UNITED STATES MARINE CORPS
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

IN REPLY REFER TO:
MCO 1040R.10L
MCRC (ON/E)

MARINE CORPS ORDER 1040R.10L

From: Commandant of the Marine Corps
To: Distribution List

Subj: SELECTED MARINE CORPS RESERVE ENLISTED COMMISSIONING PROGRAM (RECP)

Ref: (a) MCO P1100.73B
(b) MCO P1300.8R
(c) MCO P6100.12
(d) ManMed, Chap. 15 (NOTAL)
(e) SECNAVINST 5510.30A (NOTAL)
(f) MCO 7220R.38C
(g) DODPM (NOTAL)
(h) MCO P1070.12K
(i) MCO P1020.34G
(j) MCO P1751.3E

Encl: (1) Sample Application Cover Letter
(2) RECP Application Form
(3) Academic Certification for the Selected Marine Corps Reserve Enlisted Commissioning Program
(4) Statement of Understanding Regarding Dental Requirements Prior to Attending Officer Candidates School
(5) Sample Interview Board Report
(6) Service Agreement
(7) Data Sheet
(8) Sample First Endorsement
(9) Information for Commanding Officers
(10) Officer Candidate (30 Day) Pre-Ship Checklist

1. Purpose. To set forth the requirements and regulations whereby qualified enlisted members of the Selected Marine Corps Reserve (SMCR) may apply for appointment to unrestricted commissioned officer grade in the SMCR (other than Active Reserve (AR)).

2. Cancellation. MCO 1040R.10K.

DISTRIBUTION STATEMENT A: Approved for public release; Distribution is unlimited.

3. Summary of Revision of the Direct Commissioning Program (DCP). This order renames the DCP to RECP and completely replaces MCO 1040R.10K. This order updates the application format; requires evaluation of body markings; changes the selection board process; modifies the test score requirements; changes the dental and orthodontic requirement; provides Officer Candidates School (OCS) preparation requirements; requires a minimum of 4 weeks participation in OCS training before any voluntary disenrollment will be considered; and requires attendance and successful completion of a military occupational specialty (MOS) producing school. In addition Marine Corps Recruiting Command (MCRC), Officer Enlisted (OE) section combined with MCRC, Officer Naval (ON) section to form MCRC, Naval and Enlisted to Officer Programs (ON/E), which now conducts the RECP selection board. There are other minor administrative changes throughout the order.

4. Information

a. The RECP is a program that affords exceptionally qualified enlisted Reserve Marines the opportunity to attain appointments in the commissioned officer corps.

b. This program is not intended to serve as a commissioning program for Marines who are better suited to serve as staff noncommissioned officers or warrant officers.

c. Applicants will only be accepted for those officer billets listed in an annual MARADMIN released by the Commandant of the Marine Corps (CMC) (RAP). Eligible billets will be listed in the MARADMIN by unit, table of organization (T/O) line number and location. Applications for RECP will be submitted to CG, MCRC (ON/E).

d. Those applicants selected for commissioning will complete Officer Candidates Course (OCC) prior to appointment. Subsequent to commissioning, the new officer will be required to attend The Basic School (TBS) and the appropriate Military Occupational Specialty (MOS) school. Every effort should be made to provide a seamless training pipeline from TBS through MOS school. When this is not possible, appropriate coordination should be made to allow the newly commissioned officer to complete his or her training as soon as possible.

e. Just as the command has an obligation to provide the appropriate training and educational opportunities for its new second lieutenants, each officer has an obligation to begin an MOS school within one year upon completion of TBS. Failure to

do so, or failure to successfully complete an MOS producing school (training failure), will result in the officer reverting back to the highest enlisted rank held or discharged depending on the individuals circumstances.

(1) Marines will be reverted back to the highest enlisted grade selected, with all time-in-grade credited provided they still have a Mandatory Service Obligation (MSO) remaining. If no MSO remains and they desire to continue to serve as an enlisted Marine, they may do so at the highest enlisted grade held.

(2) Marines may be discharged if there is no MSO remaining.

f. Upon completion of MOS school, the new officer will be released from active duty for training and report to the SMCR billet that he or she was originally selected to fill. In some instances, officers will return to the SMCR unit and be released from active duty pending assignment to MOS school for the following summer. In these cases, officers will be assigned to the Incremental Initial Active Duty for Training (IIADT) program. SMCR participation during the interim period between IIADT increments will be counted toward fulfilling the 36-month SMCR participation requirement. There are no provisions for the officer to remain on active duty after completion of MOS School.

5. Eligibility. Applicants for assignment to an officer candidate class under the provisions of this order must meet the following requirements.

a. General Qualifications

(1) Be a citizen of the United States. Applicants who claim dual citizenship must renounce their dual citizenship in writing prior to commissioning.

(2) Be a member in good standing in the SMCR.

(3) Be of unquestionable moral integrity and have no record of conviction by a general, special, or summary court-martial nor have any record of conviction by a civil court for any offense, other than minor traffic violations. The term "conviction" includes a finding of guilt or other pretrial adjudication (including a conditional dismissal of charges, pretrial diversion, plea of nolo contendre, etc.) by a federal, state or foreign court, whether or not a sentence was imposed, the conviction was later expunged, or the record of the court's

disposition was sealed. Refer to reference (a) for detailed guidance regarding disclosure of criminal offense dispositions.

(4) Not have previously failed to complete any military officer program for unsatisfactory performance. All reasons for failure, with the exception of honor violations, are considered waiverable. Applicants dropped at own request or for physical reasons during training shall be considered on a case-by-case basis.

(5) Have executed a sole survivor waiver of rights, if entitled to such a waiver as defined in reference (b).

(6) Must have attained a passing score on the most recently administered physical fitness test (PFT) per reference (c).

(7) Must not have a claim pending or be drawing a pension, disability, compensation, or retired pay from the U.S. Government.

(8) Must possess documented qualifications obtained through military or civilian education/occupational experience that are commensurate with the officer T/O line number to which applying. The qualifications must be reflected on the NAVMC 10476, Reserve Qualifications Summary.

