

CANDIDATE REGULATIONS



UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
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CANDIDATE REGULATIONS

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CHAPTER 1

MISSION AND ORGANIZATION

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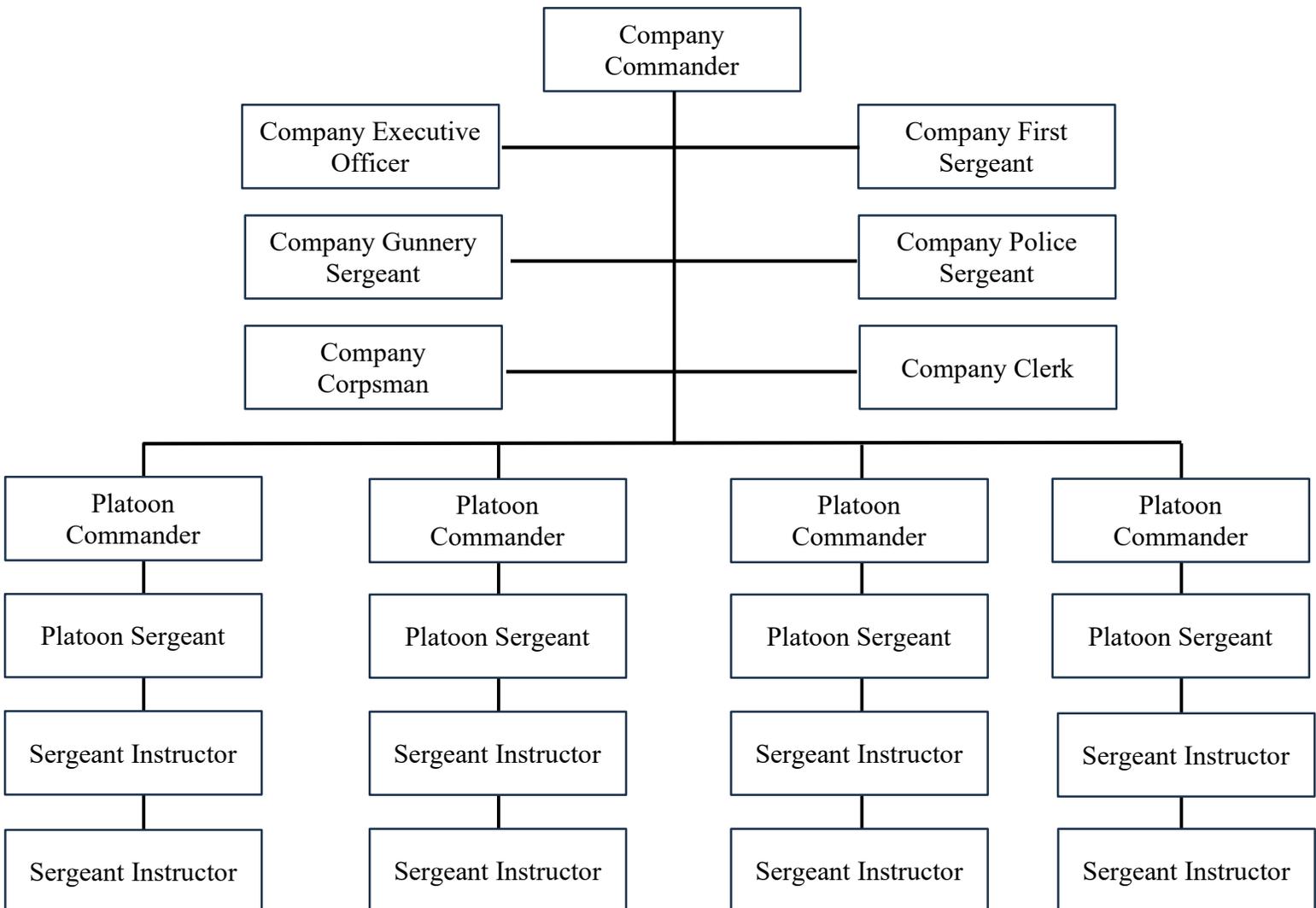
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CHAPTER 1

MISSION AND ORGANIZATION

1000. **MISSION.** The mission of Officer Candidates School (OCS) is to educate and train officer candidates in Marine Corps knowledge and skills within a controlled and challenging environment in order to evaluate and screen individuals for the leadership, moral, mental, and physical qualities required for commissioning as a Marine Corps officer.

1001. **ORGANIZATION.** Officer candidates will be organized into training companies. The number of companies depends on the total number of officer candidates reporting for training. Each candidate company is organized with a company headquarters and two or more candidate platoons. The company staff will consist of a Company Commander, Company Executive Officer, Company First Sergeant, Company Gunnery Sergeant, Company Police Sergeant, Company Clerk, Physical Training Instructor, Company Support Non-Commissioned Officer (NCO), and a Company Corpsman. The platoon staff will consist of a Platoon Commander, Platoon Sergeant, 2-3 Sergeant Instructors and a Platoon Corpsman. This chain of command is established to maintain control and accountability of personnel and equipment in the company.



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CHAPTER 2

EVALUATION

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CHAPTER 2

EVALUATION

2000. **PURPOSE**. The evaluation process provides a method and basis for screening officer candidates for leadership potential.

2001. **GENERAL**

1. The evaluation of an officer candidate's abilities, performance, and potential is conducted in three categories:

- a. Leadership
- b. Academics
- c. Physical fitness

2. Candidates will be further evaluated on their ability to demonstrate the Five Marine Attributes:

a. **Warfighter:** A Marine is proficient in their Military Occupational Specialty (MOS) and basic infantry skills, exercises sound ethical judgment, possesses a bias for action, and maintains an offensive mindset. Marines are lethal, intellectually curious professionals, dedicated to a lifetime of study in the profession of arms and educated in the fundamentals of maneuver warfare, tactics, combined arms, and time-tested principles of battle.

b. **Leader:** A Marine embraces their responsibility to one's fellow Marines, their families, and our shared legacy. A Marine has emotional intelligence to inspire and instill trust and confidence in other Marines. Sets the conditions for creative thoughts and execution, through personal example of selflessness, adherence to standards regardless of conditions and circumstance, and treats others with dignity and respect.

c. **Physically/Mentally Tough:** A Marine fosters a warrior spirit, thrives in a complex and chaotic environment, is hardened against and resilient to adversity in order to persevere against seemingly impossible odds, and hones self-discipline to push past human factors and preconceived limits.

d. **Critical Thinker / Decisive Actor / Effective Communicator:** A Marine thinks critically, makes the best possible decision, and acts on Commander's Intent. Seizes the initiative and acts with boldness and determination on available information in a chaotic environment. Communicates effectively and issues concise orders and guidance.

e. **Exemplary Character:** A Marine has a clear understanding that they are entrusted with the special trust and confidence of their fellow Marines and that of the American people. Marines embody our core values of honor, courage, and commitment.

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3. Eighty percent is the minimum passing grade in all areas of testing and evaluation. Minimum passing grades are considered as marginal and may be grounds for appearance before a performance review board (paragraph 2006). Furthermore, candidates in commissioning POI's must pass additional graduation requirements in order to successfully complete the POI: achieve a 1st Class PFT, be within Marine Corps height and weight standards, and complete the Forge. Graded evaluations are rated as follows:

<u>PERCENT</u>	<u>RATING</u>
100 – 90.00	Above Standards
89.99 – 80.00	Within Standards
79.99 – 00.00	Below Standards

2002. **WEIGHT OF EVALUATED EVENTS**. Evaluated events are weighted based upon their relevance in measuring aptitude for leadership potential and the approximate time and effort devoted to preparation for them during the course. Overall, leadership grades represent 50% of the overall grade, while academics and physical fitness grades each constitute 25%.

2003. **LEADERSHIP**. Officer candidates are continuously evaluated by members of the platoon and company staff. Candidates are not expected to initially possess all of the required leadership traits. Through study, instruction, and practice, a person can become an effective leader. Officer candidates should be guided in their actions throughout the program by the leadership traits and principles contained in their candidate knowledge and these regulations. Appendix A lists the traits and principles.

1. **Leadership Grade**. The leadership grade is derived from the following evaluations:

a. **Leadership Reaction Course (LRC) I/II**. This is an opportunity for individual officer candidates to demonstrate basic decision-making abilities while leading fire teams of four or five candidates through various problem-solving scenarios. The manner in which a candidate makes decisions, reacts to points of friction, and manages the actions of the team while solving those problems in a demanding, time-constrained environment is observed and evaluated.

b. **Small Unit Leadership Evaluation (SULE) I/II**. These are tactical problems that require officer candidates to apply knowledge attained from leadership, navigation, and tactics instruction to practical problems. In the SULEs, the officer candidates will be evaluated on their ability to direct and control a fire team in the accomplishment of a mission.

c. **Billet Performance Evaluation**. Officer candidates will receive this evaluation from their platoon or company staff counterpart upon completion of a leadership billet. Officer candidates will be guided in the execution of their billets as outlined in Chapter 8 of these regulations. Regulations for wear of billet insignia can be found on page 5-3.

d. **Platoon Sergeant Inspection/Platoon Commander's Inspection**. These inspections highlight the candidate's ability to demonstrate confidence, knowledge retention, and pride in their overall appearance. An example of the Inspection Report is included on page C-5 and C-6.

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e. **Unit Leader Evaluation (Appendix N).** Close Order Drill (COD) is one of the main methods employed in changing candidates into highly disciplined Marines. This evaluation will focus on the candidates' ability to demonstrate confidence, bearing, and basic proficiency as a Unit Leader during COD. The unit leader evaluation card is located in Appendix N.

f. **Peer Evaluation Reports (Appendix C).** These forms are used by officer candidates to record squad peer evaluations and peer billet evaluations. Candidates are expected to counsel each other in order to provide honest and constructive feedback to their peers.

g. **Command Evaluation.** The Platoon Commander prepares a command evaluation grade on every candidate in their platoon. The Command Evaluation is the Platoon Commander's estimate of the candidate's leadership ability and potential at a given point during the cycle. In assigning grades, the Platoon Commander will ensure that the Command Evaluation grade reflect the candidate's ability to exemplify the Five Marine Attributes articulated in paragraph 2001, as well as the leadership traits and principles, on a daily basis.

2004. ACADEMICS.

1. **Academic Evaluation.** Academic evaluation is based on the results of scores attained on written and practical examinations covering basic military subjects presented in the course. The passing grade for all examinations is 80.00%. Officer candidates will be counseled on their performance for all exams for which they receive a failing score.

a. **Written Evaluations.** There will be three to five academic exams (Exam I-V) dependent on the POI. An exam matrix will be posted on each platoon's read board, which will provide the number of exams for a given POI along with relevant knowledge for each exam. Each exam will test the material taught while attending OCS.

b. **Practical Application.** You will learn and practice individual, fire team, and field-craft during multiple training events. This knowledge will be formally tested through written exams and during your SULEs, but your ability to learn, lead, and work as an effective team member during practical application periods, such as the Field Exercises, will also be observed in order to assess how well you learn and work with others, relative to your peers.

c. **Land Navigation.** You will learn, practice, and be evaluated on your ability to plot points on a map and execute basic land navigation tasks during the day and during the night. These skills will be tested through land navigation practical application exams, SULEs, and written exams.

2. **Exam Rules**

a. Do not do anything until you are told.

b. Candidate line-of-sight will not divert from the test timer (main screen) or their individual test and test booklet.

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- c. Raise your hand if you have a question or need assistance.
- d. You will not talk or communicate with other candidates during the exam.
- e. Use a #2 pencil or mechanical pencil.
- f. If you make a mistake on your Answer Sheet, try to erase it first. If you cannot erase it, raise your hand and ask for a new Answer Sheet.
- g. Head and water calls are NOT authorized.
- h. Do NOT mark or write on the test booklet.
- i. Discussion of exam material during or after conduct of exam is prohibited.

2005. PHYSICAL FITNESS

1. **General.** Sound physical fitness is a necessary attribute of a Marine officer. In this sense, physical fitness is the ability to perform certain physical acts that test strength, agility, coordination, and muscular and cardiovascular endurance. Total fitness requires progressive body development through the balanced coordination of all muscle groups and recovery. When carried out correctly, this will result in overall fitness, proper posture, and stimulation of mental reaction. OCS' physical training program uses physical training methods that develop the individual holistically to the maximum ability to perform both under a combat load (conditioning hikes and field exercises) and without (annual Marine Corps fitness tests) for overall heightened level of fitness. Physical training events at OCS are sequenced by level of required effort: red (zone 5 or 90-100% effort), yellow (zone 3 or 70-80%), green (zone 2 or 60-70% effort), blue (zone 1 or 50-60%). Candidates will be informed of the required effort prior to each PT session.

2. **Physical Fitness Grade.** The physical fitness grade is derived from the following events:

a. **Physical Fitness Test (PFT).** The Marine Corps PFT will be administered to measure the quality and degree of each officer candidate's strength and endurance. Officer candidates will receive a numerical grade on the test based on their overall score. The test consists of the following events: 3-mile run, pull-ups or push-ups, and planks. While at OCS the minimum passing score (80%) on the PFT is 235 points, regardless of age or sex.

b. **Combat Fitness Test (CFT).** The purpose of the Marine Corps CFT is to assess physical capacity in a broad spectrum of combat-related tasks and to evaluate strength, stamina, agility and coordination as well as anaerobic capacity. The test consists of the following events:

(1) **Movement to contact.** 880-yard run in utility trousers, green t-shirt, and boots.

(2) **Ammunition can lift.** This event consists of pressing, vertically from the chest, a 30-pound ammunition can for maximum repetitions within two minutes.

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(3) **Maneuver under fire.** This event consists of a 300-yard shuttle run that includes a variety of combat-related tasks, to include crawls, buddy drags/carries, ammunition resupply, grenade throw, and agility running.

c. **Obstacle Course.** The Obstacle Course is designed to test an officer candidate's agility, strength, coordination, and endurance. All officer candidate programs are evaluated on a timed single run for a weighted grade.

d. **Endurance Course.** Officer candidates will receive a numerical grade based on the time they take to complete the course. The course consists of the Obstacle Course, followed by a run coupled with designated obstacles from both the Senior's Stamina Course and Combat Course. The run portion of the event is conducted while carrying combat gear and equipment.

e. **Stamina Course.** This course is run by the PLC-Jr POI in place of the Endurance Course. Officer candidates will receive a grade based on time to complete the course. Officer candidates complete the Obstacle Course, a designated run, and the Junior's Stamina Course. Portions of the event are conducted with combat equipment.

f. **Conditioning Hike Package.** All POIs will conduct a conditioning hike package that may consist of unit marches and individual movements with a loaded pack. Companies may also execute several loaded administrative movements.

3. **Height/Weight/Body Fat Standards.** The provisions of Marine Corps Order (MCO) 6110.3A ch. 3, Marine Corps Body Composition and Military Appearance Program, apply to all officer candidates. Any candidate who fails to meet Marine Corps Height and Weight standards may be considered for disenrollment.

2006. PERFORMANCE REVIEW BOARDS.

1. Company performance review boards may be convened at the Company Commander's discretion for any candidate who:

a. Has placed themselves in a situation which questions their character, integrity, or ability to become a Marine Corps Officer (*i.e. Lying or Cheating*).

b. Demonstrates a trend of poor performance, deficiency in one or more of the Five Marine Attributes, and/or obtain a failing average in leadership, academics, or physical fitness. In some cases, marginal averages in these areas may be grounds for appearing before an evaluation board.

c. Fails to complete and pass all events required for graduation.

2. The Company Commander will inform the officer candidate if they are to be retained in the company or referred to the CO, OCS for a Command Level Board. The following is a list of potential outcomes of Company and Command Level Boards:

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Company Board	Retain.
Company Board	Retain on Company Probation.
Company Board	Elevate to Command Board with recommendation.
Command Board	Retain on Company Probation.
Command Board	Retain on Command Probation.
Command Board	Disenroll with the option to reapply.
Command Board	Disenroll without the option to reapply.

Only the CO, OCS has the authority to disenroll an officer candidate.

3. The candidate may be placed on probation, or removed from probation, as a result of a performance review board.
4. Candidates placed on any form of probation may be assigned to remedial training/study hall.

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CHAPTER 3

CANDIDATE CONDUCT

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3000. MILITARY DISCIPLINE

1. **Definition**

a. Discipline is necessary to ensure the efficient performance of every military duty. For military purposes, OCS defines discipline as the instant willing obedience to all orders and the compliance with regulations. Effective, efficient, and economical battlefield performance are established as the ultimate objective of military discipline. Discipline dictates our Marine Corps standard of personal behavior, mission accomplishment, courtesy, appearance, and ethical conduct.

b. Discipline is not something to be feared. It is not the same as punishment. Discipline imposed by physical force or fear of physical punishment is not tolerated at OCS. Collectively, reprimand and correction are part of enforcing good discipline; however, common sense and discretion must dictate the circumstances for their use and appropriate methodology. Thus, restriction, extra duties, courts martial, and confinement should not be construed as punishment. Instead, these corrective actions should be viewed as optional methods to reinforce adherence to published standards through personal and unit discipline.

2. **Self-discipline.** Self-discipline amounts to an officer candidate having control of themselves and doing what is right because he/she wants to. A leader must be able to tell fellow candidates to do their duty correctly and voluntarily, whether or not anyone is watching or directly supervising them.

3001. CANDIDATE STANDARDS OF CONDUCT

1. Officer candidates are required to obey all Marine Corps rules and regulations and are subject to the Uniform Code of Military Justice while at OCS. It is expected that candidate conduct during training and liberty periods fall in-line with the “Five Marine Attributes” and ultimately do not discredit the individual candidate, unit, or Marine Corps as a whole.

a. **Cheating and Collusion.** At OCS, as well as anywhere else in the Marine Corps, violations of integrity will not be tolerated. The reputation and foundation of the Marine officer is based on the integrity of each officer. Any officer candidate who observes cheating at any time shall immediately report the incident to OCS Staff. Any attempt on the part of an officer candidate to give, receive, or possess any unauthorized information or material before, during, or after an examination, shall be considered an integrity violation which constitutes grounds for immediate dismissal from the program. Cheating also consists of any attempt to obtain unauthorized information, regardless of whether the information is actually received or used.

(1) **Reference Material.** The candidate knowledge book is furnished to officer candidates early in the program of instruction. Any reference material brought to in-processing, to include store-bought or typed five-paragraph order skeletons, will be turned into a staff member on the first day of In-Processing. Possession of any of this material after pick-up will be considered an integrity violation and will be grounds for dismissal.

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b. **Officer Candidate/Instructor Relationship.** The officer candidate/instructor relationship is maintained on a formal military basis. No officer candidate may enter into any financial arrangements, loans, or gift giving with any staff member. Officer candidates and staff members will neither go on liberty together nor will officer candidates be invited to a staff member's quarters.

(1) **Solicitation or Presentation of Gifts.** The presentation of gifts to superiors by subordinate personnel either as a result of solicitation or personal initiative is strictly prohibited by Naval regulations. No item should be left at graduation that could be considered a gift to the platoon staff.

c. **Fraternization.** Details of the Marine Corps and OCS policy on fraternization are contained in the current OCS Order 5370.1 and posted on the company bulletin board. Officer candidates are forbidden from engaging in:

(1) Unduly familiar personal relationships with enlisted members in any of the armed forces, whether active or reserve component.

(2) Socialization with officers and enlisted members of the armed forces (including students at TBS) unless authorized by the CO, OCS.

(3) Romantic or sexual relationships with other candidates while at OCS.

(4) Engaging in unduly familiar personal relationships with any instructor or staff member at OCS. Unduly familiar personal relationships include close friendships as well as relationships that are either sexual or romantic in nature. Personal relationships do not include normal contact between persons related by blood or marriage.

(5) Getting married while in a candidate status at OCS is highly discouraged and change in marriage status must be made known to the Coordinator of Student Activities. Pending marriage issues of concern will be brought to the attention of the training company staff.

d. **Prohibited Activities and Conduct.** Details of the Marine Corps' policy on Prohibited Activities and Conduct are contained in MCO 5354.1F and posted on the company bulletin board. It is further stated that candidates will:

(1) Maintain a culture of dignity, care, and concern in which all members of the organization are afforded equal treatment and opportunity to achieve their full potential based upon individual merit, fitness, intellect, and ability.

(2) Prevent and report any prohibited conduct involving sexual harassment, prohibited discrimination, harassment, hazing, bullying, dissident and protest activities, and wrongful distribution or broadcasting of intimate images.

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e. **Marine Corps Policy On Illegal Drugs.** Details of the Marine Corps policy on illegal drugs are contained in MCO 5400.17 Marine Corps Substance Abuse Program. While at OCS candidates are subject to:

(1) **Drug Screening Program.** All officer candidates will have a urinalysis screening on, or immediately after, their arrival for training.

(2) All officer candidates are subject to random urinalysis while at OCS.

(3) Officer candidates involved with illegal drugs will be disenrolled from OCS and subject to such disciplinary action as deemed appropriate by the CO, OCS.

(4) Tobacco products and alcoholic beverages may be used/consumed by officer candidates only while on authorized liberty and in accordance with Marine Corps and state regulations. Virginia State laws require a person to be 21 or older to legally consume alcohol. Neither alcohol nor tobacco, to include electronic cigarettes (regardless of their content), will be consumed/used/stored in the barracks or on and around Brown Field. Alcohol will not be consumed eight hours prior to duty or returning from liberty. If officer candidates are assigned to company/platoon duty for the weekend, they will not consume alcohol even when their duty responsibilities are complete.

f. **Tattoos and Brands.** Officer candidates will not have any new tattoos or brands placed on any part of their bodies while at OCS.

g. **Additional Unauthorized Activities.** The following activities are prohibited:

(1) Food or leftover meals will not be consumed in the barracks unless authorized by OCS staff.

(2) The introduction, possession, or consumption of medication (to include over-the-counter i.e. Tylenol/Ibuprofen) are not authorized unless approved by OCS medical.

(a) Candidates will not purchase or consume over-the-counter medication while on liberty unless approved by OCS medical and through the notification of platoon staff.

(3) The introduction, possession, or consumption of stimulants, energy drinks, herbal supplements, protein powders or any related items that give the advantage over other candidates.

(4) Gambling in any form.

(5) The mixing of cleaning solvents, especially those containing chlorine and ammonia.

(6) Electrical Appliances are unauthorized with the following exceptions:

(a) Female officer candidates are authorized to use irons, electric shavers/razors, hair dryers, and other hair appliances.

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(b) Male officer candidates may use irons and electric razors only.

(7) Civilian Attire and makeup will not be in a candidate's possession during training and will be kept in the contraband/civilian gear locker for use on liberty periods only.

