5) effective the day preceding the date upon which the conditional enlistment contract (that enrolled the individual in the Reserve officer program) was executed.

2 Forward enlisted records to the CMC (MMSB-20) after making the following remark in **red** pencil on the original DD Form 4:

"SR - discharged (date) Convenience of Government to enlist in USMCR(C) (OCC) program."

3 Discharge the applicant through the Military Entrance Processing Reporting System (MIRS).

(b) Disapproved Applicants for Reserve Officer Programs
Effect enlistment in the Marine Corps, order to active duty, or assign to IADT per the contract executed by the individual upon enlistment in the DEP or SMCR awaiting IADT.

(3) Notify the CG, MCRC of individuals whose applications for a

Reserve officer program have not received final determination within 90-days of their projected active duty date for assistance in promptly resolving the application.

5. Prior Service (Other Service) Personnel Enlisting in the Marine Corps and Prior Service Marines Reenlisting into the Regular Marine Corps.

a. Prior service applicants, when fully qualified for enlistment into the Marine Corps or Marine Corps Reserve, must meet established criteria contained in paragraph 3291, on pages 3-123 through 3-129, to determine their eligibility to enter the DEP (USMCR (K5)). Prior service applicants currently in a reserve component **can not** enlist into the DEP, and **must be** direct contract/shipper. However, if prior service (other service) applicants are eligible to enter the DEP, the completion of the DD Form 4, and DD1966/1 (current editions) must be executed with care to avoid errors in terms of service because these applicants will, in most cases, have completed all or a portion of their 8-year MSO. The term of enlistment, however, may be for three, four or five years per current directives. Additionally the Active Duty Base Date (ADBD) and Pay Entry Base Date (PEBD) must also be adjusted to account for all prior service.

b. Prior service Marines **may not be enlisted into the DEP** (USMCR (KA)). Applicants must meet the criteria of MCO 1130.80 series, and if approved for reenlistment will receive written authorization and assignment instructions, which may be effected at any time within the specified period authorized in the approval letter. Reenlistment programs are contained in MCO 1130.80 series, Prior Service and Reserve Augmentations Enlistments into the Regular Marine Corps. These applicants must be cautioned that reenlistment over three months from date of separation will cause them to lose any entitlement they may have to reenlistment bonuses.

c. For additional details on processing prior service applicants, see paragraph 3291 of this manual.

d. Discharge of prior service (other service) enlistees from the DEP will be per paragraph 4301 of this manual.

e. This program is **not** to be used for enlistment of prior service applicants (USMC and other services) into the SMCR.

6. Maximum Time in the Delayed Entry Program

a. Recruiting station commanding officers are authorized to grant a maximum **365 day delay** to all **non-prior service** component enlistees. **Those applicants who were given an Entry Level Separation (ELS) for failure to complete recruit training from the sponsoring service component, in accordance with paragraph 3291.e, are limited to a maximum of 90-day delay.**

b. An enlistee's DEP or awaiting IADT time begins on the day of enlistment and cannot exceed the time limits prescribed in paragraph 4205.6. The Date of Enlistment (DOE) is provided in MCRISS from interfaces with the MIRS Databases. The DOE remains valid unless there is a change of component code, or a discharge from the DEP or SMCR awaiting IADT. A Change of Component (CC) or DEP discharge erases all accumulated DEP or awaiting IADT time. If a discharged enlistee is subsequently reaccessed into the DEP; awaiting IADT time again may extend to prescribed limits.

c. Component code changes will not be effected in the MCRISS until they are affected through MEPS.

7. Extensions in the DEP. Extensions of time in the DEP or awaiting IADT beyond the prescribed 365 day limit will not normally be authorized. Only the CG, MCRC may grant such requests. DEP extensions will only be submitted in cases such as natural disasters, extreme weather conditions, temporary medical disqualifications, educational (failure to graduate) extensions, and the like. DEP extensions will be submitted via the chain of command in a policy waiver format, for a maximum of 180 days. No member can exceed 545 consecutive days in the DEP.

4206. PLACE OF ENLISTMENT. The place of enlistment is where the oath of enlistment is administered. All personnel processed through a MEPS will have the oath of enlistment administered at a MEPS. Exceptions to this policy are handled by request to the specific MEPS. These requests are considered outside enlistments. The RS must provide the Rank, Name, SSN, and Title of the Commissioned Officer to perform the outside enlistment. MEPS personnel will prepare the DD-4, and provide to the requesting RS MEPS LNCO. After the oath of enlistment is administered, the applicant and the officer effecting the oath, will sign the DD-4 and return to the MEPS. MEPS will report the enlistment into MIRS, which will interface with MCRISS. No enlistment/reenlistment/augmentation of any Marine applicant will be conducted external to this MEPS process.

4207. EFFECTIVE DATE OF ENLISTMENT. The effective date of enlistment or reenlistment is the commencement date of the contract. This will be the same date the oath of enlistment is administered.

4208. TERMS OF ENLISTMENT

1. Regular

a. DEP USMCR (Component Code K5). Effective 1 June 1984, enlistments into the DEP USMCR (K5) will be for an 8-year term. Prior service applicants must meet criteria in paragraph 3291, pages 3-123 through 3-129, to determine eligibility to enter the DEP.

b. Regular Enlistment

(1) General. Enlistments into the Regular Marine Corps for non-prior service or prior service (other service or USMCR K4, K8, K9, or B5) applicants, either directly or from the DEP, will be for terms of 2*,3, 4, or 5 years). * Note: Two year TOE for NPS enlistments into the National Call to Service Program; actual EAS will be adjusted upon completion of MOS school.

(2) Maximum Terms of Enlistment

(a) No "**open contract**" will be for more than **four** years.

(b) No **Regular Enlistment** will be for more than **five** years.

c. Broken or Continuous Reenlistment. Prior service Marines approved for broken or continuous reenlistment will normally be approved for four year terms of enlistment (TOE). MMEA-6 may also authorized a two, or three year term of enlistment per instructions issued by MCRC (see MCO 1130.80 series for details).

2. Reserve Enlistments

a. Non-prior Service (NPS). All non-prior service applicants enlisting into the SMCR (USMCR K4, K8, K9, or B5) **will enlist for a full eight year term**. The specific enlistment program, which the applicant chooses, designates the periods for SMCR duty (drill and IRR participation). (i.e. 4 X 4, 6 X 2)

b. Prior Service (Other Service) Applicants. All prior service enlistments into the SMCR are processed per instructions contained in MCO 1130.80. Cases are forwarded to MCRC G-3, and routed through M&RA (RAP) to MMEA-6 for final approval. Paragraph 3291.3 contains appropriate instructions. All PSOS applicants for the SMCR must attend recruit training, MCT/SOI, and possibly MOS school.

c. Component Code Changes will not be effected into MCRISS until they are effected through MEPCOM Information Reporting System (MIRS).

4209. STATEMENT OF UNDERSTANDING (SOU)

1. Enlistment program documents (SOUs) become a part of the enlistment contract. As such, great care must be taken when assigning a program to an applicant and in the completion of the documents and recording the Enlistment Incentive Program number (MCROC)/Quota Serial Number (QSN) from MCRISS. In the interest of avoiding costly defective enlistments, Marines involved in the contractual process must be extremely careful in completing the documents and will refrain from making inferences that could be misconstrued or perceived as assurances, promises, or guarantees which are not specifically written in the enlistment package.

2. Accordingly, each applicant enlisting for a regular Enlistment Incentive Program (EIP)/Reserve Quota Serial Number (QSN) will complete an SOU. An example of the SOU is provided in MCO 1130.53 series, and the ROEP, IIADT, Cat “P” reserve programs. Local reproduction of the SOU is authorized. Automated Enlistment Package (AEP) contains both regular and reserve enlistment SOU’s. Local changes or edits to the SOU(s) however, are **prohibited**. The **original** SOU (both regular and reserve SOU’s) will be marked as Annex **“B”**.

a. Program SOUs for Regular. Annex **“A”** is used for the Marine Corps Drug Policy SOU. The completed SOU (along with any required appendices) will be marked "Annex **B**" and attached to the Enlistment or Reenlistment Document (DD Form 4) as required by MCO 1130.53 series. If the member of the DEP (regular), changes options, the original authenticated Annex **“B”** will be marked **VOID**, with a diagonal line from top right to bottom left, initialed and dated by the member, and a new SOU will be completed and annotated as Annex **“C”**. Any additional changes in an authenticated SOU will follow the same format, with each new SOU marked successively as Annex D, E, F etc. All voided SOUs will be retained in all enlistment records and attached to the DD Form 4 series. MEPS LNCOs will record the changes to the annex(s) in

Section F. DISCHARGE FROM/DELAYED ENTRY/ENLISTMENT PROGRAM, Blocks 20a. b. & c. of the DD Form 4/3, SOUs that are attachments to other SOUs (i.e. EIP SOU for MCSF "UV" and SOU Security Clearance Form, will both be annotated as Annex "**B**" (Program SOU/Attachment SOU) and stapled together. If the applicant changes the original program (i.e. "UV" to "UH") then the same format as listed above will prevail, where the Annexes could read, "Annex "C" and "D"."

b. Program SOUs for Reserve. Annex "**A**" is used for the Marine Corps Drug Policy SOU. Assigned reserve programs will be recorded as Annex "**B**". If a reserve member (SMCR awaiting IADT), changes options while awaiting IADT (i.e. ROEP 4 X 4 to IIADT 6 X 2), a new Annex "**B**" for the newly assigned reserve option will be authenticated, signed and dated. The **original** authenticated Annex "**B**" will be marked **VOID**, with a diagonal line from top right to bottom left, and initialed by the reserve member. Additionally, the **original** Annex "B" will be marked on the bottom of page one **"Replaced by Annex "B" dated _____"**, (date new Annex "B" SOU was signed by the reserve member). SOUs that are attachments to other SOUs (i.e. ROEP, SRIP, or Kicker), will all be annotated as Annex "**B**" (Program SOU/Attachment SOU) and stapled together. All SOU(s) will be attached to the DD Form 4/1 and 4/2 to include previously voided SOU(s).

c. The applicant will complete those portions of the SOU(s) not electronically documented by the Automated Enlistment Package (AEP) in his or her own handwriting, **prior to** enlisting in the Delayed Entry Program, or upon notification of an assigned program (reserve or regular) prior to shipping to recruit training. Erasures or cross outs are not permitted and render the SOU void.

3. The completed SOU will be distributed in accordance with the instructions contained in MCO 1130.53 series. **Further, a copy of the completed SOU will be given to each applicant the day they enlist into the DEP and every time the applicant changes his/hers enlistment option program, or fills out a new SOU, voiding the original SOU, recording the new Annex with the appropriate alpha character (B,C,D etc) and maintained in the SRB.** An appropriate statement on the DD Form 1966, Section VI, will reflect the reason for the program change.

4210. GRADE UPON ENLISTMENT INTO THE MARINE CORPS OR SELECTED MARINE CORPS RESERVE

1. All enlistments into the Marine Corps or SMCR will be in the grade of private unless otherwise authorized by the CG, MCRC or as specified in table 4-2, on page 4-39.

2. All broken and continuous reenlistments into the Marine Corps will be in the grade specified by MCO 1130.80 series, unless otherwise authorized by the MCRC.

3. Prior service personnel (Marine Corps or other service) for enlistment or reenlistment in the SMCR will be appointed as specified by the CMC (MMEA). MCO P1040R.35 and MCO 1130.80 series contain specific details.

4211. OATH OF ENLISTMENT

1. All Regular Marine Corps or SMCR enlistments and Regular Marine Corps reenlistments (broken or continuous) must be authorized by either the commanding generals of the eastern or western recruiting regions, the district commanding officers, recruiting station commanding officers or their authorized representatives, unless otherwise directed by the CG, MCRC.

2. Normally, commissioned officers assigned to the MEPS will administer the oath of enlistment to all non-prior service Marine applicants while wearing the prescribed service uniform. However, recruiting officers are authorized to administer the oaths necessary in the performance of their duties for non-prior service and prior service Marine reenlistees, **if prior coordination is made with the local MEPS**. This action is necessary to allow input into the MEPCOM MIRS system, which interfaces with MCRISS. Provisions of Title 10 U.S.C. 502 require that the oath of enlistment be administered by a commissioned officer; no exceptions to this statutory requirement can be granted. Any commissioned officer of any regular or reserve component of any U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard), whether or not on active duty, may administer the Oath of Enlistment (10 U.S.C. 1031). "Commissioned officer" includes "commissioned" warrant officers. The phrase "whether or not on active duty" includes retired Regular or Reserve commissioned officers and Reserve commissioned officers not on active duty. The Reserve components of the Armed Forces are the Marine Corps Reserve, Army National Guard of the U.S., Army Reserve, Navy Reserve, Air National Guard of the U.S., Air Force Reserve, and Coast Guard Reserve.

3. Before giving the oath of enlistment to applicants, enlisting officers will:

a. Explain the provisions of the UCMJ, Article 83, emphasizing the UCMJ significance in respect to truthful answers to questions on their enlistment forms.

b. Tell the applicants that anything in their record that may prohibit enlistment must be disclosed before the oath is administered. Explain that if disclosure is made at this time (before the oath of enlistment), the worst that can happen will be their initial rejection for enlistment and that a waiver may be considered and submitted. Also explain to the applicants that their failure to disclose any criminal or drug involvement or unacceptable moral behavior, etc., may result in punitive action and possible discharge from the Marine Corps.

c. Warn the applicants that their fingerprints will be forwarded to the OPM. Warn the applicants that even though a person may conceal a criminal or juvenile record or prior service at the time of enlistment, such a record will be discovered later, and that the applicant, now a Marine, will be subject to trial by court-martial for fraudulent enlistment and to possible discharge under less than honorable conditions.

4. The oath of enlistment in the DD Form 4 will be administered orally, in English, to each applicant by a commissioned officer of any of the Armed Forces. Make suitable arrangements to ensure that the oath is administered in a dignified manner and in proper surroundings. The flag of the United States, and the Marine Corps standard when available, will be displayed prominently near the officer administering the oath of enlistment.

5. Immediately after the oath of enlistment, the enlisting officer will:

a. Explain the substance of Articles 85 and 86 of the UCMJ.

b. Explain the DoD Separation Policy concerning Homosexual Conduct.

c. Require each enlistee to sign the DD Form 4.

d. Provide each enlistee with a legible copy of the enlistment forms as prescribed in table 4-3 on page 4-71.

4212. MEPS QUALITY CONTROL

1. Use of the MEPS Quality Control Checklist by the MEPS Liaison NCO is required. This checklist can be used as a quality control tool and has multiple purposes:

a. To return unacceptable case files.

b. To report case file discrepancies.

c. To notify recruiters that additional documents and/or forms are required.

d. To provide comments on an applicant's case preparation for MEPS processing and enlistment.

e. To report on the disposition of applicants (e.g., medical consult hold, etc.).

f. To alert the recruiting station command group of possible training deficiencies.

2. Figure 4-2 on page 4-39 is an example of the MEPS Quality Control Checklist. MEPS Liaison NCOs will prepare an original and two copies. The original is sent to the recruiting station operations officer. The first copy is sent to the NCOIC of the respective substation, and the remaining copy is a file copy. If follow-up action is required, the MEPS Liaison NCO will place the file copy with the case file pending the recruiter's response and assign a 2-week suspense date. If there has been no response within this period, the MEPS Liaison NCO will notify the operations officer for appropriate action.

4213. ORIENTATION BRIEF FOR NON-PRIOR SERVICE RESERVISTS

1. An orientation brief affords designated SMCR Unit/I-I representatives the opportunity to fulfill a fundamental leadership responsibility that of welcoming and getting acquainted with new unit members. The new Marine reservist becomes familiar with his/her unit as well as post-IADT duties and training highlights. More than a mere exchange of information, the interview/orientation brief conveys a sense of belonging and being part of a team. The enthusiasm and interest communicated by the designated SMCR unit/I-I representative should motivate and strengthen the new reservist's commitment to the unit and to the Marine Corps. Questions by the new reservist should be encouraged and answered in a forthright positive manner.

2. The orientation brief is not a screening process to determine eligibility for enlistment, which is the responsibility of the recruiting station.

3. Each member is assigned a mentor as part of CMC's unit cohesion program. The mentor will stay in contact with the member through recruit training, Marine Combat training (MCT), and MOS school. Once the member returns to the unit the mentor will assist with checking in.

4. Recruiting station commanders and SMCR unit CO's/I-I's must work together to establish mutually agreeable and efficient procedures for accomplishing the orientation briefs. These briefs should occur within **30 days** after enlistment into the Selected Marine Corps Reserve. To reiterate the intention of this orientation/indoctrination briefing, it is not a screening process, but a tool to welcome the reservist into the local SMCR unit. The local SMCR unit I-I/commanding officer is required to assign a sponsor/mentor to every new Marine before they depart for recruit training. The intent is for the sponsor/mentor to communicate with the reservist prior to departure and while undergoing recruit training, MCT/SOI and MOS training. If a reservist changes Quota Serial Number (QSN) while awaiting initial active duty for training, but remains in the same RUC, there is no requirement to be re-interviewed. If the SMCR member changes to a new RUC, the interview/orientation process must be completed at the new SMCR unit. In cases of immediate reserve accessions, or those contracted and shipped within 10 days, the recruiting station will attempt to arrange for an I-I interview. If not feasible to conduct an interview in person, the responsible recruiting station will arrange a phone interview from the RS with the applicant and a dually appointed representative of the I-I staff. If that is not possible, the recruiting station commanding officer or their designated representative, may conduct the interview/orientation brief. This will be documented on the DD1966/4 Section VI Remarks, stating the date of enlistment in the SMCR, date shipped to recruit training, date of interview, and who conducted the interview. **A courtesy copy of the DD1966/4 will be provided to the I-I staff at the first opportunity**.