(9) Be nominated to fill the appropriate T/O Line Number, as listed in the annual MARADMIN announcing opportunity for the RECP program. The message will include the MOS and units that are available.

(10) Applications for commission to serve in a billet as a Naval Aviator or Naval Flight Officer will not be accepted.

b. Mental. All applicants must achieve the minimum scores shown below on one of the following standardized aptitude tests.

(1) Scholastic Aptitude Test (SAT) - minimum combined score of 1000; or

(2) American College Test (ACT) - minimum combined math and verbal score of 45; or

(3) Armed Forces Qualification Test (AFQT) - a minimum score of 74 on the AFQT has been implemented for all officer accessions leading to second lieutenant.

c. Age. Be at least 21 years of age and less than 30 years of age on date of appointment to commissioned grade. The maximum age may be waived up to, not including, 35 years of age for exceptionally well-qualified applicants.

d. Physical. Be found physically qualified for appointment to commissioned grade in the U.S. Marine Corps Reserve per the standards set forth in reference (d). Waivers may be considered under the policy described in reference (d).

e. Academics. Must possess a four-year baccalaureate degree from a regionally or nationally accredited college or university upon the date of application.

f. Service Requirement. As of the application date, the applicant must meet the following requirements.

(1) Hold the rank of corporal or above.

(2) Have a record of excellent to outstanding service.

(3) Have at least 36 months continuous service in the SMCR; or have served on active duty for a period of three years or more, and be currently serving in a drilling unit of the SMCR not on active duty.

g. Security Investigation. Per reference (e), prior to appointment, candidates must have a National Agency Check with Local Agency Check and Credit Check (NACLC). In view of the short training period, the following action will preclude administrative delays in the acceptance of a commission.

(1) If there has been a NACLC conducted during the current contract, reenlistment, or extension, or there has been a break in service of less than 24 months, no further action is necessary. However, include evidence of the investigation as an enclosure to the application if it is not listed on the Basic Training Record (BTR).

(2) If a NACLC has not been completed or there has been a break in service of more than 24 months, initiate a Personnel Security Investigation (PSI) per reference (e).

(3) If a PSI has been initiated, the commanding officer will give the date the request was initiated in the endorsement of the application. The applicant must acknowledge in writing that, if the NACLC develops information that disqualifies the

applicant as an officer candidate, he or she will be subject to discharge.

6. Selected Reserve Incentive Program (SRIP). Refer to reference (f) regarding entitlement of the SRIP if selected for the RECP.

7. Lump Sum Leave (LSL). Refer to reference (g) regarding entitlement to a LSL payment if selected for the RECP.

8. Adverse Comments. Reference (h) sets forth circumstances by which a Marine is entitled to comment on unfavorable forwarding endorsements on requests for special duty, training, etc. The applicant must be counseled as to the nature and content of the endorsement.

9. Personal Appearance. The Marine Corps takes a conservative approach to personal appearance. Uniform regulations stress that personal appearance is to be conservative and commensurate with the high standards traditionally associated with the Marine Corps. No eccentricities in dress or appearance are permitted because they detract from uniformity and team identity.

a. Refer to reference (i) for Marine Corps uniform regulations regarding body markings.

b. Tattoos, body piercing, ornamentation, branding, non-dental tooth crowns, and body mutilation are considered body markings and must be evaluated to determine eligibility for commissioning.

(1) Evaluation will be based on four criteria. These criteria are content, location, size, and number. Therefore, the Marine must provide the selection board a written description detailing each criteria.

(2) In order for the selection board to further evaluate the body marking, the Marine must also provide appropriate color photos that clearly identify the body marking. A written description will suffice in cases where the body marking is in a private area.

c. Commanders must screen all body markings to ensure they meet the above criteria. The commander must state in the first endorsement, "I have viewed the applicant's body markings (must specify the type of body markings). Photographs and a written description of the body markings are provided as enclosure (xx)

and they are within the Marine Corps standards per the Marine Corps Uniform Regulations."

10. Fraternization

a. The Marine Corps has had great success with grow-our-own enlisted-to-officer programs. These successful programs give the Marine Corps a broad based, highly experienced officer corps. One unintended consequence of this success, however, relates to fraternization.

b. Navy Regulations, Chapter 11, General Regulations, Section 5 (Rights and Restrictions) par. 1165 (Fraternization Prohibited) states, "Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate longstanding traditions of the Naval Service." Fraternization may be charged as an offense under the Uniform Code of Military Justice. The only exceptions are familial relationships, defined as marriages that occur prior to the date of commission or appointment and relationships between parents and children or between siblings.

c. To prevent fraternization or the appearance of fraternization, it is imperative that our enlisted Marines are briefed on the Marine Corps guidelines relating to fraternization. Therefore, commanders are required to ensure that each Marine applying for an enlisted to officer program reads and understands the Marine Corps policy on fraternization. Each Marine must sign the following service record book (SRB), page 11 entry and submit a certified true copy as part of the application:

"I have read and understand the Marine Corps policy on fraternization. I understand that, as a commissioned or warrant officer, I will be required to conduct myself as an officer with respect to all enlisted personnel, of any service, at all times. Specifically, I understand that I may have to make significant changes in my current personal relationships with other service members if I become an officer. I also understand that fraternization is an offense under the UCMJ, and that the prohibition of fraternization does not make an exception for pre-existing relationships other than marriages that took place prior to my date of commission or appointment to warrant officer or other family relationships, such as that between parents and children or between siblings."