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CHAPTER 4

TRAINING

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CHAPTER 4

TRAINING

4000. **GENERAL.** Every event, **including non-weighted events**, at OCS is an evaluation of your abilities, desire, and determination to become a Marine Corps Officer. Marine Officers live according to the OCS motto, “Ductus Exemplo” (Leadership by Example) by doing the following:

1. Bias for Action: Aggressively accomplish the mission.
2. Selflessness: Desire to be part of something larger than yourself; everyone is an integral part of the team.
3. Proficiency: Know your job and execute it to the fullest.
4. Professionalism: Treat everyone with dignity and respect.
5. Honor: Follow regulations and keep your honor clean.

4001. **TRAINING PHASES.** Officer candidate training is divided into five distinct phases: In-Processing (Phase I), Transition Training (Phase II), Adaptation (Phase III), Decision-Making and Execution (Phase IV), and Mentorship/Out-processing (Phase V). Each of the various OCS programs will progress through the training phases. The training phases are described below:

1. **In-Processing (Phase I)**. All officer candidates are medically, physically, and administratively screened in order to be inducted into training. After screening is complete, the CO, OCS conducts induction boards to determine if officer candidates who do not meet minimum requirements will be inducted into training.
2. **Transition (Phase II)**. This phase marks the officer candidate’s first exposure to the training company staff. The officer candidate must focus on learning basic military procedures for all actions/events, understanding expectations, and achieving a strict adherence to discipline. The ability to grasp new concepts and apply them with speed and intensity is an integral part of the evaluation, indicating leadership potential and selflessness.
3. **Adaptation (Phase III)**. The emphasis during this phase is the increased responsibility on the officer candidates to hold billets, lead their peers, and maintain self-discipline. Officer candidates will be held accountable for individual and collective performance. The ability to overcome identified shortcomings and to work as a member of a team is critical as a leader of Marines, and thus contributes greatly to the overall evaluation and success of the officer candidate.
4. **Decision-Making and Execution (Phase IV)**. Officer candidates must demonstrate the leadership traits and principles in practical application during this phase. They also must exhibit their knowledge of the tactics instruction they have received in the classroom and the field

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environment, their ability to make a decision, and their aptitude to handle basic problem solving. Officer candidates are evaluated on individual initiative, willing acceptance of responsibility, and bias for action. Candidate billet holders are also given increased responsibility and evaluated based on individual metrics and the performance of their unit. Performance during this phase will have a direct impact upon success in the course.

5. **Mentorship and Out-processing (Phase V)**. Emphasis is placed on orienting and preparing the graduating candidates for the duties and responsibilities of a young officer, including success at The Basic School (TBS). It is critical that the candidate understands that the evaluation and screening process does not end until graduation is complete. The final training events focus on the human element, team building, and esprit de corps.

6. **Programs**. PLC-Jr's includes Phase I, II, and III, while PLC-Sr's includes Phase I, II, IV, and V. OCC/PLC-Combined programs will complete all phases.

4002. **DAILY ROUTINE**. Instruction is held daily. Candidates are expected to attend all periods of instruction unless excused by proper authority. Candidates are expected to study any missed instruction and will be required to make-up events as required.

4003. **TRAINING SCHEDULE**. The training schedule will be made available to the candidate company staff after Transition Phase. It will show the instruction to be presented, the uniform/equipment required, study references (if appropriate), and the time and place of instruction. Officer candidates will not use the company copy machines to make or otherwise obtain copies of the training schedule.

1. **Responsibilities**. Each officer candidate will remain fully informed of the daily schedule of instruction. They will appear promptly for formations, in the proper uniform, and with the proper equipment. It is an officer candidate's individual responsibility to be attentive and properly prepared for each class (unless attending sick call or otherwise excused by proper authority).

a. **Study Assignments**. Study time will be posted on the training schedule and may also be granted during haircuts and PX calls and Commander's Time at the Company Staff's discretion. Studying while on liberty is encouraged and may be conducted in groups. Officer candidates who take the initiative to preview forthcoming materials should have little difficulty in maintaining a satisfactory academic average. During Transition Phase, candidates will be allowed to study only their candidate regulations unless they are in a scheduled study period or as otherwise directed by their Company Staff. During Adaptation, Decision-Making and Execution, and Mentoring/Out-processing Phases, candidates may study the POI material of their choice during PX calls, Commander's Time, and nightly personal time in addition to their scheduled study time and after taps.

b. **Notes and Records**. Each officer candidate will keep a comprehensive file of notes and instructional material for reference, review, and future use.

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(1) All officer candidates will possess the required notebooks and stationary supplies. A loose-leaf notebook will normally be carried to instruction within the school area. A pocket size notebook will be carried during field training.

(2) Each officer candidate will keep a file of custody receipts or transfer paperwork covering any transaction involving drawing and/or turning in articles for which they are held responsible. This includes items such as individual equipment, manuals, etc.

2. Basic Daily Routine (BDR). BDR accounts for the time between reveille and the first scheduled training event and between the last training event and taps. After Transition Phase candidate billet holders are responsible for executing BDR IAW the following timeline unless otherwise directed by the Company Commander.

1930 – 2000	Personal Hygiene PNP (only consumed in the evening during fall/winter cycles)
2000 – 2010	Board Brief / Hygiene Inspection / Skin Checks / Corpsmen Support
2010 – 2050	<p>“Square Away” Time</p> <p>Following Transition Phase, candidates will be afforded 40-minutes of square away time. The intent of square-away time is to allow candidates the ability to conduct personal preparation and to evaluate time management skills.</p> <p>At no time will a candidate’s activities be noisy or otherwise disturbing to fellow candidates. Candidate billet holders will not dictate the use of square away time.</p> <ol style="list-style-type: none"> 1. Uniform and Equipment Marking 2. Day pack, main pack, and/or 782 gear preparation 3. PT gear preparation 4. Studying 5. Writing Letters 6. Stretching
2050	Final Counts / Evening Devotions
2100	Final counts / Lights

a. **Candidate Board Brief.** The candidate board brief will occur from approximately 2000-2010 or as needed by the candidate company staff. Candidate Company billet holders will prepare the brief and pass guidance to subordinate billet holders concerning the following days scheduled events. Following the board brief, subordinate billet holders may relay information to the platoon for preparation; however, they will not dictate how square away time is executed.

b. **Authorized Activities Between Lights and Reveille.** This time may be utilized according to the respective phase:

(1) **Transition and Adaptation Phases.** During the lights out period candidates may only be out of the rack for head calls, hydration, stretching, or to utilize foam rollers. The only

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other authorized activity in the rack during lights-out period is studying, completing essays, or writing letters using a red-light moonbeam. Fire watch will enforce this restriction and report any candidates in violation of these orders to the platoon staff.

(2) **Decision-Making Phase.** Upon entering Decision-Making Phase, candidates may be out of the rack to complete tasks that they deem necessary in order to prepare themselves for training. The decision to stay awake and complete personal tasks in preparation for the next day is on the onus of the individual candidate and will not be influenced by any staff member. Candidates will not congregate anywhere in the squad bay and must attend to their personal tasks at their rack and without disturbing or communicating with other candidates. All candidates will remain in their racks for the first 10 minutes following lights. Fire watch will continue to enforce these restrictions and report to the platoon staff any candidates who are in violation of these orders.

c. Candidates are not permitted in another candidate's rack.

d. PT gear is the only authorized sleeping attire. Candidates will not enter the rack in utilities.

e. Only candidates on fire watch are authorized to do laundry during the lights out period.

4004. **MARINE CORPS TERMINOLOGY.** A partial list of terms used in the Marine Corps is given in Appendix F (Marine Corps Terminology). All officer candidates will become thoroughly familiar with this list by the end of the first training week.

4005. **GRADE STRUCTURE.** Page G-1 show the insignia for the enlisted and officer ranks of all the military services, respectively. These appendices will be studied and known by all officer candidates by the end of the first training week.

4006. **MILITARY COURTESY**

1. Military courtesy is shown to all. It is shown to subordinates as well as to seniors, within all grades and on all occasions. Courtesy shown to a senior indicates respect for authority and responsibility. Courtesy shown to a subordinate is an expression of appreciation and respect for the essential part they play as a member of the same service.

2. The most well-known of all military courtesies is the hand salute. It is the most obvious and most used. It has long been a form of greeting. Military courtesy requires junior ranks to salute first, and cut the salute last. This is not an acknowledgment of inferiority, rather it is a military gesture of mutual respect. For this reason, saluting is not a one-sided act and should always be returned as a mutual exchange of greeting and respect between two military personnel.

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3. Occasions for Saluting

a. Outdoors

(1) **Officers.** Officers should be saluted at any distance less than 40 paces. Thirty paces is given because it is roughly the maximum distance from which insignia can be easily recognized. If the officer is approaching, the salute should be executed when they are about six paces away. If their route will not bring either of them within six paces they should be saluted at the point of nearest approach. Additional occasions for saluting are:

(a) After an officer has been saluted, if they remain nearby and no conversation takes place, no further salute is required.

(b) When addressed by an officer, or when addressing an officer, officer candidates will stand at attention unless otherwise directed by the officer. The officer will again be saluted when the conversation ends.

(c) If an officer is in civilian attire, or athletic dress, and is recognized, they will be saluted, and given an appropriate greeting.

(d) An officer driving or riding in a privately owned vehicle will be saluted as if they were seen walking.

(e) If passing an officer, and both the officer and officer candidate are moving in the same direction, the officer candidate will come abreast of the officer on their left and state "By your leave, Sir/Ma'am" and execute a salute, all while continuing to walk past unless stopped by the officer. The officer candidate continues and cuts the salute after the officer has cut their salute and replied, with the proper greeting of the day, or "granted" or "carry on."

(f) When engaged in field training saluting is prohibited unless directed otherwise.

(2) Music

(a) During parades, when "Ruffles and Flourishes" and "Hail to the Chief" are played, individuals not in formation will stand at attention and salute.

(b) On the first note of either the "National Anthem" or "To the Colors," individuals not in formation will face the direction of the flag, stand at attention, and hold the salute until the last note is played, and resume activities once "carry on" is played.

(c) Individuals will always come to attention during the "Marines' Hymn," but will not salute.

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(3) **Flag**

(a) Except when the flag is being raised or lowered, flags displayed from a mast will not be saluted.

(b) When the colors are carried on a staff by persons on foot, they will be saluted within six paces from the point of nearest approach, except when "cased" (encased by a waterproof cover). The salute is held until the colors have passed by a similar distance.

b. **Indoors.** Officer candidates will salute indoors only when under arms. "Under arms" refers to Marines on duty who traditionally require arms, even if no arms are carried. When on such duty, Marines will wear a pistol belt and/or Load Bearing Vest and remain covered. When in such a duty status and reporting to an officer, a salute is rendered, even if the officer being saluted is not wearing a cover. In cases such as this, the officer candidate will hold the salute until acknowledged.

4. **Types of Salutes**

a. **Hand Salute.** When standing, the hand salute is always given from the position of attention. If in motion, the salute is rendered only at quick time, never at double-time (running). The salute is always rendered with military sharpness and accompanied with an appropriate greeting (Good morning/afternoon/evening Sir/Ma'am). Once rendered, the salute is not terminated until acknowledged by the officer being saluted.

b. **Rifle Salute.** There are four rifle salutes.

(1) **Left/Right Shoulder.** The salute executed from this position is rendered outdoors at a halt or while marching at quick time.

(2) **Order Arms.** The salute executed from this position is rendered indoors or outdoors.

(3) **Trail Arms.** The salute is executed as if at order arms.

(4) **Present Arms.** This is a distinct honor, as a Marine at present arms represents the authority of the nation. Only troops in formation participating in a ceremony, or sentinels on post, are granted the privilege of saluting in this manner. Present arms is not to be used as a rifle salute except when in formation or posted as a sentinel.

c. **Sling Arms.** When carrying the rifle at sling arms, the hand salute is rendered while the left hand grasps the sling chest high. This is not considered a rifle salute, but rather another form of a hand salute.

4007. **REPORTING PROCEDURES**

1. **General.** On occasion when officer candidates find it necessary to address an instructor, they will follow the general procedure outlined in the subparagraphs below. The term "Sir/Ma'am"

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will be used when addressing all officers. When addressing enlisted company staff members, the proper rank designation will be used, (e.g., Gunnery Sergeant, Staff Sergeant). All Marines will be addressed by their billet, rank, and name (e.g., Platoon Sergeant Gunnery Sergeant Smith).

2. Individual Officer Candidates

a. **Reporting to an instructor in an office.** Officer candidates will be required to properly address staff members at all times. When reporting to an instructor in an office, the officer candidate will stand to the side of the hatch and bang their hand three times on the bulkhead. They will then address staff members using the format given below. When entering the office space, the officer candidate will center themselves one pace in front of the desk and say “(proper greeting of the day) Candidate (your last name) reporting as ordered.” When dismissed, they will come to attention, and say "Dismissed, Aye, Aye Sir/Ma'am/ Enlisted rank," take one step backwards, give an appropriate greeting of the day, about face, and step off.

Format

Appropriate Greeting: “Good morning / afternoon / evening ...”
Identification of Senior: “... Sir/Ma’am /Ladies and Gentlemen/Gunnery Sergeant, etc.”
Identification of Candidate: “... Candidate ___ LAST NAME ___ ...”
Identification of Action: “... reporting to Platoon Sergeant Gunnery Sergeant as ordered ...”
“... requests permission to speak to...”

Examples

“Good morning Sir, Candidate requests permission to speak to Platoon Commander, Capt.”
“Good evening Gunnery Sergeant, Candidate reporting to Platoon Sergeant Gunnery Sergeant as ordered.”

b. **Reporting from formation.** When reporting to an instructor from formation, it is dependent on which squad the officer candidate is in. If in the 1st squad, the officer candidate will simply come to attention and march to the instructor in the most direct manner. If in the 2nd or 3rd squad, the officer candidate will come to attention, take one step backward starting with the left foot, execute the appropriate facing movement, and proceed in the most direct route around their squad. Officer candidates will travel at port arms during this movement. The officer candidate will then halt two paces in front of the instructor, execute order arms and report in the same manner as given in paragraph 4007.2.a. If the officer candidate is under arms or covered, and reporting to an officer, a salute will be rendered as in the normal fashion. When dismissed, the officer candidate will come to attention, say, “Dismissed, Aye, Aye, Sir/Ma'am/ Enlisted rank,” take one step back, and give the appropriate greeting and salute (officers). Once the salute is acknowledged, the officer candidate faces about, comes to port arms, and returns to position in ranks.

c. In class.

(1) **Reporting the company.** The candidate company billet holders will report their company to an instructor in the classroom when the company is prepared for instruction. The Candidate Company Commander will report the company to all officer instructors. The Candidate Company First Sergeant will report the company to all enlisted instructors. If more

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than one company is present, the duty company will report for the entire classroom. The following procedures will be utilized:

(a) The officer candidate reporting the company will call the classroom to attention from the rear of the classroom.

(b) The officer candidate will march to the instructor, center themselves in front of the instructor at the position of attention and then deliver the report. During the report, the officer candidate gives the appropriate greeting and states, "Sir/Ma'am/ Enlisted rank, Candidate _____ reports (Alpha, Bravo, etc.) Company, (number of) Marine officer candidates and _____ (number of) M16A4 Service Rifles present and prepared for instruction." The officer candidate remains at the position of attention and awaits further instructions from the instructor.

(c) After receiving instructions from the instructor, the officer candidate will state, "Aye, Aye Sir/Ma'am/ Enlisted rank," give the appropriate greeting, execute an about face, carry out the instructions, and take a seat.

(2) Questions/Answering. When an officer candidate asks a question, volunteers' information, or is called upon to answer a question he/she will stand, come to attention, give the proper greeting of the day and state "Sir/Ma'am/ Enlisted rank, Candidate, company/platoon," and ask a question, give comments, or answer a question, as appropriate.

3. Units. Candidate leaders will report squads, platoons, and companies as instructed. During inspections, the officer candidate will report, "Candidate _____ (billet) Candidate _____ (name) reports (Company/Platoon) formed for inspection, Sir/Ma'am/ Enlisted rank."

4. Officers approaching a group or unit. Officer candidates under instruction observing the approach of an officer will NOT call the group/unit to attention. Should an officer approach a group of officer candidates not actually under instruction, e.g., during a break, the group will be brought to attention by the first officer candidate observing the officer approaching. All will salute, as appropriate, and render the appropriate greeting of the day.

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CHAPTER 5

UNIFORM, CLOTHING, AND EQUIPMENT

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CHAPTER 5

UNIFORM, CLOTHING, AND EQUIPMENT

5000. **UNIFORM CLOTHING**. Officer candidates are issued uniform clothing and are responsible for the proper care and fit of all uniform items. Only regulation issued uniform clothing will be worn. Specifically, only those items issued by OCS are authorized for use as warming layers during cold or inclement weather. Page D-1 is provided as a guide to the proper wearing of the officer candidate uniform.

1. **General.** All articles of uniform clothing will be marked in the prescribed manner. Instructions on the proper marking of clothing are given in Appendix E. Officer candidates will not mark clothing until directed to do so.

5001. **UNIFORMS**

1. **Belts.** Khaki web belts with brass/gold-colored buckles are the only belts authorized for wear while at OCS. All other belts, civilian or military (including “rigger’s” belts), will not be worn while in uniform. Prior enlisted Marines will not be authorized to wear their MCMAP belt until after family day.

a. Web belts are issued large enough to allow for shrinkage. After having been laundered at least three times, the length will be corrected by cutting the non-tipped end. When worn correctly, the brass tipped end will extend to the wearers left, not less than two inches and not more than four inches beyond the buckle edge. Soiled or frayed belts will not be worn. All belts will be cut within the first week of training.

b. The buckle of web belts will always be locked. The serration of the lock should be secured squarely (perpendicularly) across the belt.

2. **Billet Insignia**

a. Enlisted billet insignia will be worn on each side of the collar with the single point up and the centerline of the insignia on a line bisecting the angle of the point of the collar. The lower outside edge of the insignia will be equally spaced $\frac{1}{2}$ inch from both sides of the collar (see figure 5-1).

b. Officer billet insignia will be worn on each side of the collar centered between the top and bottom edge of the collar, with the outer edge of the insignia one inch and parallel from the front edge of the collar. When the blouse or shirt is buttoned up, the insignia will be parallel to the collar. (see figure 5-1).

c. To denote insignia as candidate billet insignia vice rank insignia, candidates will wear a red felt tab that measures 1 and $\frac{1}{2}$ inches square behind their insignia. The corner of the square tab will match up with the corner of the utility blouse collar and be centered behind the billet

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insignia.

d. If candidates are issued Extreme Cold Weather Clothing System (ECWCS) parkas (i.e. Gore-Tex jackets), enlisted and officer billet insignia will be worn centered on the zipper flap in the space provided. The red felt tab will be worn centered behind the insignia with the flat edge of the square parallel to the deck.

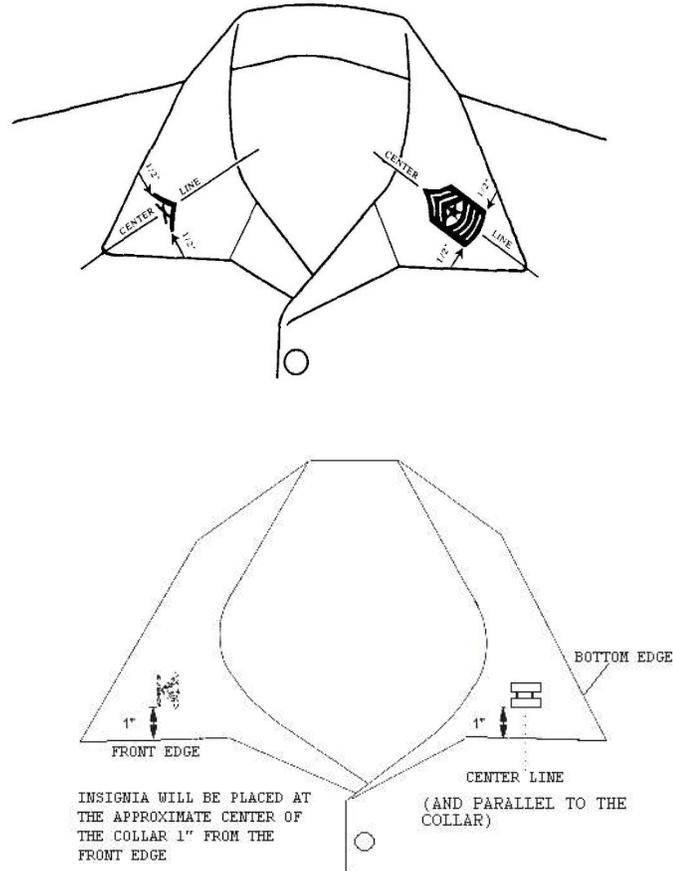


Figure 5-1. Enlisted and Officer Billet Insignia

e. Billet insignia will not be worn during PT, courses involving water obstacles, or the graduation parade.

f. Rank insignia and devices are authorized for family day and graduation.

3. **Marine Corps Combat Utility Uniform (MCCUU).** The only authorized utility uniform is the MCCUU. During all cycles, candidates will wear the desert MCCUU for the duration of training, but will wear the woodland MCCUU for prescribed inspections.

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- a. The woodland MCCUU will be worn by OCC and PLC-Sr candidates following completion of the Forge. During this time breast insignia and MCMAP belts are authorized. Enlisted rank is only authorized for family day and graduation. PLC-Jrs will wear the woodland MCCUU for their completion ceremony.
 - b. MCCUU will be worn in accordance with Marine Corps Uniform Regulations as amplified in Appendix D and marked in accordance with Appendix E. They will not be pressed or dry-cleaned.
 - c. MCCUU trousers will be bloused with blousing bands or other appropriate fasteners unless otherwise directed.
 - d. The MCCUU cap will not be worn under the helmet. Visors will not be rolled, curled, or otherwise shaped.
 - e. The MCCUU, or parts thereof, may be prescribed for wear as a working, athletic, or field uniform.
4. **Boots.** Only boots authorized by Marine Corps Uniform Regulations will be worn at OCS. All boots will be brushed, washed free of dirt, and cleaned. Cushion sole socks will be worn with field boots.
5. **Service Uniform.** When issued, service uniforms will be maintained and worn according to Marine Corps Uniform Regulations (MCO P1020.34H).

5002. TRAINING UNIFORMS AND EQUIPMENT.

1. **Uniforms.** The uniform of the day will be the appropriate MCCUU with green t-shirt (not-marked) unless otherwise directed. The uniform for physical training (PT) events will be dictated by the training being conducted, but the normal PT uniform will include green shorts/shirt, boots and MCCUU trousers, or full utilities. Candidates will be dressed in, at minimum, PT shorts and shirt at all times while in the squad bay, with the exception of the candidate heads / showers.