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MEPS QUALITY CONTROL CHECKLIST

(If more space is needed to complete this form, continue on a separate sheet, identify by section, and attach hereto.)

_____

FROM: (MEPS LNCO) TO: (NCOIC) COPY: (RS CO)

_____

APPLICANT'S NAME (Last, First, MI) SSN Processing Date RCTR

A._____ENLISTMENT FORMS_____

The following information and/or forms were missing, incomplete, incorrect, or had improper entries as indicated:

DD Form 368/DD214/DD215
DD Form 369
DD Form 370
SF 86
DD Form 2807-2
MEPCOM 680-3 A-E
SOUs Regular/Reserve
Drug Abuse Screening Form/Drug SOU
Enlistee Financial Statement
DD Form 1966 (Identify by Page and Block)
Tattoo Screening Form

B. _____VERIFICATION DOCUMENTS_____

Documents needed to verify enlistment qualifications were not available or were unacceptable for the reason given:

Age	Education
Name	Moral
Parental Consent	Prior Service
Citizenship	SSN
Dependency	Other: (Specify)

C._____MENTAL _____

Note: A copy of the completed MEPCOM Form 714/680 ADP may be attached instead of completion of this section.

TEST FORM: _____ AFQT ____ GT ____ EL ____ MM ____ CL_____

SPECIAL TEST RESULTS: APT ____ EDPT ____ DLAB ____ ARC _____

Figure 4-2.--MEPS Quality Control Checklist.

D._____MORAL_____

The following moral disqualifications were uncovered during processing:

_____
_____
_____
_____

E._____PHYSICAL_____

Note: A copy of the DD 2808 or the MEPS CMO comment from the DD Form 2807-2 may be used to explain disqualifications instead of completing this section.

Profile: P___U___L___H___E___S___X___ Height_____Weight_____

Consultations Required (date and type):_____

Disqualifications:
_____

Waiver recommended by the MEPS physicians: YES_____ NO_____

F._____DISPOSITION_____

Applicant	Enlistment Package
__Enlisted	___ Pending Waiver File
__Ship Date _____	___ Awaiting Missing Documents
__Waiver Required	___ Returned to Recruiter
__Waiver Pending	___ Filed
__Program Enlisted For_____	___ Refused To Enlist

G._____SALES_____

Sales problems/comments (also indicate whether or not the applicant was prepared to come to the MEPS):
_____
_____
_____
_____

_____ _____
MEPS LIAISON NCO Printed Name MEPS Liaison NCO Signature & Date

Figure 4-2.--MEPS Quality Control Checklist.

TABLE 4-2

APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT.

R U L E	**A**	**B**
	If an applicant (notes 1 through 4):	Then grade upon enlistment will be:
1	has prior service (other service) with six or more months of active duty (**180 consecutive days**) to include continuous active duty training	**Private First Class** (notes 5 & 6)
2	is a **high school graduate** and has evidence of successful completion of a **two year Reserve Officer Training Course (ROTC)**	
3	is a high school graduate and has evidence of successful completion of **two or more years or equivalent**, (i.e. 4 X 4 Block Schedule one semester = one year) of a **Junior Reserve Officer Training Course (JROTC) verified by JROTC Unit**, or a **graduate of a four year High School Military Academy** (must have attended for four years)	(note 6)
4	enlists in the **DEP or SMCR awaiting IADT** and refers **two (2)** applicants who subsequently enlist	(note 7)
5	has completed the Pre-commissioning or Commissioning Crs, formerly called **junior and senior** course of the **Platoon Leaders Class (PLC) or the Officer Candidate Course (OCC)**	
6	a. Has evidence of completing **12 semester hours/18 quarter hours** of college level courses from an institution listed in the degree granting section of the AIPE, and attained a minimum grade point average of **C+ (2.3 or better on 4.0 scale**). College hours do not have to be completed in the same semester or quarter, but total college hours must be used to calculate the GPA. (**See Notes 1 & 2 below**) **Note 1**: **Non Tier I** applicants must have completed the **10th grade** in a traditional, religious, home school, or continuation/alternative high school, to be promoted under this rule. **Note 2**: Applicants who are educationally coded **XX8** are not eligible to apply the same college semester hrs/qtr hours for promotion, which qualified their educational tier status. Additional hours, beyond the 15 semester and/or 22 quarter hours classifying as Tier I, may be used if in accordance with rule 6a. (**Minimum 27 semester/40 qtr hrs.**) b. Applicants whose **verified** education code is **14D or 16K**	
7	Enlists under the provisions of the Enlistment Incentive Program: College Enlistment Program (CEP) or Musician Enlistment Option Program (MEOP) contained in MCO 1130.53	
8	**Marine Cadets of America**	**(note 11)**
9	is an **Eagle Scout** in the Boy Scouts of America or a **Girl Scout Gold Award** in the Girl Scouts of America	(note 8)
10	attained grade **E-3** or completed at least **24-months** in the **Naval Sea Cadet Corps**	(note 8)
11	enlists for duty with the **U.S. Marine Band (Presidents Own, Marine Barracks 8th & I, Washington DC) only**	**Staff Sergeant (note 9)**
12	**Young Marines** who have achieved the rank of **E-5.**	(note 10)

TABLE 4-2

APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT. (CONTINUED)

NOTE 1. Grade determinations for prior service Marines who have completed Marine Corps recruit training will be made per MCO 1130.80 series. Recruits who did not complete recruit training will be enlisted in the grade of private E-1 unless otherwise qualified per this table.

NOTE 2. Documents must clearly substantiate eligibility for the higher appointment.

NOTE 3. Administrative Instructions.

a. The effective date of all grade appointments is the date the individual enlists into the Marine Corps to commence active duty, or the SMCR to commence IADT. There is one exception: Category P SMCR enlistees will be promoted to PFC with an effective date of rank of the second day of the month following the date of the enlistment of the second referral (see Note 4 below). Even though in a pay status, these enlistees are not authorized to wear the grade insignia until completion of recruit training.

b. The authority for all appointments effected under the provisions of this table will be recorded in the "Remarks" section of the DD Form 1966 and will cite the specific rule, for example: "**Appointed to the grade of PFC (E-2) per rule 4 of table 4-2 of MCO P1100.72C."**

c. For those enlisting in the Regular Marine Corps, appointment is effected by including the authority and grade in the IADT orders.

d. Ensure that the correct grades are entered in the appropriate blocks on the DD Form 1966 and the DD Form 4.

NOTE 4. Individuals appointed under the provisions of this table who are required to attend recruit training will be advised that they cannot wear the grade insignia until successful completion of recruit training (this includes Category P SMCR enlistees).

NOTE 5. Only if individual was last discharged as a E-2 or higher.

NOTE 6. Completion of two years or more at a service academy satisfies this requirement.

NOTE 7. The individual making the referrals will be eligible for the higher appointment only if the referrals enlist into the DEP or directly into the Marine Corps or SMCR (including awaiting IADT) prior to the individual making the referrals graduation from recruit training.

TABLE 4-2

APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT. (CONTINUED)

NOTE 8. The individual must present full documentation, e.g., official Boy/Girl Scout certificates awarding Eagle/Gold Award status, Naval Sea Cadet Corps promotion/service certificates, etc.

NOTE 9. See paragraph 2306 for special procedures.

NOTE 10. See MCO 5000.20.

NOTE 11. The applicant must show evidence of being an NCO with a minimum of four (4) years of participation in the Marine Cadets of America program.

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CHAPTER 4

ENLISTMENT PROCEDURES

SECTION 3: POST-ENLISTMENT PROCESSING

4300. MAINTENANCE AND DISPOSITION OF ENLISTMENT CASE FILES

1. Pending Case Files. Enlistment case files on applicants who were processed and enlisted in the DEP and case files returned by SMCR units on enlistees awaiting IADT will be filed by projected active duty date.

2. Completed Case Files. Recruiting stations will maintain a copy of the enlistment processing record for each enlistee. These case files will be commonly referred to as "residual records." They will be maintained in alphabetical order with separate files for each fiscal year. Within each year, the records of those who fail to complete recruit training should be filed separately after the recruiter of record has reviewed the case. Residual records will be kept on file for the term of initial enlistment and then properly destroyed (burned or shredded).

3. Case Files on Applicants/Enlistees Who Do Not Commence Active Duty. In each of the following cases, the original examination records (the DD 2807-2, DD 2807-1, DD 2808) should be returned to the MEPS after it has been determined that the individual will not commence active duty. Additionally, the following instructions apply:

a. Disqualified Applicants. The enlistment case files of applicants processed and disqualified with no waiver action contemplated will be returned to the recruiter. **All personal documents will be returned to these applicants**. The recruiters will destroy the files as they see fit.

b. Qualified Applicants Who Do Not Enlist. Same as subparagraph 4300.3a, above.

c. Enlistees Discharged from the DEP or from the SMCR Awaiting Initial Active Duty for Training. These individuals will be separated per the instructions in paragraph 4301. **All personal documents will be returned to the individual. The original of the DD Form 4 and the annotated DD Form 1966 (Remarks Section) showing the date, character, and reason for discharge will be forwarded to the CMC (MMSB-20)**. Excluding examination records, remaining material will be kept on file at the recruiting station for two **(2)** years and then destroyed.

4301. DISCHARGES

1. Special Procedures in the Event of Serious Illness, Injury, or Sudden Death of Applicants or Members of the DEP (K5 OR KA) or SMCR (K4, K8, K9, or B5) Awaiting IADT.

a. General. Government benefits **may** be available to applicants or members of the DEP or SMCR in the event of serious illness, injury, or sudden death while in the DEP, en route to or from a military facility, or while awaiting IADT. No assurance can or should be given by any recruiting personnel that benefits are owed to an applicant or member or to their survivors. Authority to determine entitlements rests with other agencies.

b. Benefits Administered Through the Marine Corps

(1) Section 1475(a)(5), Title 10, U.S. Code, provides that the Secretary of the Navy shall pay a death gratuity (minimum of $800) to the survivor of a person who dies while traveling to or from or while at a place for final acceptance or for entry upon active duty (other than for training) in an Armed Force, who has been ordered or directed to go to the place, and who:

(a) Has been provisionally accepted for that duty, or

(b) Has been selected under the Military Selective Service Act for service in that Armed Force. This statute covers applicants. Entitlement to the death gratuity is determined per MCO P3040.4.

(2) BUMED Instruction 6320.3 series provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at a MEPS or at other military facilities may be given emergency medical care, including emergency hospitalization, at government expense. Claims are processed per BUMED Instruction 6320.1 series.

(3) SMCR members (Category L and P) awaiting IADT may be eligible for Servicemen's Group Life Insurance (SGLI) benefits even though they have not paid premiums, completed an SGLI form, or served on active duty. Final determination is made by the office of SGLI. Report deaths of SMCR members awaiting IADT to the CMC (MHP-10) per MCO P3040.4.

c. Benefits Administered by the Veterans Administration (VA). Title 38, U.S. Code is the foundation for benefits due veterans of military service. These benefits, administered by the VA, provide that any person who:

(1) has applied for enlistment in the active military service and has been provisionally accepted and directed or ordered to report to a place for final acceptance into such service; or

(2) has been drafted for service in the Armed Forces and has reported pursuant to selective service notification; and

(3) has suffered an injury or contracted a disease in the line of duty while en route to or from or while at a place for final acceptance or entry upon active duty, will (for the purpose of chapters 11, 13, 19, 21, 31, and 39 of Title 38, U.S. Code, and for purposes of determining service connection of a disability under chapter 17), be considered to have been on active duty and to have incurred such disability in the active military service. Application for determination of entitlement to veterans' benefits may be made to any VA assistance office.

d. Benefits Administered by the Social Security Administration. Application for determination of benefits available to survivors of deceased applicants or registrants from the Social Security Administration should be made to the nearest social security office.

2. Disqualified Enlistees

a. Before members of the DEP or SMCR awaiting IADT commence active duty training, they must meet accession qualifications.

b. When an enlistee is found to be disqualified because of mental, moral, physical, or any other factor, discharge action may be necessary. Upon discovery, the commanding officer of the recruiting station must take one of the following courses of action, as appropriate:

(1) If the individual is in the DEP or SMCR awaiting IADT, either:

(a) If the disqualification is minor in nature (resolved in 30 days or less), or for an arrest/conviction of an offense listed in Table 3-14, Items 1 through 4, (MTO, STO, or Class 1 & 2 MNTO(s) and not resulting in probation/restraint (driver license probation is excluded) beyond the 365 days in DEP limit, and if a waiver is deemed appropriate, can be retained in the DEP or SMCR awaiting IADT, **BUT NO LONGER THAN THE 10TH DAY OF THE NEXT MONTH unless the appropriate level waiver is approved**. However, an enlistee will not be considered for a waiver if retention in the Marine Corps is an alternative to criminal proceedings.

(b) **If an applicant is arrested and/or convicted of any offense listed in Table 3-14 Items 5 or 6 (Serious/Felony Offenses) will be discharged no later than the 10th day of the following month. If a waiver is deemed appropriate, and subsequently approved the applicant will then be re-accessed into the DEP or SMCR awaiting IADT. Felony In-DEP waivers, if considered, are Exceptions to Policy Moral Waivers, and will only be approved by the CG, MCRC. (Table 3-16 Item 26, Note 7) NO EXCEPTIONS.**

(c) If any member of DEP or SMCR awaiting IADT who tests positive on the Drug and Alcohol Test (DAT) will be discharged as soon as possible, but not later than the 10th day of the next month. USMEPCOM in accordance with DoD directives will discharge any member after 45 days from notification of a positive DAT, if not previously requested by the service component.

(d) All other cases, process for discharge as soon as possible, but not later than the 10th day of the next month.

(2) If an individual has already been enlisted onto active duty/active duty for training (**sworn into the Regular Marine Corps, or a reservist who has signed orders directing to recruit training**), but has not executed the orders to recruit training or to the assigned command:

(a) Cancel the travel orders with MEPS Personnel,(MEPS personnel <u>will not void</u> the enlistment in MIRS/MCRISS) and

(b) Inform the individual of the erroneous, fraudulent, or voided enlistment, and order the individual home awaiting disposition, and;

(c) **Within 24 hours**, send a correspondence to the CG, MCRD Parris Island or San Diego, with information copies to the CG, MCRC (G-3) and the CO MCD. Include the individual's grade, name, social security number, a brief description of the erroneous, fraudulent, or voiding conditions, and request authority for immediate discharge. MCRD’s will join the member by service record book and immediately discharge from active duty due to the fraudulent, erroneous or voided enlistment.

(3) If the individual has already executed orders to active duty, notify the gaining command, with information copies to the CG, MCRC (G-3) and to the appropriate Marine Corps district and region of the erroneous, fraudulent, or voiding conditions within 24 hours of discovery. Include the individual's grade, name, social security number, along with a brief description of the circumstances of the erroneous, fraudulent, or voiding conditions, and request authority for immediate discharge. MCRD’s will join the member by service record book and immediately discharge from active duty due to the fraudulent, erroneous or voided enlistment.

c. When an individual is qualified, properly enlisted, and sworn in, but refuses to execute the order to recruit training or to the assigned command, the recruiting station commander will immediately notify the gaining command of the same. The gaining command will join the enlistee by service record only and make an appropriate unit diary entry reflecting "**unauthorized absence**", and process for discharge.

3. Other Situations Involving Members of the DEP and SMCR Awaiting IADT Where Discharge is Appropriate

a. Hardships. Enlistees who have bona fide hardships may be discharged when it is determined that:

(1) undue and genuine hardships exists, and

(2) the hardship is not temporary, and

(3) conditions have arisen or have been aggravated to an excessive degree since enlistment, and

(4) the individual has made every reasonable effort to remedy the situation, and

(5) separation will eliminate or materially alleviate the conditions, and there are not other means readily available.

b. Education. Any enlistee who has registered and been accepted to any educational institution (e.g., secondary school, community college, university, or approved vocational school), will be discharged upon presentation of a letter of acceptance form the school's registrar. Before members are discharged, they will be informed of the Incremental IADT (IIADT) program contained in the current edition of MCO 1001R.54 and of the educational benefits associated with the program. They will also be told of the College Enlistment Program (CEP) and its advantages (MCO 1130.53). Members who are not enlisted for or interested in these programs and who are discharged to continue their education on a college level, will be referred to the appropriate OSO for possible future recruitment.

c. Acceptance to a Commissioning Program. Any member accepted to a commissioning program will be discharged in accordance with paragraph 4301.4 of this manual.

d. Desire for Release or Intent Not to Report. Cases will arise in which members express a desire to be released from their enlistment contract. This may have been expressed through letters to a congressional representative via chain of command. Their intention is to not report to the MEPS for enlistment in the Marine Corps, or to not execute their IADT orders. Whenever commanding officers of recruiting stations are confronted with the above situation, the following action will be taken:

(1) The individual will be interviewed and counseled about fulfilling the contract. Individuals will be reminded that their enlistment contract is legally and morally binding.

(2) If the interview and counseling session fails, and the individual insists on being released from the enlistment, the individual will be discharged as soon as possible.

(3) Letters advising individuals of their discharge from the DEP should not chastise or degrade the individual. Rather, we should offer our best wishes for success in their future endeavors so as to maintain a cordial relationship.

4. Procedures for Discharge of Members of the DEP/SMCR Prior to IADT

a. District commanding officers may effect discharges for members of the DEP and members of the SMCR awaiting IADT under the provisions contained in the current edition of MCO P1900.16. At their discretion, they may authorize recruiting station commanding officers to effect the requested discharges. Entry-level status begins upon enlisting in any Reserve component and terminates 180 days after the beginning of entry-level active duty training. Therefore, these discharges will be categorized as "uncharacterized entry-level separations." Under normal circumstances, these discharges do not require a DD 214, or discharge certificate (DD Form 256). The letter format in figure 4-3, page 4-65, will be the only correspondence used to effect an "uncharacterized entry-level separation."

b. When appropriate, commanding officers of recruiting stations will request discharge for these enlistees. The request will be in writing, and will give the specific reason that necessitates the discharge. Figure 4-4, page 4-67, is a sample of a district commanding officer's response to such a request.

c. When discharges are directed, commanding officers of recruiting stations are responsible for taking the following actions:

(1) Promptly cancel enlistment programs through MCRISS if appropriate.