11. Submission of Applications. SMCR RECP applications will be considered by a formal selection board convened at MCRC by direction of the CMC. Applications must be submitted by the published deadline in the annual MARADMIN message. Selectees for the program will attend a 10-week Officer Candidates Course at OCS during the months of January, June or October. Changes of class assignment shall be considered on a case-by-case basis. Submit original applications to:

Commanding General
Marine Corps Recruiting Command (ON/E)
3280 Russell Road
Quantico, VA 22134-5103

12. Application Checklist

a. Application Cover Letter. Use the sample format for the application cover letter shown in enclosure (1).

b. RECP Application Form. The application form at enclosure (2) must be completed by the applicant and witnessed by the commanding officer. Local reproduction of enclosure (2) is encouraged.

c. Academic Certification Form (ACF). The applicant should locally reproduce enclosure (3) and forward it to the registrar of the most recent school attended. Provide a self-addressed, stamped envelope to facilitate the return of the form and official transcript back to the applicant. The applicant will then include the ACF and transcript as an enclosure to the application.

d. Official Transcript(s) of all College Grades/Credits. Transcripts must bear the official seal of the school. Legible copies are acceptable provided they are authenticated and certified by school authorities. Copies of transcripts certified by military officials are also acceptable.

e. Evidence of Baccalaureate Degree. A copy of the Baccalaureate Degree Diploma or transcript that contains evidence of a degree.

f. Physical Qualification. Comply with physical examination standards specified in reference (d) to determine the physical qualification of candidates for commission in the U.S. Marine Corps. Physical examinations must be completed within 24 months prior to commissioning. Annual certification

must be completed if the most recent physical examination does not fall within the two-year window.

(1) Send the completed Report of Medical Examination (SF88 or DD2808), Report of Medical History (SF93 or DD2807-1), and annual certification if applicable, original plus one copy, directly to the CG, MCRC (ON/E) in advance. Use the address listed in paragraph 11 above. Retain one copy of each to include as an enclosure to the application. The forms must be clearly marked "RECP APPLICANT" in the purpose block.

(2) Commanding officers must closely review the medical forms to ensure correctness and completeness. The following list includes the most common items overlooked or misunderstood:

(a) Body markings and scars must be listed.

(b) HIV AIDS test results and date tested. HIV drawn or pending is not acceptable.

(c) Distant vision must be corrected to 20/20. If eyesight is other than 20/20, SF88/DD2808 must contain a manifest refraction. The statement "by lenses" is not acceptable.

(d) Audiogram must be completed.

(e) Affirmative answers to any questions on SF93/DD2807-1 must be explained by the physician and supporting documents submitted. The board will consider only physically qualified applicants. All pre-op, surgery, and post-op medical documentation must be provided for any surgery performed in addition to all medical documentation regarding specialty care such as psychiatric.

g. Dental Qualification. A complete dental examination must be completed. It should be noted that all dental defects must be corrected prior to reporting to OCS. In addition, orthodontic appliances must be removed prior to reporting to OCS. Failure to obtain a dental examination from a qualified dentist and correction of any deficiencies to include caries (cavities), partial plates, caps, root canals, and extractions may be grounds for disenrollment prior to commencement of training. Enclosure (4) must be signed by the applicant and witnessed by the commanding officer. No waivers will be authorized for noncompliance of dental qualifications.

h. Interview Board Report. Enclosure (5) provides the guidance and format for the Interview Board Report.

i. Certified copies of the following current Service Record Book (SRB) pages:

(1) Chronological Record (NAVMC 118 (3)).

(2) Administrative Remarks (NAVMC 118 (11)).

(3) Offenses and Punishments (NAVMC 118 (12)) or Unit Punishment Book (UPB) as applicable.

j. The following computer-generated screens from the Marine Corps Total Force System (MCTFS):

(1) Basic Individual Record (BIR).

(2) Basic Training Record (BTR).

(3) Record of Service (ROS). Ensure proficiency and conduct marks are current. The ROS of sergeants and above will contain average in service only.

(4) Education Record (EDU).

(5) Reserve Retirement Credit Report (RT07).

(6) Awards Page (AWDS).

k. Evidence of Official SAT or ACT Scores. Should the college transcripts contain SAT or ACT scores, it is not necessary to submit the college report of test scores.

l. Certificate of Birth. If the applicant is a foreign-born naturalized citizen, Certificate of Proof of Citizenship (NAVMC 538) is required.

m. Service Agreement. The service agreement at enclosure (6) must be completed and submitted as an enclosure to the application with original signatures. Enclosure (6) may be locally reproduced for this purpose.

n. Data Sheet. Enclosure (7) is a data sheet that will reduce the amount of time necessary to prepare each application for the board. The data sheet will be used for computer entry purposes only.

o. NAVMC 10476, Reserve Qualification Summary. Must be typed or printed. Insert form unfolded with the typed information on top.

p. Handwritten Statement. Each applicant must submit a handwritten essay (100 words or less) on why he or she would make a good officer.

q. Transmit a recent digital photograph per reference (h). Marines stationed at remote locations that do not have access to digital photograph transmission facilities, attach a photograph per reference (h).

13. Action of Commanding Officers

a. Commanding officers are responsible for supervision over this program within their respective commands ensuring all eligible enlisted SMCR Marines are afforded the opportunity to apply.

b. Commanding officers of SMCR units or commanding officers in the chain of command having special court-martial convening authority will convene a local board to interview the applicant. If possible, the board will consist of at least three officers. If the commands officer population allows, board member composition should represent the race and sex of the expected applicant. The board will interview the applicant and make an appropriate recommendation to the convening authority concerning the applicant's potential for commissioned service, characteristics, and communication skills. Commanding officers will forward a copy of the Interview Board Report in the format provided by enclosure (5), as part of the application package to the first general officer in the Marine's chain of command. The general officer will endorse the report and forward all packages to Commander, Marine Forces Reserve for final endorsement prior to submission to the CG, MCRC (ON/E).

c. Commanding officers should follow the sample format for the first endorsement in enclosure (8). Requests for exception to policy waivers, including renewal of enlistment waivers, must be fully justified by the commanding officer.

d. Should a commanding officer desire to modify the original endorsement, the CG, MCRC (ON/E), shall be informed immediately.

e. Subsequent to submission of an application, should a weight gain or loss, injury or illness occur that affects the

individual's physical qualifications for commissioning, obtain a medical consultation and forward the results immediately to the CG, MCRC (ON/E).

f. If an applicant (pending or approved) is the subject of an investigation or disciplinary action, notify the CG, MCRC (ON/E) immediately.

g. The maintenance of a strong motivation for commissioned service and a high state of physical fitness for approved candidates awaiting assignment to OCS is essential. Enclosure (9) provides information and material for use by commanding officers in preparing candidates for transition to a training environment. Imaginative use of enclosure (9) will enhance the professional attitude and enthusiasm of candidates reporting to OCS.

h. Commanding officers must ensure completion of the Officer Candidate Pre-ship Checklist, provided as enclosure (10), and is mailed to OCS 30 days prior to Marines departing for OCS.