2. **Special Instructions**

- a. During the hot weather period (1 May - 4 September), MCCUU blouses will be removed and trousers will be unbloused when designated.
- b. Gore-Tex jackets, gloves, watch caps, neck gaiters, or ponchos may be prescribed as required by the Company Commander during inclement weather.
- c. **Watches.** Billet holders may wear wrist watches, except during PT. All candidates are authorized wrist watches during execution of the recovery run, VO2 Max, and 6.2-mile individual hike. Smartwatches are not authorized. A smartwatch is defined as any watch that

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has wireless communication capabilities, such as Bluetooth, Wi-Fi, GPS, or the ability to sync data (e.g., Apple Watch, Fitbits, Garmin etc.).

d. Wedding rings and unobtrusive religious paraphernalia may be worn except during PT or field events.

3. **Equipment.** At a minimum during training, candidates will have either a Camelbak, cartridge belt, or load bearing vest (LBV) with two canteens attached. Additional gear will be directed by the company staff.

4. **Contents of Pack.** During marches, administrative moves, and bivouacs, officer candidates may be required to wear/carry the assault pack or main pack. The pack will contain items from a prescribed packing list and may include additional items depending on event requirements and weather conditions. Detailed packing lists will be published prior to any field event.

a. Candidates may be selected at random to weigh their packs or to inventory for verification of required items from the prescribed packing lists. **Any deviations from the packing list will be disseminated and verified by a staff member.**

5003. **RESPONSIBILITY.** Certain items of government property will be issued on an individual memorandum receipt to each officer candidate for use during the course. Individuals are responsible for the care, preservation, and safeguarding of such property. In the event of loss or damage to any article through negligence, officer candidates will be required to replace the item if possible, or reimburse the government for such articles. When government property is returned to the supply center, the original receipt should be obtained. If the original is not available, officer candidates should obtain a signed receipt for that property.

1. Officer candidates will inform their platoon staff of either loss or damage to any article issued to them as soon as practical after the loss is discovered. This notification will be followed by a completed lost/missing gear statement that describes the circumstances of the loss/damage and the acknowledgment or refusal of responsibility for the loss/damage.

2. No government property will be removed from the confines of MCB Quantico.

3. Keep gear appropriately marked. Rifles, tactical gear, and PT uniforms will be marked as stated in figures 5-2 through 5-10 of these regulations.

4. Keep weapons clean at all times. CLP (cleaner, lubricant, and preservative) is the only cleaning solution authorized for use on the rifle. The cleaning tools provided are the only tools authorized for use on the rifle. The exterior and interior of the rifle will be void of all foreign matter. The rifle will not be entirely dry. A very light coat of CLP is acceptable. A "light coat" of CLP is considered to be an amount of CLP that covers all metal parts of the weapon but is not removable by touch.

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5004. UNIFORM AND EQUIPMENT MARKINGS.

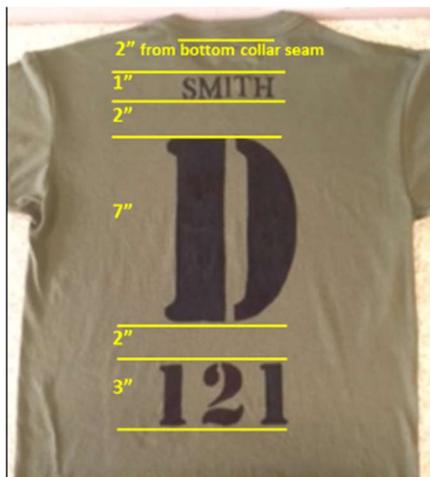
1. PT Uniform Marking

a. **PT shirts and green sweatshirts.** Officer Candidates are required to have freshly marked PT shirts for all PT events. Candidates will not wear marked shirts under their MCCUU blouse. Likewise, during the winter training cycles, officer candidates will mark their green sweatshirts in the same fashion listed below. Candidates will not mark their sweatshirts during the summer or fall cycles unless told to do so by their platoon staff. The officer candidate's name will be stenciled two inches below the neckband and centered on the back of the shirt with a one-inch stencil. The company letter and platoon number will be centered on the back of the shirt. The company letter will be seven inches in height and the platoon number three inches. The officer candidate's platoon number will be stenciled on the left front of the shirt three inches down from the top seam and one inch from the shoulder seam. The number will be three inches high by two inches wide. The sweatshirt will be marked in the same manner as the PT shirt; however, the front will be marked with the platoon number $\frac{1}{4}$ inch above and centered on the eagle globe and anchor. The number will be three inches high by two inches wide.

b. **PT Shorts.** The name will be stenciled on the inside, immediately below the waistband.

c. **Sweatpants.** During winter cycles, sweatpants will be marked in black with the officer candidate's name centered on the Eagle, Globe, and Anchor, four inches below the waistband with a $\frac{1}{2}$ -inch stencil. Candidates will not mark their sweatpants during a summer or fall training cycle unless told to do so by their platoon staff.

2. **Candidates Hand Marking.** Utilizing a permanent marker, each candidate's left hand will be legibly marked with their zap number, prior to administrative movements to bivouac, field exercises, the Endurance Course, conditioning marches, and any time a candidate is in full MCCUU with sleeves down.



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Figure 5-2. PT Shirt Marking

3. **MCCUU Marking.** MCCUU blouses will be marked with a name tag on the right shoulder. The tag will be marked with the candidate's last name or as many letters of the candidate's last name that fit in the available white space using the marking kit stamp.

4. Additional Clothing Markings.

a. Sickle cell: Candidates identified with sickle-cell will mark PT shirts and green sweatshirts with a red circle neatly painted around the company letter on the back and platoon number on the front. This will be accomplished before the candidate's next PT session. The candidate's LBV, Camelbak, main pack, and assault pack will all be marked with red electrical tape on the left shoulder.

b. Heat or cold casualty: Once a candidate has suffered a heat or cold casualty (as diagnosed by Medical), their PT shirts will be marked with a yellow circle painted neatly around the company letter on the back and the platoon number on the front. This will be accomplished before the candidate's next PT session. The candidate's LBV, Camelbak, main pack, and assault pack will all be marked with yellow electrical tape on the left shoulder.

c. Additional clothing marking locations are listed in Appendix E. With the exception of the duffel bag, markings are to be stamped on the listed items.

5. **Rifle and Gear Marking.** Rifles and tactical gear will be marked using a permanent black ink marker, ½-inch name stencil and white cloth adhesive tape. The tape will be cut to a six-inch length, and the officer candidate's last name, company and platoon, centered on the tape as shown in figure 5-3. If this length is insufficient, the tape will extend ¼-inch beyond the first and last letters of the officer candidate's name. In the case of two officer candidates having the same last name, initials will be used to distinguish one from the other. **ALL** white tape and its residue will be removed from tactical gear and weapons prior to turn-in. The marked sections of tape will be affixed as indicated below:

a. **Rifle.** Parallel and adjacent to the butt of the rifle on the ejection port side and readable when the weapon is butt down.



Figure 5-3. Rifle Marking

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b. **Cartridge Belt.** Centered on the back of the belt and readable when worn as shown in figure 5-4.



Figure 5-4. Cartridge Belt Marking with Canteen Marking.

c. **Main Pack/Assault Pack/Camp Stool.** Marking of main pack will be centered on third attachment strap from the bottom of the pack. The assault or day pack will be marked in the same manner. The camp stool will be marked on the bottom bar centered between the feet with a one-inch stencil.



Figure 5-5. Main Pack, Assault Pack, and Camp Stool Marking

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d. **Helmet Cover.** Centered on the back of the cover, one half inch above the rim of the helmet and readable when the helmet is worn.



Figure 5-6. Helmet Cover Marking

e. **Entrenching Tool (E-Tool) Case.** Centered one inch from the top of the case and readable when worn.



Figure 5-7. E-Tool Case Marking

f. **Gore-Tex Jacket.** Right sleeve pocket is marked with company and platoon number (i.e. A2 or C3) centered in the white tape. Left sleeve pocket is marked with candidate's name centered in the white tape. The tape on the sleeve pockets will wrap completely around the flap and will be on the upper portion (closest to the stitching).

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Figure 5-8. Gore-Tex Jacket Markings

Rank Insignia worn on front tab, centered with red felt on the background. Enlisted and officer ranks worn vertically as depicted in the images.

g. **Canteen Covers/Canteens/LBV.** Canteen covers will be marked on the left secure strap such that the marking is visible when a canteen is secured in the cover. The tape will wrap around the sides of the flap. Canteens will be marked at the bottom of the convex side of the canteen. The LBV will be marked centered on the back strap that crosses the shoulder blades.



Figure 5-9. Canteen Cover, Canteen, and LBV Marking

h. **Camelbak.** Camelbaks will be marked centered on the middle attachment strap of the lower front pocket. Camelbaks will have a zap card inside the lower center pouch. The zap card will display the candidate's name, company, platoon, and zap #.

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Figure 5-10. Camelbak Marking

6. Rack and Foot Locker Regulations.

a. **Tactical Gear.** The main pack will be stored under the rack tight to the rack pole and closest to the bulkhead. The marking on the main pack will face up and the handle/top of the main pack will be closest to the center of the highway. The pack frame will have all straps buckled. All tactical gear will be stored inside the main pack unless otherwise directed.



Figure 5-11. Main Pack Display

b. **Foot Locker.** Footlockers will be locked with combination locks at all times when officer candidates are not in the immediate vicinity.

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Figure 5-12. Foot Locker Box Display (bottom)

- (1) **Foot Locker Box** (bottom)
 - (a) Cammie Rolls will be placed on the far left.
 - (b) Sweat top and bottoms will be rolled separately to the right of the Cammie rolls.
 - (c) Extra towels will be rolled neatly and placed to the right of the sweat top and bottom rolls.
 - (d) Personal items will be placed neatly to the right of the extra towels.
 - (e) Rifle Cleaning gear will be placed to the far right.
 - (f) Wallet will be placed to the left of rifle cleaning gear as depicted.

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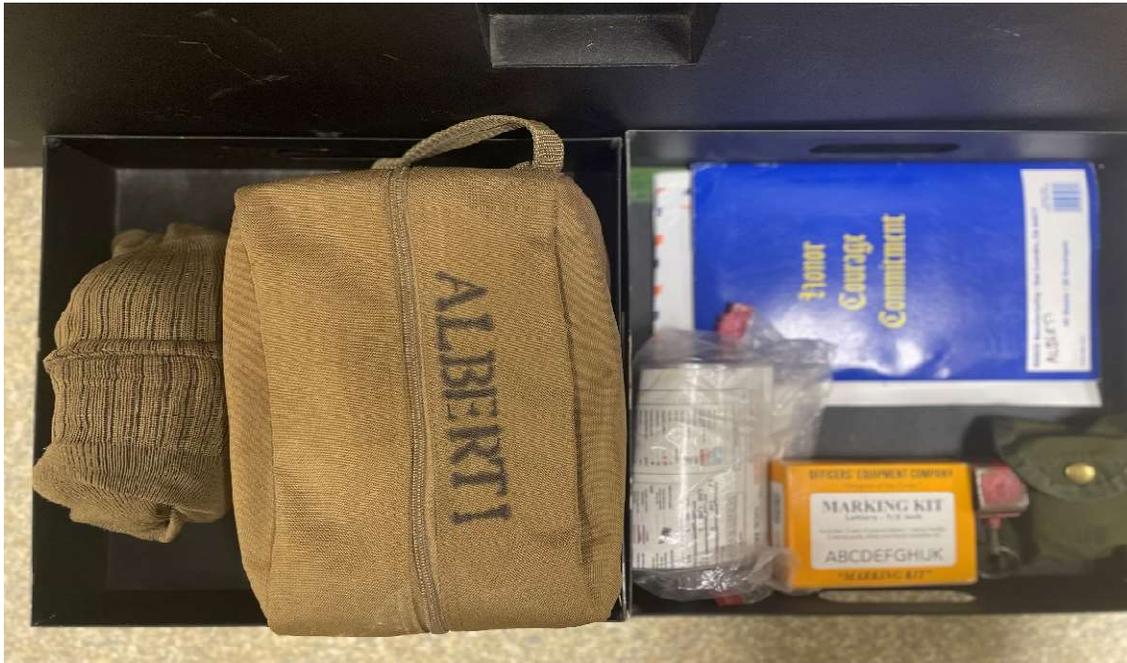


Figure 5-13. Foot Locker Tray Display

(2) Foot Locker Tray (Top)

(a) Right side. From left to right in the right tray as follows

1. Letter writing gear. Top-middle of tray.
2. Religious materials. Top right of tray.
3. Land nav / test taking kit. Bottom left of tray.
4. Stamp/marketing kit. Bottom-middle of tray.
5. BFA and compass. Bottom right of tray.

(b) Left Side.

1. Skivvy Rolls/Hygiene Rolls
2. Extra skivvies
3. Hygiene kit

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(3) Marking the Foot Locker.

(a) Officer candidates will stencil their names using the ½-inch stencil on white adhesive strips cut to 6 inches long.

(b) The adhesive strip will be centered on both ends of the footlocker above the handle.

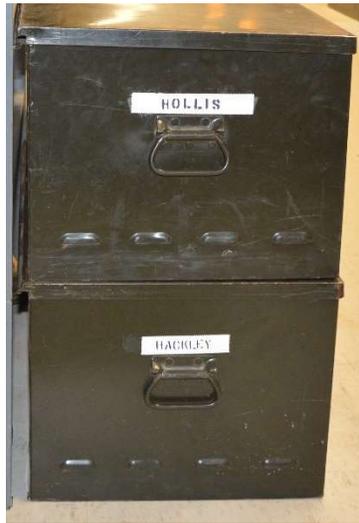


Figure 5-14. Foot Locker Marking

c. **Racks.** All racks will be made up tightly and in a military manner, and gear will be stored as described below, at all times. During inspections, designated equipment will also be displayed on the rack as shown in Figure 5-16.

(1) Laundry bags will be stowed as directed by the Company Gunnery Sergeant. They will be marked with a one-inch stencil in black ink with the candidate's last name and ZAP # on the tab.

(2) Towels will be marked as dictated by the Platoon Staff with one-inch stencil with the officer candidate's last name so that when the towel is displayed, the name will be centered. Towels must be solid white. No soiled towels will be locked away in foot lockers.

(3) Wash cloths will be marked with the officer candidate's last name, centered along the bottom edge, using the ½-inch stencil. Washcloths will be solid white.

(4) The officer candidate in the lower rack will place their boots, running shoes, and shower shoes, in that order on the same side as their main pack. Foot lockers will be positioned towards the center of the squad bay at the base of the racks.

(5) Racks will be marked with a white adhesive tape strip cut 6 inches long, using the ½-inch name stencil. The nametape will be placed on the long metal side support bar holding the

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mattress, 6 inches from the end of the rack closest to the center of the squad bay and visible from the hatch.



Figure 5-15. Rack Marking

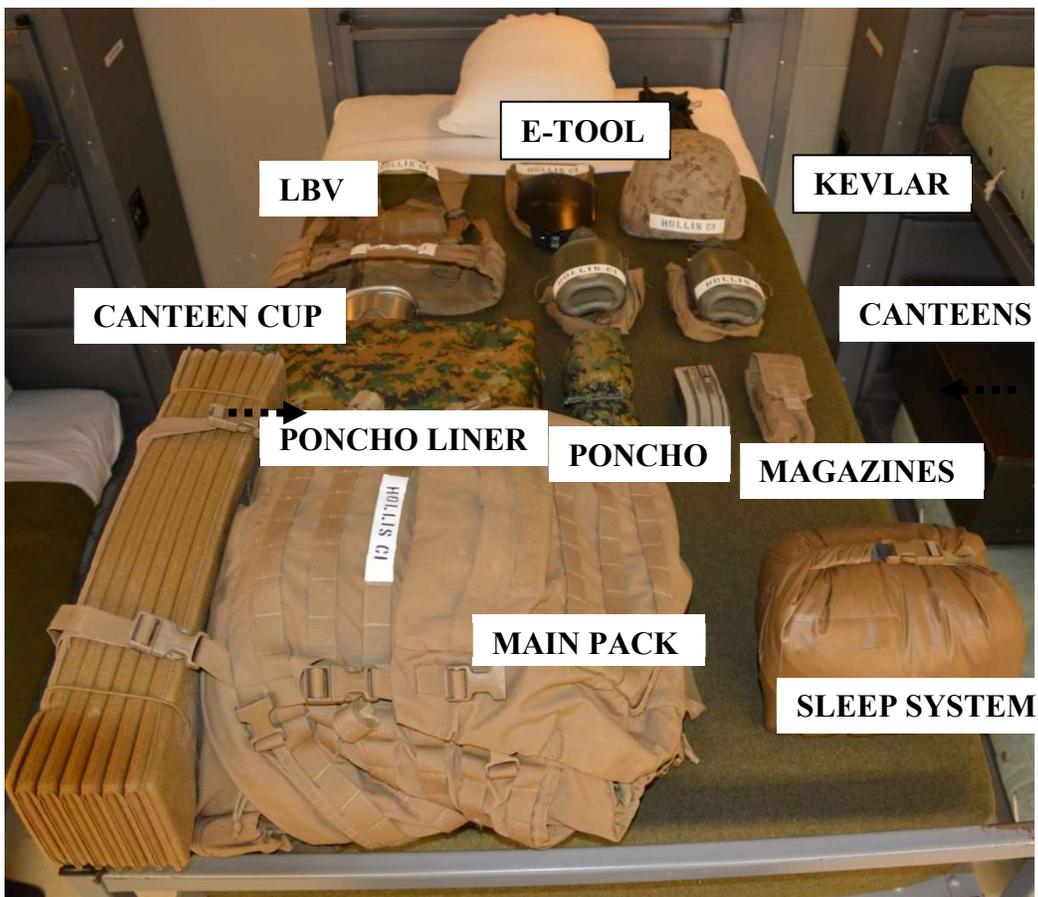


Figure 5-16. Inspection Rack Arrangement

7. Compasses/Blank Firing Adapter. Each candidate is responsible for the accountability of their compass and Blank Firing Adapter. The serviceability of all compasses will be checked

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prior to the candidates leaving the armory. All unserviceable compasses will be immediately exchanged. Compasses will be stored in a secured foot-locker when not in use.

5005. OCS GROOMING STANDARDS.

1. Male

a. **Haircuts.** Haircuts will be conducted once weekly per the training schedule prior to liberty evaluation periods. Male candidates will be given the prescribed haircut for the respective phase in the training cycle and will not make requests for specific haircut styles. When liberty commences, male candidates are required to get a haircut as part of the liberty evaluation period. Males will ensure they continue to receive the prescribed haircut for the respective phase in the training cycle. Shaving the head is not authorized unless by special exception from the Platoon Commander/Platoon Sergeant.

(1) No facial hair is authorized during the training cycle.

(2) No cosmetics are authorized during the training cycle.

2. Female

a. **Haircuts.** Women are expected to maintain hair styles that are conservative and professional in appearance. Hair may be no shorter than ¼-inch from the scalp. Bangs, if worn, may not fall into the line of sight or interfere with the wear of headgear. If hair length extends beyond 2 inches below the collar's lower edge (in the utility or service uniform), it must be fastened or pinned in a bun or French braid with inconspicuous hair accessories. Buns may extend a maximum of three inches from the scalp and no wider than the width of the head. If a female candidate does not arrive with their hair with Marine Corps regulations they may be disenrolled at the discretion of the CO, OCS. Otherwise, female candidates are expected to use liberty periods to get any additional haircuts during the training cycle.

b. **Cosmetics.** No cosmetics are authorized during the training cycle.

c. **Hair Products.** Most female candidates find hair gel useful for maintaining a professional look. Females are encouraged to use the following hair products in order to avoid damaging their hair: Eco Style Hair Gel, Shea Moisture Defining Styling Gel, or WetLine Xtreme Hairstyling Gel.

HAIR TWISTS FOR SHORT HAIR



MAXIMUM LENGTH FOR MEDIUM-LENGTH HAIR

HAIR LENGTH MUST NOT
OBSCURE THE COLLAR
RANK INSIGNIA



NOT TO EXTEND MORE THAN TWO
INCHES BELOW THE BOTTOM OF
THE BASE OF THE COLLAR

HALF-PONYTAILS OR UP TO TWO HALF-BRAIDS FOR MEDIUM LENGTH HAIR



LONG HAIR

WHEN STYLED, LONG HAIR WILL BE SECURED UP, NOT TO EXTEND MORE
THAN TWO INCHES BELOW THE BOTTOM OF THE BASE OF THE COLLAR

CANDIDATE REGULATIONS

CHAPTER 6

SAFETY PRECAUTIONS

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6000. **PHYSICAL CONTACT**. Physical contact between officer candidates and staff personnel is strictly forbidden except while acting within the scope of their authority for the purpose of:

1. Conducting a lawful inspection.
2. Examining personnel, clothing, or equipment.
3. Fitting or correcting the arrangement of clothing or equipment.
4. Correcting positions during physical training.
5. Correcting the end state of the candidate's position.
6. Preventing bodily injury or harm or administering life-saving steps.

6001. **BLANK AMMUNITION**.

1. Blank cartridges are to be used only in prescribed training exercises. Extreme care must be taken in the use of blank cartridges.

a. Officer candidates will not fire blank ammunition until they pass the Safe Weapons Handling Exam.

b. Blanks will not be fired at a person at a distance of 5 meters or less.

c. Blank cartridges will be free of foreign matter before being fed into the weapon. Corroded, dented, or otherwise damaged blank cartridges will not be used. Modification of the propellant charge or disk of a blank cartridge is prohibited.

d. Blanks will not be fired without a blank firing adaptor (BFA).

2. Any unexpended ammunition issued for use on field problems will be turned-in to an instructor immediately upon completion of the exercise and prior to leaving the area. No other means of disposal are authorized. If any unexpended blank ammunition is discovered in the barracks, it must be turned over to the platoon staff immediately.

3. Explosives, pyrotechnics, and other items are only permitted for use in the OCS training area by OCS staff, as authorized by the CO, OCS.

6002. **DUDS**. Duds (cartridges of high explosive which have failed to detonate) may be encountered by officer candidates throughout the field training areas. Any items of ammunition found in the field will be assumed to be duds, and officer candidates will comply with the following instructions:

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1. Such items will not be touched or disturbed.
2. The location of such items will be marked by the finder and reported to the nearest instructor, indicating location and type of marking.
3. Under no circumstance will such ammunition be fired or used in any way.

6003. **COMPASSES.** Compasses contain tritium, a radioactive isotope. Therefore, certain safety precautions must be followed if a compass breaks. All compasses broken during use shall be placed downwind from personnel and be allowed 10 minutes to ventilate. All compasses broken indoors will result in evacuation of personnel from the room for at least 40 min. When handling broken compasses, personnel should immediately wash hands with soap and water. All broken compasses should be double-bagged, labeled, and brought to the armory for storage.