(2) Notify the appropriate MEPS commander to facilitate required administrative action and cancellation of issued orders.

(3) Effect discharges as soon as possible, but not later than the 10th day of the next month, following discovery of the conditions which necessitated the discharges.

(4) Effect discharges for the convenience of the government (entry-level separation), in accordance with the district commanding officer's letter and MCO P1900.16.

(5) Forward original copies of the DD Form 4 and the DD Form 1966 to the CMC (MMSB-20). Annotate the DD Form 1966 to show date, characterization, and reason for discharge.

(6) Ensure all actions are annotated/verified in MCRISS.

(7) Dispose of the case files in accordance with paragraph 4300.3 of this manual.

(8) For Category “P” reservists, notify the commanding officer of the SMCR unit of the date of discharge appearing on the discharge letters.

(9) Notify the MEPS commander by submitting the DEP Discharge Letter showing the Date of Separation/ Discharge, Reason for Separation/Discharge, and the Separation/ Discharge Code.

(10) MEPS LNCO annotate the DD 1966/1 ADP in accordance with the following instructions:

(a)

Section	Item
I	1 (SSN) Self-explanatory
	2 (NAME) Self-explanatory

ALL OTHER ITEMS WILL BE LEFT BLANK

(b) Write across the face of the form "Discharged on

Date YYYYMMDD **Reason and Code**

(c) File in residual of DEP Discharged member

Data Item Name for Discharge	**Code**
Medical Disqualification-EPTS	**ZAA**
Medical Disqualification-Non/EPTS	**ZAB**
Pregnancy	**ZAC**
Death	**ZAD**
Moral Disqualification-EPTS	**ZBA**
Moral Disqualification-Non/EPTS	**ZBB**
Apathy/Personal Problem	**ZBC**
Refused to Enlist-Separate action initiated	**ZBD**
Did Not Report on Date Scheduled for Active Duty, Separate action initiated	**ZBE**
Concealment of Prior Service	**ZBF**
Dependency Disqualification	**ZCA**
Marriage	**ZCB**
Personal Hardship	**ZCC**
Failure to Graduate from High School	**ZDA**
Pursuit of Higher Education	**ZDB**
Religious Training or Appointment as an Ordained Minister	**ZDC**
Enlisted in Another Service	**ZEA**
Recruiting Error	**ZEB**
Enlistment Misunderstanding	**ZEC**
No Longer Qualified for Option and Declines Alternate Option	**ZED**
Temporarily Disqualified through Loss of Original Option and Declines Alternative Option	**ZEE**
Headquarters Marine Corps directed QSN deletion	**ZEF***
Discharge for Entry into an Officer Program	**ZEG***

Other Reason	**ZFA**
Enlistment or Acceptance into Another Component of the Same Service (must be immediately reaccessed in MCRISS)	**ZKC**
Positive Urinalysis at MEPS (DAT Test)	**ZZY**
For MEPCOM use only	**ZZZ**

***USMC use only, not a DoD/USMEPCOM DEP Discharge Code**

4302. ASSIGNMENT AND TRANSFER OF PERSONNEL TO ACTIVE DUTY

1. Discharge from the DEP and Enlistment onto Active Duty. The following steps must be taken:

a. At Least 48 Hours before Return to Commence Active Duty. The MEPS Liaison NCO must review the case files of members of the DEP or SMCR awaiting IADT for accuracy and completeness. During this review, the MEPS Liaison NCO will ensure that forms have been changed or redone, as appropriate. Additionally ensure that an SF-86 has been submitted and verified received at OPM prior to the departure for recruit training or first duty station for PSEP Marines. Any other changes to case files should be accomplished as they occur. Caution all applicants to tell recruiting personnel, the MEPS Liaison NCO, or MEPS medical personnel, about any changes to their physical condition as soon as they occur. They must not wait until the last minute. Early notice will give time to gather medical documents for a medical waiver, if necessary. Late notice could cause a delay in enlistment, and result in loss of program or guarantee.

b. Active Duty Date. When the individual returns for active duty, the MEPS Liaison NCO determines if there has been any change in qualifications (e.g., educational, moral, medical, drug-use, etc.). Changes in status that require a waiver will be noted and proper action taken.

(1) Inspection Physical. Applicants, to include Marine reenlistees will be subject to an inspection physical within 96 hours before they commence active duty. At this time, they are obligated to make known the full details of any accidents, injuries, or illnesses that they have had since the initial examination. The MEPS Liaison NCO will review the results of the physical examination, with special attention given to the reverification of height and weight and the date of the physical. Weight will be checked, and if they have gained or lost to the point of exceeding the established limits for their age and height, they will not be allowed to begin active duty. This information is especially important to those whose current weight is already near the minimum or maximum authorized.

NOTE: Broken/continuous reenlistments must meet retention standards regarding height/weight and/or body fat percentages.

(2) Forms and Documents. The MEPS Liaison NCO will again review all enlistment documents and forms with the applicant for accuracy and completeness. Any changes in their status will be discussed and must be properly documented. At this time, enlistees must reveal any potentially disqualifying factor(s) that has occurred since initial processing (e.g., an offenses, arrests, fines, violations, or tickets; any illegal involvement with drugs, including marijuana; any marriages or divorces; any additional dependents or any other information that might in any way change their qualifications for enlistment; etc.). Special attention will be given to the social security card and to the document that verifies education. If the enlistee entered the DEP or SMCR awaiting IADT as a high school senior, a high school diploma or other form of documentation must be presented to the MEPS Liaison NCO for verification of education status. If enlistees are doubtful or unsure about anything, they should bring it to the MEPS Liaison NCOs attention.

c. After the case file review is finished and any required changes and corrections have been made, the MEPS Liaison NCO reviews the terms of the agreement so that the enlistee has a complete understanding of all factors associated with the contract, including guarantees or absence of guarantees, to include:

(1) Term of enlistment.

(2) Grade upon commencement of active duty.

(3) Exact details of any enlistment incentives.

d. Applicants/enlistees must be specifically informed of the following:

(1) That only the guarantees listed on the enlistment forms, initialed and signed by the applicants/enlistees as proof of their acceptance and agreement, will be honored by the Marine Corps.

(2) That the recruiter and all other personnel who participate in the enlistment processing are expressly prohibited from making any oral or written promises which do not appear on the enlistment contract as Annexes, or contained in the Statement(s) of Understanding (SOU), associated with the specific enlistment incentive.

(3) That, as in any other legal transaction, neither the Marine Corps nor the individual is bound by terms not specifically contained in writing.

(4) That they should read all documents before initialing or signing them, and that they must understand what they are initialing or signing.

e. Finally, if the responsibilities set forth in paragraph 4201 have been met, the MEPS Liaison NCO will then accept the DEP enlistee into the Regular Marine Corps or present the reservist with orders for IADT. At this point, the MEPS Liaison NCO will send DEP enlistees to an officer at the MEPS who will administer the oath of enlistment into the Regular Marine Corps. The oath releases DEP "poolees" from their DEP contract and commits them to serve on active duty for the term specified. Enlistees for the Marine Corps Reserve do not re-take the oath of enlistment because they are already members of the Reserve.

2. Transfer of Personnel. The commanding officers of recruiting stations will direct the transfer of personnel upon enlistment or reenlistment in the Marine Corps, or upon assignment to IADT in the case of reservists, per the following instructions:

a. Following the swearing-in ceremony, individuals who require recruit training will be transferred to the recruit depot indicated below, unless otherwise modified by the CG MCRC:

(1) To the Commanding General, Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, South Carolina:

(a) All personnel enlisted by the following activities:

1st Marine Corps District
4th Marine Corps District
6th Marine Corps District

(b) All female enlistees, regardless of activity.

(2) To the Commanding General, Marine Corps Recruit Depot/ Western Recruiting Region, San Diego, California, all male personnel enlisted by the following activities:

8th Marine Corps District
9th Marine Corps District
12th Marine Corps District

NOTE: There is one exception. Personnel entering a first enlistment in either the Regular or Reserve Component who are sons of former Marines, or of active duty Marines, will, upon request, be assigned to recruit training at the recruit depot from which their parent received recruit training. Such assignments will be made without regard to the place of enlistment, but must submitted and approved by the AC/S recruiting staffs at both recruit depots. Furthermore, applicants should be made aware of the possible additional expenses which may occur traveling from one coast to the other for Boot Leave that are not reimbursable at government expense. This will be recorded in Section VI, Remarks, of the DD 1966, Record of Military Processing – Armed Forces of the United States.

b. Authority granting exception to the policy in paragraph 4302.2a will be cited in section VI of the DD Form 1966.

c. Personnel with prior service will be assigned and transferred per MCO 1130.80 series and any special instructions provided by the CG, MCRC or CMC (MMEA).

3. Special Procedures for Courtesy Shipments. Courtesy shipments may be authorized by commanding officers of recruiting stations when it is in the best interest of the Marine Corps or when it is necessary to prevent a severe personal hardship to the applicant or the applicant's family.

a. The following exceptions apply:

(1) Courtesy shipments of individuals who enlist or reenlist in the grade of corporal or above requires the approval of the CG, MCRC.

(2) Courtesy shipments from overseas are not authorized except as permitted by MCO 1130.61.

b. To effect a courtesy shipment, the following steps must be taken by the "enlisting" recruiting station:

(1) Coordinate with the "shipping" recruiting station that will effect the enlistment.

(2) Modify the individual's active duty orders to direct the member to report to the commanding officer of the recruiting station that will ship the enlistee.

(3) At least 15 days before the scheduled active duty date, forward a letter with the complete case file enclosed to the "shipping" recruiting station. See figure 4-5 for a sample letter.

(4) In addition to the above, at least 15 days prior to the scheduled active duty date, ensure that the MEPS Liaison NCO coordinates the courtesy shipment between the contracting MEPS and the shipping MEPS.

(5) The "enlisting" recruiting station may make and retain a reproduced copy of the case file, but all documents and enlistment forms that are required for commencement of active duty must be provided. For SMCR members, include orders to IADT.

(6) In the event a member of SMCR awaiting IADT moves to a new location and requires an intermittent transfer, appropriate action will be taken per chapter 2 of MCO P100R.1. The commanding officer of the recruiting station will coordinate with the respective Reserve unit commander to ensure that the member reports for IADT as ordered.

(7) Regional commanders should be notified of all courtesy shipments requested by their region well in advance to coordinate with the receiving recruit depot.

c. On the shipping date, the "shipping" recruiting station will:

(1) As soon as possible, notify the "enlisting" recruiting station after the shipment occurs, and

(2) Return the residual record to the enlisting station.

d. The "enlisting" recruiting station attains the shipping credit, and this attainment will be reported as such in MCRISS.

e. MEPS Liaison NCOs and recruiters must ensure that members of the DEP and SMCR awaiting IADT understand that they must return to the same MEPS for active duty processing unless a courtesy shipment is authorized.

4. Dress Code for Recruits Enroute to Marine Corps Recruit Depot

a. Male. Dress in appropriate casual attire such as jeans/slacks, shirt, and/or sweater-jacket (during winter months). Running Suits/PT type clothing is inappropriate. Footwear should consist of running shoes. All facial hair will be removed prior to arrival at the MEPS and shipping to recruit training.

b. Females. A dress, skirt and blouse, or jeans/slacks, is considered appropriate travel attire. High heels are not appropriate footwear.

5. Conduct of Recruits En Route to Marine Corps Recruit Depots. Recruiters will caution all recruits traveling by public conveyance, either singly or in groups, to conduct themselves appropriately while en route. As Marine recruits now on active duty, they are subject to the UCMJ. It should be impressed upon them that conduct, which brings discredit upon the Marine Corps, or violates Marine Corps regulations, could subject them to trial by courts-martial. Recruits shall also be informed that conductors of trains, drivers of buses, and captains of airplanes are responsible to their employers for the safety and comfort of all their passengers and the condition of the equipment in their charge. As such, public carrier representatives have the authority to take such steps, as are necessary and legal to restrain disorderly persons traveling on these carriers.

6. Supervisory Personnel to Accompany Recruits Traveling to Recruit Training

a. The following supervisory personnel will accompany recruit movements from the recruiting station to the recruit depot:

(1) For movements of 50 or less recruits, the most senior Marine available or a designated recruit will be placed in charge.

(2) For movements of between 51 and 100 recruits, one staff noncommissioned officer (SNCO) will be placed in charge.

(3) For movements of more than 100 recruits, two noncommissioned officers (NCO's) will be placed in charge.

b. Supervisory personal specified above will travel in temporary additional duty (TAD) status. The TAD expenditure will be chargeable to recruiting funds allocated to the commanding officer of the respective Marine Corps district.

c. Supervisory personnel accompanying recruit movements will be furnished by the recruiting station at the point of origin, except when such action would cause the station to fall below a 75 percent effective strength. In such a case, the recruiting station will request the necessary personnel from the district no less than 5 days prior to the expected date of movement.

4303. TRAVEL ORDERS

1. Enlistments into the Regular Marine Corps with Recruit Training Required (RTR)

a. Travel orders will be prepared by the MEPS per MCO P1100.75. Commanding officers of recruiting stations are responsible for providing the MEPS with the information needed to prepare the orders. This includes all appropriation data. MCO P1100.71 (MPPM ADM) provides instructions for appropriation data and information on travel costs of applicants and newly accepted members.

b. Personnel ordered to recruit training will travel by government-sponsored transportation. Travel by privately-owned conveyance will not be authorized.

c. **Applicants traveling to recruit training must have photo identification on their person**.

2. Enlistments or Reenlistments into the Regular Marine Corps with Recruit Training Not Required (RTNR)

a. Travel orders will be prepared by the commanding officer of the recruiting stations per MCO P1000.6 (ACTS Manual). Proceed time is not authorized. Chapter 2 of MCO P1100.71 (MPPM ADM) provides appropriation data and information on travel costs of active duty and newly accepted members. These personnel may be referred to the MEPS for transportation when they elect government transportation.

b. In certain cases, special entries are required in travel orders.

(1) Advance Pay. Prior service Marines may avail themselves of advance pay subsequent to their enlistment or reenlistment in the Regular Marine Corps. However, commanding officers of recruiting stations must first approve the payments of one month's pay to lance corporals and below, or payments of two or three month's pay to staff sergeants, sergeants, or corporals. If approval is given, it must be encompassed in the travel orders and cite table 4-1-1 in the DODFMR, Vol 7, Part A. To request advance pay for subject prior service Marines:

(a) Send a message to the Defense Finance and Accounting Center-Kansas City Center with passing instructions to the Activity Pay Branch (DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJA//), or a letter to Defense Finance and Accounting Service (Code FJJA), 1500 E. 95th St., Kansas City, MO 64197-0001 with the following information:

1 Marine's name, grade, and SSN.

2 Marine's first duty station.

3 Date of departure to first duty station.

4 Mailing address for paycheck, or preferably a direct deposit address (FEDLINE) for direct payment.

5 Number of months advance pay desired (normally one , but a maximum of three).

6 Marine's Pay Entry Base Date (PEBD) and End of Active Service (EAS).

7 Repayment schedule (normally open to six months but may be up to 12 months with the commanding officer's approval).

(b) To assist processing, accompany the request with a copy of orders, if available.

(c) Allow 10 days for receipt and processing of the request by FDD, as well as mailing if payment is by check.

(d) Do not approach another service's disbursing office to make the payment. Advance pay must be processed and paid by FDD. Failure to follow this requirement will result in the Marine having an out-of-balance master military pay account (MMPA).

(e) Do not forward undeliverable checks. They must be returned to the address contained in paragraph 4303.2b(1)(a) above. FDD will adjust the departed Marine's MMPA upon return of the check.

(f) FJJA will establish MMPAs within their centralized database when in receipt of a request for advance pay. MMPAs will reflect the advance pay disbursements. FDD will no longer prepare and provide Marines a "hard copy" pay record.

(2) Advance Travel

(a) The Joint Federal Travel Regulations (JFTR) identify military members entitled to transportation of dependents and households goods at government expense. In addition to prior service Marines, PS(OS)IP enlistees may also be eligible. By virtue of their appointed grade of staff sergeant, new accessions for "the United States Marine Band only" also rate dependents' travel and movement of household goods. If a member is so entitled, the following will be included in the travel orders:

1 Pay entry base date.

2 Home of record.

(b) For prior service Marines who are still serving their eight year MSO, mail a copy of the travel orders, along with DD Form 368, to the Commanding General, Marine Corps Reserve Support Command (MCRSC), 15303 Andrews Rd., Kansas City, MO 64147.

(c) In order to obtain a travel advance, the original and two copies of the orders must be mailed to the Active Duty Pay Branch (FJJA), Defense Finance and Accounting Service (DFAS), 1500 E. 95th St., Kansas City, MO 64197-0001. Original orders must be endorsed with a check mailing address or direct deposit address (FEDLINE). Allow 20 days for processing by FJJA and the mailing time.

(d) If available, local Marine Corps finance offices may be used for payment of advance travel. However, another service's finance office should not be used to pay advance travel to Marines. Prior arrangements should be made. FJJA need not be involved if travel advance will be paid locally.

3. Enlistment Into the Selected Marine Corps Reserve. Travel orders for reservists are the responsibility of the MEPS. The recruiting station commanding officer retains the requirement to ensure that each reservist has a bona fide QSN and is fully qualified for their intended MOS. Waivers must be obtained from the appropriate authority before orders will be issued by MEPS.