14. Withdrawal of Application

a. Applicants must submit written notification of withdrawal of the application to the CG, MCRC (ON/E) should they no longer desire consideration.

b. Candidates in receipt of orders to officer candidate training who desire to withdraw may do so, but only prior to executing their orders. Commanding officers must advise the CG, MCRC (ON/E) of such withdrawal by message, followed by the applicant's signed and witnessed statement.

15. Notification. Applicants will be notified of selection by a MARADMIN.

16. Approved Officer Candidates. Personnel selected for this program will be assigned to a specified 10-week Officer Candidates Course conducted at the Marine Corps Combat Development Command (MCCDC), Quantico, Virginia, on the dates prescribed by the Commandant of the Marine Corps. Selectees will be transferred, via active duty for training orders to the Commanding General, MCCDC, Quantico, Virginia.

17. Officer Candidates Course. A Marine is considered a candidate once they have reported to OCS.

a. Candidates are required to participate in officer candidate training for the minimum period of four weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered. The Commanding Officer, OCS, is authorized to effect involuntary disenrollment for cause during any phase of officer candidate training.

b. Candidate Requirements

(1) Candidates are required to report to OCS by 1500 on the reporting date specified by the selection MARADMIN in appropriate civilian attire (slacks and a collared shirt) with their service record book (SRB), medical record, and dental record. Candidates should pack their running shoes so they are easily accessible upon arrival at OCS. Ensure all travel receipts are retained to expedite submission of a travel claim.

(2) Candidates do not report to OCS with their full uniform issue. Candidates should report to OCS with woodland/desert Marine pattern (MARPAT) utilities and suede boots if they possess them. Candidates who do not possess MARPATs and suede boots will be issued MARPATs at OCS at no cost to the candidate. All candidates will receive a full issue of woodland/desert MARPATS and boots at OCS. In addition, candidates should not bring the old style woodland utilities. Candidates should bring extra boot socks, green t-shirts, and well-worn black boots if they possess them.

(3) All candidates must have all dental defects, to include correction of caries (cavities), partial plates, caps, root canals, and extractions corrected prior to reporting for training at OCS. In addition, orthodontic appliances must be removed prior to reporting to OCS.

(4) Submission of physical examination documents alone to the CG, MCRC (ON/E) does not qualify a candidate for commissioning. All candidates must have been found physically qualified for commissioning by BUMED prior to reporting to OCS. Candidates are responsible for confirming their physical qualification status at MCRC's web page www.mcrc.usmc.mil/mcrc.htm.

(a) Any additional medical documents that are not already in the candidate's medical record must be hand carried and presented during medical in processing at OCS.

(b) Candidates that are no longer physically qualified due to injury or change of medical condition must

contact the CG, MCRC (ON/E) prior to departing for OCS.

(5) Contact lenses are not authorized for wear while at OCS. Candidates should not arrive at OCS wearing contact lenses. Candidates who wear glasses are required to bring at least one pair of glasses to OCS (two pair are recommended).

(6) Basic overnight toiletry items must be brought for the first day.

(7) As required by references (g) and (j) all candidates claiming dependents are required to submit a Dependency BAH Application (NAVMC 10922) prior to arrival at OCS. Supporting documents utilized in submission of the Dependency BAH Application to include marriage certificate, divorce decrees, birth certificates, court documents (child support), and adoption papers must be brought to OCS.

(8) Candidates are not authorized to bring any type of personal weapons to OCS such as knives, handguns, rifles or ammunition.

(9) Research the OCS website at www.ocs.usmc.mil to verify required items to bring to OCS.

18. Appointment to Commissioned Grade

a. Candidates who successfully complete OCS and who are recommended by the Commanding General, MCCDC, Quantico, Virginia, will be appointed to the grade of second lieutenant in the Marine Corps Reserve. All officers so appointed will be further assigned to TBS for commissioned officer training.

b. Commander Marine Forces Reserve (G-3 Training), through coordination with Reserve Affairs and Training and Education Command, will make appropriate MOS School seat assignments based on the billet MOS corresponding to the table of organization line number the Marine will fill as an officer.

19. Unsuccessful Candidates. Personnel who have a legal obligation to the SMCR will be released from active duty and transferred to the SMCR for completion of their statutory obligation. Those members with mandatory participation requirements remaining will be released from active duty and transferred to their original SMCR unit.

20. Records Disposition

a. Pertinent information from the RECP application form and supporting documents will be incorporated into an automated database system upon receipt by the CG, MCRC (ON/E). The record will be resident in the database system until it is archived. Additionally, a paper report from the database will be filed for historical purposes.

b. Applications and supporting documents of selectees will be retained until incorporated into the Official Military Personnel File (OMPF).

c. Applications of individuals not selected will be destroyed shortly after final decision of the selection board with the exception of official transcripts. Official transcripts will be forwarded to Headquarters, U.S. Marine Corps, Manpower Management Support Branch (MMSB-20) for inclusion in the Marines OMPF.

d. Commanding officer's record copy of an applicant's file must be retained for one year after the selection board's decision and then destroyed.