6004. **PERSONAL PROTECTION.**

1. **Sunburn.** During hot weather, extreme caution is necessary in the initial stages of training to avoid serious sunburn cases. Officer candidates who are easily susceptible to sunburn are advised to obtain sunblock. Although preventing sunburn is an individual responsibility, effective leadership at all levels is necessary to prevent serious injury and lost training time.
2. **Poison Ivy/Oak.** All poison ivy/oak cases will be treated by medical personnel. Officer candidates reporting for duty who are highly susceptible to these infections or who have a continual medical history of treatment, should notify staff and medical personnel of this fact prior to the initial physical examination for proper evaluation.
3. **Contact Lenses.** Contact lenses are not authorized for candidate use while at OCS due to the high hazard of injury or infection under rigorous and austere training conditions, and the lack of time for proper contact lens specific hygienic care.
4. **Safety.** Every officer candidate is responsible for both their personal safety and the safety of other officer candidates. If an unsafe condition is observed, the officer candidate should immediately report it to the nearest staff member.

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CHAPTER 7

MEDICAL AND DENTAL TREATMENT

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7000. MEDICAL TREATMENT

1. **Morning Screening.** Each platoon will have a corpsman assigned who is responsible for that platoon's medical needs. Every morning, the platoon corpsman will be present, starting at lights, in the front of the squad bay to screen any injuries or illnesses. Platoon corpsman will also be present after all physical training events to screen/treat the platoon for injuries. **This is meant for injuries that occurred during the physical training session; it is not an extension of sick call.**

2. **Sick Call.** Sick call will be held in the barracks squad bay and at Bradley Branch Clinic at times indicated in the daily routine. Officer candidates will first report to the Platoon Corpsman assigned. Under no circumstances will officer candidates seek medical attention or aid without first consulting the medical staff. Officer candidates reporting to sick-call in non-emergency situations will use the following procedure:

- a. Notify their Candidate Platoon Sergeant via their officer candidate chain of command.
- b. Check out (physically, if at all possible) with their platoon staff and Duty Instructor.
- c. Sign out in both the platoon and company sick call log prior to departing for sick call. The uniform for candidates will be MCCUU with running shoes, water source, camp stool, and glow belt. Candidates will also take candidate regulations, knowledge, and moon beam. Candidates will not take day packs to medical. **At no time will candidates go to sick-call in boots.**
- d. Candidates will move to the clinic in formation with a candidate designated as unit leader and enter the clinic through the rear hatch (facing the outdoor head by the Obstacle Course).
- e. Upon release from medical, move back to the company barracks (escorted by an instructor during Lights or with a buddy in subsequent phases) and immediately sign back in the platoon and company sick call logbooks. Turn in one copy of the medical chit to their platoon staff (or appropriate box) upon signing into the logbook.
- f. Locate and check back in with the Duty Instructor. Give a copy of the medical chit to the Duty Instructor with the same missed training annotation on the back; retain the remaining (third) copy of the medical chit for the candidate's personal record keeping.
- g. Check in with the candidate chain of command.

3. **Medical Disposition.** Officer candidates may be placed in a full-duty, light or limited-duty, bed rest/sick in quarters, or isolation status after a sick call examination by a medical officer or independent duty corpsmen. **Candidates will not dictate, nor will they ask medical personnel to place them in a certain medical status.** Candidates are responsible for studying any missed academic material and will be required to make-up missed training events.

- a. **Limited/Light Duty.** These candidates will be restricted from participating in training events/official duties unless otherwise directed. Candidates in a light duty status will wear

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running shoes and a glowbelt. They will walk in the back of the company with the Duty Officer during garrison movements. These candidates may stand firewatch at the discretion of the Platoon Commander

b. **Bedrest/SIQ.** These candidates will be restricted from participating in any training event unless otherwise approved. Candidates will stay in their assigned rack and will be permitted to leave their rack from time to time to make head calls, hygiene, and consume hot trays on the squad-bay quarterdeck.

c. **Isolation/Quarantine.** Candidates who are diagnosed with communicable illnesses or pending results may be placed on isolation/quarantine deck in order to mitigate the spread of their illness amongst their platoons.

d. Officer candidates returning from appointments, or upon discharge from any hospital, shall report to Bradley Branch Health Clinic during the following sick call for disposition.

4. **Athletic Trainer - Certified (AT).** OCS employs two full time ATs. The training company staff and/or corpsman will determine if an officer candidate needs to go to the AT. A candidate may be directed to see the AT immediately following morning screening. The AT conducts musculoskeletal evaluations, treatment, rehabilitation, taping, or braces as deemed necessary. ATs will be available Monday-Saturday.

5. **Medical Treatment While on Leave or Liberty.** Officer candidates requiring medical treatment or hospitalization while on authorized absence should endeavor to use Armed Forces facilities. If a candidate requires medical attention during liberty they will notify a company staff member. When, due to sickness or injury, an officer candidate is unable to return to OCS at the expiration of leave or liberty, they will immediately notify the Company Duty Officer or Duty Instructor by telephone. Upon return, they will submit a statement obtained from a medical officer or a civilian physician regarding his/her physical condition.

6. **Medication.** All medicines (prescribed or not), vitamins, supplements, weight loss and stimulant products are considered contraband and are not authorized unless approved by the OCS medical staff. This includes all over the counter medications including, but not limited to, Tylenol, Ibuprofen, Aspirin, etc. If the medication has not been prescribed or approved by OCS medical, it is not authorized, and will be confiscated. Officer candidates will neither share nor give prescribed medication to another officer candidate. Any unused medications will be returned to the Company Corpsman for disposition. Any candidate in possession of contraband medications may be disenrolled for an integrity violation.

a. Candidates are not authorized to purchase or consume over-the-counter medication while on liberty unless approved by OCS medical.

b. If a candidate arrives to OCS with prescribed medication, they are required to disclose/notify a medical provider during the In-Processing medical exam. OCS medical personnel will determine if the medication is safe for use during the training-cycle. Failure to

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notify/disclose medication during the In-Processing medical exam may lead to punitive action at the discretion of the CO, OCS.

7001. **HEALTH TIPS**

1. **Wood Ticks.** Wood ticks may be encountered on field exercises. Cases of Rocky Mountain spotted fever and lime disease have developed in this general vicinity and the following precautions should be taken:

a. Avoid tick bites by remaining in the proper uniform. MCCUU trousers should be bloused or tied around the boot or sock top.

b. It is important to remove ticks from the clothing or body as soon as possible. Inspection of the body and clothing should be made at least once, and preferably twice, daily. Upon returning from field exercises, all officer candidates should remove their clothing and make a careful search for ticks, paying special attention to the hairy parts of the body and the back of the neck and ears. "Buddy aid" is essential to this process.

c. Ticks should be carefully removed from the body. Avoid crushing ticks. Ticks should be removed under the supervision of the corpsman, if possible. After removal, the ticks should be killed and the area from which removed should be painted with an antiseptic, such as iodine. The hands should be thoroughly washed with soap and water. Keep and give the tick to medical personnel, if able.

2. **Chiggers.** During the summer months, chiggers present a serious problem in all field activities. Added to the discomfort caused to a person bitten by chiggers is the danger of infection and possible ulceration if the bites are not treated with the proper care.

3. **Poison Oak/Ivy.** Poison oak, ivy, and sumac are found in abundance throughout the training areas. Care should be exercised during field events to avoid these plants. A cool shower upon return to the barracks will help prevent infection.

4. **Hot Weather Precautions.** In addition to the instruction each officer candidate will receive on heat-related illness, the following simple rules for avoiding heat exhaustion and heat stroke during hot weather will be observed:

a. **Dehydration.** Officer candidates should use urine color as their primary guide for determining hydration and in gauging fluid consumption requirements. The urine hydration charts are posted in head facilities around Brown Field. Generally, clear to light yellow urine indicates adequate hydration. Staff corpsman can also answer any questions candidates may have.

b. Food intake should be balanced prior to physical training to ensure that the candidate has proper fuel for the event but avoids overeating. Sweets, caffeine, and foods high in 'bad' fats should be avoided. Beginning in Adaptation Phase candidates are authorized to receive a

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secondary serving of food during meals at Bobo Hall. Candidates will not be afforded extra time to consume the secondary serving of food beyond the time allotted on the training schedule.

c. Officer candidates can purchase electrolyte replacement powders at their PX calls and when on liberty. When purchased, candidates are limited to 10 single serving packs of Liquid IV or Drip Drop. Supplementing water and food intake with the electrolyte powders or sodium is essential to maintain electrolyte balances, especially during the warmer months during which training is conducted.

d. If candidates experience dizziness, lightheadedness, or nausea during any activity, they should notify their company/platoon staff.

5. Exercise-Associated Hyponatremia. Hyponatremia is the state in which blood sodium levels become significantly reduced, causing illness or even death. Symptoms may include fatigue, lethargy, nausea, vomiting, lightheadedness, collapse, loss of consciousness, and seizures. An individual engaged in prolonged, strenuous exertion loses both water and salt in the form of sweat. Personnel usually are effective at increasing water intake to replace losses, but typically forget to replace the lost sodium. Hyponatremia may also be caused by excessive water intake during exertion or in anticipation of losses (pre-loading). Sports drinks (such as Gatorade) do not contain adequate sodium for sustained, heavy exertion.

6. Cold Weather Precautions. Officer candidates will receive classes on the dangers of cold weather and the following simple rules for avoiding cold casualties will be adhered to:

a. The buddy system is used for observation of early signs of cold weather injuries. Company staff members will initiate and ensure officer candidates conduct buddy checks of exposed body parts, including ears, hands, feet, and nose.

b. Officer candidates' uniform must be kept as dry as possible or a change of clothes made readily available.

c. Officer candidates risk not being authorized to participate in field training without proper cold weather gear. Candidates will be directed by staff on the appropriate requirement and use of cold weather gear. This is essential to prevent over-layering which will induce heat injuries or generate excess sweat, which could result in water-related cold weather injuries.

d. Company staff members can require cold weather gear to be worn if the Company Commander deems it necessary for officer candidate safety or cold weather injury prevention. Company staff members will ensure the officer candidates use the proper layering process.

e. Officer candidates will notify company staff members as soon as possible if a cold weather injury is suspected or identified.

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7. **Blisters.**

- a. Platoon Corpsman will be available to check the officer candidates' feet during sick call screening.
- b. Materials for self-treating blisters are available in the platoon sick call area.
- c. Officer candidates may want to try wearing two pairs of socks. The inner pair should be thin nylon socks and the outer pair should be thick and woolen. Frequent sock changes may also mitigate development of blisters.
- d. Place moleskin and tape on hot spots (reddened areas) that are prone to friction before a vigorous PT event or hike. The AT is available to officer candidates prior to field exercises and conditioning marches to assist.
- e. Always consult a corpsman upon discovering any signs of blisters.
- f. At no time will candidates sleep with shoes, boots, or socks on in order to allow their feet the time to properly dry.

8. **Cellulitis**

- a. Cellulitis is a deep skin infection that is generally caused by open wounds that become dirty or exposed to bacteria. The most common causes of cellulitis at OCS are caused due to poor hygiene or untreated / under-treated blisters.
- b. Symptoms of cellulitis include skin redness, heat, and pain near the site of an open wound. The redness, heat, swelling, and pain can quickly spread from the site of origin, e.g., from a blister on the heel to the entire lower leg. The wound may or may not weep with a yellow, foul-smelling discharge. If untreated, cellulitis becomes debilitating quickly and may require hospitalization. The officer candidate must seek medical treatment at the very first sign of cellulitis.
- c. Prevention
 - (1) Wash hands with soap.
 - (2) Keep cuts and abrasions clean and properly treat them with first aid.
 - (3) Always wear well broken-in footwear and boots for PT and field exercises.
 - (4) keep your feet clean.
 - (5) Change socks regularly, especially when they get wet.
 - (6) Have your Platoon Corpsman check any suspected blisters.

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(7) Attend to blisters quickly and aggressively.

(8) Change blister dressings daily.

9. **Rhabdomyolysis.** Is characterized by the excessive breakdown of skeletal muscle cells and the subsequent release of intracellular muscle contents into the bloodstream. It most often occurs during or immediately following high intensity, protracted, or repetitive physical activity, usually after engaging in unaccustomed strenuous exercise. High temperatures and humidity, and poor hydration/electrolyte replacement can increase your chances of getting rhabdomyolysis. If not treated, rhabdomyolysis can result in kidney failure, heart attack, stroke, or death. Candidates experiencing any combination of the below symptoms should notify the staff immediately:

- a. Extremely sore, painful, swollen, and weak muscles.
- b. Difficulty fully bending or straightening a joint.
- c. Dark brown urine.

7002. **DENTAL TREATMENT.** Only emergency dental work will be done while in an officer candidate status. Officer candidates will follow the same check-out procedures as outlined in paragraph 7000.2.

7003. **ADMITTANCE TO HOSPITAL.** Officer candidates admitted to local hospital facilities must take their hygiene items, study materials, cell-phone/charger, wallet with ID, and other personal items with them, except in emergency cases in which the staff will ensure they receive their items.

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CHAPTER 8

CANDIDATE BILLET HOLDER RESPONSIBILITIES

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CHAPTER 8

CANDIDATE BILLET HOLDER RESPONSIBILITIES

8000. **BILLET HOLDERS.**

1. **General Duties.** The general duties of the various billet holders are described in this section. Additional duties will be explained when billet holders are posted. Many actions which billet holders are expected to conduct during the exercise of their routine duties are driven by the candidates' own initiative and judgment. The evaluation of candidate billet holders will be based on the employment of the Five Marine Attributes as well as their ability to follow orders while employing leadership traits and principles. Candidate billet holders must coordinate with each other and maintain open lines of communication with OCS training company staff members. The candidate's performance in their billet will be documented on the Billet Performance Evaluation (BPE).

a. **Weapon Security.** Candidate billet holders are responsible for posting appropriate security watches on rifles and equipment when stacked or grounded in company/platoon formations. No one except a recognized member of the company staff will be allowed access to any weapons. M16A4 rifles issued to officer candidates will remain locked when not in use. Rifles will be removed only for authorized training and cleaning. Rifle security cannot be OVEREMPHASIZED.

2. **Assignment Procedures.** Candidate billets are divided into fire team, squad, platoon, and company-level billets. These billets are progressive in nature, with each succeeding level becoming increasingly more complex and requiring more coordination and leadership ability. Each officer candidate will start in a fire team leader or squad leader level billet if possible, and progress upward in billet assignment. Depending on the size of the company, each officer candidate should serve in at least one company or platoon level billet. These billets provide an administrative organization for the candidate companies, promote individual leadership training, and provide a means for evaluating each officer candidate's leadership potential.

3. **Tour of Duty.** The tour of duty will generally be from 48 to 72 hours. An individual candidate's billet may be shortened or lengthened, depending on the training schedule. All billet holders (from the Candidate Company Commander to each Candidate Fire Team Leader) will be posted and relieved at the same time. The time for new candidate billet holders to be posted and relieved will be specified by the Company Commander.

4. **Posting and Relieving.** Candidate billet holders will be posted, relieved, and critiqued by their respective staff evaluator as shown in paragraphs 8003.

5. **Counseling.** Initial counseling will be conducted between the candidate and their staff evaluator in person to ensure the candidate understands the billet responsibilities as outlined in the Candidate Regulations as well as the evaluator's expectations. Within 48 hours of completion of a candidate's tour of duty, the assigned staff evaluator will complete a detailed evaluation of the candidate's performance, using the BPE form, and will use this to counsel the

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candidate. The candidate will respond in writing on the BPE as they would with any other assigned “chit.”

6. **General Guidance.**

a. Your evaluation begins immediately upon assuming your billet and is evaluated on your ability to demonstrate the Five Marine Attributes as well as the following guidelines:

(1) Ensure that all details involving the operation of your unit are properly coordinated and complete. Ensure your unit is at the right place, at the right time, with the right gear, in accordance with the training schedule, and instructions from staff and candidate billet holders.

(2) Be familiar with ALL subordinate billet holders and properly supervise them. Hold them accountable in the execution of their duties, utilizing the chain of command. Communicate both up and down the chain of command to keep candidate billet holders informed. Ignorance is not an excuse.

(3) Provide substantive and specific feedback on the performance of subordinate candidate billet holders in accordance with the guidance located in chapter 8 of the Candidate Regulations, utilizing the peer billet evaluation report located in Appendix C.

(4) Move about the Platoon or Company, as needed, to best accomplish the requirements of your billet. The same applies to where billet leaders post themselves.

(5) Maintain accountability of all personnel, weapons, and equipment of your unit and be prepared to report on the status of your unit at any time. Ensure to report the names, location, and status of any Officer Candidates not on-hand and inform candidate superiors and staff of any changes as needed.

(6) Carry out such written or verbal orders that may be given by members of the staff or senior candidate billet holders.

8001. **OFFICER BILLETS.**

1. **Candidate Company Commander.** The Candidate Company Commander is the senior-ranking candidate billet in the Company and will wear the rank insignia of a Captain. The Candidate Company Commander is responsible for the internal functioning of the Company. Specifically, the Candidate Company Commander will:

a. Assume duties as the senior candidate in the Company. The Candidate Company Commander is responsible for **everything** the Company does or fails to do.

b. Report to the Company Commander for instructions as required throughout the day. In his/her absence, report to the Company Duty Officer. Report to the Company Duty Officer at each formation and immediately after liberty is secured.

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c. Supervise the conduct of all company formations and report the company to all academic officer instructors prior to formal periods of instruction (see paragraph 4007). In the case of multiple companies attending the same period of classroom instruction, the Duty Company, Candidate Company Commander will report accountability for the entire class to the academic instructor.

d. During conditioning marches, the Candidate Company Commander will place themselves in the front of the Company, where they can best supervise and control the Company.

e. Act as the head of the Candidate Staff. Supervise all coordination and planning for upcoming events. The Candidate Company Commander should issue guidance, express intent, solicit feedback, and delegate authority but ultimately, the decision belongs to the Candidate Company Commander alone. Well-informed, decisive decision-making will be heavily monitored during the later phases of training.

(1) Develop training plans, in advance, for any period on the training schedule designated as Commander's Time. Be prepared to execute plans as approved by the Company Commander.

(2) Through delegation and inspection, supervise the execution of Commander's Time, BDR, and inspection preparation.

(3) Maintain accountability of all candidates and rifles.

(4) Ensure the company is at the right place, at the right time, and with the right gear.

f. Be present at all meal formations, inspect the food for quality and quantity, ensure that candidates eat according to reverse seniority, make appropriate log entries, and report all meal discrepancies immediately to the Company Duty Officer.

g. Prior to liberty, ensure vehicle inspections are complete and turned in to company staff, a safety brief has been conducted, the interior guard established, full accountability of weapons and personnel is complete, and liberty inspections are underway in every platoon (ensuring all candidates have appropriate liberty documents and clean, appropriate civilian attire). Once these requirements are met, request to sound liberty as approved by the Company Commander.

h. Maintain an up-to-date logbook with a chronological record of events and actions taken (see *Appendix C, Sample Log Entries* for examples). Entries should be an accurate substantive account of the events of the day.

2. Candidate Company Executive Officer. The Candidate Company Executive Officer is second in command of the candidate company. The Candidate Company Executive Officer is responsible to the Candidate Company Commander for the internal functioning of the candidate company headquarters. Candidate Company Executive Officers must keep themselves and their staff fully informed of all activities and reports in the Company. They will wear the rank insignia of a First Lieutenant. Specifically, the Candidate Company Executive Officer will:

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a. Assist the Candidate Company Commander in the completion of duties and be prepared to assume those duties in the absence of the Candidate Company Commander.

b. Supervise the activities of the candidate company headquarters in garrison and in the field ensuring they meet all designated responsibilities.

c. During conditioning marches, the Candidate Company Executive Officer will place themselves in the rear of the Company unless directed otherwise by the Company Executive Officer.

d. Schedule and hold a rifle count with the Company Duty Officer at 2020 unless otherwise directed by the Company Duty Officer.

e. Prior to the start of the training day, report the number of candidates available for training to the Company Executive Officer. Know the names of those not available for training and their location. Remain aware throughout the day of the status of all candidates not available for training.

f. Ensure the company area of responsibility is well policed and that the maintenance of all discrepancies is reported to the Company Executive Officer.

g. Ensure that those Officer Candidates requiring routine medical attention attend sick call.

h. Ensure that the Candidate Company Gunnery Sergeant has established the company guard detail each evening and on weekends prior to liberty being sounded.

i. Maintain an up-to-date logbook with a chronological record of events and actions taken (see *Appendix C, Sample Log Entries* for examples). Entries should be an accurate substantive account of the events of the day.

3. Candidate Platoon Commander. The Candidate Platoon Commander is the senior-ranking candidate billet in the platoon. They will wear the rank insignia of a Second Lieutenant. The Candidate Platoon Commander will exercise the supervision necessary to effectively control subordinate leaders and ensure the proper internal functioning of the platoon. The Candidate Platoon Commander is responsible to the Candidate Company Commander for everything the Platoon does or fails to do. Specifically, the Candidate Platoon Commander will:

a. Report to the Platoon Commander whenever necessary to update them on status changes of the platoon and/or to receive special instructions or guidance prior to and following physical training and all administrative movements.

b. Lead the platoon during all administrative movements and physical training events. During conditioning marches, place yourself in a position where you can best supervise and control the platoon.

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c. Be present at all chow formations, ensuring that all candidates in your platoon have eaten a sufficient quantity. Give a verbal report to the Candidate Company Commander concerning the quality and quantity of the food before personally eating.

d. Maintain an up-to-date logbook with a chronological record of events and actions taken (see *Appendix C, Sample Log Entries* for examples). Entries should be an accurate substantive account of the events of the day.

8002. **ENLISTED BILLETS.**

1. **Candidate Company First Sergeant.** The Candidate Company First Sergeant is the senior enlisted candidate billet holder in the Company. They are responsible to the Candidate Company Commander for the general conduct, discipline, and appearance of the Company. The Candidate Company First Sergeant will wear the rank insignia of a First Sergeant. Specifically, the Candidate Company First Sergeant will:

a. Ensure that all enlisted candidate billet holders are properly identified. Whenever candidate billet holders are temporarily absent during training hours, ensure that replacements are designated by informing and coordinating with the respective candidate platoon staff.

b. Maintain a logbook of all officer candidates who miss instruction. Included in the log will be the officer candidate's name, platoon, date, period of missed instruction, and reason why. Keep the Candidate Company Commander and Company First Sergeant advised of all officer candidates who missed instruction.

c. Submit personnel and weapons accountability reports to the Candidate Company Commander and Company First Sergeant at reveille, prior to movements, expiration of liberty, and at company formations.

d. The reveille roll call report will include:

(1) Total count on deck.

(2) Total count on hand.

(3) Total weapons on deck.

(4) Total weapons on hand.

(5) Total absent (by name).

(6) Total hospitalized (by name).

(7) Any other facts concerning the presence or absence of any officer candidate.