4304. QUALITY CONTROL AND DISTRIBUTION OF ENLISTMENT FORMS AND DOCUMENTS. As listed in paragraph 4201, one of the MEPS Liaison NCO's primary responsibilities is to ensure that required enlistment forms and documents are accurate and complete. The MEPS Liaison NCO

must ensure those documents are forwarded to the CMC(MMSB-20) and to the gaining command with the MEPS checklist of per current Marine Corps requirements.

1. Quality Control. If there are forms or documents missing, or if entries are missing or erroneous, corrective action should be taken before the enlistee departs. Errors or omissions discovered after the enlistee has executed orders to active duty must be reported to the receiving command within 24 hours of discovery. Send information copies to the Marine Corps district, to the CG, MCRC and to the SMCR unit, if the enlistee is a reservist. See paragraph 4301.2 for instructions on processing erroneous or fraudulent enlistments.

2. Distribution of Records. The MEPS will distribute records for enlistees and reenlistees into the Regular Marine Corps and for members of the SMCR upon commencement of IADT. (Case files for DEP enlistees and SMCR members awaiting IADT will remain intact and with the MEPS Liaison NCO). Basically, there is a requirement for four separate and distinct packages that, when assembled and distributed become the enlistment records. Table 4-3, page 4-71, provides detailed instructions.

4305. RECRUIT TRAINING

1. Overview. Recruiters must fully apprise enlistees of the nature of military life as Marines, first in recruit training, and then at subsequent assignments. They must understand the importance of discipline and rigorous training. With a healthy understanding, prospective enlistees will be able to successfully cope with the challenges that they will encounter as Marines. Cover the following topics:

a. Information on Recruit Training.

b. Urinalysis.

c. Physical Conditioning.

d. Remedial Training and Recycling.

e. Military Appearance and Grooming Standards.

f. Leave and Liberty.

g. Pay.

h. Emergencies at Home and the Role of the Red Cross.

i. Appropriate Attire for Traveling to Recruit Training.

2. What to Bring and What Not to Bring to the Recruit Depot

a. General. Prior to transfer to a recruit depot, recruiters will inform all enlistees that civilian clothing and personal effects not required for recruit training will be locked up for the duration of training. Enlistees will also be instructed to wear presentable, comfortable, appropriate seasonal attire, and to take only those personal effects necessary for the short trip to the recruit depot.

b. Female Recruits. Luggage will consist of no more than **one small suitcase, or travel/gym bag**. The following items can be and are encouraged to be brought to recruit training for all female recruits:

(1) Properly fit running shoes.

(2) Hair products (i.e. gel, pins, shampoo, conditioner, Ponytail bands).

(3) Make-Up (i.e. powder, lip gloss, mascara).

(4) 3 Pair pantyhose (skin-tone).

(5) 2 Bras (white).

(6) 7 Sports Bras (white).

(7) 7 Underpants (white).

(8) 3 Pair Ankle Socks (white).

c. The following female articles/garments are considered **inappropriate** and are not to be brought to recruit training:

(1) T-shirts/Tank tops/Shorts.

(2) Running Suits/PT Type Clothing.

(3) Evening Dress.

(4) Sandals.

(5) Any revealing attire.

(6) Hair dryers and/or curling irons.

NOTE: Within the first 2 days after arrival, uniforms will be issued and civilian clothes will be secured in luggage and stored for duration of training.

c. Inappropriate Personal Items for Male/Female Recruits

(1) The following articles **are neither necessary** nor acceptable, and **will be confiscated** or required to be sent home upon arrival at the **recruit depot:**

(a) Civilian outer clothing in excess of that required for the trip to the recruit depot.

(b) Firearms, ammunition, explosives, fireworks, or pyrotechnics.

(c) Lethal weapons, including blackjacks, brass knuckles, pocket knives equipped with spring release blades, scissors, or straight razors.

(d) Alcoholic beverages, including any liquid containing alcohol.

(e) Narcotics and associated equipment.

(f) Prescription or patent medicines not issued personally to the recruit by a doctor, including aspirin, ointments, laxatives, vitamins, and related medicines.

(g) Any product contained in glass.

(h) Electric razor or any other electrical appliance.

(i) Playing cards, dice, or any other gambling paraphernalia.

(j) Obscene literature or pictures.

(k) Subversive literature.

(l) Photographs larger than billfold size and any framed picture.

(m) Magazines or books.

(n) Valuable documents

(o) Chewing gum, chewing tobacco, or any perishable food products.

(p) Prophylactics.

(q) Jewelry and clocks other than watches or simple rings (wedding bands and religious medals are acceptable).

(r) Shoe polish.

(s) Cigarettes, lighters and matches (smoking is not permitted in training).

(t) Cameras and radios.

(u) Contact lenses (if glasses are regularly worn, framed eyeglasses with prescription are required).

(v) Shaving kits.

(2) Mascots of any kind are not authorized.

(3) In addition razor blades and scented products (e.g., perfume, hair spray, etc.) may not be taken to recruit training.

c. Appropriate personal items for female recruits will be updated periodically by CG, ERR Ops Notes.

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

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RECRUITING STATION HEADING

DATE

Mr. U. R. GONE
101 Any Street
Mytown, AR 00000

Dear Mr. Gone:

This is to inform you that effective____(Date)_____, you are released and no longer have any contractual affiliation or obligation to any component of the United States Marine Corps. You are hereby separated for_____(Reason)_____.

The description of your discharge is "entry-level separation." Members in this status do not receive a discharge certificate or characterization of service at separation.

If you eliminate your disqualification and desire to re-enter the U.S. Marine Corps, present this letter to the commanding officer of the nearest Marine Corps recruiting station.

Sincerely,

_____
(Signature)

Copy to:
MEPS Commander
(CO SMCR Unit, if applicable)

Figure 4-3. Sample Letter of Notification of Delayed Entry Program/Selected Marine Corps Reserve Discharge.

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DISTRICT HEADING

Date

From: Commanding Officer, _____ Marine Corps District
To: Commanding Officer, Marine Corps Recruiting Station, _____

Subj: DISCHARGE IN THE CASE OF _____

Ref: (a) CO USMC-RS _____ltr_____ _____ of _____
(b) MCO P1100.72C

1. Per reference (a), _____ is approved for discharge from the delayed entry program.

2. Effect discharge using the standard letter shown in figure 4-3 of reference (b). Description of discharge will be "entry-level separation."

3. Ensure that the appropriate MEPS is notified for cancellation of orders.

(Signature)

Figure 4-4. Sample District Letter Authorizing Discharge.

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RECRUITING STATION HEADING

Date

From: Commanding Officer, Marine Corps Recruiting Station,_____
To: Commanding Officer, Marine Corps Recruiting Station,_____

Subj: COURTESY SHIPMENT IN THE CASE OF (Grade, Full Name, & SSN)

Ref: (a) MCO P1100.72B, par. 4302.3

Encl: (1) Case File

1. The subject named enlistee is scheduled to (enlist) (reenlist) (commence initial active duty for training) through your recruiting station. The enclosure contains all forms and documents necessary to accomplish the requested action.

2. Per the reference, the following information is provided:

a. Recruiter: _____
Address: _____
_____
Telephone: _____

b. Approximate arrival time/date in your area is _____.

c. While in your area, the address and telephone number of the subject named enlistee will be _____.

d. The subject named enlistee entered the (DEP) (SMCR) on _____. The scheduled active duty date is _____.

e. MEPS _____ did the initial processing and the telephone number is _____.

3. This action was coordinated with _____ of your recruiting station on _____. The complete case file is included as the enclosure to this letter.

4. Please contact _____at _____if questions or problems arise.

5. Following departure for active duty, please notify our operations section by telephone and forward the residual record.

_____
SIGNATURE

Copy to:
District Headquarters (less enclosure (1))
Gaining MEPS (less enclosure (1))
(CO, SMCR unit, if applicable)

Figure 4-5. Sample Letter for Courtesy Shipments.

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TABLE 4-3
DISTRIBUTION OF RECORDS

DOCUMENT DISTRIBUTION NUMBER ADDRESSES

1 COMMANDANT OF THE MARINE CORPS (MMSB-20)
HEADQUARTERS U.S. MARINE CORPS
2008 ELLIOT ROAD
QUANTICO VA 22134-5030

2 Gaining Command (i.e. Marine Corps Recruit Depot (MCRD) or other Duty Station for augmentees or reenlistees)

3 Marine Corps Recruiting Station (MCRS) Residual

4 Enlisted Member

KEY: * If applicable O – Original R – Reproduced Copy

ITEM NUMBER	DOCUMENT (Notes 1 through 8)	DOCUMENT DISTRIBUTION			
(LEFT SIDE OF DOCUMENT PACKAGE Items 1 – 9)		1	2	3	4
1	**ORDERS** and any Amendments	-	R	R	R
2	**DD 2808** (Report of Medical Examination)	R	**O**	R	-
	-**SF-513** (Medical Consultations) *				
	-**Medical Supporting Documents** *				
2.1	**DD 2807-1** (Report of Medical History)	R	**O**	R	
2.2	**Audiogram**	-	**O**	R	-
2.3	**USMEPCOM Form 40-1-2-R-E** (Report of Medical Examination/Treatment	-	**O**	R	-
2.4	**DD 2807-2** (Medical History Prescreen)	-	**O**	R	-
2.5	**USMEPCOM Form 40-8-1-R-E** (HIV Antibody Test)	-	**O**	R	-
2.6	**DD Form 2005** (Privacy Act Statement - Health Care Records)	-	**O**	R	-
3	**DD FORM 1966 Series** (Record of Military Processing- Armed Forces of the United States)	R	**O**	R	R
4	**DD FORM 4 SERIES** (Enlistment/Reenlistment Document Armed Forces of the United States)	R	**O**	R	R
4.1	**ANNEX(s) (B, C, etc) of the DD-4 SERIES**	R	**O**	R	R
4.2	**DD 2863** Nat'l Call to Service (NCS) Elections	R	**O**	R	R
5	**MEPCOM 714 ADP**	-	R	R	-
6	**SF-86** (Paper Copy) **Note 8**	-	R	R	-
6.1	**ENTNAC Results**	-	R	R	-
6.2	**USMEPCOM Form 601-23-5-R-E** (PAI Interview)	-	R	**O**	-
7	**USMEPCOM FORM 601-23-4-E** (Restrictions on Personal Conduct in the Armed Forces)	-	**O**	R	R
8	**USMEPCOM Form 40-8-R-E** (DAT Test Acknowledgement)	-	R	-	-

ITEM NUMBER	DOCUMENT (Notes 1 through 8)	DOCUMENT DISTRIBUITION			
(Left Side of Document Package Items 1 – 9)		1	2	3	4
9	**DD Form 214/215/NGB 22/DD220** * (Certificate of Release or Discharge from Active Duty/Correction of DD214/Report of Separation/Active Duty Report)	R*	R	R	-
9.1	**DD Form 368** * (Request for Conditional Release)	R*	R	R	-
9.2	**DD 369** * (Police Record Check)	-	R	R	-
9.3	**DD 372 (Request for Verification of Birth)**	R*	R	R	-
9.4	**DD FORM 93** (Record of Emergency Data)	-	**O**	R	R

++

ITEM NUMBER	DOCUMENT (Notes 1 through 8)	DOCUMENT DISTRIBUITION			
(Right Side of Document Package Items)		1	2	3	4
1	**OPNAV 1780/1** (Statement of Understanding Selected Reserve Educ Asst Program) *	-	R	R	R
1.1	**NAVMAC 11000** (Privacy Act Statement for Marine Corps Pers & Pay Records)	-	R	R	-
1.2	**ANNEX "A"** (Statement of Understanding Marine Corps Policy Concerning Illegal Use of Drugs)	-	R	R	R
1.3	**Birth Certificate**	R	R	R	-
1.4	**High School Diploma** or High School Verification Letter	R	R	R	-
	High School Transcripts (Note 7)	-	R	R	-
	College Acceptance Letters (IIADT's only)*	-	R	R	-
	Divorce Decree(s) of Member *	R*	R	R	-
	Marriage Certificate of Member *	-	R	R	-
	Enlistee Financial Statement *	-	R	R	-
1.4.1	**DEPENDENT VERIFICATION DOCUMENTS**: *				
	-Spouse Social Security Card	-	R	R	-
	-Dependent(s) Social Security Card	-	R	R	-
	-Spouse Birth Certificate	-	R	R	-
	-Dependent(s) Birth Certificate	-	R	R	-
	-Dependency Affidavit(s)	-	R	R	-
	-Court Orders for Support	-	R	R	-
1.4.2	**Tattoo Screening Form**	-	R	R	-
1.4.3	**Marine Corps Policy on Discrimination and Sexual Harassment**	-	**O**	R	R
	Article 137 UCMJ (Homosexual Conduct Policy)	-	R	R	R
1.5	**Drug Abuse Screening Form**	-	R	R	-
1.6	**Social Security Card**	-	R	R	-
1.7	**CITIZENSHIP/ALIEN VERIFICATION DOCUMENTS***	**-**	**R**	**-**	**O**

TABLE 4-3
DISTRIBUTION OF RECORDS - CONTINUED

NOTE 1. Records will be assembled in this sequence, top to bottom.

NOTE 2. Most of these forms are locally produced or are generated from the Automated Enlistment Package (AEP) and do not come as carbon sets. Recruiters may not have easy access to a copy machine, consequently, recruiting stations commanding officers, must establish local procedures to ensure that adequate copies are available for distribution. The MEPS Liaison NCO, who makes copies from the originals provided by the RSS, normally carries out this function.

NOTE 3. For SMCR enlistments (Category "P"), recruiting stations commanding officers will ensure that the reserve unit receives the information and documentation necessary to join the new Marine on the unit diary. On behalf of the commanding officer, the MEPS Liaison NCO will take the following actions at the time of each enlistment:

a. For reservists enlisting onto an awaiting IADT status **Category "P"**, forward a reproduced copy of all documents to the SMCR unit. Retain the original package of documents until the reservist commences IADT. When the reservist commences IADT, provide a reproduced copy of all documents to the SMCR unit on, or within a few days of the date of commencement to initial active duty for training.

NOTE 4. When both male and female enlistees are traveling to Marine Corps Recruit Depot, Parris Island, their enlistment records **will be** assembled and packaged separately.

NOTE 5. DD 368. Once clearance is obtained and enlistment to commence active duty/active duty for training is effected, one copy with part III completed, must be forwarded to the Reserve unit commander so that discharge from the Reserve component can be accomplished.

NOTE 6. Where the MEPS qualifies an applicant for enlistment using file copies of documents from a previous MEPS physical examination, certified copies of those documents may be forwarded to the CMC (MMSB-20) in place of the original medical documents.

NOTE 7. **Do not send** any non required documents to **CMC (MMSB-20)**.

NOTE 8. The SF-86 must be **transmitted** by the recruiting station to OPM on all applicants. U. S. citizens require Secret clearances, non-citizens for enlistment suitability. A paper copy of the SF-86 will be sent to the receiving command (i.e. MCRD).

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APPENDIX A

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

ADT	Active Duty Training
AEP	Automated Enlistment Package
AFADBD	Armed Forces Active Duty Base Date
AFQT	Armed Forces Qualification Test
AIPE	Accredited Institutions of Post-Secondary Education
AR	Army Regulation
ARMS	Automated Recruit Management System
ASVAB	Armed Services Vocational Aptitude Battery
B/C	Broken/Continuous
BNA	By-Name Assignment
BUMED	Bureau of Medicine and Surgery
CAHS	California Adult High School
CAT	Computer Assisted Test (Computerized ASVAB)
CAST	Computerized Adaptive Screening Test (Computerized EST)
CEP	College Enlistment Program
DAT	Drug Alcohol Test
DSS	Defense Security Service
DLAB	Defense Language Aptitude Battery
DMDC	Defense Manpower Data Center
DoD	Department of Defense
EAD	Extended Active Duty
EAS	Expiration of Active Service

EBP	Enlistment Bonus Program
ECC	Expiration of Current Contract
EDPT	Electronic Data Processing Test
ELS	Entry-Level Separation
ELTA	Entry-Level Training Assignment
ENTNAC/NAC	Entrance National Agency Check/ National Agency Check
EIP	Enlistment Incentive Program
EPSQ	Electronic Personnel Security Questionnaire
EPTS	Existed Prior to Service
EQM	Enlisted Quota Module
ERR	Eastern Recruiting Region
ES	Entry Status
EST	Enlistment Screening Test
ETA	Education Training Act
FALANT	Farnsworth Lantern Color Perception Test (Red/Green Color Blindness Test)
GED	General Educational Development
GT	General-Technical
HQMC	Headquarters Marine Corps
HSG	High School Graduate
HSSR	High School Senior
IADT	Initial Active Duty for Training
IDT	Inactive Duty for Training (Drill)
IIADT	Incremental Initial Active Duty for Training
IRC	Inter-service Recruiting Committee

IRR	Individual Ready Reserve
JFTR	Joint Federal Travel Regulations
JRCC	Joint Recruitment Commanders' Committee
LSL	Lump Sum Leave
MANMED	Manual of the Medical Department, U.S. Navy
MBS	Master Brief Sheet
MCCF	Marine Corps College Fund
MCRC	Marine Corps Recruiting Command
MCRD	Marine Corps Recruit Depot
MCRISS	Marine Corps Recruiting Information Support System
MCROC	Marine Corps Recruit Option Center
MCRSC	Marine Corps Reserve Support Command
MCSA	Marine Corps Support Activity (Formerly "MCFC")
MEOP	Musician Enlistment Option Program
MEPCOM	Military Entrance Processing Command
MEPRS	Military Entrance Processing Reporting System
MEPS	Military Entrance Processing Station
MET	Mobile Examination Test
MGIB	Montgomery G.I. Bill
MGIB-R	Montgomery GI Bill-Reserve
MIRS	MEPCOM Integrated Resource System
MIRC	Mid-level Inter-Service Recruitment Committee
MPPM	Military Personnel Procurement Manual
MREP	Medical Remedial Enlistment Program