C. Cortez

C. CORTEZ
By direction

DISTRIBUTION: PCN 102002100080

Copy to: 7000110, 24 (50)
7000062 (25)
7000120 (3)
8145005 (2)
7000099, 144/8145001 (1)

SAMPLE APPLICATION COVER LETTER

From: (Grade, Full Name, SSN/MOS, USMCR)
To: Commanding General, Marine Corps Recruiting Command (ON/E)
Via: (1) Commanding Officer/Inspector-Instructor Staff, (Unit)
(2) Commanding Officer, Endorsing Chain of Command
(3) Commanding General, Marine Forces Reserve

Subj: APPLICATION FOR COMMISSION AS A SECOND LIEUTENANT IN THE SELECTED MARINE CORPS RESERVE

Ref: (a) MCO 1040R.10L

Encl: (1) Data Sheet
(2) RECP Application Form
(3) Reports of Medical Examination
(4) Statement of Understanding Regarding Dental Requirements Prior to Attending Officer Candidates School
(5) Service Agreement
(6) ACF, College Transcripts, and evidence of baccalaureate degree
(7) AFQT/SAT/ACT evidence (if not included on any other enclosure)
(8) Interview Board Report
(9) Certificate of Birth/Evidence of Citizenship
(10) Reserve Qualification Summary
(11) Certified copy of SRB page 12/UPB
(12) Certified copy of SRB page 11
(13) Certified copy of SRB page 3
(14) BIR and BTR
(15) MCTFS Screens (ROS, EDU, AWDS, TEST, and RT07)
(16) List any other enclosures that apply

1. Per the references, I am eligible (except for (type of waiver)) and request a commission as a second lieutenant in the Selected Marine Corps Reserve. I desire consideration for billet (table of organization (T/O) number, T/O line number, title, and location). Enclosures (1) through (as applicable) are attached as requested.

2. Unit's Defense System Network (DSN) and commercial telephone number, unit's point of contact, and applicants home and work telephone number.

(Applicant's signature)
Typed Full Name

RECP APPLICATION FORM

1. SSN	2. NAME (LAST, FIRST, MIDDLE (MAIDEN) JR., ETC	3. PRES GRD/DOR	4. PMOS

5. DATE & PLACE OF BIRTH (CITY, STATE)	MARITAL STATUS AND DEPENDENTS	6. SEX	7. R/E CODE	8. CITIZENSHIP CODE	9. PEBD

10. SCHOOL INFORMATION			11. DUTY STATION (COMPLETE ADDRESS)
A. COLLEGE / UNIVERSITY WHERE DEGREE WAS AWARDED	B. CODE	C. EDUC/MAJ	
	D. GPA	E. GRAD DTE	UNIT DSN & CML PHONE
12. ECC DATE	13. DATE AND LENGTH OF EXTENSION		POC NAME & BILLET

14. PGM CODE	15. OCS CLASS	16. PFT SCORE			17. WAIVERS REQUIRED	18. FY	19. PROJ COMM DTE
		PU/FLX	CR	RUN TIME	/ /		

20. TEST SCORES			
A. AFQT SCORE	B. SAT MATH / VERBAL / COMB / /	C. ACT ENGL /MATH /COMB / /	

21. RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED SERVICE

	YES	NO		YES	NO
1. HAVE YOU EVER APPLIED FOR OR BEEN A MEMBER OF ANY ROTC OR OTHER TYPE OF OFFICER CANDIDATE PROGRAM?			5. HAVE YOU EVER BEEN PSYCHOLOGICALLY OR PHYSICALLY DEPENDENT UPON ANY DRUG OR ALCOHOL?		
2. HAVE YOU EVER FAILED IN ANY MILITARY FLIGHT TRAINING PROGRAM?			6. ARE YOU A CONSCIENTIOUS OBJECTOR?		
3. ARE YOU A "SOLE SURVIVING" SON?			7. HAVE YOU EVER USED NONPRESCRIBED OR ILLEGAL DRUGS?		
4. HAVE YOU EVER BEEN ARRESTED, CONVICTED OR SENTENCED BY A COURT?			8. HAVE YOU EVER BEEN A TRAFFICKER OF ILLEGAL DRUGS?		

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT KNOWING AND WILLFUL FALSE STATEMENTS ON THIS FORM CAN BE PUNISHED BY A FINE OR IMPRISONMENT OR BOTH. (SEE U.S. CODE TITLE 18, SECTION 1001.)

APPLICANT'S SIGNATURE _____

_____
(SIGNATURE OF COMMANDING OFFICER)

_____
TYPED NAME AND GRADE OF CO

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR THE SELECTED MARINE CORPS RESERVE ENLISTED COMMISSIONING PROGRAM (RECP)

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR THE SELECTED MARINE CORPS RESERVE ENLISTED COMMISSIONING PROGRAM (RECP)

1. Most of the items on this form are self-explanatory. The following is a list of those items that may need more explanation. The majority of these items can be found on the applicant's BIR/BTR:

-- Block 3 - PRES GRADE/DOR: Present Grade and Date of Rank.

-- Block 4 - PMOS: Primary military occupational specialty.

-- Block 7 - R/E: Race/Ethnic Code.

-- Block 9 - PEBD: Pay Entry Base Date.

-- Block 10b - CODE: College Code - Leave Blank.

-- Block 10c - EDUC/MAJ: Education Level and Major Subject. Use one-digit code indicating the type of certificate issued followed by the two-digit code indicating the major subject of study.

-- Block 10d - GPA: Grade Point Average as shown on the ACF. If ACF does not contain the cumulative GPA, leave blank.

-- Block 10e - GRAD DTE: Graduation Date.

-- Block 14 - PGM CODE: Program Code. Leave blank.

-- Block 15 - OCS CLASS: Leave blank.

-- Block 16 - PFT SCORE: Provide total points attained and number of pull-ups/flex-arm hang, crunches, and run-time.

-- Block 17 - WAIVERS REQUIRED: Enlistment waiver codes found on the DD Form 1966. If none, leave blank.

-- Block 18 - FY: Fiscal Year.

-- Block 19 - PROJ COMM: Projected commission date. Leave blank.