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e. During all administrative movements and hikes, the Candidate Company First Sergeant will provide an oral report on the condition of all officer candidates to the Candidate Company Commander, Company First Sergeant, and/or the Duty Instructor.

f. Keep the Candidate Company Commander, Company First Sergeant, and Duty Instructor abreast of changes in personnel status as they occur.

g. Supervise and conduct all company formations as directed. The formations will be Enlisted-to-Officer or Enlisted-to-Enlisted throughout the day, and should be coordinated through the Company First Sergeant or Duty Instructor.

h. Know the training schedule and ensure the promptness of the company for all training events.

i. Be present at all meal formations, inspect the food for quality and quantity, ensure that candidates eat according to reverse seniority, make appropriate log entries, and report all meal discrepancies immediately to the Company Duty Officer/Instructor.

j. Maintain an up-to-date logbook with a chronological record of events and actions taken (see *Appendix D, Sample Log Entries* for examples). Entries should be an accurate substantive account of the events of the day.

2. Candidate Company Gunnery Sergeant. The Candidate Company Gunnery Sergeant will assist the Candidate Company First Sergeant in performing their duties. Be prepared to assume the duties of the Candidate Company First Sergeant in their absence. The Candidate Company Gunnery Sergeant will wear the rank insignia of a Gunnery Sergeant. Specifically, the Candidate Company Gunnery Sergeant will:

a. During conditioning marches, the Candidate Company Gunnery Sergeant will place themselves in the rear of the Company unless directed otherwise by the Company Gunnery Sergeant. During the execution of conditioning marches, provide a list (by platoon) of officer candidates who fell out of or straggled into another platoon during the event. Submit to the Company Gunnery Sergeant and Candidate Company First Sergeant.

b. Organize and supervise all details associated with the duty platoon and the daily policing of the company area, field days, policing of classrooms, and training areas following periods of instruction. Additionally:

(1) Procure from the Company Gunnery Sergeant any items necessary to accomplish assigned police responsibilities.

(2) Inform the Company Gunnery Sergeant, daily, of any maintenance required in the company area.

c. Notify the Platoons of all formation and muster times. Instruct the Candidate Platoon Sergeants as to the correct uniform and equipment. Additionally, supervise subordinate platoons

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in the execution of assigned tasks.

d. Supervise all meal formations.

(1) Ensure hot meals are picked up for those officer candidates who were unable to attend during the scheduled mealtime. These meals will be taken to the company quarterdeck or location determined by the Duty Officer/Instructor to be received by said candidates.

(2) Ensure billet holders are in their correct locations within the chow hall.

(3) Ensure the chow hall has all required silverware, trays, cups, and any other needed supplies during chow; report discrepancies promptly to the Duty Officer/Instructor.

e. Establish the interior guard each evening and prior to the sounding of liberty. Dismiss the interior guard each morning and when liberty is secured.

f. Ensure the company read-board is current at all times.

g. Maintain an up-to-date logbook with a chronological record of events and actions taken (see *Appendix D, Sample Log Entries* for examples). Entries should be an accurate substantive account of the events of the day.

3. Candidate Platoon Sergeant. Candidate Platoon Sergeants are the senior enlisted billet holders in their platoon. They are responsible to the Candidate Platoon Commander for the general conduct and appearance of the Platoon and its associated area. The Candidate Platoon Sergeant will wear the rank insignia of a Staff Sergeant. Specifically, the Candidate Platoon Sergeant will:

a. Instruct and supervise the Squad Leaders in their duties.

b. Assign work details as required and supervise the completion of all assigned tasks.

c. Submit personnel and weapons accountability reports to the Candidate Platoon Commander and Candidate Company First Sergeant at reveille, expiration of liberty, and company formations.

(1) The reveille roll call report will include:

(2) Total count on deck.

(3) Total count on hand.

(4) Total weapons on deck.

(5) Total weapons on hand.

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(6) Total absent (by name).

(7) Total hospitalized (by name).

(8) Any other facts concerning the presence or absence of any officer candidate.

d. Keep the Candidate Platoon Commander abreast of changes in personnel or weapon status as they occur.

e. Make liaison and coordinate with the Candidate Company Gunnery Sergeant for all logistical matters or maintenance requests.

f. Notify the Platoon of all formation and muster times. Instruct the Squad Leaders as to the correct uniform and equipment. Conduct all platoon formations and movements in conjunction with the Candidate Company Staff.

g. During the execution of conditioning marches, provide a list (by platoon) of officer candidates who fell out of or straggled to the next platoon during the event, submitted to the Candidate Company Gunnery Sergeant and Platoon Sergeant.

h. Supervise all meal formations. Ensure hot meals are picked up for those officer candidates who were unable to attend during the scheduled mealtime by informing the Candidate Company Gunnery Sergeant.

4. Candidate Squad Leader. The Candidate Squad Leader is responsible to the Candidate Platoon Commander for the function, appearance, and general conduct of their squad. The Candidate Squad Leader is responsible for everything their squad does or fails to do. The Candidate Squad Leader will wear the rank insignia of a Sergeant. Specifically, the Candidate Squad Leader will:

a. Post, relieve, and communicate with the Fire Team Leaders. Ensure that they understand their billet responsibilities and conduct a proper changeover. Supervise the fire teams in the execution of all assigned tasks.

b. Ensuring the policing of the squad's assigned areas, at all times.

c. Supervise to ensure the squad has all required gear for the training day and that it is serviceable, clean, and properly marked. Hold candidate Fire Team Leaders accountable for this task.

d. Know the location and the duty status of all of the members within your squad. Inform the Candidate Platoon Commander, Candidate Platoon Sergeant and the squad's Sergeant Instructor of all personnel and weapon status changes as they occur.

e. Lead the squad during all administrative movements and physical training events, excluding drill formations.

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5. Candidate Fire Team Leader. The Candidate Fire Team Leader is the first billet assigned at Officer Candidates School and is responsible to the Candidate Squad Leader for the function, appearance, and general conduct of their fire team. The Candidate Fire Team Leader will wear the rank insignia of a corporal per paragraph 5001.2a of these regulations. Specifically, the Candidate Fire Team Leader will:

a. Supervise to ensure the fire team has all required gear for the training day, and that all gear is serviceable, clean, and properly marked in accordance with the Squad Leader's direction or per appropriate sections of this publication.

b. Know the location and the duty status of all members of your fire team. Inform the Candidate Squad Leader of all personnel or duty status changes as they occur. If a Candidate Squad Leader has not yet been appointed, or is unavailable, report all information to the squad's Sergeant Instructor.

8003. **BILLET EVALUATION.**

1. Whenever a candidate billet holder is relieved from the billet, he/she will receive a detailed evaluation using the evaluation report from their staff counterpart.

2. Officer candidate evaluation of candidate billet holders will be completed as indicated below. Candidate peer evaluation reports completed on candidate billet holders will be shown and signed by the individual concerned. Candidate billet holders will submit the reports on the billet holders they evaluate to their staff evaluator. These reports are due NLT 0500 on the day following their relief. Candidate written evaluations will always be written in black ink.

CANDIDATE BILLET HOLDER	CANDIDATE EVALUATOR	STAFF EVALUATOR
Company Commander	N/A	Co Cmdr/Co XO
Company Executive Officer	Cand. Co Cmdr	Co XO
Company First Sergeant	Cand. Co Cmdr	Co 1stSgt
Company Gunnery Sergeant	Cand. Co XO/Co 1stSgt	Co GySgt
Platoon Commander	Cand. Co Cmdr	Plt Cmdr
Platoon Sergeant	Cand. Plt Cmdr/Co 1stSgt	Plt Sgt
Squad Leader	Cand. Plt Cmdr/Plt Sgt	SI
Fire Team Leader	Cand. Sqd Ldr	N/A

8004. **COMPANY GUARD BILLETS**

1. Each candidate company maintains a security watch (composed of permanent personnel and officer candidates) in order to safeguard personal property and be on the lookout for fire or disorder (any abnormal situation) at night. This security watch consists of the following:

a. Duty Officer (staff).

b. Duty Instructor (staff).

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- c. Sergeant of the Guard. One candidate only during the liberty evaluation period (non-sleeping post). Tour of duty is no more than two hours. The assigned duty location is the company quarterdeck.
 - d. Corporal of the Guard. One candidate only during the liberty evaluation period (non-sleeping post). Tour of duty is no more than two hours. The assigned duty location is the company quarterdeck.
 - e. Fire watch: back post, front post, and rover. Tour of duty is no more than two hours. The rover requirement will be removed during the liberty evaluation period.
2. The Sergeant of the Guard and Corporal of the Guard are from the duty platoon. Specific instructions for each billet will be found in the company guard orders binder located on the company quarter deck.
 3. All members of the candidate security watch will be guided in the performance of their official duties by the General Orders (see Appendix J). Officer candidates will memorize all General Orders by the end of the first training week.
 4. All company guard billets, to include platoon fire watches, constitute official duty. Cell phone use while on post is not authorized.

8005. COMPANY DUTY PLATOON BILLET RESPONSIBILITIES.

1. **General.** A duty platoon will be designated by memorandum from the Company Commander. All platoons will stand this duty on a rotating basis. All guard requirements and working parties will come from the duty platoon. Duty company rotations during training cycles with more than one training company will be determined by the command staff.
2. **Tour of Duty.** The tour of duty platoon will be approximately 24 hours in duration. Fire watch will be assigned in a rotating basis and will be approved by the Platoon Commander.
3. **Composition.** The duty platoon is responsible for fulfilling the Sergeant of the Guard and Corporal of the Guard as needed.
 - a. Sergeant of the Guard (only during liberty evaluation period).
 - b. Corporal of the Guard (only during liberty evaluation period).
4. **Police Detail.** The police detail comes from the company duty platoon. A company staff member will supervise the police detail during their policing of assigned areas.
 - a. During the liberty evaluation period, the company duty platoon is responsible for policing the head on the PT field, Yeckel Hall classrooms/heads, the candidate parking lot, and the general police in the area immediately surrounding the assigned barracks. The assigned staff

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member will ensure that the areas are in an adequate state of police before dismissal. Additional areas may be approved at the discretion of the Company Commander.

(1) If religious services are schedule on Sunday morning, the duty platoon will cease all police detail activities during the scheduled religious services. Those candidates not attending religious services will remain in the squad bay and be on personal time. Candidates are not permitted to commence/resume cleaning and police detail until the conclusion of religious services and the return of all candidates to the platoon.

(2) During all other scheduled training days, the duty platoon is responsible for policing Yeckel Hall classrooms/heads. It is the responsibility of each company to police up after themselves before the company leaves.

b. At a minimum, the duty company field day Yeckel Hall urinals and toilets, sweep and swab the deck, wipe down sinks and soap dishes, wipe off mirrors, counters, and windowsills, and restock toilet paper, towels, soap, and deodorant bars for urinals. Any cleaning supplies required shall be reported to the Supply Section.

5. **Liberty**. Duty platoon is not restricted in their liberty; however, members assigned to the candidate guard will be in the company with sufficient time to complete their watch. No alcoholic beverages will be consumed within eight hours prior to being posted or assuming a duty status. Members of the guard will be inspected and instructed by the Sergeant of the Guard, who will make an entry in the log as to the results of the inspection.

6. **Uniforms**. Members of the guard will wear the MCCUU, LBV with two full canteens, and glow belt. During inclement weather, Gore-Tex and other warming layers may be worn. Members of the guard will also carry moonbeams.

7. **Activation**. The candidate firewatch will be activated on TD-1. The guard will be activated only during liberty evaluation periods.

8006. **WEAPONS ACCOUNTABILITY PROCEDURES.**

1. The following procedures will be used to conduct rifle counts when rifles are maintained by individual candidates:

a. The Candidate Platoon Sergeant will have the candidates fall in and will give the command, "PORT ARMS" and "COUNT OFF." The candidates will return to order arms individually after sounding off with their specific number in the count.

b. After the last candidate has counted off, the Candidate Platoon Sergeant will record the count and inform the Candidate Company Gunnery Sergeant.

c. After all platoons have conducted this procedure, the Candidate Company Gunnery Sergeant will give the rifle count to the Duty Instructor who will verify accuracy of the results.

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d. Candidate Platoon Commanders are responsible for the weapons counts and will inform the Candidate Company Executive Officer of their respective platoon's counts. The Candidate Company Executive Officer will give the rifle count to the Duty Officer or Company Executive Officer who will also verify accuracy of the counts. Ultimately, the Company Commander is the responsible Marine on deck for the security and accountability of the company's weapons.

2. Daily weapons accountability will also be conducted.

a. A member of the company staff (normally the Company Executive Officer or the Duty Officer) will supervise the Candidate Company Executive Officer in a physical rifle count at the end of each training day. During liberty periods, a rifle count will be conducted prior to commencement and again at least a half hour before taps upon expiration of liberty.

b. When rifles are secured in the rifle racks, the Candidate Company Executive Officer will proceed from platoon to platoon to physically count the rifles in the racks (sight count) and will be supervised by the Company Executive Officer or Duty Officer.

(1) The candidate armorer will center themselves on the racks and face the squad bay and await the Candidate Company Executive Officer, Duty Officer, or Company Executive Officer to approach. All platoon armory candidates will be present to assist with the platoon's counts.

(2) When the individual conducting the weapons count centers themselves at the position of attention on the armory candidate, the candidate will come to the position of attention, give the appropriate greeting, and announce, "Candidate (last name), standing by for evening weapons count." The Executive Officer/Duty Officer/Candidate Company Executive Officer will say, "Begin your count." The armory candidate will respond, "Aye, aye, sir/ma'am/candidate."

(3) At this time, the candidate will physically touch each weapon, ensuring it is in condition four and properly secured, and verbally associate a number with it. The Executive Officer/Duty Officer/Candidate Company Executive Officer will verify the number and conduct an inspection for weapons safety and cleanliness. When satisfied, the Executive Officer/Duty Officer/Candidate Company Executive Officer will take their post and the armory candidate will report findings with the appropriate greeting of the day, and "Candidate (last name) reports there are (quantity) M-16A4 service rifles in the armory. The Executive Officer/Duty Officer/Candidate Company Executive Officer will respond, "Secure the armory" and the armory candidate will lock up each rifle cage accordingly. The Executive Officer/Duty Officer/Candidate Company Executive Officer will double check that the cages are properly secured and take their post and the armory candidate will give the proper greeting of the day and report "Candidate (last name) reports there are "x" M16A4 Service Rifles single locked and secured in the armory. "Good evening, sir/ma'am." The Executive Officer/Duty Officer/Candidate Company Executive Officer will respond, "surrender the key and carry on" and the armory candidate will respond with, "Carry on, aye, aye, sir/ma'am," all involved will carry on smartly.

3. After taps, when the candidate interior guard is in effect, the platoon fire watch will conduct a physical count of weapons secured in the rifle racks every hour and record the findings in a

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platoon logbook. The result of this count will be reported to the Candidate Corporals of the Guard, who will make a log entry of the count received. The Duty Instructor will be immediately notified if the rifle count does not reflect the appropriate number of weapons.

4. Candidates WILL NOT have possession of their weapons without OCS staff present, unless otherwise directed.

8007. FORMING THE COMPANY.

1. Forming the Company (Enlisted)

a. The first sergeant takes post nine paces in front of the point where the center of the company is to be, faces that point, and commands **“FALL IN” (“At Close Interval, FALL IN”)**. The guidon bearer (duty platoon guide with guidon) takes post facing the front one pace to the front and one pace to the right of the first sergeant (the first sergeant facing the company), and the company forms in line with platoons in line at normal (close) interval and four paces between the last candidate in the rear of the platoon and the platoon guides. Each platoon sergeant takes post three paces in front of and facing the point where the center of the platoon is.

b. Platoon sergeants then command **“REPORT.”** Remaining in position (at order arms if armed with the rifle), the squad leaders, in succession from front to rear in each platoon, salute and report, “All present,” or “All present or accounted for.” The platoon sergeant immediately faces the front after receiving the reports of the squad leaders.

c. After all platoon sergeants have completed receiving the reports of their squad leaders and are facing the front, the first sergeant commands **“REPORT,”** at which time the platoon sergeants, beginning with the right platoon, successively salute and report, “All present or accounted for.” The first sergeant returns each salute individually.

d. If company officers do not receive the formation, after receiving the reports of all the platoon sergeants, the first sergeant commands, **“POST.”** On this command, the platoon sergeants and guidon bearer step forward three steps; simultaneously, the first sergeant faces about and steps forward three steps. The company is now formed with the first sergeant and platoon sergeants occupying the posts prescribed for the company commander and platoon commanders.

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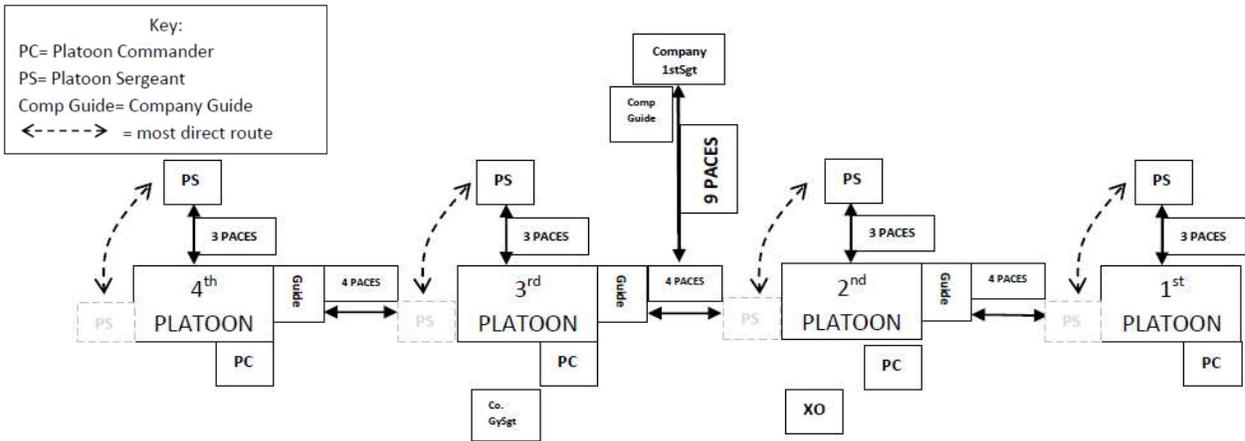


Figure 8-1. Form the Company (Enlisted)

2. Forming the Company (Enlisted to Officer)

a. If company officers receive the formation, the company commander and platoon commanders normally observe the initial procedures from a location to the rear of where the company is forming. After receiving the reports of the platoon sergeants, the first sergeant faces the front and awaits the arrival of the company commander. When the company commander has taken post 12 paces front and center of the company, the first sergeant salutes and reports “Sir/Ma’am, all present or accounted for.” The company commander returns the salute, and may discuss absentees, and issue necessary instructions to the first sergeant. Next, the company commander directs the first sergeant to “**TAKE YOUR POST,**” at which the guidon bearer marches forward three paces, and the first sergeant and platoon sergeants march by the most direct routes to their posts, the former in rear of the company, the latter on the left of the rear rank of their platoons; simultaneously, the company executive officer takes post to the rear of the company and the platoon commanders move around the right front of their platoons and take their posts 6 paces front and center of their platoons.

b. At this time the company commander issues necessary instructions to the platoon commanders. After receiving instructions the platoon commanders salute and respond in unison, “**Aye, Aye Sir/Ma’am.**” Once the company commander returns the salute he/she exits the area.

c. After the company commander exits the area, the platoon commanders execute about face and command “**PLATOON SERGEANT.**” The platoon sergeant takes his post three paces in front of the center of the platoon halts, facing the platoon commander and salutes. The platoon commander returns the salute and passes any directions or information necessary to the platoon sergeant. The platoon sergeant and platoon commander exchange salutes. After the platoon commander has returned the platoon sergeant’s salute, he/she marches by the most direct routes to their posts.

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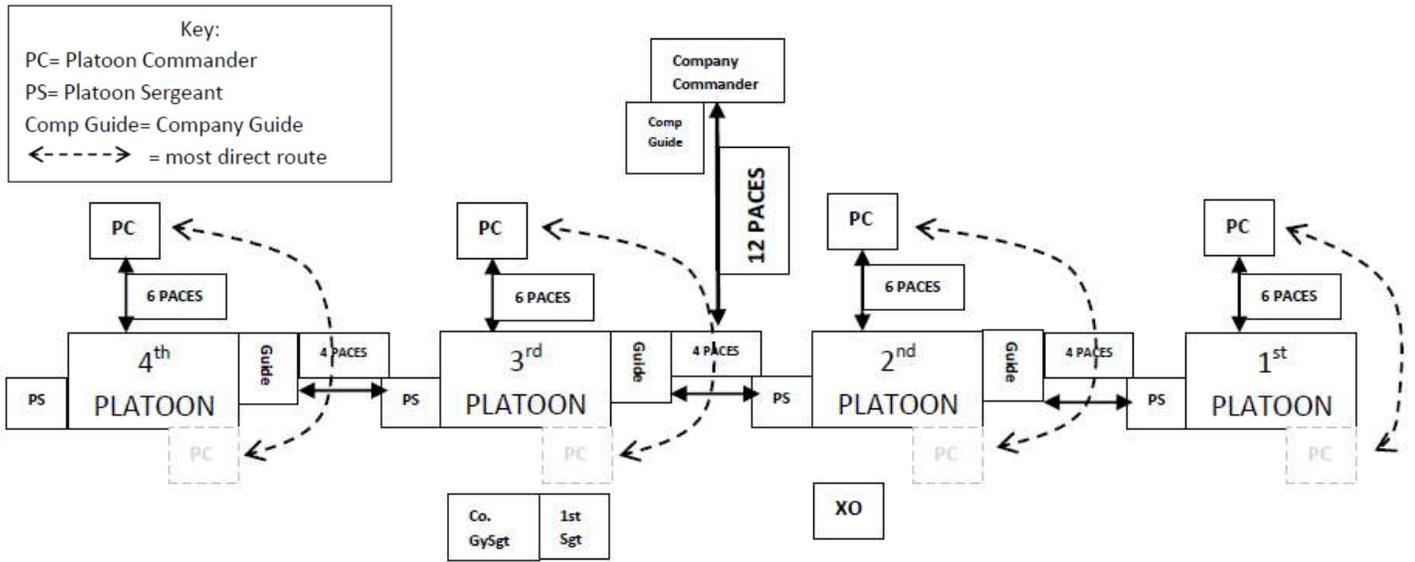


Figure 8-2. Form the Company (Enlisted to Officer)

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CHAPTER 9

ADMINISTRATION

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CHAPTER 9

ADMINISTRATION

9000. **STUDENT ACTIVITIES SECTION**. The Student Activities Section (SAS) along with the Marine Corps Recruiting Command Liaison (MCRC LNO) exist to support candidates with all preexisting and outstanding administrative or personal issues. Candidates must first speak with their chain of command and will generally be referred to the SAS for further assistance. In addition to the subsections below, the SAS/MCRC LNO also assist with issues regarding Service Agreements, billing issues, entitlements, Red Cross Messages, and any other matter that requires coordination with entities outside of OCS.