MSAS	Military Skills Attainment Section
MSO	Military Service Obligation
NAC	National Agency Check
NACLAC	National Agency Check Local Agency Check
NAQ	National Agency Questionnaire
NCP	Normal Color Perception
NHSG	Non-High School Graduate
NPS	Non-prior Service
NROTC	Naval Reserve Officer Training Corps
OCC	Officer Candidate Course
OASD	Office of the Assistant Secretary of Defense
ODASD	Office of the Deputy Assistant Secretary of Defense
OMPF	Official Military Personnel File
OPM	Office of Personal Mangement
OSO	Officer Selection Officer
PADD	Projected Active Duty Date
PAFQT	Pseudo Armed Forces Qualification Test
PCSO	Permanent Change of Station Orders
PEBD	Pay Entry Base Date
PEF	Program Enlisted For
PIP	Pseudoisochromatic Plates Color Vision Test (Identifies Normal Color Perception (NCP)
PRASP	Permissive Recruiter Assistant Program
PS	Prior Service

PTAD	Permissive Temporary Additional Duty
PULHES	Physical (overall)/Upper Extremities/Lower Extremities/Hearing/Eyes/Psychological
QSN	Quota Serial Number
RAP	Recruitment Advertising Plan
RBJ	Re-evaluation/Return Believed Justified
RE	Reenlistment Eligibility
RED	Record of Emergency Data
REDD	Recruiter Eligibility Determination Database
RIF	Reduction in Force
ROEP	Reserve Optional Enlistment Program
RS	Recruiting Station
RSS	Recruiting Substation
RSSO	Reserve Special Staff Officer
RTNR	Recruit Training Not Required
RTR	Recruit Training Required/Recruit Training Regiment
SDA	Special Duty Assignment
SMCR	Selected Marine Corps Reserve
SOU	Statement of Understanding
SRIP	Selected Reserve Incentive Program
SSN	Social Security Number
SSS	Selective Service System
TCO	Test Control Officer
TCPG	Training Category Pay Group
TDRL	Temporary Disability Retired List

TFRFS	Total Force Recruiting Fact Sheet
TOE	Term of Enlistment
UCMJ	Uniform Code of Military Justice
USC	United States Code
VEAP	Veterans Educational Assistance Program
WRAT	Wide Range Achievement Test
YPF	Youth Physical Fitness Program
YYMMDD	2 Digit Year 2 Digit Month 2 Digit Day used to specify a date in 6 digits for enlistment.
YYYYMMDD	4 Digit Year 2 Digit Month 2 Digit Day used to specify a date in 8 digits for enlistment.

APPENDIX B

REFERENCE LIST

Order Number	Subject
MCO P1000.6	Assignment, Classification, and Travel Systems Manual (Short Title: ACTS Manual)
MCO P1001R.1	Marine Corps Reserve Administrative Management Manual (Short Title MCRAM)
MCO 1001R.54	Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT)Program
MCO 1001.59	Active Duty for Special Work (ADSW) in Support of the Total Force
MCO P1020.34	Marine Corps Uniform Regulations
MCO P1040.31	Career Planning and Development Guide
MCO P1050.3	Regulations for Leave, Liberty, and Administrative Absence
MCO P1070.12	Marine Corps Individual Records Administration Manual (Short Title: IRAM)
MCO P1080.20	Marine Corps Total Force System Codes Manual
MCO P1080.40	Marine Corps Total Force System Personnel Reporting Instructions Manual (Short Title: MCTFSPRIM)
MCO P1100.71	Military Personnel Procurement Manual, Volume 1, Administration
MCO P1100.72	Military Personnel Procurement Manual, Volume 2, Enlisted Procurement
MCO P1100.73	Military Personnel Procurement Manual, Volume 3, Officer Procurement
MCO P1100.75	Military Entrance Processing Station
MCO 1100.76	Career Recruiter Program
MCO 1130.51	Medical Remedial Enlistment Program
MCO 1130.52	Armed Services Military Personnel Accession Testing Program

Order Number	Subject
MCO 1130.53	Enlistment Incentives Program (EIP)
MCO 1130.56	Total Force Recruiting
MCO 1130.61	Enlistment of American Citizens Residing Outside the United States
MCO 1130.62	Command Recruiting Program
MCO 1130.65	Total Force Recruiting Quality Control
MCO 1130.76	Conduct of Recruiting Operations
MCO 1130.80	Prior Service Enlistments into the Regular Marine Corps
MCO 1133R.26	Reserve Optional Enlistment Program (ROEP)
MCO 1150.1	Recruiting Support Officer Program
MCO P1200.7	Military Occupational Specialties Manual (Short Title: MOPS Manual)
MCO 1220.5	Enlisted Lateral Movement
MCO 1230.5	Classification Testing
MCO 1306.16	Conscientious Objectors
MCO 1306.17	Administration of Marines Appointed Midshipmen or Cadets in Federal Service Academies or Naval Reserve Officers Training Corps (NROTC) Units
MCO 1326.7	Selection, Screening, and Preparing Enlisted Marines for Drill Instructor, Recruiter, and Independent Duties
MCO P1400.32	Marine Corps Promotion Manual, Volume 2, Enlisted Promotions (Short Title: MARCORPROMMAN)
MCO 1500R.36	Training/Pay Category P (Cat P) Program
MCO 1510.32	Recruit Training
MCO 1550.22	U.S. Marine Corps Apprenticeship Program
MCO 1560.33	Marine Corps Tuition Assistance Program

Order Number	Subject
MCO 1560.28	Veterans' Educational Assistance Benefits
MCO 1560R.30	Montgomery GI Bill-Reserve
MCO P1610.7	Performance Evaluation System (Sort Title: PES)
MCO 1650.38	CMC Recruiter of the Year Program
MCO P1741.11	Survivor Benefit Plan (SBP)
MCO P1751.3	Basic Allowance for Housing for Marines with Family Members
MCO P1900.16	Marine Corps Separation and Retirement Manual
MCO P3040.5	Casualty Assistance Operations Center Procedures
MCO P4050.38	Personal Effects and Baggage Manual
MCO P4600.7	Marine Corps Transportation Manual
MCO 4650.37	Marine Corps Travel Instructions Manual
MCO P5211.2	The Privacy Act of 1974
MCO P5512.4	No-Fee Passports
MCO P5512.11	Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel
MCO 5521.3	Personnel Security Investigations, Security Clearances, and Access
MCO P5720.56	Availability to the Public of Marine Corps Records
MCO P5720.73	Standard Operating Procedures for Recruitment Advertising at the Recruiting Station Level
MCO 5740.2	Serious Incident Reports
MCO 5800.10	Return of Marine Corps Absentees
MCO 5802.2	Naturalization of Aliens Serving in the Armed Forces of the United States and of Alien Spouses and/or Alien Adopted Children of Military and Civilian Personnel Ordered Overseas

Order Number	Subject
MCO 5830.5	Headquarters Marine Corps Procedures for Review of JAG Manual Investigations
MCO 6000.1	TRICARE Family Member Dental Plan
MCO 6100.10	Weight Control and Military Appearance
MCO 6100.11	Marine Corps Youth Physical Fitness Program for Secondary School Students
MCO P6100.12	Marine Corps Physical Fitness Test and Body Composition Program Manual Short Title: MCPFTBCPM
MCO 6320.2	Administration and Processing of Hospitalized Marines
MCO 7220.12	Special Duty Assignment Pay Program
MCO 7220.21	Advance Pay Incident to a Permanent Change of Station
MCO 7220.24	Selective Reenlistment Bonus Program (SRB)
MCO 7220R.38	Selected Reserve Incentive Program (SRIP)
MCO P7301.104	Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
MCO P10120.28	Individual Clothing Regulations
MCO P10520.3	Marine Corps Flag Manual
MCO P11000.22	Marine Corps Housing Management Manual
OPNAVINST 5510.1	Department of the Navy Information and Personnel Security Program Regulation
JAGINST 5800.7	Manual of the Judge Advocate General
NAVMC 2642	Marine Corps Retirement Guide
NAVMC 2691	Marine Corps Drill and Ceremonies Manual
NAVMC 2761	Catalog of Publications
NAVMC 2771	Marine Corps Formal Schools Catalog

Order Number	Subject
NAVEDTRA 10500	Catalog of Navy Training Courses
NAVSO P-6034	Joint Federal Travel Regulations, Volume 1 (Uniformed Service Personnel)
	Manual for Courts-Martial
	Department of Defense Military Pay and Allowances Entitlements Manual
	Guidebook for Recruiters, Volume I
	Guidebook for Officer Selection Officers, Volume II
	Guidebook for RS Operations, Volume III
	Guidebook for District Operations, Volume V

APPENDIX C

INSTRUCTIONS FOR COMPLETION OF RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (DD FORM 1966, NOVEMBER 2003 EDITION)

1. **General Instructions**. The following instructions are to assist in completing the Record of Military Processing - Armed Forces of the United States. Please read the instructions for each item prior to making an entry. All entries for items A through D and 1 through 15 must be typed, no corrections, cross-outs, erasures, abbreviations or punctuation will be used. All other items may be printed using a ball point pen with black ink.

2. **Detailed Instructions**

Item	Title	Code	Entry, Description, and/or Explanation
A	SERVICE PROCESSING FOR	**DMR** **DMV**	Enter appropriate three-digit code: for Marine Corps Active for Marine Corps Reserve
B	PRIOR SERVICE		
	YES		Enter: "**X**" if applicant has Prior Service in accordance with paragraph 3291 of this manual.
	NO		Enter: "**X**" if applicant has no Prior Service in accordance with Paragraph 3291 of this manual.
	NO. DAYS		Enter: If "**YES**", the number of days of Prior Service from DD214/NGB 22.
C	SELECTIVE SERVICE CLASSIFICATION		Leave blank unless applicants are being classified by the Selective Service system in accordance with the Military Selective Service Act.
D	SELECTIVE SERVICE REGISTRATION NO		Enter: Registration number, if applicable. Otherwise, leave blank. Applicants not registered will be automatically registered upon completion of the DD Form 4 and accessing onto active duty. Not applicable to female applicants.

SECTION I - PERSONAL DATA

Item	Title	Code	Entry, Description, and/or Explanation
1	SOCIAL SECURITY NUMBER		Enter: 9 digits in the appropriate blocks. **This is a mandatory entry**.
2	NAME		Enter: Last, first, middle name (& maiden, if any), Jr., Sr., etc.

Examples: **FREELAND JACQUELINE DORIS**
OBRIEN ANTHONY J JR
RUIZSOTO J JORGE
JOHN TIMOTHY ALLAN II

NOTE: See paragraph 4103.3.c. on page 4-8. If, through court action the applicant's name has changed from that shown on their birth certificate, record the original name on the form in Section VI - REMARKS. However, if the applicant has effected a legal name change, the name reflected on the applicant's social security card must agree with the legal/preferred name used on the enlistment form. If not, an SS-5 form "Request for Change of Social Security Record" must be completed and submitted to the nearest Social Security Administration district office to change the Social Security record. If the preferred name of the applicant is different from the name on the birth certificate, and has not been legally changed, the applicant must complete Section VII - STATEMENT OF NAME FOR OFFICIAL MILITARY RECORDS. **Aliens cannot use "preferred" names. Enlistment records must match INS Records (i.e., DD 1966 matches INS-551).**

Item	Title	Code	Entry, Description, and/or Explanation
3	CURRENT ADDRESS		Enter: Street, city, county, state, country, and zip code, as of date of Application for Enlistment.
4	HOME OF RECORD ADDRESS		Enter: Street, city, county, state, country, and Zip code, declared by the applicant as their **permanent/actual home** at time of enlistment. If this address is the same as the address shown in Item 3, enter "Same as Item 3." Do not enter a temporary address.

Item	Title	Code	Entry, Description, and/or Explanation
5	CITIZENSHIP	CA	ENTER: "X" in Block *5a*. if applicant is **U.S. Citizen at birth**. Also, Enter: "X" in (1) "**Native Born**", or (2)**"Born Abroad of U.S. Parents"**, as Appropriate.
		CB	Enter: "X" in Block *5b*. **"U.S. Naturalized"** If citizenship derived from Parents Naturalization process only.
		CD	Enter: "X" in Block *5b*. "**U.S. Naturalized**" if a Naturalized citizen.
		AA	Enter: "X" in Block *5c*. "**U.S. Non-Citizen National**" if not a citizen of the United States, but owes principal allegiance to the USA (for example, if born in America Samoa or Swains Islands)
		ND	Enter "X " in block *5d*, "**Immigrant Alien**" (Specify "country of citizenship"); and has declared intention to obtain U.S. citizenship by filing INS Form N-315, N-321, or N-325. Specify applicant's Country of citizenship (i.e. CANADA)
		NY	Enter "X " in block *5d*, "**Immigrant Alien**" (Specify "country of citizenship"); and **has not** declared intention to obtain U.S. citizenship by filing INS Form N-315, N-321, or N-325. Specify applicant's Country of citizenship (i.e. CANADA)
		NY	Enter: "X" in Block 5e. "**Non-Immigrant Foreign National (Specify)**", block e, if non-immigrant foreign national and allowed to enlist in the service (such as citizens of the Northern Marianas Islands (NMI), Republic of the Marshall Islands (RMI), Or Federated States of Micronesia (FSM)), who are treated as U.S. Citizens
	ALIEN REGISTRATION NUMBER		Enter: in Block 5. **"Alien Registration Number** (If applicable).
6	SEX		Enter: "X" in the appropriate block.

Item	Title	Code	Entry, Description, and/or Explanation
7a	RACIAL CATEGORY		**APPLICANT can select <u>One or More</u> Blocks as Appropriate**
		(1)	Enter: "X" on block (1) "American Indian/Alaskan Native", and/or
		(2)	Enter: "X" on block (2) "Asian" and/or
		(3)	Enter: "X" on block (3) "Black or African American", and/or
		(4)	Enter: "X" on block (4) "Native Hawaiian or Other Pacific Islander" and/or
		(5)	Enter: "X" on block (5) "White", or
		(6)	Enter: "X" on block (6) "**Declined To Respond"**
7b	ETHNIC CATEGORY	(1)	Enter "X" block (1) "**Hispanic or Latino**", or
		(2)	Enter "X" block (2) "**Not Hispanic or Latino**", or
		(3)	Enter "X" block (3) "**Declined to Respond"**
8	MARITAL STATUS	A	Annulled
		D	Divorced
		I	Interlocutory
		L	Legally Separated
		M	Married
		S	Single
		W	Widowed(er)
9	NUMBER OF DEPENDENTS		Enter: Number of persons totally or partially dependent on applicant for their support. If none, enter "00".
		00	None
		01	1 Dependent
		02	2 Dependents
		03	3 Dependents
			etc.

NOTE: An applicant's dependent pay and allowances will be determined after enlistment. The applicant's indication of dependents does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Armed Forces for their support.

10	DATE OF BIRTH	Enter: Eight digit date in YYYYMMDD format. Example: April 5, 1982, will be entered as "19820405."

11	RELIGIOUS PREFERENCE	OPTIONAL ITEM; APPLICANT DOES NOT HAVE TO ANSWER. If the applicant responds to This question, refer to the Consolidated List of Religious Preferences below. If the preference is listed below, enter it as shown. If not listed, enter the complete name of the applicant's religious preference in item 13.