2. Ensure application is signed by the applicant and witnessed by the commanding officer.

ACADEMIC CERTIFICATION FOR THE SELECTED MARINE CORPS RESERVE ENLISTED COMMISSIONING PROGRAM

NAME OF STUDENT	SOCIAL SECURITY NUMBER
COLLEGE OR UNIVERSITY	

This is to certify that the above named subject was ____ / was not ____ a regularly enrolled full-time student at this institution.

The above named student completed requirements for the following degree:

___ Associate ___ Baccalaureate ___ Masters

Date of completion of degree requirements: _____

The below information is required to determine this student's eligibility for admission to, or retention in, the U.S. Marine Corps Reserve Enlisted Commissioning Program:

MAJOR SUBJECT _____

TOTAL NUMBER OF HOURS ATTEMPTED _____

TOTAL NUMBER OF HOURS COMPLETED _____

TOTAL NUMBER OF GRADE POINTS ACHIEVED _____

CUMULATIVE GRADE POINT AVERAGE (GPA) _____

AT THIS INSTITUTION A GPA OF _____ IS EQUIVALENT TO A "C."

SAT SCORE: MATH _____ VERBAL _____

ACT SCORE: MATH _____ ENGLISH _____

Request a certified copy of the student's transcript be returned with this form.

PLEASE AFFIX SEAL

SIGNATURE _____

TITLE _____

DATE _____

COMPLETE MAILING ADDRESS
OF COLLEGE/UNIVERSITY
INCLUDING ZIP CODE

Dear Registrar,

The student whose name appears on the enclosed form has applied for enrollment in the Selected Marine Corps Reserve Enlisted Commissioning Program. Since a minimum grade point is required for admission to or retention in our programs, I am requesting your cooperation in furnishing essential information on this individual's academic status.

I realize many demands are made upon your time, but please be assured the Marine Corps relies on this information in the decision process.

Enclosed is an addressed, postage free envelope for your convenience in returning this form.

Sincerely,

I am aware of the provisions of the Family Education Rights Act. I hereby authorize the release of the requested information and an official transcript directly to the Marine Corps agency indicated on this form.

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

STATEMENT OF UNDERSTANDING REGARDING DENTAL REQUIREMENTS PRIOR TO ATTENDING OFFICER CANDIDATES SCHOOL

I have been advised by my Commanding Officer (CO)/Officer Selection Officer (OSO)/Marine Officer Instructor (MOI)/ Inspector-Instructor (I-I) that it is my personal responsibility to ensure that all dental defects are corrected and orthodontic appliances are removed prior to reporting to training. Failure to obtain a dental examination from a qualified dentist and correction of any deficiencies to include caries (cavities), partial plates, caps, root canals, and extractions may be grounds for my disenrollment prior to the commencement of training at Officer Candidates School, Quantico, Virginia.

_____
(Applicant's signature)

_____
(Date)

Witnessed by:_____ _____
(CO/OSO/MOI/I-I)

(The cursory dental check received at a Military Entrance Processing Station (MEPS) does not constitute a proper dental examination per the medical provisions of an Officer Candidates Program.)

SAMPLE INTERVIEW BOARD REPORT

(To be completed by the local interview board on each applicant for the Selected Marine Corps Reserve Enlisted Commissioning Program.)

1. Command convening board: _____
(List full address)
_____
_____

2. Name of applicant: _____
(Last) (First) (M.I.)
_____
(Grade) (SSN) (MOS)

3. Date of present grade: _____

4. The applicant named above appeared before the interview board on _____(date)_____ and the following comments constitute the members opinion of a majority.

a. MANNER, APPEARANCE, BEARING: (Comment appropriately on the applicant's military presence, personal appearance, and bearing. Is it above, below, or at the standard generally expected of a Marine officer?)

b. VOICE, LANGUAGE, EXPRESSION, ALERTNESS, ABILITY TO COMMUNICATE: (Comment appropriately on the applicant's ability to project clear, concise and intelligent expression. Does the applicant readily understand the meaning of questions?)

c. PROFESSIONAL KNOWLEDGE: (Comment on the applicant's military proficiency, general knowledge of the Marine Corps, social, and civic awareness.)

d. SELF-CONFIDENCE, PERSONALITY, MOTIVATION: (Comment on the applicant's degree of self-confidence, exhibited personality, and motivation for commission.)

e. OTHER QUALIFICATIONS: Identify qualifications not previously reported, that would be of particular value as a Reserve officer.

5. RECOMMENDATION: (Name of Applicant) is recommended with (enthusiasm) (confidence) (reservation) or (not recommended) for assignment to Officer Candidates School in order to obtain a commission as a second lieutenant in the U.S. Marine Corps Reserve. (Make a summary evaluation of the applicant's qualifications and potential for commissioned service.)

6. MEMBERS OF THE INTERVIEW BOARD:

Member: (Full name, grade, component)

Member: (Full name, grade, component)

Member: (Full name, grade, component)

SERVICE AGREEMENT

1. I will accept a commission as a second lieutenant in the Selected Marine Corps Reserve (other than AR), if tendered.

2. I understand that possession of the minimum required uniform is expected upon reporting to OCS although subsequent service in the Selected Marine Corps Reserve may qualify me for an initial uniform allowance of $100.

3. I acknowledge that upon reporting to an officer candidate class, I will be required to participate in training for a minimum period of four weeks, unless sooner disenrolled for cause, before any voluntary request for disenrollment will be considered.

4. I agree to do the following subsequent to being commissioned.

(a) Satisfactorily complete The Basic School.

(b) Satisfactorily complete an MOS producing school.

(c) Satisfactorily participate in 48-scheduled inactive duty training (IDT) periods during the first three years.

(d) Attend the first three Annual Training (AT) periods.

5. I agree not to resign a commission in the U.S. Marine Corps Reserve prior to the eighth anniversary of the date of receipt of original commission.

6. I understand that the intent of the program is to fill specific billets in an SMCR unit (not on active duty) and that any request for active duty must be approved by CMC (Reserve Affairs.) Requests for augmentation to the Active Component will only be considered after the officer completes the 36-month SMCR service obligation.