9001. **PAY**.

1. Officer candidates are usually paid the day prior or the day after regularly scheduled Marine Corps paydays (the 1st and 15th of each month, as adjusted for weekends and holidays). Payments will be made by electronic funds transfer (EFT). The last payment is made when each officer candidate submits their travel voucher, which is settled by the officer candidate in person with their Officer Selection Officer (OSO), parent command, or upon arrival at TBS. All officer candidates must have funds available to make an initial purchase of an MCX "issue" consisting of essential housekeeping items and uniform accessories (normally around \$380-\$405).

2. Officer candidates will need to have their bank account, address, and routing number available to establish the EFT payment method. Not having this information available will delay payment while attending OCS.

3. Candidates will check their bank accounts in which they establish the EFT during every liberty period to verify receipt of payment or the resolution of any previous pay issues. Any questions concerning an officer candidate's pay should be directed to the Company Gunnery Sergeant via the chain of command. Pay issues shall be passed up the chain of command at the earliest opportunity and forwarded to the Coordinator of Student Activities; except NROTC candidates who must contact their unit to report pay issues.

a. **Banking**. A branch of Marine Federal Credit Union is located on Russell Road inside the main MCX. There are also two 24-hour automatic teller machines (ATM) located at the main exchange. A Marine Federal Credit Union ATM is located in the hallway outside of the OCS MCX. USAA and Navy Federal Credit Union ATMs are located in the town of Quantico.

9002. **MAIL**

1. Officer candidate mail will be distributed at the end of the scheduled training day, unless prevented by field/training commitments. Outgoing mail will be posted in the U.S. Mail letter drop boxes.

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2. The correct mailing address for officer candidates at OCS is:

Candidate [Last name, First name, MI]
_____ Platoon, _____ Company
2189 Elrod Ave.
Officer Candidates School
Quantico, VA. 22134-5033

3. Only packages delivered by the United States Postal Service (USPS) will be received by the OCS mailroom. Packages delivered by other carriers such as FedEx, UPS, or DHL will be refused and returned to the carrier for disposition in accordance with the carrier's policies.

9003. **MESSAGES.** Telephones within the company office are off limits to candidates. Officer candidate families who desire to leave messages should contact the OCS CSA (703) 784-2566. **As a last resort**, both officer candidates and their families may call the Officer of the Day (OOD) at (540) 419-5210.

9004. **RELIGIOUS SERVICES.** Religious services are held on Brown Field on Sunday unless otherwise directed by the training schedule. Special provisions will be made as practical as possible for those officer candidates whose religious services are not held on the Brown Field. Duty clean-up and similar events shall not be scheduled during religious services.

1. **Devotions.** Candidates may elect to participate in evening devotions as a portion of evening BDR. Devotions will be conducted prior to taps. While in the field, time for devotions will be authorized in accordance with the training schedule and the religious services order. During devotions, candidates who desire to participate will be allowed at least 5 minutes for spiritual reflection. During Transition Phase, candidates may pray at their footlockers individually. Once a company has completed Transition Phase, Candidates may assemble into their religious denominational groups and move to specified areas within the squad bay where candidates may participate in devotion/prayer. Candidates who do not wish to join a group may remain at their footlocker for personal

9005. **BARRACKS.** All officer candidates, regardless of marital status, are required to reside in their assigned candidate barracks.

1. **Police by Officer Candidates.** Each candidate will be responsible for the police, cleanliness, and orderly appearance of their clothing, rack, locker, equipment, and living space. Quarters will be ready for inspection during all scheduled hours of instruction. Candidates will assist in keeping all classrooms, bleachers, and field facilities that they are using clean. Trash will be placed in proper trash containers.

2. **Security of Personal Effects.** Candidates are responsible for the security of their personal effects and are advised not to keep large sums of money or other valuables in their possession. No attempt will be made to force the lock or in any way damage the locker.

a. Per paragraph 3001, candidates will store luggage and items of personal property not needed for training in the platoon civilian gear locker.

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b. The loss of personal effects will be reported immediately upon discovery to staff duty personnel.

3. **Parking/Vehicle Inspections.**

a. Officer candidates will park their cars in the parking area instructed by OCS personnel when checking in. Accessing your vehicle outside of weekly vehicle inspections is off-limits unless authorized by OCS staff.

b. Officer candidates will lock their cars before leaving the parking lots. Clothing, luggage, or other valuables will not be stored in parked automobiles in such a manner that they may be seen through the windows.

c. Candidates will conduct vehicle inspections and start-ups during scheduled haircuts/PX call periods.

9006. **FAMILY MEMBERS AND GUESTS**

1. **Housing.** There are no government quarters available for occupancy by the dependent family members of candidates. Those candidates to be commissioned upon graduation from OCS and who, immediately thereafter, are attending TBS will be informed of application procedures for quarters after checking into TBS.

2. **Guests.** Local civilian hotels can be used for the accommodation of guests. Reservations must be made well in advance. The Quantico Crossroads Inn is off-limits to officer candidates.

3. **Visitors.** Visitors, family members (civilian or military), sales agents, dealers, tradesmen, and anyone other than OCS staff are not authorized to access Brown Field unless approved by the CO, OCS. If authorized, such personnel are not permitted in candidate billeting areas without the permission from the CO, OCS. Candidates who see unauthorized persons, including former officer candidates and other military visitors in their barracks, on Brown Field, or in the training area, will report the issue to their duty officer or duty instructor.

9007. **LAUNDRY AND DRY CLEANING.** Laundry facilities are located in each company area for the use of all officer candidates. Washers and dryers will not be utilized for 782 gear. From taps to reveille, laundry will be turned over by fire watch candidates.

9008. **BULLETIN BOARDS**

1. Bulletin boards will be located and utilized as follows:

a. The official company bulletin board is located in the vicinity of the company offices and will be utilized to post all official orders and notices.

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b. Platoon bulletin boards, located in close proximity to the platoon squad bay will be utilized to post all notices, grades, inspection reports, and information concerning members of the platoon.

2. Officer candidates will be responsible for reading the bulletin boards at least twice daily and taking any action that may be required.

9009. **LUGGAGE**. All luggage will be stored in the platoon gear locker or other area as designated by the platoon staff. Candidates will draw their luggage only when they are going on liberty, and they will return it to the gear locker immediately after returning from liberty. This room will be kept locked except when luggage is being turned in or drawn. Personal luggage must be visibly marked with the candidate's name prior to storage.

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CHAPTER 10

LEAVE AND LIBERTY EVALUATION PERIOD

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CHAPTER 10

LEAVE AND LIBERTY EVALUATION PERIOD

10000. **LEAVE.** A candidate's main focus while at OCS is to train. Emergency leave will not typically be granted. However, if leave is granted, verification by the Red Cross is required, and other provisions outlined in Marine Corps Regulations apply. The CO, OCS is the only person authorized to grant a candidate emergency leave.

10001. **LIBERTY.** Liberty is a privilege, not a right. The granting of liberty depends upon performance, the training schedule, and company duty responsibilities. Candidates will be allowed to charge phones in the squad bay during liberty hours, however use of cell phones / mobile devices is not authorized inside the squad bay. Candidates in CAT/SIQ status are not authorized to use cellphones in the squad bays (company staff will provide a location where use is authorized).

1. Types of Liberty.

a. **OCS Brown Field Liberty.** This liberty is limited to the Brown Field area including Bobo Hall and may be assigned at the Battalion Commander's discretion. The use of phones and other privileges in the OCS area are authorized with this type of liberty. This liberty does not extend to the footbridge leading off Brown Field.

b. **MCB Quantico Liberty.** This liberty includes the privileges associated with OCS liberty and is geographically limited to MCB Quantico (Mainside) and the town of Quantico. Candidates restricted to Base Liberty are authorized to use the facilities listed in paragraph 10008.

c. **Normal Liberty.** Candidates on normal liberty are limited to any area within an 80-mile radius of MCB Quantico. No candidates on liberty shall go beyond the geographic limits described without specific authorization from the Company Commander.

d. **Special liberty.** Candidates who request special liberty must do so no later than the Wednesday prior to the commencement of liberty. Exceptions to the use of a "liberty buddy" include a family member, spouse, or friend who can accompany the candidate as their buddy.

e. **Family Day Injured Candidates.** Candidates that are on limited / light duty or bedrest status on Family Day will be required to report to the Coordinator of Student Activities to discuss their liberty restrictions and to complete a Statement of Understanding. Any restrictions or authorization of liberty for injured candidates is at the discretion of the CO, OCS.

2. Liberty Restrictions. Candidate liberty restrictions are as follows:

a. **Performance Restrictions.** Company Commanders are authorized to assign one day of study hall for candidates who are placed on Company Probation. The Commanding Officer

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(CO), Officer Candidates School can assign two days of study hall for candidates who are placed on Command Probation.

b. Incidental Restriction. If a candidate is referred to a command-level board for an incident that places their character into question the CO, OCS may restrict their liberty to Brown Field to reinforce standards of conduct.

(1) Authorized Activities During Restriction. If the CO, OCS restricts a candidate's liberty to Brown Field then the candidate is authorized to leave Brown Field for two hours to receive a haircut and to purchase a meal. During this time, the candidate will not depart Marine Corps Base Quantico.

c. Medical Restriction. Candidates in a Light Duty / Limited Duty status are restricted to MCB Quantico Liberty only if it is annotated on their medical chit. Sick-in-Quarters/Isolation candidates are restricted to their assigned squad bay or barracks room.

3. Liberty Passes and Sign Out Policy.

a. Officer candidates must have an appropriate identification card (non-military) or a copy of their signed liberty letter, accompanied by their orders to OCS, in their possession while on liberty.

b. Each platoon will maintain a liberty log. Officer candidates will check-in and check-out of the platoon and company liberty logs, regardless of the type of liberty authorized.

(1) During family day liberty, candidates will check-in and check-out of the liberty logbook; however, the SOG/COG will not be posted.

c. Prior to checking out on liberty, all officer candidates will be inspected by the Duty Instructor. The Duty Instructor will ensure that the officer candidate civilian attire meets the guidelines defined in the paragraphs below.

4. **Liberty Hours**. Authorized liberty hours will be published according to the training schedule. Any deviation from published liberty hours must be approved by the Commanding Officer (CO), Officer Candidates School (OCS).

a. **Overnight Liberty**. Candidates are authorized to execute overnight liberty if they are not in a liberty restricted status (Marine Corps Base Quantico Liberty or OCS Brown Field Liberty) or if they are not in a restricted medical status (Sick-In-Quarters or bedrest). The duty platoon is no longer in a restricted liberty status after their responsibilities are complete; however, candidates are still responsible for fulfilling their assigned watches.

b. **Check-In/Check-Out Times**. Candidates who choose to return to Brown Field during weekend liberty must check-in with the company guard no later than 2100. Candidates are not authorized to check-in with the company guard between the hours of 2100 and 0500.

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(1) **Extenuating Circumstances.** Candidates who return to Brown Field between the hours of 2100 and 0500 due to extenuating circumstances will be reported to the Company Commander.

c. **Squad Bay Hours.** If candidates remain in the squad bay overnight, they are not authorized to leave their platoon squad bay between the hours of 2100-0500.

5. **Return from Liberty.** You will return prior to the expiration of liberty or the start of your assigned duty. Candidates returning from liberty will be required to sign the liberty log while wearing proper civilian attire. Candidates will be clean-shaven upon return from weekend liberty. All discrepancies in attire and conduct will be identified, logged in the duty logbook, and forwarded to the appropriate Platoon Commander.

6. **Alcohol Consumption.** Alcohol will not be consumed within eight hours of standing official duty or within eight hours of the end of the posted liberty block.

7. **Haircuts.** Candidates are responsible for receiving an authorized haircut during the weekend liberty evaluation period. Candidates are not authorized to give or receive a “barracks cut” while on weekend liberty.

8. **Liberty Attire.** Candidates shall be in appropriate civilian attire if leaving Brown Field or MCB Quantico, and have the choice of MCCUU or appropriate civilian attire if remaining on Brown Field. Civilian attire worn by candidates on liberty will be neat and presentable at all times. Lewd, provocative, bizarre, or controversial clothing will not be worn. Under garments will not be worn as outer garments. Clothing will not be dirty, ragged, or have any holes in it. Candidates will be instructed on proper liberty attire prior to the first authorized liberty period. As prospective officers, candidates are expected to exceed the minimum requirements and set the example in everything they do. Civilian attire is no exception, and the following additional restrictions are added. Subject to these restrictions, officer candidates will be allowed to wear civilian attire in the dining facility during all periods of authorized liberty. All limited / light duty candidates will use the gear prescribed by medical personnel whether they are in uniform or civilian attire. **Green on green IS NOT authorized outside of the barracks.**

a. **Shoes.** Ragged, worn, dirty, or unpolished shoes will not be worn. Running shoes are not authorized. Men are not permitted to wear sandals, but women may wear open-toe shoes if they have a heel strap. Military style boots are considered inappropriate for liberty and will not be worn.

b. **Trousers.** Belts will be worn if there are belt loops. Blue jeans, cutoffs, unhemmed, ragged, patched or torn trousers are not authorized. Additionally, skirts and shorts are not authorized.

c. **Shirt/Blouse.** Only “smart casual/business casual” shirts, or shirts with a collar, will be worn. Transparent, translucent, or flimsy items are not authorized. Shirts will be tucked in, if so designed. Buttons will not be missing. Shirts will not be unbuttoned below the second button.

CANDIDATE REGULATIONS

Sweaters are appropriate in cold weather and may be worn without a collared shirt as long as the sweater is not removed to expose a collarless undershirt.

d. **Jackets/Coats.** Will be in good taste and will not have slogans or patches (except blazer patches).

e. **Other Items.** In terms of jewelry, only religious items, wedding/engagement rings, and watches are permitted. Women may wear a single post earring in each earlobe. No jewelry or other items will be worn through any other body piercings. No military clothing will be worn with civilian clothing (web belt, socks, etc). Cowboy hats, baseball hats, and sweatbands are not authorized.

9. **Buddy System.** Officer candidates will be accompanied by a fellow officer candidate, known as a “buddy,” at all times while enrolled in training at OCS. During the liberty evaluation period, candidates will have a liberty buddy unless special liberty is approved by the Company Commander. Candidates are authorized to sign out with a liberty buddy from their respective company or from another candidate company as long as they sign out of both liberty logbooks. Staff will not dictate who a candidate uses as their liberty buddy.

a. Exceptions to the buddy system policy will be routed via the chain of command to the Company Commander for review and approval/disapproval. Exceptions to the use of a “liberty buddy” include a family member, spouse, or friend who can accompany the candidate as their buddy.

10002. **AUTOMOBILES.**

1. **Registration.** Automobiles and motorcycles will possess a valid registration as required by the department of motor vehicles for the state in which the officer candidate has been issued vehicle identification tags.

2. **Traffic Regulations.** Speed limits and all traffic regulations are strictly enforced aboard MCB Quantico and violations are considered a serious matter. All officer candidates must realize that this is a crowded base and that much of its area is occupied by public quarters. As a result, disregard for traffic regulations may result in death or a serious injury to military personnel or members of their families. Failure to abide by traffic regulations demonstrates poor self-discipline. Such conduct may result in punitive action, which, even though minor, may preclude the officer candidate's successful completion of the program. Candidates will abide by all base and state traffic regulations. All traffic violations will be brought to the attention of the platoon staff.

CANDIDATE REGULATIONS

10003. **BASE FACILITIES.**

1. Officer candidates will be permitted to utilize the following base facilities during liberty:

- a. Marine Corps Exchange
- b. Commissary
- c. Gas Station
- d. Base Movie Theater
- e. Bowling Alley

2. Officer candidates will not use the following base facilities while assigned to OCS:

- a. The Clubs at Quantico
- b. Crossroads Inn
- c. Base Swimming Pools
- d. Medal of Honor Golf Course
- e. Barber Gym
- f. Any facility at TBS
- g. Officer/SNCO/NCO Clubs (Regardless of status)
- h. Staff Parking Lots

3. Outside of the OCS candidate barracks, candidates will not meet with OCS personnel in any type of billeting, temporary or permanent, at any time.

10004. **CONDUCT WHILE ON LIBERTY.** Officer candidates are continuously evaluated while at OCS, including the time they are on liberty. The highest standards of personal conduct will be maintained. Any misconduct while on liberty may result in disenrollment. In addition to the Company Commander's guidance as well as the provisions listed in chapters 3 and 10, all candidates will abide by the following:

CANDIDATE REGULATIONS

1. Every candidate will have a liberty card with the OCS OOD numbers on it:
 - a. OCS OOD 540-419-5210
 - b. Company Quarterdeck 703-___ - ____
 - c. Platoon Staff 703-___ - ____
2. Each candidate buddy-pair will sign in and out of the liberty logbook located on the platoon and company quarterdecks. All candidates will have a buddy at all times, unless specifically authorized by the Company Commander or Company First Sergeant.
3. Firewatch will be posted in every squad bay throughout liberty. Firewatch rosters will be posted and initialed. Candidates are **not allowed to sell, trade, etc., their Firewatch periods.**
4. Duty platoon changeover will occur at 0700 Sunday mornings in the uniform of the day.
5. In addition, Candidates will adhere to the following provisions during the liberty evaluation period:
 - a. Candidates will maintain normal grooming standards during liberty, to include daily shaving, whether they remain aboard Brown Field or not. For females this extends to conservative use of make-up and jewelry.
 - b. Candidates will not PT aboard Brown Field other than push-ups, pull-ups, planks, and crunches. Candidates will not run any OCS trails, courses, routes, etc.
 - c. Candidates will not walk across the center of the parade deck; they will walk along the edge of the parade deck; do not walk in the road.
 - d. Candidates will utilize the footbridge when departing / returning to Brown Field. Candidates will not walk directly across the train tracks.
 - e. Candidates who need to conduct a remedial event or make-up evaluation are responsible for arriving to the test on time and with any required gear or materials. All make-up tests/evaluations will be conducted in the uniform of the day.
 - f. Candidates shall observe appropriate Operational Security by minimizing the posting of specific training details on any social media platforms.
 - g. Squad bay lights will be turned off at 2100 and turned back on at 0500. Candidates who remain overnight in the squad bays will comply with the standard sleeping uniform of green-on-green with no footwear.
 - h. Candidates opting to utilize taxi services will meet their rides in the parking lot near the footbridge off of Brown Field.

CANDIDATE REGULATIONS

i. Family pick-up / drop-off, and any delivery of chow, will be conducted on the other side of the train tracks. **Family members are not authorized aboard Brown Field and are not to cross the train tracks unless approved by the CO, OCS.**

j. Every candidate will check their pay while on liberty to ensure that they are being paid. Any discrepancies are to be noted and forwarded to the Platoon Sergeant.

CANDIDATE REGULATIONS

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APPENDIX A

LEADERSHIP TRAITS

JUSTICE- Justice is the practice of being fair and consistent. A just person gives consideration to each side of a situation and bases rewards or punishments on merit.

JUDGMENT- Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions.

DEPENDABILITY- Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance.

INITIATIVE- Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material or methods being available to you.

DECISIVENESS- Decisiveness means that you are able to make good decisions without delay. Get all the facts and weight them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in a clear, firm, professional manner.

TACT- Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm.

INTEGRITY- Integrity means that you are honest and truthful in what you say or do. You put honesty, sense of duty, and sound moral principles above all else.

ENTHUSIASM- Enthusiasm is defined as a sincere interest and exuberance in the performance of your duties. If you are enthusiastic, you are optimistic, cheerful, and willing to accept the challenges.

BEARING- Bearing is the way you conduct and carry yourself. Your manner should reflect alertness, competence, confidence, and control.

UNSELFISHNESS- Unselfishness means that you avoid making yourself comfortable at the expense of others. Be considerate of others. Give credit to those who deserve it.

COURAGE- Courage is what allows you to remain calm while recognizing fear. Moral courage means having the inner strength to stand up for what is right and to accept blame when something is your fault. Physical courage means that you can continue to function effectively when there is physical danger present.

KNOWLEDGE- Knowledge is the understanding of a science or art. Knowledge means that you have acquired information and that you understand people. Your knowledge should be broad, and in addition to knowing your job, you should know your unit's policies and keep up with current events.

LOYALTY- Loyalty means that you are devoted to your country, the Corps, and to your seniors, peers, and subordinates. The motto of our Corps is "Semper Fidelis!", (Always Faithful). You owe unwavering loyalty up and down the chain of command, to seniors, subordinates, and peers.

ENDURANCE- Endurance is the mental and physical stamina that is measured by your ability to withstand pain, fatigue, stress, and hardship. For example, enduring pain during a conditioning march in order to improve stamina is crucial in the development of leadership.

EMPATHY- Having a genuine interest in the lives of your Marines, the challenges they face, and their overall well-being. Good leaders strive to understand the challenges and stressors their Marines are going through in order to effectively provide support.

LEADERSHIP PRINCIPLES

Be technically and tactically proficient.

Know yourself and seek self-improvement.

Know your Marines and look out for their welfare.

Keep your Marines informed.

Set the example.

Ensure that the task is understood, supervised, and accomplished.

Train your Marines as a team.

Make sound and timely decisions.

Develop a sense of responsibility in your subordinates.

Employ your command in accordance with its capabilities.

Seek responsibility and take responsibility for your actions.

APPENDIX B

WEAPON SAFETY RULES, CONDITIONS, AND FUNCTIONS CHECK

FOUR WEAPON SAFETY RULES

1. Treat every weapon as if it were loaded.
2. Never point your weapon at anything you don't intend to shoot.
3. Keep your finger straight and off the trigger until you are ready to fire.
4. Keep your weapon on safe until you intend to fire.

SAFETY CONDITIONS FOR THE M16A4 SERVICE RIFLE

Weapon Conditions. A weapon's readiness is described by one of four conditions. The following steps in the loading and unloading process take the rifle through four specific conditions of readiness for live fire.

Condition 1 - Safety on, magazine inserted, round in chamber, bolt forward, and ejection port cover closed.

Condition 2 - Not applicable to the service rifle/carbine rifle.

Condition 3 - Safety on, magazine inserted, chamber empty, bolt forward, and ejection port cover closed.

Condition 4 - Safety on, magazine removed, chamber empty, bolt forward, and ejection port cover close.