Consolidated List of Religious Preferences

Code	Title
DA	Advent Christian Church
DB	African Methodist Episcopal Church
DC	African Methodist Episcopal Zion Church
CA	American Baptist Association
06	American Baptist Churches
CH	American Baptist Convention
CI	American Baptist Churches of the USA
A0	American Council of Christian Churches
GB	American Lutheran Church, The
BA	Anglican Orthodox Church, The
AA	Asbury Bible Churches
04	Assemblies of God
LA	Associate Reformed Presbyterian Church (General Synod)
B0	Associated Gospel Churches, The
75	Atheist
BB	Baptist Bible Fellowship
10	Baptist - Churches Other
DD	Baptist General Conference
CD	Baptist Missionary Association of America
BH	Bible Presbyterian Church
AB	Bible Protestant Church
BC	Brethren in Christ Fellowship
12	Brethren Church
14	Buddhism
JT	Central Bible Church
24	Christian Church (Disciples of Christ)
JB	Christian Churches and Churches of Christ
BD	Christian Crusade
DE	Christian Methodist Episcopal Church
JA	Christian and Missionary Alliance
13	Christian-No Denominational Preference
DF	Christian Reformed Church
16	Christian Science (First Church of Christ, Scientist)
18	Church of Christ
20	Church of God
DG	Church of God (Anderson, IN)

Code	Title
JC	Church of God (Cleveland, TN)
DV	Church of God General Conference
19	Church of God in Christ
DH	Church of God in North America
ED	Church of God of Prophecy
38	Church of Jesus Christ of Latter Day Saints (LDS)
50	Church of Nazarene
JD	Church of United Brethren in Christ
EP	Churches of Christ
JE	Churches of Christ in Christian Union
DX	Churches of God General Conference
AC	Congregational Methodist Church
JF	Conservative Baptist Association of America
JG	Conservation Congressional Christian Conference
FB	Jewish Conservative
LB	Cumberland Presbyterian Church
53	Eastern Orthodox Churches
JH	Elim Fellowship
JV	Elim Missionary Assembles
47	Evangelical Church Alliance, The
45	Evangelical Church of North America
DJ	Evangelical Congregational Church
46	Evangelical Covenant Church in America
JJ	Evangelical Free Church of America
JK	Evangelical Friends Alliance
GD	Evangelical Lutheran Church, Association of
JL	Evangelical Methodist Church
AD	Evangelical Methodist Church of America
EJ	Fellowship of Grace Brethren Churches
JU	Free Lutheran Congregation, The Association of
NB	Free Methodist Church of North America
CE	Free Will Baptists
DL	Free Will Baptists, NC State Convention of
32	Friends
55	Full Gospel Pentecostal Assoc., The
AE	Fundamental Methodist Church, Inc.
CF	General Association of General Baptists
CG	General Association of Regular Baptist Churches
D0	General Commission of Chaplains and Armed Forces Personnel
05	Grace Gospel Fellowship
49	Hindu
07	Independent Baptist Bible Mission
BE	Independent Baptist Churches
AF	Independent Churches Affiliated
E0	Independent Denominational Endorsing Agencies
AG	Independent Fundamental Bible Churches
EH	Independent Fundamental Churches of America
BF	Independent Lutheran Church

Code	Title
JM	International Church of the Foursquare Gospel
34	Jehovah's Witnesses
36	Judaism
JW	Kansas Yearly Meeting of Friends
40	Lutheran Churches
GA	Lutheran Church in America
GC	Lutheran Church Missouri Synod
GA	Lutheran Council in the USA
44	Methodist Churches
AK	Methodist Protestant Church
AL	Militant Fundamental Bible Churches
JR	Missionary Church, The
JX	Missionary Church, Association
DM	Moravian Church
48	Muslim
DN	National Association of Congregational Christian Churches
J0	National Association of Evangelicals
09	National Association of Free Will Baptists
DP	National Baptist Convention of America
DQ	National Baptist Convention, USA
00	No Preference Recorded
01	No Religious Preference
DR	North American Baptist Conference
JY	Ohio Yearly Meeting of Friends
JN	Open Bible Standard Churches, Ind
FC	Orthodox Judaism
LE	Orthodox Presbyterian Church, The
74	Other Religions
56	Pentecostal Churches
JP	Pentecostal Church of God of America, Inc.
JQ	Pentecostal Holiness Church
EK	Plymouth Brethren
58	Presbyterian Churches
LH	Presbyterian Church in America
LC	Presbyterian Church in the USA
LJ	Presbyterian Council for Chaplains and Military Personnel
NC	Primitive Methodist Church, The
DS	Primitive Methodist Church, USA
DT	Progressive National Baptist Convention, Inc.
26	Protestant Episcopal Church
72	Protestant-No Denomination Preference
70	Protestant-Other Churches
FA	Reform Judaism
60	Reformed Churches
DU	Reformed Church in America
EL	Reformed Church in the U.S.
EM	Reformed Episcopal Church
LF	Reformed Presbyterian Church

Code	Title
EN	Reorganized Church of Jesus Christ of Latter Day Saints
62	Roman Catholic Church
64	Salvation Army, The
DY	Schwenkfelder Church, The General
02	Seventh-Day Adventists, Conference of
DW	Seventh Day Baptist, General Conference of
08	Southern Baptist Convention
NE	Southern Methodist Church
BG	Southwide Baptist Fellowship
DZ	Swedenborgian Church, General Conference of
AH	Tioga River Christian Conference
AJ	Ukrainiana Evangelical Baptist Conference
66	Unitarian Universal Association
AM	United Christian Church
68	United Church of Christ
NA	United Methodist Church, International
57	United Pentecostal Church, International
LD	United Presbyterian Church, Evangelical Synod
LG	United Presbyterian Church in the USA
99	Unknown
ND	Wesleyan Church, The
CJ	World Baptist Fellowship

Item	Title	Code Entry, Description, and/or Explanation
12	EDUCATION	This data contains the education level that is the amount of education that an individual has received and the certificate awarded for that education. The first two digits (years), identify the number of **formal academic years of education (i.e. teacher-student(s) classroom instruction environment)** an individual has successfully completed. Tier I High School Seniors record as **11S**. **Tier I** Credential Holders (Codes "**B**", "**F**", "**H**", "**L**", and **Tier II** code "**J**", record as **12__**. **Tier I** Credential Holders (Codes "**8**", "**D**", "**G**", "**K**", "**N**", "**R**", "**U**", "**W**", and "**X**"), **Tier II** Credential Holders (codes "**7**", "**C**", "**E**", and "**M**"), and all **Tier III's**, (Code "**1**") record the highest level of formal academic years of education as stated above (i.e. **10E, 111, etc**).

NOTE: The applicant must provide documentation verifying the level of education claimed. (non-verified education will not be recorded as the level of education completed, i.e. applicant has one year of college but only provided high school diploma, record as 12L vice 13L)

01 Completed 1st Grade
02 Completed 2nd Grade
03 Completed 3rd Grade
04 Completed 4th Grade
05 Completed 5th Grade
06 Completed 6th Grade
07 Completed 7th Grade
08 Completed 8th Grade
09 Completed 9th Grade
10 Completed 10th Grade
11 Completed 11th Grade
12 Completed 12th Grade
13 Completed 1 year of college
14 Completed 2 years of college
15 Completed 3 years of college
16 Completed 4 years or more of college (excludes master's degree and first professional - use 17 or 18 as appropriate).
17 Master's. A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree, but below the doctorate level.
18 First Professional. A certificate conferred upon completion of the academic requirement for a selected profession. Post-masters. Completion of additional academic requirements beyond the "master's degree" level.
19 Doctorate. A certificate conferred in recognition of the highest academic achievement within an academic field (excludes honorary degree and first professional degrees).

The 3rd digit represent educational category and corresponding Educational Tier levels are as follows:

Code	Tier	Title	Description
1	**3**	Less than High School Diploma	Status of an individual who is not currently attending high school and who is neither a high school graduate nor an alternate high school credential holder.
7	**2**	Correspondence School	A secondary diploma or certificate upon completion of correspondence school course, regardless of whether the diploma was issued by a correspondence school, state, or secondary or post-secondary educational institution. Also included in this group are Internet /Distant Learning Certificate/ Diploma holders. This is considered an alternate high school credential. **NOTE: See note on C-14**
8	**1**	A Non-HSG who completed One Semester of College/Post-Secondary Education	The status of an individual **who is not a high school graduate (i.e. 12L)** but has attended and successfully completed (15 semester hours/22 quarter hours of college level work, regardless of high school/grammar school education. "Successfully completed" means that the individual earned college level credits toward a degree in higher education from an institution listed in the current degree granting section of the AIPE. See paragraph 3241.1a(2).
B	**1**	Adult Education	An individual who has earned a diploma on the basis of attending and completing an adult education or "external" diploma program of classroom taught instruction, regardless of whether the diploma was issued by a state or by a secondary educational institution. To categorize adult education diploma accessions as Tier 1, their educational program must have the same day-time course/graduation requirements, the same days, weeks, and hours of attendance, which is comparable to traditional high schools. **NOTE: See note on C-14.**

Code	Tier	Title	Description
C	**2**	Occupational Program Certificate of Attendance	An individual who has attended a non-correspondence vocational, technical or proprietary school for at least six months. An individual so coded must also have completed **11** years of regular formal academic day school, and possesses certificate of attendance or completion indicating such. Correspondence schools offering vocational certificates are not included. This is considered an alternate high school credential. **NOTE: See note on C-14**
D	**1**	Associate Degree	A certificate conferred upon completion of a two year program at a junior/community college, university, or technical institute.
E	**2**	Test-based Equivalency	A diploma or certificate of General Education Development (GED) or other test-based high school diploma. This includes state-wide testing program such as the California High School Proficiency Examination (CHSPE), Whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential. **NOTE: See note on C-14**
F	**1**	Exit Exam Failures	An individual who has attended and completed all requirements for graduation in SY 1999-2000 and thereafter, but failed the exit exam. To apply this rule HS Verification Letter and Transcripts must be show the **"sole reason for not graduating"** is due to failing the "**exit exam**". Tier I status to can be applied up to one year from the date of the **original exit exam**. (The **original exit exam date** and the **date enlisted into the DEP or SMCR AIADT** must be within **365** days or rule does not apply).

Code	Tier	Title	Description
G	**1**	Professional Nursing Diploma	A certificate conferred upon completion of a three year hospital school of nursing program.
H	**1**	Home School Diploma	A high school diploma or certificate, typically awarded by a local, state, or national accredited Home School Association, based upon certification by a parent or guardian that an individual completed his/her secondary education at home. The curriculum must involve parental instruction and/or adult supervision, and closely pattern the normal credit hours per subject as used in public schools. The Home School Legal Defense Association has provided guidance to the Office of the Assistant Secretary of Defense, (OASD) that at a minimum the student should be home schooled for at least one (1) full school year. All home school diploma graduates must complete the last academic year of education (minimum of nine [9] academic months) in a home school environment. Individuals, in a **non-home school curriculum**, who disenroll from their school during their senior year, or who fail to graduate with their class (includes seniors in the DEP) are not eligible to enlist under the **"H"** education code heading. Home school diploma (if issued) and transcripts must be provided. This is considered a Tier 1 credential. **Note: See Note on C-14.**
J	**2**	High School Certificate of Attendance	An attendance-based high school certificate, diploma, or verification letter substantiating attendance together with transcripts showing attendance through the 12th grade. These are sometimes certificates of competency or completion, but are based on course completion rather than on a test, such as the GED or CHSPE. A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate credential. **NOTE: See note on C-14**

Code	Tier	Title	Description
K	**1**	Baccalaureate Degree	A certificate conferred upon from a four year college program, first professional degree.
L	**1**	Traditional High school, Religious, & Alternative/ Continuation High School Diploma	A diploma issued to an individual who has attended and completed a 12-year or 12th grade day program of classroom instruction; the diploma must be issued from a traditional/religious based high school where the individual completed all the program requirements. Includes some alternate/continuation schools. **NOTE: See note on C-14**
M	**2**	Credential Near Completion	Status of an individual who has successfully completed at least the **11th grade** at a traditional high school curriculum and is currently pursuing completion of an Alternate/ Continuation High School credential classified as **Tier II**. Applicants entering the DEP as a **11M** can only ship with **Tier 2 Education Code, i.e. "7", "C", "E" or "J"**.
N	**1**	Master's Degree	A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree, but below the doctorate level.
R	**1**	Post-Masters Degree	A certificate conferred upon completion of additional academic requirements beyond the master's level, but below the doctorate level.
S	**1**	Traditional High school, Religious School, Adult/ Continuation/ Alternative or Home School Senior	Status of individual who is currently attending a traditional high school, religious high school, home school, or adult/continuation/alternative school that will lead to a **Tier I Credential** and is classified as a high school senior by evidence of school transcripts/letter.

Code	Tier	Title	Description
U	**1**	Doctorate Degree	A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.
W	**1**	First Professional Degree	A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: architecture, certified public accountant, chiropody (D.S.C.), podiatry, dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathy (D.O.), pharmacy, veterinary medicine, law L.L.B. or J.D., and theology (B.D. or Rabbi, or other first professional degree).
X	**1**	National Guard Youth Challenge Program w/GED	An individual who has attended and completed the National Guard Youth Challenge Program and received a GED while attending the program. Applicants currently attending are not eligible until completion of the NGYCP.

EDUCATION DETERMINATION NOTE

Education determinations are only made at MCRC G-3. The Education Codes for DoD are not "one size fits all". MCRC will assign an education code for education credentials forwarded for review. The code assigned will be the code that is the most closely related or associated with the credential reviewed. The intent is to group education credentials into the proper Tier level to meet the DoD directives and guidance.

Item	Title	Code Entry, Description, and/or Explanation
13	FOREIGN LANGUAGE IDENTIFIER	Enter: Up to **two** languages, if applicant claims they read, write, or speak a foreign language. Proficiency is not required to be verified. If no language(s) given, enter "**NONE**."
14	VALID DRIVER'S LICENSE	Enter: "**YES**" or **"NO"**, If yes, list the state that issued the license, license number, and expiration date. If the applicant does not hold a valid driver's license, enter "NO."
15	PLACE OF BIRTH	Enter: City, state, and country of the applicant's place of birth.

SECTION II

Items 18 through 22 are to be completed by MEPS Liaison NCO only.

16 APTITUDE TEST RESULTS

16a	TEST ID	Enter: A three-digit code that identifies the ASVAB test version. For example: 02A, 02B, etc.
16b	TEST SCORES	Enter: Composite test scores will be recorded as two-digit numbers from the ASVAB scores provided by MEPS MIRS and listed on the MEPCOM 714 ADP.

EXAMPLE

a. TEST ID	b. Test Scores	AFQT PERCENTILE		GS	AR	WK	PC	MK	EI	AS	MC	AO	VE	
02D			92	62	64	60	59	63	63	44	57	NA	60	

17 **DEP ENLISTMENT DATA**

17A	DATE OF DEP ENLISTMENT	Enter: **YYYYMMDD** format.
17B	PROJECTED ACTIVE DUTY DATE	Enter: **YYYYMMDD** format, must be date in future.

17C	ES	Enter: "**3**" only for entry status.
17D	RECRUITER IDENTIFICATION	Enter: SSN of the recruiter credited with the enlistment. This recruiter must have an 8411/8412 MOS and must be serving in an 8411/8412 MOS billet.
17E	PROGRAM(s) ENLISTED FOR	Enter: "**00**" if applicant has no program guarantees. If applicant contracts with enlistment incentive program(s) enter the appropriate two or three digit program code. (i.e. **UH59**) Reference: MCO 1130.53 series.
17F	T-E MOS/AFS	Enter: Appropriate four (4) digit MOS as follows: **"9900"** - Basic Marine General Service, **"9971"** - Basic Marine with Enlistment Incentive Guarantee.
17G	WAIVER	Enter: Appropriate three (3) digit waiver codes, for the waivers which authorized the enlistment into the DEP. Record the **six (6) highest waivers** from the highest level waiver to lowest.

FIRST DIGIT - Category of Waiver
(note 1)

A	**AGE**
B	**DEPENDENCY**
C	**MENTAL QUALIFICATIONS (AFQT/Sub-Tests)**
D	**LAW VIOLATIONS**
E	**PRIOR MILITARY SERVICE (DEP excluded)**
F	**DRUG INVOLVEMENT (Not Law Violations)**
H	**MEDICAL/PHYSICAL DISQUALIFICATION**
J	**SOLE SURVIVING MEMBER**
K	**MINIMUM EDUCATION LEVEL**
L	**ALIEN/HOSTILE COUNTRY**
X	**USMC ADMIN UNIQUE (MEDREP/Criteria Wvr's)**
Y	**NOT APPLICABLE**

SECOND DIGIT – Description of Waiver

IF FIRST DIGIT	SECOND DIGIT	
A	Y	NOT APPLICABLE
B	A	MILTARY SPOUSE
	B	DEPENDENTS

IF FIRST DIGIT	SECOND DIGIT	
C	Y	NOT APPLICABLE
D	A	MINOR TRAFFIC OFFENSES
	B	SERIOUS TRAFFIC OFFENSES
	C	MINOR NON-TRAFFIC OFFENSES
	D	SERIOUS OFFENSES
	E	FELONY OFFENSE(S) AS ADULT
	F	FELONY OFFENSE(S) AS JUVENILE
E	A	REENLISTMENT (RE CODES)
	B	RANK/PAY GRADE
	C	LOST TIME
	D	EXISTING CONDITION (EPTE)
	E	MOS REQUIREMENTS
	Y	NOT APPLICABLE
F	A	ALCOHOL USE
	B	MARIJUANA USE
	C	OTHER DRUG USE (NOT MARIJUANA)
	D	DRUG/ALCOHOL POSTIVE TEST (DAT)
H	A	HEIGHT WAIVER
	B	WEIGHT/BODY FAT PERCENTAGE WAIVER
	C	MEDICAL WAIVER(BUMED) W/ICD9 CODE
J	Y	NOT APPLICABLE
K	Y	NOT APPLICABLE
L	Y	NOT APPLICBALE
X	X	MEDREP PROGRAM (NOTE 3)
	Y	NOT APPLICABLE
Y	Y	NOT APPLICABLE

SECOND DIGIT – MEDREP used as additional waiver for **XXE/XPE:**
(MEDREP XXE, INGROWN TOENAIL XPE)

A	**Pilonidal cyst/pilonidal sinus**
B	**Hemorrhoids**
C	**Undescended testicle, unilateral**
D	**Varicocele**
E	**Hydrocele**
F	**Inguinal hernia, unilateral**
G	**Under weight by not more than 10%**
H	**Undescended testicle and inguinal hernia, same side**
I	**Inguinal hernia and varicocele/ hydrocele, same side**
J	**Simple goiter**
K	**Deviated nasal septum with airway obstruction**
L	**External Otitis**
M	**Hyperdactilia (hands and feet)**
N	**Cystic acne, likely to benefit from antibiotic/Accutane therapy**
O	**Gynecomastia, simple - not Associated with or a result of Endocrinopathy**
P	**Ingrown toenail(s)**
Q	**Orthopedic hardware requiring removal to meet military entrance standards (requires radiographic evidence of firm body union).**

R	**Phimosis - when circumcision is required for hygiene**
S	**Hypertrophic tonsils and adenoids with airway obstruction**
T	**Nasal polyps with airway obstruction**
U	**Abdominal wall hernias-only primary hernias, no incisional hernias**
Y	**Not applicable**

THIRD DIGIT - Approval Waiver level authority (note 2)

B	**COMMANDING GENERAL, MARINE CORPS RECRUITING COMMAND**
C	**COMMANDING GENERAL, RECRUITING REGION**
D	**COMMANDING OFFICER, MARINE CORPS DISTRICT**
E	**COMMANDING OFFICER, MARINE CORPS RECRUITING STATION**
Y	**NOT APPLICABLE**

NOTE 1: All waiver codes must be entered and will reflect up to **SIX (6)** categories of waivers granted, as needed.