7. I understand that if I am on an AR contract and I am selected to fill an SMCR billet, I will be released from my AR contract on the first day of the seventh month after accepting my appointment.

8. I further understand that failure to complete or abide by any of the provisions of this Service Agreement may result in

being discharged or reverted back to the enlisted rank that I held upon completion of OCS.

_____	_____
Signature of Applicant/Date	Signature of Witnessing Officer/Date

DATA SHEET

INSTRUCTIONS: This enclosure is to be locally reproduced. Applicant must complete items A through H in column 2. USE ALL CAPITAL LETTERS.

	COLUMN 1	COLUMN 2
A.	FULL NAME: (LAST FIRST MI)	
B.	SSN:	
C.	PRESENT PAY GRADE: (E-X)	
D.	PRIMARY MOS:	
E.	RACE/ETHNIC CODE:	
F.	AFQT/SAT/ACT TEST SCORES:	
G.	AGE: (As of date of appointment) Years, months, and days	
H.	TIME IN SERVICE: Years and months	

========HQMC===============ACTION===============ONLY============

CHECKLIST WAIVERS

___ PHOTOGRAPH
___ SRB PAGE 12/UPB
___ SRB PAGE 11
___ SRB PAGE 3
___ ROS/EDU/AWDS/RT07
___ RESERVE QUALIFICATION SUMMARY
___ BIR & BTR
  ___U.S. CITIZEN
  ___AGE
  ___TIS
  ___AFQT/SAT/ACT
  ___NAC
___ BODY MARKINGS
  ___PHOTOGRAPHS
  ___FOUR CRITERIA WRITTEN DISCRIPTION

ENDORSEMENTS
___RECOMMENDED
___NOT RECOMMENDED

SAMPLE FIRST ENDORSEMENT

FIRST ENDORSEMENT on (Grade, Full Name)'s SMCR RECP application of (date)

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Recruiting Command (ON/E)
Via: (1) Commanding Officer, Endorsing Chain of Command
(2) Commanding General, Marine Forces Reserve

Subj: APPLICATION FOR COMMISSION AS A SECOND LIEUTENANT IN THE SELECTED MARINE CORPS RESERVE

1. The information contained in the basic application and enclosures (1) through (X) has been verified with records on file in this command and is correct. The applicant meets the basic eligibility requirements for the Selected Marine Corps Reserve Enlisted Commissioning Program (RECP).

2. The height and weight of the applicant are (inches) and (pounds). Applicant (is/is not) medically and dentally qualified. The applicant last took the PFT on (date) and obtained the following score:

Pull ups/Flex Arm Hang	20	(100)
Crunches	100	(100)
Run	18:00	(100)
Total	300	(1st Class)

3. Provide a recommendation statement using the following categories:

a. Recommended with enthusiasm.

b. Recommended with confidence.

c. Recommended with reservation.

d. Not recommended.

The recommendation must be fully justified by the commanding officer by providing an analysis of the applicant's potential for commissioned service in the desired billet. In addition, any waiver requested must be fully justified.

4. The applicant has served in this command _____ months and has _____ months remaining on current enlistment or extension thereto.

5. The applicant's NACLC was initiated on (date).
(Only use this paragraph if NACLC has not been completed.)

6. "I have viewed the applicant's tattoos or brands (photos and/or description attached as enclosure (xx)) and they are within the Marine Corps standards per the Marine Corps Uniform Regulations." (Omit this paragraph if it does not apply.)

_____
(Signature of I-I/CO)

INFORMATION FOR COMMANDING OFFICERS

1. Background. The RECP supplements civilian source officer procurement efforts by providing the Marine Corps with an excellent base of unrestricted officers. RECP candidates report to OCS with varying degrees of mental and physical readiness. This readiness, or lack of it, is a direct reflection of a strong or weak command interest in the approved applicant prior to reporting to precommissioning training. Such command interest is an important factor in the attitude with which the candidate enters training. Many voluntary requests for disenrollment could have been avoided if a knowledgeable officer had given the new candidate personal supervision.

2. The list below provides helpful suggestions by which commanding officers may monitor and motivate approved RECP candidates within the command prior to reporting to OCS.

a. Have candidates briefed on precommissioning training by a locally assigned lieutenant, if available, who is a recent graduate of TBS. Female applicants should be briefed by a female officer, whenever possible.

b. Have candidates participate in a daily monitored program, which has both variety and concentration on physical fitness. Emphasis should be placed on endurance exercises such as running, upper body development (both of which should be on occasion completed in boots), and circuit training.

c. Encourage candidates to view the OCS website at www.ocs.usmc.mil and complete the Officer Candidate Pre-Ship Checklist in enclosure (10).

OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

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

Note: The candidate must complete questions 1-35. Place initials by the appropriate answer. You must provide an explanation when required.

General Information

1. Have you been running in boots? Yes____ No____ If no, why?
_____
_____

2. Do you possess serviceable running shoes that fit? Yes_____ No____ If no, why?_____
_____

3. Do you possess appropriate civilian attire? Yes____ No____ If no, why?_____
_____

4. Do you possess a sturdy watch? Yes____ No____

5. Do you possess a current prescription for glasses to be submitted to OCS during in processing (Note: This prescription will be used to produce sturdy, military issued glasses for training at OCS)? N/A____Yes____ No____ If no, why?_____
_____

6. Do you possess a pair of sturdy civilian glasses that can be used during the first 7-10 days of training at OCS? Yes____ No____ N/A ____ If no, why?_____
_____

7. Do you possess a sturdy, small (conservative in style), black headband to hold your glasses in place during rigorous training at OCS? N/A ____Yes____ No____

8. Do you possess toiletries, sunscreen, and underwear sufficient for the first week of training? Yes____ No____ If no, why?_____
_____

OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

9. If you are driving, have you been given directions to OCS by your OSO, MOI or OIC?
Yes _____ No____ N/A ____ If no, why?_____
_____