FUNCTIONS CHECK FOR THE M16A4 SERVICE RIFLE

1. Ensure the rifle is in Condition 4.
2. Pull charging handle to the rear and release. Ensure selector level is on SAFE. Move the trigger to the rear – hammer should not fall.
3. Place selector lever on SEMI. Move the trigger to the rear and hold to the rear – hammer should fall. While holding the trigger to the rear, pull charging handle to the rear and release. Release trigger until you hear a “clunk.”
4. Place selector lever on BURST. Move the trigger to the rear and hold to the rear – hammer should fall. While holding the trigger to the rear, pull charging handle to the rear three times and release. Release the trigger until you hear a “clunk”, pull trigger to the rear again – hammer should fall.”
5. Pull charging handle to the rear and release. Place selector lever on SAFE; close ejection port cover.

APPENDIX C REPORTS AND FORMATS

PEER EVALUATION PAGE 1

PEER EVALUATION FORM			
1 <input type="checkbox"/>		2 <input type="checkbox"/>	
3 <input type="checkbox"/>			
CANDIDATE EVALUATED (LAST NAME, FIRST NAME MI.)	COMPANY	PLATOON	DATE (YYYYMMDD)
INSTRUCTIONS: Rate each of your peers as <i>Above Standards</i> , <i>Within Standards</i> , or <i>Below Standards</i> . <i>Above Standards:</i> I would gladly serve with this individual. <i>Within Standards:</i> Some deficiencies are noted, but I would serve with this individual. <i>Below Standards:</i> I would not want to serve with this individual.			
A. EXEMPLARY CHARACTER			
The candidate is devoted to the Corps' values of honor, courage, and commitment, and possesses a moral compass that unerringly points to "do the right thing" as an ethical warrior.			
Does not exemplify Marine Corps' values of honor, courage, and commitment. No commitment to "do the right thing." Not able to hold self and others accountable for actions.	Has some understanding of what it means to be a Marine. Sometimes exemplifies Marine Corps' values of honor, courage, and commitment. Has a working moral compass. Attempts to hold self and others accountable for actions.	Devoted to Marine Corps' values of honor, courage, and commitment. Unerringly employs moral compass. Always does the right thing. Capable of holding self and others accountable for actions.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	
B. PHYSICALLY/MENTALLY TOUGH			
The candidate fosters a warrior spirit, thrives in a complex and chaotic environment, is hardened against and resilient to adversity in order to persevere against seemingly impossible odds, and hones self-discipline to push past human factors and preconceived limits.			
No self-discipline or stability under pressure. Is not able to persevere when obstacles appear. Easily shaken and undependable. Situation and/or events. Not able to physically lead from the front during PT. Not capable of taking personal responsibility for the actions of their unit.	Somewhat displays maturity, mental agility and willpower during periods of adversity. Problem-solving skills and leadership throughout were mostly effective. Though shaken and rattled, was dependable for most of period. Throughout most of period, displayed ability to lead from the front during PT. Attempted to take personal responsibility for actions of unit.	Displayed maturity, mental agility and willpower during periods of adversity. Presence of mind was steady throughout and focus was never lost despite chaos. Unable to be rattled or shaken; dependable. Able to take personal responsibility for actions of unit.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	
C. WARFIGHTER			
The candidate is grounded in basic military skills, characterized by sound judgment and aggressiveness in execution. Educated in the fundamentals of basic infantry tactics. Maintains an offensive mindset throughout; proactive, not reactive. Translates skills into actions which contribute to accomplishing tasks/missions.			
No sound judgement. Did not utilize basic military skills. Accepted unnecessary risks. Lacked ability to think under duress. Does not accept responsibility for actions. Inflexible to a changing situation. Indecisive. Was reactive not proactive.	Has some problem-solving skills and basic military skills. Appeared to reassess plan when necessary. Apparently continued to analyze and reassess the situation as it progressed. Willing to make difficult decisions, though did not make all the right choices. At times was proactive.	Ability to analyze information and apply basic military skills is superb. Seldom matched analytical and intuitive abilities; accurately foresees unexpected problems and arrives at well-timed solutions despite fog and friction. Completely confident in approach to problems. Decisive. Was proactive majority of the time.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	
D. CRITICAL THINKER			
The candidate can think critically and arrive at an acceptable decision based on sound tactical thinking within evaluator's intent. Decisions generate a workable solution that generates tempo.			
Decisions are irrelevant, incorrect and/or imprudent. Unsafe and poor decisions consistently demonstrated. Put team members unnecessarily at risk. Unsound decision maker.	Majority of decisions are measured, circumspect, relevant and correct. Decisions are tempered by consideration of consequences, though the best decision was not always chosen.	Only makes sound decisions. Benefits always outweigh risks involved. Consistent, superior judgment inspires confidence of all. Only makes the most just and sound judgments.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	
E. EFFECTIVE COMMUNICATOR			
Communicates effectively, orally and in writing, in tactical and administrative situations with an emphasis on issuing clear, meaningful orders and guidance. Interactive, allowing one to perceive problems/situations and provide easily understood guidance. Contributes to their ability to counsel fellow candidates.			
Unenthusiastic delivery of tasks to unit. Does not communicate well with others. Unable to follow clear, concise directions from higher authority or to clearly articulate information to subordinates. No confidence in self, plans, or subordinates. Fails to clearly communicate up and down the chain of command. Does not communicate effectively verbally or in writing.	Almost always understands an order from higher and clearly passes information to subordinates. Somewhat effective in disseminating plan. Most communications are accurate, intelligent and timely. Considers contributions of others. Tactfully delivers intent and guidance. Kept unit informed in almost all situations. Communicates effectively verbally or in writing, but not both.	Ability to articulate information is superb. Tasking statements given with conviction and confidence. Verbal communications are of the highest quality. Combines presence and verbal skills, which engender confidence and achieve understanding irrespective of the setting, situation, or size of the group addressed. Displays an intuitive sense of when and how to listen. Superb Communicator both verbally and in writing.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	
F. DECISIVE ACTOR			
Has a bias for action, seizes the initiative and acts with boldness and determination on available information.			
Clearly not a self-starter. Needs to be shown how to begin. Not action-oriented. Does not pursue innovative solutions, only acts when prompted by others. Doesn't demonstrate a willing attitude towards their responsibilities. Lacks enthusiasm, motivation and drive.	Willing to take action in absence of specific direction. Attempts to develop creative solutions. Slowly formulates plan and pursues solutions. Willing attitude towards their responsibilities. Possesses some energy and drive, and attempts to motivate team to action though not always successful.	Highly motivated and proactive. Exceptional awareness of surroundings and environment. Uncanny ability to anticipate mission requirements and quickly formulate original, far-reaching solutions. Takes decisive, effective actions. Transforms opportunity into action.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	
G. LEADER			
The candidate embraces the "exceptional and unremitting responsibility to one's fellow candidates and their well-being. Inspires and instills confidence in other candidates during times of adversity, sets the example in all things and at all times. Adheres to, and enforces standards regardless of time of day, location, or duty status, and treats all candidates with dignity and respect.			
Lacks authority and does not exude confidence, integrity or conviction. No dedication to mission accomplishment apparent. No guidance or direction provided to unit. Actions deter unit effectiveness. Inwardly focused and selfish.	Exudes a desire to lead. Attempts to task subordinates and tries to constructively supervise execution. Seeks to unselfishly guide and lead team to successful completion of mission, though not always successful.	Highly motivated and inspiring. Model for others to emulate and follow. Positive attitude is infectious and displays superior team-building talents. Engenders immediate confidence and loyalty. Produces results while building morale.	
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>	

PEER EVALUATION PAGE 2

H. POSITIVE / NEGATIVE LEADERSHIP TRAITS

INSTRUCTIONS: Utilize the leadership traits of Judgement, Justice, Dependability, Decisiveness, Integrity, Initiative, Loyalty, Endurance, Bearing, Unselfishness, Enthusiasm, Knowledge, Courage, Tact and Empathy to provide meaningful feedback.

REQUIREMENTS:

- (1) Leadership trait the candidate can **sustain**.
- (1) Leadership trait the candidate can **improve**.
- (4) Additional leadership traits (**These can be sustain or improve**)

You are required to provide a total of six (6) leadership traits you observed of this candidate during the evaluation period.

For example (Sustain): *Initiative:* SNC always volunteered for tasks around the squad bay. SNC constantly prepares for future events while aiding others. *Courage:* SNC is not afraid to hold others accountable and provides constructive criticisms. SNC does not quit during any PT event, even though he may struggle.

For example (Improve): *Dependability:* SNC cannot be depended upon to complete any tasks. SNC always requires additional supervision to prepare for the next event. *Knowledge:* SNC does not understand naval terminology. SNC cannot communicate with staff using the proper verbiage.

Leadership Trait	Sustain / Improve	Detailed Explanation
	Sustain	
	Improve	

CANDIDATE SIGNATURE

CANDIDATE EVALUATOR SIGNATURE

OCS STAFF USE ONLY

OVERALL ASSESSMENT (RED PEN)

Below Standards

Within Standards

Above Standards

BILLET PERFORMANCE EVALUATION PAGE 1

CANDIDATE EVALUATED	COMPANY	PLATOON	BILLET EVALUATED	START DATE	END DATE
			OVERALL ASSESSMENT	OVERALL SCORE	EVALUATOR RANKING
			of		
A. EXEMPLARY CHARACTER					
The individual candidate has a clear understanding that being a Marine brings a "special trust and confidence," and the higher expectations of the American people. The individual candidate is devoted to the Corps' values of honor, courage, and commitment, and possesses a moral compass that unerringly points to "do the right thing" as an ethical warrior.					
No perceived understanding of what it means to be a Marine. Does not exemplify Marine Corps' values of honor, courage, and commitment. No commitment to "do the right thing." Not able to hold self and others accountable for actions.	Has some understanding of what it means to be a Marine. Sometimes exemplifies Marine Corps' values of honor, courage, and commitment. Has a working moral compass. Attempts to hold self and others accountable for actions.	Clear understanding of what it means to be a Marine. Garnered "special trust and confidence" from subordinates. Devoted to Marine Corps' values of honor, courage, and commitment. Unerringly employs moral compass. Always does the right thing. Capable of holding self and others accountable for actions.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
B. PHYSICALLY/MENTALLY TOUGH					
The individual candidate is imbued with a warrior spirit and able to thrive in a complex and chaotic environment, able to persevere despite the obstacles to mission accomplishment. The individual candidate possesses the self-discipline and will to push past personal preference and preconceived limits.					
No self-discipline or stability under pressure. Is not able to persevere when obstacles appear. Overcome by the situation and/or events. Easily shaken and undependable. Not able to physically lead from the front during PT. Not capable of taking personal responsibility for the actions of their unit.	Somewhat displays maturity, mental agility and willpower during periods of adversity. Composure reassures others. Problem-solving skills and leadership throughout were mostly effective. Though shaken and rattled, was dependable for most of period. Throughout most of period, displayed ability to lead from the front during PT. Attempted to take personal responsibility for actions of unit.	Displayed maturity, mental agility and willpower during periods of adversity. Presence of mind was steady throughout and focus was never lost despite chaos. Unable to be rattled or shaken; dependable. Able to take personal responsibility for actions of unit.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
C. WARFIGHTER					
The individual candidate is grounded in basic military skills, characterized by sound judgment and aggressiveness in execution. Educated in the fundamentals of basic infantry tactics. Maintains an offensive mindset throughout; proactive, not reactive. Translates skills into actions which contribute to accomplishing tasks/missions.					
No sound judgement. Did not utilize basic military skills. Accepted unnecessary risks. Lacked ability to think under duress. Does not accept responsibility for actions. Inflexible to a changing situation. Indecisive. Was reactive not proactive.	Has some problem-solving skills and basic military skills. Appeared to reassess plan when necessary. Apparently continued to analyze and reassess the situation as it progressed. Willing to make difficult decisions, though did not make all the right choices. At times was proactive.	Ability to analyze information and apply basic military skills is superb. Seldom matched analytical and intuitive abilities; accurately foresees unexpected problems and arrives at well-timed solutions despite fog and friction. Completely confident in approach to problems. Decisive. Was proactive majority of the time.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
D. CRITICAL THINKER					
The individual candidate can think critically and arrive at an acceptable decision based on sound tactical thinking within evaluator's intent. Decisions generate a workable solution that					
Decisions are irrelevant, incorrect and/or imprudent. Unsafe and poor decisions consistently demonstrated. Put team members unnecessarily at risk. Unsound	Majority of decisions are measured, circumspect, relevant and correct. Decisions are tempered by consideration of consequences, though the best decision was not always	Only makes sound decisions. Benefits always outweigh risks involved. Consistent, superior judgment inspires confidence of all. Only makes the most just and sound			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
E. EFFECTIVE COMMUNICATOR					
Communicates effectively, orally and in writing, in tactical and administrative situations with an emphasis on issuing clear, meaningful orders and guidance. Interactive, allowing one to perceive problems/situations and provide easily understood guidance. Contributes to their ability to counsel fellow candidates.					
Unenthusiastic delivery of taskings to unit. Does not communicate well with others. Unable to follow clear, concise directions from higher authority or to clearly articulate information to subordinates. No confidence in self, plans, or subordinates. Fails to clearly communicate up and down the chain of command. Does not communicate effectively verbally or in writing.	Almost always understands an order from higher and clearly passes information to subordinates. Somewhat effective in disseminating plan. Most communications are accurate, intelligent and timely. Considers contributions of others. Tactfully delivers intent and guidance. Kept unit informed in almost all situations. Communicates effectively verbally or in writing, but not both.	Ability to articulate information is superb. Tasking statements given with conviction and confidence. Verbal communications are of the highest quality. Combines presence and verbal skills, which engender confidence and achieve understanding irrespective of the setting, situation, or size of the group addressed. Displays an intuitive sense of when and how to listen.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
F. DECISIVE ACTOR					
Has a bias for action, seizes the initiative and acts with boldness and determination on available information.					
Clearly not a self-starter. Needs to be shown how to begin. Not action-oriented. Does not pursue innovative solutions, only acts when prompted by others. Doesn't demonstrate a willing attitude towards their responsibilities. Lacks enthusiasm, motivation and	Willing to take action in absence of specific direction. Attempts to develop creative solutions. Slowly formulates plan and pursues solutions. Willing attitude towards their responsibilities. Possesses some energy and drive, and attempts to motivate team to action though not always	Highly motivated and proactive. Exceptional awareness of surroundings and environment. Uncanny ability to anticipate mission requirements and quickly formulate original, far-reaching solutions. Takes decisive, effective actions. Transforms opportunity into action.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
G. LEADER					
The individual candidate embraces the "exceptional and unremitting responsibility to one's fellow candidates and their well-being. Inspires and instills confidence in other candidates during times of adversity, sets the example in all things and at all times. Adheres to, and enforces standards regardless of time of day, location, or duty status, and treats all Marines					
Lacks authority and does not exude confidence, integrity or conviction. No dedication to mission accomplishment apparent. No guidance or direction provided to unit. Actions deter unit effectiveness. Inwardly focused and selfish.	Exudes a desire to lead. Attempts to task subordinates and tries to constructively supervise execution. Seeks to unselfishly guide and lead team to successful completion of mission, though not always successful.	Highly motivated and inspiring. Model for others to emulate and follow. Positive attitude is infectious and displays superior team-building talents. Engenders immediate confidence and loyalty. Produces results while building morale.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			
H. OVERALL ASSESSMENT					
Potential to lead Marines in the Operating Forces as a company-grade officer. Overall evaluation of SNC's potential as demonstrated BY THIS BILLET.					
Little to no understanding of what it means to be a Marine leader. No self-discipline. Easily overcome by the situation and/or events. Unsafe and poor decisions demonstrated. Does not communicate well. Lacks enthusiasm, motivation, and drive. Lacks authority and	Exudes a desire to lead, though not always successful. Personal acceptance of responsibility and accountability. Maintains some composure in complex and chaotic environments. Willing to make difficult decisions, though did not make all the right choices. Considers consequences	Superb leadership abilities. Highly motivated and proactive. Demonstrates the will to persevere despite uncertainty. Accurately foresees unanticipated problems. Verbal communications are of the highest quality. Superior judgement and communicator.			
Below Standards <input type="checkbox"/>	Within Standards <input type="checkbox"/>	Above Standards <input type="checkbox"/>			

BILLET PERFORMANCE EVALUATION PAGE 2

BILLET PERFORMANCE EVALUATION

CANDIDATE EVALUATED	COMPANY	PLATOON	BILLET	START DATE	END DATE
0				0	0
EVALUATOR	OVERALL ASSESSMENT		OVERALL SCORE	EVALUATOR RANKING	
0				0	of 0

I. EVALUATOR'S REMARKS
<p>During this period, SNC conducted the following training events:</p> <p>Positive trends:</p> <p>Negative trends:</p> <p>Recommendations for improvement:</p>

J. CANDIDATE'S REMARKS

CANDIDATE'S SIGNATURE _____	EVALUATOR'S SIGNATURE _____
ADDENDUM PAGE <input type="checkbox"/>	

SERGEANT INSTRUCTOR INSPECTION

WEAPON: Candidate's M16A4 Service Rifle is inspected for proper weapons handling, cleanliness, and serviceability.

INSPECTION ARMS	
Executed Inspection Arms	7
Grasp Weapon Smartly	2
Executed Port Arms	3
Executed Order Arms	2
Did Not Talk at Port Arms	2

WEAPONS INSPECTION			
Compensator	3	Pistol Grip	1
Front Sight Assembly	3	Butt Stock/Plate	3
Hand Guards	1	Chamber	3
Rear Sight Aperture	3	Magazine Well	1
Forward Assist Assembly	3	Trigger	1

PERSONNEL: Candidate's uniform items are inspected for serviceability, cleanliness, proper markings, and proper wear IAW MCO P1020.34H. Candidate is also inspected for proper hygiene.

COVER	
No Ips	3
Fits Properly	1
Clean/Serviceable	1
Properly Marked	1

BLOUSE	
No IPs	3
Clean/Serviceable	1
Pockets Buttoned/Emptied	1
Properly Marked	1

BELT	
Proper Length	1
Alignment Correct	1
Clean/Serviceable	1
Properly Marked	1

TROUSERS	
No Ips	3
Clean/Serviceable	1
Pockets Buttoned/Emptied	1
Properly Bloused	1
Properly Marked	1

BOOTS	
Laced Uniformly	1
Clean/Serviceable	1

HYGIENE	
Clean Breath/Ears	1
Hair to Regulations	1
Shaven/No Nasal Hair	1
Clean Hands/Fingernails	1

MILITARY PROFESSIONALISM: Candidate is tested on three knowledge questions and their military professionalism.

MILITARY PROFESSIONALISM					
Properly Reported	2	Questions Answered Correctly	3	Displayed Confidence	2
Displayed Enthusiasm	2	Displayed Bearing	2	Communicated Clearly	2

GEAR AND FOOT LOCKER: Candidate's gear and uniform items are inspected for accountability, serviceability, cleanliness, proper markings and proper display.

GEAR AND FOOT LOCKER			
Properly Displayed	5	Clean	5
All Gear Accounted	5	Properly Marked	5

TOTAL SCORE

ABOVE STANDARDS

WITHIN STANDARDS

BELOW STANDARDS

CANDIDATE'S EXPLANATION (If more space is needed, continue comments on the back utilizing head-to-toe format)

PLATOON SERGEANT INSPECTION

WEAPON: Candidate's M16A4 Service Rifle is inspected for proper weapons handling, cleanliness, and serviceability.

INSPECTION ARMS	
Executed Inspection Arms	4
Grasp Weapon Smartly	2
Executed Port Arms	3
Executed Order Arms	2
Did Not Talk at Port Arms	2

WEAPONS INSPECTION			
Compensator	3	Pistol Grip	1
Front Sight Assembly	3	Butt Stock/Plate	3
Hand Guards	1	Chamber	3
Rear Sight Aperture	3	Magazine Well	1
Forward Assist Assembly	3	Trigger	1

PERSONNEL: Candidate's uniform items are inspected for serviceability, cleanliness, proper markings, and proper wear IAW MCO P1020.34H. Candidate is also inspected for proper hygiene.

COVER	
No Ips	3
Fits Properly	1
Clean/Serviceable	1
Properly Marked	1

BLOUSE	
No IPs	3
Clean/Serviceable	1
Pockets Buttoned/Emptied	1
Properly Marked	3

BELT	
Proper Length	3
Alignment Correct	1
Clean/Serviceable	1
Properly Marked	3

TROUSERS	
No Ips	3
Clean/Serviceable	1
Pockets Buttoned/Emptied	1
Properly Bloused	1
Properly Marked	3

BOOTS	
Laced Uniformly	1
Clean/Serviceable	1

HYGIENE	
Clean Breath/Ears	1
Hair to Regulations	1
Shaven/No Nasal Hair	1
Clean Hands/Fingernails	1

MILITARY PROFESSIONALISM: Candidate is tested on three knowledge questions and their military professionalism.

MILITARY PROFESSIONALISM					
Properly Reported	3	Questions Answered Correctly	3	Displayed Confidence	2
Displayed Enthusiasm	3	Displayed Bearing	2	Communicated Clearly	3

GEAR AND FOOT LOCKER: Candidate's gear and uniform items are inspected for accountability, serviceability, cleanliness, proper markings and proper display.

GEAR AND FOOT LOCKER			
Properly Displayed	3	Clean	3
All Gear Accounted	3	Properly Marked	3

TOTAL SCORE

ABOVE STANDARDS

WITHIN STANDARDS

BELOW STANDARDS

CANDIDATE'S EXPLANATION (If more space is needed, continue comments on the back utilizing head-to-toe format)

PLATOON COMMANDER INSPECTION

WEAPON: Candidate's M16A4 Service Rifle is inspected for proper weapons handling, cleanliness, and serviceability.

INSPECTION ARMS	
Executed Inspection Arms	2
Grasp Weapon Smartly	2
Executed Port Arms	2
Executed Order Arms	2
Did Not Talk at Port Arms	2

WEAPONS INSPECTION			
Compensator	3	Pistol Grip	1
Front Sight Assembly	3	Butt Stock/Plate	3
Hand Guards	1	Chamber	3
Rear Sight Aperture	3	Magazine Well	1
Forward Assist Assembly	3	Trigger	1

PERSONNEL: Candidate's uniform items are inspected for serviceability, cleanliness, proper markings, and proper wear IAW MCO P1020.34H. Candidate is also inspected for proper hygiene.

COVER	
No Ips	3
Fits Properly	1
Clean/Serviceable	1
Properly Marked	2

BLOUSE	
No IPs	3
Clean/Serviceable	1
Pockets Buttoned/Emptied	1
Properly Marked	3

BELT	
Proper Length	3
Alignment Correct	1
Clean/Serviceable	1
Properly Marked	3

TROUSERS	
No Ips	3
Clean/Serviceable	1
Pockets Buttoned/Emptied	1
Properly Bloused	1
Properly Marked	3

BOOTS	
Laced Uniformly	1
Clean/Serviceable	1

HYGIENE	
Clean Breath/Ears	1
Hair to Regulations	1
Shaven/No Nasal Hair	1
Clean Hands/Fingernails	1

MILITARY PROFESSIONALISM: Candidate is tested on three knowledge questions and their military professionalism.