NOTE 2: Although the disqualification granted by the highest level approval authority dictates the appropriate enlistment decision level, each waiver code must reflect the applicable approval level.

Example: Applicant requires waiver of (MREP), for Cystic Acne treated with Accutane, adult felony, and pre-service marijunana use disqualifications. **Enter in block 17g – "XXB"XNB"DEC"FBE"**. This reflects enlistment approved by CG, MCRC (**XXB/XNB**), Commanding General, Marine Corps Recruiting Region (**DEC**) and Commanding Officer Marine Corps Recruiting Station (**FBE**). Waiver codes should be listed in highest to lowest order in block 17G (1) through (6) as applicable. If no waiver required enter **"YYY"** in block 17g (1), and 17g (2) through (6) can be blank.

NOTE 3: MEDREP waivers will be recorded as two waivers, one to designate **MEDREP "XXE"** and the second to identify the medical prohibition type of MEDREP waiver "**XNB**".

17h PAY GRADE — Enter: Pay grade enlisting for i.e **E01**

18 **ACCESSION DATA**

18a ENLISTMENT DATE — Enter: **YYYYMMDD** format.

18b ACTIVE DUTY — Enter: **YYYYMMDD** format. Compute as follows: Include all periods of active federal military service in commissioned, warrant, flight officer, or enlisted status. If there is no break in active duty from the date of original entry on such duty, ADSD is the date of original entry on active duty. If there is a break in active duty, ADSD is later than the date of original entry by a period equivalent to the break (or breaks). In computing, include all periods of active duty for training as verified by the applicant's DD Forms 214/215 or DD 368. For periods of 30-days or less, count the actual number of days.

SERVICE DATES	**TIME**	**SERVICE PERFORMED**
15 Jul 87 - 14 Jul 91	4 yrs	Served in Active Component USMC
15 Jul 91 - 14 Jul 93	0 yrs	Served in Reserve Component USMC (no active duty for training tour credit)
10 Sep 94 - 09 Sep 00	4 months 12 days	Served in Reserve Air National Guard; during this period served 132-days on active duty for training

CALCULATION

15 Jan 00	00 01 15	Date of current enlistment
	- 4 4 12	- Total active duty time
03 Sep 95	95 09 03	Active Duty Service Date

18c PAY ENTRY DATE

Enter: **YYYYMMDD** format. Using the example shown for item 18b above, the PEBD is computed as follows:

```
04 00 00
02 00 00

+06 00 00
12  00 00
```

Include initial enlistment period of 4 years. Service in SMCR from Jul 91 -Jul 93, Service in Air National Guard Sep 94 to - Sep 80 = TOTAL Service 12 00 00 for pay purposes

```
15 Jan 00    00 01 15    Date of current enlistment
            -12 00 00    Total service for pay
             78 01 15    Pay Entry Base Date (PEBD)
```

18d TOE Enter:

Appropriate term of enlistment for applicants enlisting into the Regular Component, e.g.,**2***,**3, 4, or 5.** For applicants with enlistment incentive programs, the TOE must match the program's required TOE. *** Two year TOE is used for National Call to Service (NCS) program applicants, actual EAS will be adjusted upon completion of MOS School**. Enter: For applicants enlisting into the Reserve Component (SMCR), use the following TOEs:

Component Code	**TOE**
K-4	6
B-5	5
K-9	4
K-8	3

18e WAIVER

Enter: Appropriate three (3) digit waiver codes, for the waivers which authorized the accession onto active duty or active duty for training for SMCR. Do not carry forward waivers from block 17g, record only those waivers granted while in DEP, or awaiting IADT for SMCR. Record the **six (6) highest waivers** from the highest level waiver to lowest that were needed to access the member onto active duty/active duty for training.

18f PAY GRADE

Enter: Enlistment pay grade as follows: i.e. **E01 E02 E03 E04 E05 E06**

18g	DATE OF GRADE	Enter: **YYYYMMDD** format. Compute pay grade in accordance with current Marine Corps Orders.
18h	ES	Enter: "**0**" if enlisted and shipped directly onto active duty without entering the DEP. Enter: "**1**" if applicant enlisted into the DEP or SMCR with a delay, and is shipping onto active duty or active duty for training.
18i	YRS/HIGHEST GR	Enter: Highest Grade/Education Code. (**Refer to pages C-8 through C-14**)
18j	RECRUITER IDENTIFICATION	Enter: Same as for item 17d.
18k	PROGRAM(s) ENLISTED FOR	Enter: Assigned Incentive Program. "PEF Code(s)" from MCO 1130.53 series. (i.e. **UT** or **UH59)**
18l	T-E MOS/AFS	Enter: Either **9900 or 9971.**
18m	PMOS/AFS	Enter: When the enlistee's orders specify the MOS, complete as directed. Reservist's will always have an MOS. Enter approved MOS by MCRC for reenlistment applicants.
18n	YOUTH	Enter: Three digit code as follows:

FIRST DIGIT

A	JROTC
B	ROTC
X	Other
Y	Not applicable

SECOND DIGIT

A	Department of Army
F	Department of the Air Force
M	United States Marine Corps
N	Department of the Navy
Y	Not applicable

THIRD DIGIT

0-9	Number of years in program
Y	Not applicable

18o	OA	Enter: "**YY**" in all cases. (Options Analysis code)
18p	TRANSFER TO (UIC)	Enter: Three character code as set forth in the current edition of MCO P1080.20. For USMCR (K-4, K-8, K-9, or B-5), use MCC of MARFORRES active duty site commander.

19 SERVICE REQUIRED CODES (Codes contained in MCO 1080.2)

Sub-Block(s)	Enter	Code	Reference/Description
1-2	COMPONET CODE	**11**	Regular USMC only
		KA	Reserve prior service non-obligor serving in an SMCR unit.
		K4	Reserve (SMCR) non-prior service (NPS) obligor enlistee (six years duty in SMCR plus two years in IRR.)
		K5	Regular USMC enlisting into the DEP.
		K8	Reserve (SMCR) NPS obligor enlistee (three yrs SMCR + five yrs IRR).
		K9	Reserve (SMCR) NPS obligor enlistee four yrs SMCR + four yrs IRR)
		B5	Reserve (SMCR) NPS obligor enlistee (five yrs SMCR + three yrs IRR).
3-5	MCC OF THE RS CREDITED WITH ENLSITMENT		i.e. **932**
6-10	RUC OF SMCR UNIT RECRUITED FOR		**Note: (SMCR enlistments only)**
11-14	SOURCE OF ENTRY CODE		**HAAA for reserves** **AAAA for regulars**
15-17	PROJECTED EDUCATIONAL CODE		Educational code expected upon commencement of active duty. (Pages C-8 to C-14)
18-20	TERM OF IADT		Three digits: i.e **092** or **139** expressed in days.**(Reserve only)**

21-23	MCC OF THE MEPS	Three character Code i.e. **M00**
25-47	TEST SCORE DATA	Completed by the MEPS Liaison NCO from MIRS data or from the MEPCOM 680-3 A-E. The data, for information purposes, will reflect the following: 25-27 **GT** 29-31 **EL** 33-35 **CL** 37-39 **MM** 41-43 **DLAB** 45-47 **EDPT** 48-50 **ARC/APT** 51-53 **EDT**

55-59 **Term of Enlistment**: i.e. Enter as: **TOE=3/4/5** (Specify for Regulars Enlisting into the DEP Only)

60-80 (Reserved for future use)

81-110 (Reserved for future use)

111-140 (Reserved for future use)

BLOCK 19a **DD 1966/1 ADP DEP/ACCESSION RECORD** (COMPLETED BY MEPS PERSONNEL ONLY)

20	NAME	Enter: Same name as shown in item 2.
21	SOCIAL SECURITY NUMBER	Enter: Same data as shown in item 1.

SECTION III - OTHER PERSONAL DATA

22a	EDUCATION	Enter: Dates attended, name, and location of all high schools and higher level educational institutions attended. Do not list elementary schools unless elementary school was the last school attended. If still attending school, enter the word "Present" in the "To" column.

NOTE: Applicants will have to provide documentation of the highest educational level completed (see item 14).

23	MARITAL/DEPENDENCY STATUS AND FAMILY DATA	Self-explanatory Applicants initials.
24	PREVIOUS MILITARY SERVICE OR EMPLOYMENT WITH THE US GOVERNMENT	Self-explanatory Applicants initials.
25	ABILITY TO PERFORM MILITARY DUTIES	Self-explanatory Applicants initials.
26	DRUG USE AND ABUSE	**Applicants DO NOT initial this item. Instead annotate "Refer to DASF"**

SECTION IV - CERTIFICATION

27	NAME	Enter: Same name as shown in item 2.
28	SOCIAL SECURITY NUMBER	Enter: Same data as shown in item 1.
29	CERTIFICATION OF APPLICANT	THE APPLICANT'S SIGNATURE IN BLOCK 29C MUST BE WITNESSED BY THEIR RECRUITER. THE APPLICANT WILL NOT SIGN THIS ITEM UNTIL THEY HAVE COMPLETED ALL REQUIRED ITEMS AND ARE IN THE PRESENCE OF THEIR RECRUITER.
30	DATA VERIFICATION BY RECRUITER	This item will be completed by the recruiter involved in completing the Record of Military Processing, DD1966.
31	CERTIFICATION OF WITNESS	This item will be completed by the recruiter involved in completing the Record of Military Processing, DD1966.
32	SPECIFIC OPTION/ PROGRAM ENLISTED FOR, MILITARY SKILL, OR ASSIGNMENT TO A GEOGRAPHICAL AREA GUARANTEES	Applicant will initial item **32c**. Be sure the applicant fully understands all entries in item **32a** and has carefully read item **32b**. The Statement of Understanding (SOU) for the applicant's program must match item **32a**.
33	CERTIFICATION OF RECRUITER OR ACCEPTOR	This item will be completed by the MEPS LNCO of Record.

SECTION V - RECERTIFICATION

34	RECERTIFICATION BY APPLICANT AND CORRECTION OF DATA AT THE TIME ACTIVE DUTY ENTRY	This item will reflect any changes or corrections prior to entry on active duty. It also serves as a re-certification that all entries on the form are correct. The applicant will sign item 34d.(1) in the presence of a witness. The witness will sign item 34.e(1).
35	NAME	Enter: Same name as shown in item 2.
36	SOCIAL SECURITY NUMBER	Enter: Same data as shown in item 1.

SECTION VI - REMARKS

Use this item for continuation of other items. When used as a continuation, specify item number continued, i.e. Block 22 con't: _____. This Remarks Section is also used as directed by Recruiting Station (RS), Marine Corps District (MCD), Region, or MCRC policy guidance.

SECTION VII-STATEMENT OF NAME FOR OFFICIAL MILITARY RECORDS

This section may not be used by aliens, to change their name. An aliens' enlistment name and military record **must match** Bureau of Customs and Immigration Service (BCIS) records.

37 NAME CHANGE

37a	Self-explanatory
37b	Self-explanatory
37c	Self-explanatory
37d(1) & (2)	Self-explanatory
37e(1), (2) & (3)	Self-explanatory

38	NAME	Enter: Same name as shown in item 2.
39	SOCIAL SECURITY NUMBER	Enter: Same data as shown in item 1.

SECTION VIII - PARENTAL/GUARDIAN CONSENT FOR ENLISTMENT

40	PARENT/GUARDIAN STATEMENTS	Complete only for all unmarried 17-year old applicants prior to MEPS medical or enlistment processing. No amendment or strikeouts of wording ("I/we, his/her, etc.") is required. Both parents/guardians will sign the appropriate block and have each signature notarized or witnessed by an officer, non-commissioned officer, or government officials acting in their official capacity. If parents are separated or divorced, consent of the parent or legal guardian having legal custody of the applicant is acceptable, provided a copy of the court order or adoption papers awarding custody is certified by recruiting personnel.

NOTE: THE APPLICANT'S SIGNATURE IN BLOCK 39d(1) MUST BE WITNESSED BY THE RECRUITER, RECRUITING OFFICIAL OR A NOTARY PUBLIC.

41	VERIFICATION OF SINGLE PARENT	When both parents do not sign, copies of court orders or decrees which explain and substantiate the status of the non-signing parent(s) must accompany the application. In cases in which one parent has abandoned the family or is absolutely unavailable for signature, but no formal proof exists, a statement will be made by the remaining parent confirming sole custody and assuming full responsibility for the enlistment in Section VI - REMARKS of the DD1966/4. When one parent is deceased, consent of the surviving parent is acceptable, providing a death certificate attesting to the fact that the other parent is deceased, is provided.

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APPENDIX D

INSTRUCTIONS FOR COMPLETION OF ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4, JANUARY 2001 EDITION)

1. Scope of Instructions

a. The DD Form 4 is the basic document establishing a legal contract between the United States Government and the enlisted member of the Armed Forces. This document is used for all original enlistment and reenlistments (immediate, continuous, or broken) in the Marine Corps or Marine Corps Reserve. The instructions contained herein apply to the preparation and distribution of the DD Form 4 for original enlistments in the Marine Corps and Marine Corps Reserve, and reenlistments (broken and continuous) in the Marine Corps.

b. Each Marine Corps recruiting station and/or Military Entrance Processing Station is responsible for original enlistments and reenlistments as a result of continuous or broken service into the Regular Marine Corps, and original enlistments into the Reserve component.

c. Reserve units are responsible for reenlistments as a result of continuous or broken service into the Reserve Component. For these purposes, Marine Corps Reserve units are guided by MCO P1040R.35 series (Marine Corps Reserve Career Planning Guide).

2. General Instructions

a. Use either a natural or all-capitalization format in preparing the form (examples shown below use the all-capitalization format). Do not mix formats during preparation. Type the document using a ribbon which will produce black impressions capable of rendering each page of the document suitable for reproduction by photographic or other duplicating process. Ensure all copies are legible. All signatures and initials are required on the original only (removal of the carbons is required prior to signature and required initials). Use black ink for signatures and initials. Take special care to ensure that required items are correctly completed without strike-overs. The applicant concerned and the enlisting officer will initial any erasures or corrections on all copies of the document. Erasures or corrections to item 5 - "DATE OF ENLISTMENT/REENLISTMENT," item 8 - (service period of enlistment and pay grade), or any item(s) in Sections D - "CERTIFICATION AND ACCEPTANCE" and E - "CONFIRMATION OF ENLISTMENT OR REENLISTMENT," are prohibited. **Errors in these items will necessitate a complete re-type of the document.**

b. Correct errors, discovered after the enlistment or reenlistment has been effected and the enlistee/reenlistee has departed the MEPS or effecting activity, per the instructions contained in paragraph 5000.7b of MCO P1070.12 (IRAM). See also paragraph 4304, and table 4-3 on page 4-71 of this manual.

c. Prior to signing the completed form, the service representative who accepts an applicant for enlistment or reenlistment will verify typed entries for correctness and explain all applicable parts of the document to the applicant.

d. Enter **all** dates on the DD Form 4 in year, month and day format. For example: **7 July 2003** will be entered as **20030707**.

3. Detailed Instructions

a. SECTION A - ENLISTEE/REENLISTEE IDENTIFICATION DATA

(1) Item 1 - NAME. Enter full last name (including compound name, if applicable), first name, middle name(s), and any suffixes, such as Jr., Sr., III, etc. If the enlistee was given an initial or initials rather than a first and/or middle name, enter such initial or initials. If there is no middle name or initial, make no entry for the middle name. Do not use punctuation of any sort, including apostrophes, periods, or hyphens. Spaces will not be inserted between sections of compound names, nor used as a substitute for apostrophes or hyphens. For example:

STYKA MICHAEL JOHN
HART A J
CLICK R LARRY
BAILEY JOHN M

NOTE 1: Applicants who use apostrophes, hyphens, or spaces between letters in their names will not have these grammatical provisions reflected as a part of their official name on military records.

NOTE 2: If, through court action, an applicant has changed their name from that shown on the birth certificate, record the birth name in item 8b "Remarks." If the preferred enlistment name (item 1) is not the same as that on the birth certificate and has not been changed by the legal procedures prescribed by the state law, ensure that item 39 of the DD Form 1966 is completed. In either case, whatever name an applicant chooses, that name must match the applicant's name as shown on their social security card (the card, however, may reflect either a middle initial or a full middle name).

NOTE 3: Except in the case of court action (e.g., marriage), once an applicant has enlisted into the DEP or the SMCR awaiting IADT, they will not be permitted to change their name prior to completion of recruit training. This name will be used on all enlistment documents as it appears in item 1 of the DD Form 4.

(2) Item 2 - SOCIAL SECURITY NUMBER. Enter the applicant's SSN. Separate divisions with a hyphen. For example: **111-22-3333**.

NOTE 1: Applicants without a valid SSN are ineligible for enlistment in the Marine Corps or Marine Corps Reserve.

NOTE 2: The enlistee's SSN will be entered throughout the form as it appears in items 1 and 2.

(3) Item 3 - HOME OF RECORD. Enter the street, city, state and zip code claimed by the individual as their legal residence/home of record. For example: **11101 Williamsburg Court**
Fredericksburg VA 22407

(4) Item 4 - PLACE OF ENLISTMENT/REENLISTMENT. "X" out the word "ENLISTMENT" or "REENLISTMENT", as appropriate. Enter the organization, city, and state of the enlisting/reenlisting activity. Abbreviations may be used. For example: **MEPS BUFFALO NY**

(5) Item 5 - DATE OF ENLISTMENT/REENLISTMENT. "X" out the word "ENLISTMENT" or "REENLISTMENT", as appropriate. Enter the effective date (the commencement date of the contract) in **YYYYMMDD** format.

(6) Item 6 - DATE OF BIRTH. Enter in **YYYYMMDD** format.