10. If driving, do you possess a valid drivers license, valid registration, and valid auto insurance? Yes____ No____ N/A _____ If no, why?_____
_____

11. If flying, do you have information on the modes of transportation from a local Washington, DC airport to OCS?
Yes_____ No____ N/A ____ If no, why?_____
_____

12. Do you possess $300.00 in cash, or have access to cash in order to cover initial expenses to include the bag issue?
Yes____ No____ If no, why?_____
_____

13. Do you have any significant debts? Yes____ No____ If yes, explain_____
_____

14. Are your monthly payments to all creditors current?
Yes_____ No____ If no, why?_____
_____

15. Do you have any pending legal action against you to include civil, criminal, or have you been summoned to jury duty?
Yes_____ No____ If yes, explain_____
_____

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

17. Have you watched the OCS pre-ship video? (Not applicable to ROTC/MCEP or enlisted commissioning programs): Yes____ No____
If no, why? _____

18. If you are a college graduate, do you possess your degree?
Yes____ No____ N/A ____ If no, why?_____
_____

OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

19. I understand that upon successful completion of OCS I will be commissioned as a second lieutenant in the U.S. Marine Corps Reserve, unless, I should decide against commissioning and Drop on Request (DOR) from the program prior to graduating from OCS. (Applies to OCC and PLC Lawyers): Yes____ No____ If no, why?

_____

_____

20. Is there anything that you feel would prevent you from accepting your commission as a second lieutenant in the U.S. Marine Corps Reserve? Yes____ No____ If yes, explain_____

_____

21. Do you understand that no marriages will be performed while at OCS? Yes____ No____ If no, explain_____

_____

22. If you are currently engaged to or plan to marry an enlisted member of the Armed Forces of the United States of America, has your OSO, officer-in-charge, or MOI explained the Marine Corps policy on fraternization, per Marine Corps Manual 1100.4?
N/A ____ Yes____ No____ If no, explain_____

_____

Medical Information:

23. Will your commissioning physical expire during any part of your training at OCS? Yes____ No____
If yes when, Month____ Year____

24. Do you have orthodontic appliances on your teeth? Yes ____ No ____ If yes, what date will the braces be removed (orthodontic appliances are not authorized while attending OCS)?

_____

_____

25. Do you have all of your medical records to include a complete physical, shot records and medical documentation for all waivers? Yes____ No____ If no, why?_____

_____

_____

OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

26. Have you completed your dental screening? Yes____ No____
If no, why?_____
_____

27. Have you added any tattoos since completing your last physical and/or prior to reporting to OCS? Yes____ No____ If yes, explain_____
_____

28. Have you suffered any injuries or illnesses since your last physical? Yes____ No____ If yes, elaborate_____
_____

29. In regard to question #28, if medical treatment or therapy was required, are your medical records properly updated? N/A ____ Yes____ No____ If no, why?_____
_____

30. In regard to question #28, if an injury or illness required medical treatment or therapy, did the treatment or therapy prevent you from physically preparing for OCS for the previous six (6) weeks? N/A____Yes____ No____ If yes,_____ elaborate_____

31. Do you have any medical conditions, either currently or in the past, that have not been revealed? Yes____ No____ If yes, explain_____
_____
_____

32. You will be administered a urinalysis upon reporting to OCS. Is there any reason why you should not pass it? Yes_____ No____ If yes, explain_____
_____

33. Are you currently under any doctor's care, or are you currently taking any medication that has been prescribed by a doctor? Yes____ No____ If yes, explain_____
_____

34. **FEMALES ONLY:** Do you have a current PAP smear result from your doctor? Yes____ No____ If not, why?_____
_____

OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

35. **FEMALES ONLY:** Do you have any reason to believe you are currently pregnant? Yes____ No____ If yes, explain_____
_____

Note: The following questions (36-48) must be completed by the OSO/MOI/BNCO/I-I/CO.

36. What is the candidate's current height, weight, and body fat %? HT_____ WT_____ body fat%_____

37. What is the candidate's most current PFT score? (Must be within 30 days of shipping)
Pullups/flex arm hang_____ Crunches_____ Run_____
Score _____ Date_____

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

39. **ACTIVE DUTY CANDIDATE:** Does the candidate possess the required serviceable uniforms with nametags removed?
N/A____Yes____ No____ If no, explain _____
_____

40. **RESERVE CANDIDATE:** Does the candidate possess the required uniforms and has he or she surveyed unserviceable items? (Note:MCO P10120.28F, Reservists can survey unserviceable items)? N/A____Yes____ No____ If not, why? _____
_____

41. **RESERVE CANDIDATE:** Has the candidate's transfer orders to OCS been provided to the appropriate Admin Support Station (e.g. I&I Unit)? N/A____Yes____ No____ If no, why_____
_____

42. **RESERVE CANDIDATE:** Have the required Unit Diary entries been completed, particularly the transfer entry? N/A____
Unit Diary Number_____ Transfer date_____

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

OFFICER CANDIDATE (30 DAY) PRE-SHIP CHECKLIST

44. **OCC CANDIDATE:** Were you previously a member of the PLC or NROTC program? If so, did you receive any monies from the Financial Assistance Program (FAP) and/or the Marine Corps Tuition Assistance Program (MCTAP)? N/A____Yes____ No____
If yes, explain_____
_____

45. **ACTIVE/RESERVE CANDIDATE:** Does the candidate possess his/her SRB to take to OCS? N/A____Yes____ No____ If no, explain_____
_____

46. **OSO's ONLY:** Include the candidates 100 word essay and OSO Evaluation Form 1530.

47. Do you know of anything that would prevent this candidate from starting training at OCS? Yes____ No____ If yes, explain
_____
_____

CERTIFICATION

48. Officer Candidate/OSO/MOI/BNCO/I-I/CO. The pre-ship checklist was answered to the best of the candidate's knowledge and was reviewed by the OSO/CO. The officer candidate is qualified to attend OCS.

Candidate's Signature: _____ Date: _____

OSO/MOI/BNCO/I-I/CO: _____ Date: _____