MILITARY PROFESSIONALISM					
Properly Reported	4	Questions Answered Correctly	3	Displayed Confidence	5
Displayed Enthusiasm	3	Displayed Bearing	3	Communicated Clearly	4

GEAR AND FOOT LOCKER: Candidate's gear and uniform items are inspected for accountability, serviceability, cleanliness, proper markings and proper display.

GEAR AND FOOT LOCKER			
Properly Displayed	2	Clean	2
All Gear Accounted	2	Properly Marked	2

TOTAL SCORE

ABOVE STANDARDS

WITHIN STANDARDS

BELOW STANDARDS

CANDIDATE'S EXPLANATION (If more space is needed, continue comments on the back utilizing head-to-toe format)

SAMPLE STANDARD CHIT

REASON FOR INTERVIEW	FAILURE TO FOLLOW INSTRUCTIONS
INTERVIEWER'S REMARKS	
<p>On YYMMDD, TD-XX, SNC was observed attempting to use the company copy machine located on the quarterdeck. SNC was stopped, shown the sign that has been clearly placed on the printer/copier and was verbally reminded that no candidate will use it. SNC was further advised that if candidates need copies of rosters, etc. that they need to speak with a staff member.</p> <p>Additionally, as Sergeant of the Guard, SNC failed to properly inspect the Corporal of the Guard. SNC was found to be in poor appearance and had improper markings on the duty belt. SNC was reminded of the importance of inspections and why one must master brilliance in the basics as one day the inspections may be moments prior to departing friendly lines where lives matter.</p> <p>SNC needs to slow down, think about what they are doing and make conscious decisions. Manage your time accordingly so that you can accomplish all tasks required of you in whatever billet you may be filling. If you are unsure, ask a staff member for further guidance.</p>	
CANDIDATE'S EXPLANATION (If more space is needed, continue comments on the back utilizing head-to-toe format)	

ABOVE STANDARDS

WITHIN STANDARDS

BELOW STANDARDS

CANDIDATE'S SIGNATURE

GYSGT LAST, FI. MI.

CANDIDATE INTERVIEWED (LAST NAME, FI. MI.)	COMPANY	PLATOON	DATE
LASTNAME, FI. MI.	D	1	YYMMDD

SAMPLE LOG ENTRIES

25 MAR 2024

COMMANDING OFFICER
COMPANY 1STSGT
DUTY OFFICER
DUTY INSTRUCTOR

MAJ A.B. SMITH
1STSGT. C.E. SERGEANT
CAPT C.D. BROWN
GYSGT E.F. JONES

0605 POSTED AS CANDIDATE COMPANY 1STSGT BY COMPANY 1STSGT.
0640 COMPANY A SUBSISTED IN OCS DINING FACILITY. FOOD WAS PLENTIFUL,
BUT PANCAKES WERE COLD.
0740 COMPANY A PRESENT IN CR-2 FOR INSTRUCTION. 124 PRESENT, 4 ABSENT
AND ACCOUNTED FOR.
1140 COMPANY A SUBSISTED IN OCS DINING FACILITY. FOOD WAS EXCELLENT.
1145 DUTY INSTRUCTOR NOTIFIED THIS CANDIDATE THAT CANDIDATE D.L.
BLACK WAS TO REPORT TO CANDIDATE ADMINISTRATION ASAP.
1400 COMPANY A PRESENT AT ATHLETIC FIELD FOR PT.
1540 COMPANY A PRESENT IN CR-2 FOR INSTRUCTION. 127 PRESENT, 1 ABSENT
AND ACCOUNTED FOR.
1500 LATE ENTRY. CANDIDATE D.L. BLACK RETURNED FROM CANDIDATE
ADMINISTRATION.

RESPECTIVELY SUBMITTED,

D.A. GRAY
CANDIDATE USMC

Corrections will be made by drawing a single line through the word to be corrected. The officer candidate will place their initials to certify the correction and then the correct entry will be made.

Log in anything of significance and ask the corresponding staff member for any special instructions on filling out each particular logbook.

ESSAY FORMAT

1. All candidate essays will abide by the following guidelines:

a. The purpose of an essay is to document an infraction while providing the candidate an opportunity to demonstrate an understanding of the infraction, correlate the infractions importance to Marine Corps Leadership, and to explain how he/she can improve in the future.

b. Candidates can be assigned up to two essays per week.

c. Essays are due on Sundays before the conclusion of liberty. If there is no liberty, essays are due on Sundays at 2100.

d. Candidates that fail to use the prescribed format will be subject to formal counseling and will be assigned to rewrite the essay. All essay rewrites count toward the two essays that can be assigned each week. Failure to turn in an assigned essay is grounds for further punitive action.

e. Essays are professional assignments. They will be read and graded by the individual to whom it is addressed.

f. Essays will be written as described below. An example is illustrated on page C-12.

(1) Essays will be a minimum of 250 words and a maximum of 350 words.

(2) Essays will be written in black ink only and BLOCK CAPITAL LETTERS.

(3) Words with two letters or less do not count toward the total word count.

(4) Words that count will be underlined and numbered consecutively.

(5) The standard cover letter sheet will be utilized when turning in an essay.

(6) All lines in the essays will be double spaced.

(7) Top right corner, justified left, list the following:

(a). LAST NAME, FIRST NAME, MI.

(b). CO/PLT (i.e. A1, A2, etc.)

(c). DATE (YYYYMMDD FORMAT)

(8) Skip one line. Begin the "From:" line. The "From:" line is the candidate writing the essay.

(9) On the next line write the “To:” line. The “To” line is who the essay is being submitted to.

(10) Skip one line. Write the “Subject:” line. The “Subject” line is the title of the essay.

(11) Skip one line. Begin paragraph one and number it. Skip lines and number each subsequent paragraph.

(12) Any additional pages will be in head-to-toe format.

(13) At the conclusion of the essay leave three blank lines. On the fourth line, right half of the page, justified left, create the signature line consisting of FI. MI. LAST NAME. If you do not have a middle initial, then the signature line is FI. LAST NAME.

(14) Sign your name directly above your printed name.

(15) Staple all pages to the Essay Evaluation Form and turn-in to the corresponding instructors box.

ESSAY EXAMPLE

PULLER, LEWIS, B.
A2
20240401

FROM: CANDIDATE L. B. PULLER, ALPHA COMPANY, 2ND PLATOON
TO: CAPTAIN I. M. LASTNAME, ALPHA COMPANY, 2ND PLATOON

SUBJ: THE IMPORTANCE OF ACCOUNTABILITY

1. OFFICERS ARE EXPECTED TO ACCOUNT FOR THEMSELVES, THEIR ASSIGNED
1 2 3 4 5 6 7 8
GEAR, AND MOST IMPORTANTLY THEIR MARINES. DURING MORNING CHOW
9 10 11 12 13 14 15 16 17
THIS CANDIDATE FAILED TO PROPERLY ACCOUNT FOR TWO FELLOW
18 19 20 21 22 23 24 25
CANDIDATES AND THEIR RIFLES. DUE TO IMPROPER PLANNING, THIS
26 27 28 29 30 31 32 33
CANDIDATE RUSHED THROUGH THE EXPECTATIONS THAT HAVE BEEN SET
34 35 36 37 38 39 40 41 42
SINCE TD-1 AND DELIVERED A FALSE REPORT TO THE PLATOON COMMANDER.
43 44 45 46 47 48 49 50
INSTEAD OF ENFORCING AND SUPERVISING A PROPER CANDIDATE AND
51 52 53 54 55 56 57
WEAPONS COUNT THIS CANDIDATE ASSUMED THAT EVERYONE WAS PRESENT
58 59 60 61 62 63 64 65 66
IN ORDER TO MEET THE TIME HACK.
67 68 69 70 71

2. DURING LIBERTY, I RESEARCHED THE STORY OF LANCE CORPORAL JASON
72 73 74 75 76 77 78 79
ROTHER.
80

3. YOU WILL CONTINUE YOUR ESSAY IN THIS SAME FORMAT UNTIL YOU HAVE
REACHED THE REQUIRED LENGTH.

Lewis Puller
L. B. PULLER

APPENDIX D

PERSONAL APPEARANCE GUIDANCE / HOW TO SALUTE

Fingers extended and joined, thumb along the hand and the palm down; the tip of the forefinger touches the lower part of the cover above and slightly right of the eye. Wrist and forearm are straight and inclined at 45-degree angle.

Upper arm is parallel to the deck with the elbow in plane with the body.

Knees flexed slightly. Do not lock them.

Coyote Brown cushion socks are standard issue and will be worn.

Trousers bloused below top of boot in neat uniform manner.

Serviceable boot heels.



Cover worn squarely on the head, blocked and ironed.

Shaved. Pleasing breath.

No missing or cracked buttons.

No Irish Pennants.

Sleeve length ½" above large knuckle of the thumb.

Hands and fingernails clean.

Utilities clean and wrinkle free.

Heels together.

Entire boot free of dirt.

PROPER SEATED POSITION



Head erect and eyes straight to the front. Hands are positioned left hand on left knee and right hand on right knee. Back is straight. Feet at a forty-five degree angle with heels touching. The camp stool will be sat on as such with the name tape facing to the left.

APPENDIX E

MARKING OF CLOTHING

ALL	
Bag, Duffel	Outside, bottom of the bag, centered
Belts (except trouser belts)	Underside, near the buckle end
Belts, trouser (web type)	One side, near the buckle end
Caps	Inside, on the sweatband
Blouse	Inside, on the neckband
Cover	Inside, on the sweatband
Drawers	Outside, front, immediately below the stretch waistband, near the front
Shirts, (A, B, C Uniforms)	Inside the neckband
Shoes/Boots	Inside, near the top
Socks	Outside, on the top of the foot
Sweater	Stamped on label, or use nametape sewn with olive green thread to the inside back of sweater
Undershirts	Inside back, near the neckband
Trunks	Inside, immediately below the waistband
Boots	Marked on the inside of the boot

MEN ONLY	
Neckties	Inside of the neck loop
Hook on ties	Inside, near the top
Trousers	Inside, near the top

WOMEN ONLY	
Neck tabs	Underside, near the left end
Skirts	Inside, near the top
Slacks	Inside, near the top

APPENDIX F – MARINE CORPS RANK STRUCTURE

RANKS OF THE MARINE CORPS

Enlisted

 E-1 Private	 E-2 Private First Class	 E-3 Lance Corporal	 E-4 Corporal	 E-5 Sergeant	 E-6 Staff Sergeant
 E-7 Gunnery Sergeant	 E-8 Master Sergeant	 E-8 First Sergeant	 E-9 Sergeant Major	 E-9 Master Gunnery Sergeant	 E-9 Sergeant Major of the Marine Corps

Warrant Officers

 WO1 Warrant Officer 1	 CWO2 Chief Warrant Officer 2	 CWO3 Chief Warrant Officer 3	 CWO4 Chief Warrant Officer 4	 CWO5 Chief Warrant Officer 5	 CWO2-5 Gunner
--	--	--	--	--	---

Officers

 O-1 Second Lieutenant	 O-2 First Lieutenant	 O-3 Captain	 O-4 Major	 O-5 Lieutenant Colonel
 O-6 Colonel	 O-7 Brigadier General	 O-8 Major General	 O-9 Lieutenant General	 O-10 General

APPENDIX G

GENERAL ORDERS OF A SENTRY

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me: all orders from the Commanding Officer, Officer of the Day, and officers and non-commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the corporal of the guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority

APPENDIX H

CORE VALUES

As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission, deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege.

"HONOR"

INTEGRITY, RESPONSIBILITY, ACCOUNTABILITY

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

"COURAGE"

DO THE RIGHT THING, IN THE RIGHT WAY, FOR THE RIGHT REASONS

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

"COMMITMENT"

DEVOTION TO THE CORPS AND MY FELLOW MARINES

The day-to-day duty of every man and women in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

APPENDIX I

The Marines' Hymn

From the Halls of Montezuma,
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title of
UNITED STATES MARINE.

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far off northern lands
And in sunny tropic scenes;
You will find us always on the job---
THE UNITED STATES MARINES.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve;
If the Army and the Navy
Ever look on Heaven's scenes;
They will find the streets are guarded by
UNITED STATES MARINES.

APPENDIX J

OCC/PLC SENIOR'S DRILL CARD

Card #1

1. FORM THE PLATOON
2. CLOSE & EXTEND ON LINE
3. OPEN RANKS
4. RIGHT SHOULDER ARMS
5. RIFLE SALUTE
6. ORDER ARMS
7. PARADE REST
8. ABOUT FACE (REPEAT)
9. CLOSE RANKS
10. COLUMN RIGHT
11. CLOSE INTERVAL (MARCHING)
12. RIGHT FLANK/RETURN TO COLUMN
13. COLUMN LEFT
14. LEFT OBLIQUE/HALF STEP
15. MARCH TO THE REAR (REPEAT)
16. CHANGE STEP
17. RIGHT OBLIQUE/RETURN TO COLUMN
18. COLUMN HALF LEFT (REPEAT)
19. MARCHING MANUAL
20. COLUMN LEFT
21. EYES RIGHT
22. FALL OUT
23. PLATOON APPEARANCE

OCC/PLC SENIOR'S DRILL CARD

Card #2

1. FORM THE PLATOON AT CLOSE INTERVAL
2. EXTEND ON LINE
3. OPEN RANKS
4. LEFT SHOULDER ARMS
5. PORT ARMS
6. PRESENT ARMS (FROM PORT ARMS)
7. REST
8. SIDE STEP (LEFT/RIGHT)
9. CLOSE RANKS
10. COLUMN RIGHT FROM THE HALT
11. CLOSE & EXTEND WHILE MARCH
12. COLUMN RIGHT
13. RIGHT OBLIQUE/HALF STEP
14. LEFT FLANK RETURN TO COLUMN
15. COLUMN LEFT (REPEAT)
16. MARCH TO THE REAR (REPEAT)
17. HALF STEP/FORWARD MARCH
18. COLUMN HALF LEFT (REPEAT)
19. MARCHING MANUAL
20. COLUMN LEFT
21. EYES RIGHT
22. DISMISS THE PLATOON
23. PLATOON APPEARANCE

OCC/PLC SENIOR'S DRILL CARD

Card #3

1. FORM THE PLATOON
2. CLOSE & EXTEND ON LINE
3. OPEN RANKS
4. LEFT SHOULDER ARMS
5. RIGHT SHOULDER ARMS
6. ORDER ARMS
7. RIFLE SALUTE
8. AT EASE
9. CLOSE RANKS
10. COLUMN RIGHT
11. CLOSE & EXTEND WHILE MARCHING
12. RIGHT FLANK/RETURN TO COLUMN
13. COLUMN LEFT
14. LEFT OBLIQUE/MARK TIME
15. MARCH TO THE REAR (REPEAT)
16. CHANGE STEP
17. RIGHT OBLIQUE/RETURN TO COLUMN
18. COLUMN HALF LEFT (REPEAT)
19. MARCHING MANUAL
20. COLUMN LEFT
21. EYES RIGHT
22. FALL OUT
23. PLATOON APPEARANCE

OCC/PLC SENIOR'S DRILL CARD

Card #4

1. FORM THE PLATOON AT CLOSE INTERVAL
2. EXTEND ON LINE
3. OPEN RANKS
4. LEFT SHOULDER ARMS
5. ORDER ARMS
6. PRESENT ARMS
7. PARADE REST
8. ABOUT FACE
9. CLOSE RANKS
10. COLUMN RIGHT FROM THE HALT
11. CLOSE INTERVAL (MARCHING)
12. RIGHT FLANK/RETURN TO COLUMN
13. COLUMN LEFT
14. LEFT OBLIQUE/RETURN TO COLUMN
15. MARCH TO THE REAR (REPEAT)
16. HALF STEP/FORWARD MARCH
17. RIGHT OBLIQUE/MARK TIME
18. COLUMN HALF LEFT(REPEAT)
19. MARCHING MANUAL
20. COLUMN LEFT
21. EYES RIGHT
22. DISMSS THE PLATOON
23. PLATOON APPEARANCE

PLC JR'S DRILL CARD

Card #1

1. FORM PLATOON AT NORMAL INTERVAL
2. OPEN RANKS
3. PORT ARMS
4. LEFT SHOULDER ARMS
5. ORDER ARMS
6. ABOUT FACE
7. PRESENT ARMS
8. REST
9. CLOSE RANKS
10. CLOSE & EXTEND ON LINE
11. COLUMN RIGHT FROM THE HALT
12. CLOSE & EXTEND WHILE MARCHING
13. COLUMN RIGHT
14. RIGHT OBLIQUE/PLATOON HALT
15. RIGHT FLANK RETURN TO COLUMN
16. COLUMN LEFT (REPEAT)
17. LEFT FLANK RETURN TO COLUMN
18. MARCH TO THE REAR (REPEAT)
19. COLUMN HALF LEFT (REPEAT)
20. MARCHING MANUAL
21. COLUMN LEFT
22. PASS IN REVIEW
23. DISMISS THE PLATOON
24. PLATOON APPEARANCE

PLC JR'S DRILL CARD

Card #2

1. FORM PLATOON AT CLOSE INTERVAL
2. EXTEND ON LINE
3. OPEN RANKS
4. PORT ARMS
5. LEFT SHOULDER ARMS
6. ORDER ARMS
7. ABOUT FACE
8. PRESENT ARMS
9. AT EASE
10. CLOSE RANKS
11. COLUMN RIGHT FROM THE HALT
12. CLOSE & EXTEND WHILE MARCHING
13. COLUMN RIGHT
14. RIGHT OBLIQUE/HALF STEP
15. RIGHT FLANK RETURN TO COLUMN
16. COLUMN LEFT (REPEAT)
17. LEFT FLANK RETURN TO COLUMN
18. MARCH TO THE REAR (REPEAT)
19. COLUMN HALF LEFT (REPEAT)
20. MARCHING MANUAL
21. COLUMN LEFT
22. PASS IN REVIEW
23. FALL OUT
24. PLATOON APPEARANCE

PLC JR'S DRILL CARD

Card #3

1. FORM PLATOON AT NORMAL INTERVAL
2. OPEN RANKS
3. PORT ARMS
4. LEFT SHOULDER ARMS
5. ORDER ARMS
6. ABOUT FACE
7. PRESENT ARMS
8. PARADE REST
9. CLOSE RANKS
10. CLOSE & EXTEND ON LINE
11. COLUMN RIGHT FROM THE HALT
12. CLOSE & EXTEND WHILE MARCHING
13. COLUMN RIGHT
14. RIGHT OBLIQUE/MARK TIME
15. RIGHT FLANK RETURN TO COLUMN
16. COLUMN LEFT (REPEAT)
17. LEFT FLANK RETURN TO COLUMN
18. MARCH TO THE REAR (REPEAT)
19. COLUMN HALF LEFT (REPEAT)
20. MARCHING MANUAL
21. COLUMN LEFT
22. PASS IN REVIEW
23. DISMISS THE PLATOON
24. PLATOON APPEARANCE

PLC JR'S DRILL CARD

Card #4

1. FORM PLATOON AT CLOSE INTERVAL
2. EXTEND ON LINE
3. OPEN RANKS
4. PORT ARMS
5. LEFT SHOULDER ARMS
6. ORDER ARMS
7. ABOUT FACE
8. PRESENT ARMS
9. PARADE REST
10. CLOSE RANKS
11. COLUMN RIGHT FROM THE HALT
12. CLOSE & EXTEND WHILE MARCHING
13. COLUMN RIGHT
14. LEFT OBLIQUE/MARK TIME
15. RIGHT FLANK RETURN TO COLUMN
16. COLUMN LEFT (REPEAT)
17. LEFT FLANK RETURN TO COLUMN
18. MARCH TO THE REAR (REPEAT)
19. COLUMN HALF LEFT (REPEAT)
20. MARCHING MANUAL
21. COLUMN LEFT
22. PASS IN REVIEW
23. FALL OUT
24. PLATOON APPEARANCE

OCC/PLC SENIOR'S UNIT LEADER DRILL EVALUATION CARD

1. FORM PLATOON AT NORMAL INTERVAL
2. PORT ARMS
3. RIGHT SHOULDER ARMS
4. RIFLE SALUTE
5. ORDER ARMS
6. AT EASE
7. ABOUT FACE (REPEAT)
8. COLUMN RIGHT FROM THE HALT
9. MARCH TO THE REAR (REPEAT)
10. RIGHT FLANK RETURN TO COLUMN
11. COLUMN LEFT
12. FALL OUT

APPENDIX K

OATH OF ENLISTMENT

"I, (state name of enlistee), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God."

OATH OF OFFICE

"I, [name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

APPENDIX L

LIGHTS CHECK LIST. The below items must be studied, memorized, and comprehended by all Candidates during In-Processing Phase.

What to do in case of an emergency after taps and before reveille.

(Notify fire watch and ensure they contact a staff member located in the duty hut.)

Where the candidates will muster in the event of a fire.

(Parade deck, exact location to be briefed by the company).

The procedures for checking out of the company to attend sick call.

(Signing the sick call log in the squad bay and the company sick call log prior to going to sick call.)

Whom to notify upon the departure from and the return to training.

(Every candidate must inform the platoon staff, candidate staff, and the duty instructor of your departure and return from sick call.)

The proper way to walk to and from medical.

(Walking to medical in a military manner along the edge of the parade deck.)

What candidates are authorized to take with them when going to medical.

(They must take their campstools, water source, glow belt, candidate regulations, and knowledge; they will wear go fasters)

Understand the restriction on travelling in buddy pairs, and never alone once the staff accompaniment restriction of adaptability training has ended.

Know the location for light duty candidates when they are not with the platoon.

(Light duty candidates will walk in the rear of the company formation with their campstools, running shoes and reflective belts on, and no day pack. Light duty candidates will not carry their weapons.)

APPENDIX M

POINTS OF CONTACT / GATE HOURS / SAFETY BRIEF

OCS OOD (540) 419-5210
Company duty phone _____
Medical (703) 784-2062/2063/2795
CSA (703) 784-2531 / 571-481-8952

Gate Hours:

MCB Quantico Main Gate (Fuller Road) – 24 Hours

MCB Quantico Back Gate (Russel Road) – 0500-2100

Liberty Safety Brief

1. Introduce yourself and your billet in a professional manner.
2. “This is your liberty evaluation period safety brief. First and foremost, understand that liberty is a privilege and that you are being evaluated every day at OCS.”
3. Tell candidates to turn to page 10-5 and review paragraph 10004.
4. Remind candidates to hydrate properly, focus on rest, and preparation for upcoming events.
5. Next weeks key events are:
 - a. List events
6. State what time liberty is being sounded and what time liberty will be secured.
7. Ensure all candidates have the proper phone numbers listed in Appendix M.
8. Ask if there are any questions.