(7) Item 7 - PREV MIL SVC UPON ENL/REENLIST. Enter, in the spaces provided, total active military service and total inactive military service (to include time in the DEP) completed at the time of the enlistment/reenlistment. Enter year, month and day totals in two positions each. Precede singular digits with a "0." If the applicant has no prior military service, enter "00" for year, month and day. Complete all blocks. If claimed, credit for previous military service must be substantiated by the enlistee. **"X" out the abbreviation "ENL" or "REENLIST," as appropriate.**

b. SECTION B - AGREEMENTS

(1) Item 8. Immediately following the words "I am," "X" out the word "enlisting" or "reenlisting," as appropriate. In the space provided, enter:

(a) **"MARINE CORPS" (for Immediate Enlistment (No DEP), or Reenlistments in the Regular Marine Corps (DEP is not authorized), or**

(b) **"MARINE CORPS RESERVE," for all Regular Enlistments into the Delayed Enlistment Program (DEP), and all Reserve Enlistments into the Selected Marine Corps Reserve (SMCR)**.

(c) Enter the Arabic number of years of:

1 "**8**" years - all non-prior service Regular enlistments in the Marine Corps Delayed Enlistment Program (DEP), and all non-prior service Reserve enlistments into the Selected Marine Corps Reserve (SMCR), or

2 "**3**", "**4**" or "**5**" - all immediate enlistments (no DEP) into the regular Marine Corps or reenlistments into the Marine Corps (DEP not authorized).

Note: Weeks are not used for enlistments or reenlistments in the USMC/USMCR, enter "**00**" in this space.

(d) Enter the pay grade in which enlisting/ reenlisting in the space provided as follows:

1 "**E-1"** for Marine Corps or Marine Corps Reserve, or

2 "**E-2**" for those appointed to PFC in accordance with Table 4-2, *APPOINTMENT TO A GRADE OTHER THAN PRIVATE UPON ENLISTMENT,* or

3 "**E-3, E-4, E-5**" etc., as directed by MCRC/MMEA in the case of reenlistments/augmentations.

(e) In the lined space ending with the words; "Section C and Annex(es)", enter the following:

1 **Annex "A"**. For the ***Marine Corps Drug SOU,*** for all Marine Corps non prior service enlistments, and Prior Service Enlistment Program (PSEP) reenlistments/augmentations, and

2 **Annex "B"**. For reg ular enlistment Program Enlisted For (PEF) Statement of Understanding (SOU), Reserve SOU, i.e. ROEP or IIADT, or PSEP SOU.

(2) Item 8a. **FOR ENLISTMENT INTO THE DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):** Enter the date the individual will commence active duty as, **YYYYMMDD**. Enter "Marine Corps" in the space provided for the branch of service. Enter the actual number of years, i.e. "**3, 4 or 5**", for which the individual is enlisting in the Regular component when discharged from the DEP.

NOTE 1: Weeks are not used. Leave this space blank.

(3) Item 8b. REMARKS: Always enter **"NONE."**

(4) Item 8c. All enlistees/reenlistees will initial in the space provided. Initials will appear on the original document only. Immediately following the words **"Initials of," "X" out the word "Enlistee" or "Reenlistee", as appropriate.**

c. SECTION C - PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

(1) All enlistees/reenlistees will read items 9, 10, 11.

(2) All male enlistees/reenlistees will read item 12.

(3) Make no annotations in this section.

d. SECTION D - CERTIFICATION AND ACCEPTANCE

(1) Item 13a. If not otherwise recorded in the attached annexes, record any promises made as inducements to enlist/ reenlist. If there were none, the applicant will "X" the "NONE" block and initial in the space provided. "X" out the word "enlistee" or "reenlistee", as appropriate.

(2) Items 13b and 13c - SIGNATURE OF ENLISTEE/REENLISTEE and DATE SIGNED. Immediately following the words "SIGNATURE OF," "x" out the word "ENLISTEE" or "REENLISTEE," as appropriate. The applicant will sign full name. Enter the date in year, month and day format on the original document only. The date in items 13c and 14f must agree.

(3) Service Representative Certification

(a) Item 14a. In the space provided, enter **"MARINE CORPS" or "MARINE CORPS RESERVE**," as appropriate.

(b) Items 14b - 14g. In the appropriate blocks, enter the name in last name, first name and middle initial sequence, pay grade (for example: E-8), unit/command name, date signed and unit/command address of the service representative accepting the applicant for enlistment/reenlistment. The date in items 13c and 14f must agree.

(c) Item 14e - SIGNATURE. Prior to signing, the service representative (identified in item 14b) will verify correctness of entries and explain all applicable paragraphs of the document to the applicant. The representative will sign in first name, middle initial and last name sequence (initials and last name are acceptable) on the original document only.

e. SECTION E - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

(1) Item 15. Immediately following the letter "I," in the space provided, type the enlistee's full first, middle and last name, and any suffix. Do not use punctuation of any sort, including periods or dashes. For enlistees electing to affirm their oath of enlistment, strike out the words "swear or" in the body of the oath and the words "So help me God" at the end of the oath. The official who reads, and the enlistee who repeats, the oath will omit the stricken words.

(2) Item 16. No entry required. Leave Blank.

(3) Item 17. No entry required. Leave Blank.

(4) Items 18a and 18b - SIGNATURE OF ENLISTEE/REENLISTEE and DATE SIGNED. "X" out the word "ENLISTEE" or "REENLISTEE," as appropriate. The applicant will sign full name. Enter the date in year, month and day format on the original document only. The date in items 18b and 19f must agree.

(5) Item 19a. Words stricken from the applicant's oath (item 15) should also be stricken from the officer's certification in this block.

(6) Items 19b - 19g. In the appropriate blocks, enter the name of the officer who administered the oath (in last name, first name and middle initial sequence), pay grade (for example: 0-5), unit/command name, date signed (in year, month and day format), and unit/command address. This officer will sign in first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only. The date in items 18b and 19f must agree.

NOTE 1: No further entries are required for those enlisting in the Marine Corps Reserve.

f. At the top of page 4/3 of the form, enter the enlistee's last, first and middle name (or initial). If, through court action (e.g., marriage), this name differs from the name given on the date the individual enlisted into the DEP (or SMCR awaiting IADT), ensure that this new name is corrected throughout all enlistment documents and that appropriate remarks are made (see also item 1, note 2).

g. SECTION F - DISCHARGE FROM DELAYED ENTRY/ENLISTMENT PROGRAM

(1) Item 20a. In the space provided for the branch of service, enter "MARINE CORPS." Enter the appropriate Arabic number in the space provided for the number of years, i.e. "**3, 4** or **5**". See note 2, below, for instructions regarding that portion pertaining to enlistment options.

NOTE 1: Weeks are not used in USMC enlistments. Leave space blank.

NOTE 2: If enlistment options or programs have changed since original enlistment into the DEP, enter in the first space for "Annex(es)," the new annex(es) labeled in proceeding succession, i.e. “C”, or “D” etc, as applicable for regular enlistments. In the second space for "Annex," enter the original annex "B", which was replaced/superceded by the new annex. Although the old annex(es) are superseded, they will be marked 'VOID" not be detached from this form. New annex(es), if applicable, will be added. If there are no change(s) to enlistment options, enter "N/A" in both spaces.

(2) Items 20b and 20c - SIGNATURE OF DELAYED ENTRY/ENLISTMENT PROGRAM ENLISTEE and DATE SIGNED. At the time of enlistment into the Regular component, the delayed enlistee will sign full name. Enter the date in YYYYMMDD format on the original document only.

h. SECTION G - APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE

(1) Item 21a. In the space provided for branch of service, enter "MARINE CORPS." Enter the appropriate pay grade in the space provided (for example: E-1, E-2.)

(2) Items 21b - 21g. In the appropriate blocks, enter the name in last name, first name and middle initial sequence, pay grade (for example: E-8), unit/command name, date signed, and unit/command address of the service representative accepting the enlistee's application.

(3) Item 21e - SIGNATURE. Prior to signing, the service representative (identified in item 21b) will verify correctness of entries and explain all applicable paragraphs of the document to the applicant. The representative will sign in first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only.

NOTE 1: If individual whose name is typed in Item 21b does not sign personally (i.e. 2 MEPS LNCOs), individual authorized to sign will add the word "for" in front of typed name in Item 21b, and show their rank following the signature.

i. SECTION H - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

(1) Item 22a. Immediately following the letter "I," in the space provided, type the enlistee's full first, middle and last name, and any suffix. Do not use punctuation of any sort, including periods or dashes. For enlistees who elect to affirm their oath rather than swear to it, strike out the words "swear or" in the body of the oath and the words "So help me God" at the end of the oath. The official who reads, and the enlistee who repeats, the oath will omit the stricken words.

(2) Items 22b and 22c - SIGNATURE OF ENLISTEE/REENLISTEE and DATE SIGNED. "X" out the word "REENLISTEE." The enlistee will sign full name. Enter the date in year, month and day format on the original document only. The date in items 22c and 23f must agree.

(3) Item 23a. Words stricken from the oath (item 22a) should also be stricken from the officer certification in this block.

(4) Items 23b - 23g. In the appropriate blocks, enter the name of the officer who administered the oath (in last name, first name and middle initial sequence), pay grade (for example: 0-5), unit/command name, date signed (in year, month and day format) and unit/command address. This officer will sign in first name, middle initial and last name sequence (initials and last name are acceptable) on the original document only. The date in items 23f and 22c must agree.

4. Disposition Instructions. The original DD Form 4 and all required copies, with all annex(es) thereof, will be distributed as specified in table 4-3 of this manual.

APPENDIX E

INSTRUCTIONS FOR COMPLETION OF
RECORD OF EMERGENCY DATA
(DD FORM 93, AUGUST 1998 EDITION)

The Record of Emergency Data (RED) is used by all services for casualty notification and for certain beneficiary designations. The RED is an extremely important form, and accuracy in preparation is paramount.

1. For the Marine Corps, the DD Form 93 will be used for all accessions (enlistments and reenlistments, Reserve and Regular) that process through MEPS.

2. MEPS personnel will prepare the form in accordance with the instructions on the form and the following:

a. Item 3b - REPORTING UNIT CODE DUTY STATION. Enter "**MCC 016" for enlistees accessing to Marine Corps Recruit Depot, Parris Island, South Carolina, and "MCC 017" for enlistees accessing to Marine Corps Recruit Depot, San Diego, California.** For enlistees/reenlistees otherwise assigned, see the current edition of MCO P1080.20 for other command MCCs. Transfer to code, is also annotated on DD Form 1966/1, Block 18.p.

b. Item 12a - SGLI. **Do not complete.**

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APPENDIX F

MOBILIZATION

1. Purpose. This appendix establishes general concepts, assumptions and responsibilities, as well as a general plan of execution to manage the flow of both volunteers and inductees into the Marine Corps upon mobilization (activation of the draft), in coordination with the activities of the Selective Service System (SSS).

2. Concept. The concept is to manage the flow of volunteers to allow for a maximum enlistment of inductees. Mobilization establishes a priority to inductees over volunteers. Volunteers are defined as members of the Delayed Entry Program and untrained members of the Reserve Component.

a. Mobilization (M+1 to M+76), the services will accelerate the processing of members of the Delayed Entry Program and untrained members of the Reserve Component awaiting initial active duty for training. Each service will provide personnel to augment the MEPS staff by M+72. Augmenting the MEPS staff will be fair-shared based on percentage of inductees for the services. M+86 the MEPS will begin to qualify SSS registrants for induction. MEPS will begin 18 hours per day/six (6) days per week operations. M+193 MEPS will begin shipping inductees to the reception/training sites. By M+210 process and access 100,000 inductees/enlistees for service. During mobilization MEPCOM is not required to perform Student Testing, and MEPS Special Tests. Also Drug/Alcohol/HIV Testing may be suspended at the option of the Secretary of Defense. Processing volunteers, will continue during mobilization but at a lower priority and slower processing schedule. The priority will be inductees.

b. The MCRC will determine and provide requirements at least 16 days in advance so that MEPCOM can modify requirements in time to preclude processing overflows or shortfalls. The DEP contribution will vary depending on the size of the DEP at the time of mobilization and according to the percentage of the pool not in school.

3. Assumptions. The following assumptions will be used in developing plans for processing volunteers and inductees at mobilization.

a. That the Congress will pass legislation re-instituting the draft, effective M-Day.

(1) Authority will not be granted for the induction of women.

(2) MEPS will not classify/examine registrants prior to M-Day.

(3) Personnel "stop loss" actions will be in effect on M-Day (no resignations, no EAS separations, no retirements, etc.).

b. That the SSS will be able to provide the first inductee for processing by M+86, and will, thereafter, continue to provide sufficient inductees to keep the MEPS filled to capacity. Maximum load for USMEPCOM is 18,000 registrant/applicants per day. Individual MEPS capacities will be determined after M-Day.

(1) Marine Corps recruiting service personnel will augment SSS area offices on M+72 Day.

(2) DoD will continue to support a joint MEPCOM-SSS Computer Center.

c. That the MEPS will provide a sufficient flow of accessions to keep training bases filled to wartime capacity.

(1) The MEPS will operate 7 days a week. Volunteers and inductees will be processed 6 days a week.

(2) The MEPS will process inductees, volunteers from civilian status, untrained Reserves, and DEP personnel. All pre-trained Marine Corps personnel (e.g., IRR Standby Reserve and retired personnel) will be processed under the direction of the CMC (M&RA), as appropriate.

d. That the SSS will be activated during FULL mobilization.

e. That SSS registrants will not be permitted to enlist in the Marine Corps after receipt of their induction orders. However, their enlistments will be permitted if they volunteer prior to receipt of their induction orders.

f. That the Assistant Secretary of Defense (MI&L) will reserve the option to centrally control the distribution of personnel assigned each service if one or more of the services do not receive an adequate number of personnel at the quality levels required.

g. That inductee ceilings on AFQT categories (I, II, III and IV) will be established by DoD; these ceilings may differ from voluntary enlistments. Minimum AFQT for induction is 16.

4. Execution. The Marine Corps will continue to seek those individuals who desire to voluntarily enlist or accept a commission into the Marine Corps during early stages of mobilization (through M+85), and thereafter, if deemed appropriate.

a. General

(1) Pre-mobilization. Personnel procurement will be governed by current, policies and directives through normal channels.

(2) Selective Mobilization. Same as paragraph 4a(1) above.

(3) Partial Mobilization. Normal recruiting procedures will be followed for approximately the first 90 days after partial mobilization. During that period, the Marine Corps will provide 405 of its retirees, who have been pre-assigned, to the Joint Augmentation Units (JAU) and to the MEPS to assist with the increased volume of accessions anticipated. Beyond the initial phase, recruiting actions will be dependent upon whether or not the SSS is activated. If the SSS is activated, Marine Corps will provide a total of 204 recruiters to administer the SSS for the first 45 days of its functioning.

(4) Full Mobilization. During FULL mobilization, process inductees in accordance with the current edition of MCO P1100.75. As in a PARTIAL mobilization, the Marine Corps will help man the SSS and the MEPS.

b. Volunteer Enlistments

(1) Enlistments and reenlistments in the Marine Corps and Marine Corps Reserve will continue as set forth in current directives.

(2) Activities reenlisting prior service Marines will report such accessions in accordance with the instructions contained in the current edition of MCO P1080.35 (MCTFSPRIM).

(3) Mental and physical standards for entrance into the Marine Corps will include:

(a) Mental qualifications as prescribed in this manual and in the MCBul 1100 series.

(b) Physical requirements as prescribed in the USMEPCOM Regulations.

c. Selected Marine Corps Reserve (SMCR) Enlistments. During periods of "partial mobilization," voluntary enlistments in the SMCR will continue only for those units not mobilized. Initial skill training for SMCR volunteers will necessitate that units be allowed to enlist personnel above the level of their wartime authorized strengths.

d. Delayed Entry Program (DEP). For the first 72 days after M-Day, the Marine Corps will recruit volunteers for enlistment. The DEP will be limited to the current month plus two months beyond. At no time may enlistments be delayed beyond the stated 90-day input requirement.

e. Female Volunteers. Women will be allowed to volunteer and will be called from the DEP provided that their accession processing and training does not delay that of men who are needed for essential combat skills.

f. Accession of Personnel Without a Social Security Number (SSN). No person will be processed for the Marine Corps without a Social Security Number. MEPCOM and MCRISS provisions prevent the processing of individuals who do not have an SSN.

g. Recruiting Force Size. Within the first 90 days, the size of the recruiting force will be adjusted as necessary to meet recruiting needs consistent with applicable DoD directives.

(1) Recruiting Command personnel identified as excess may be subject to reassignment on M-Day as directed by the CMC (MM). Identification of these personnel will be accomplished by the GC, MCRC prior to M-Day.

(2) Remaining recruiting command personnel will be assigned throughout the Marine Corps districts to provide maximum exposure to the known, most lucrative markets.

(3) Remaining Recruiting Command personnel will not be issued permanent change of station orders (PSCO) except in extreme circumstances.

(4) Certain Marine Corps recruiting command facilities will be turned over to the SSS on M-Day in accordance with DoD memoranda.

5. Responsibility. The CG, MCRC will allocate 204 recruiting personnel as follows:

a. Commanding General, Eastern Recruiting Region. Coordinate and supervise the pre-assignment of 49% of MCRC allotted recruiting personnel to the SSS on M-Day to perform duties as directed for a period of about 120 days.

b. Commanding General, Western Recruiting Region. Coordinate and supervise the pre-assignment of 51% of MCRC allotted recruiting personnel to the SSS on M-Day to perform duties as directed for a period of about 120 days.

APPENDIX G
MPPM FROST CALLS

1. Marine Corps Recruiting Command issued Frost Calls that pertain to this manual will be filed under this appendix in order of their sequence numbers as **"reference material matter only"**. Frost Calls not pertaining to this manual, MCO P1100.72 Military Personnel Procurement Manual (Short Title MPPM) will not be filed in this section.

MPPM ENLPROC
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