

Candidate Name: (Last, First, MI)	OSO/MOI/OIC:
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## Pre-ship Checklist (1 March 2024)

Program (circle): OCC   PLC-Comb   PLC Jr   PLC Sr   PLC Law   PLC-R ECP   RECP   MCP-R   MECEP   NROTC   NROTC-R	District/RS/OSS:  Unit or NROTC:
<b>Note: PFT must be within 45 days of shipping, scored per the <u>appropriate age category</u>, and administered by the OSO/MOI/OIC of this candidate.</b>	
PFT Date: _____ PFT Score: _____ Pull-ups: _____ (or) Push-ups: _____ Plank: _____ 3 Mile Run: _____	Age: _____ Candidate Ht/Wt/BF% Date: _____ Ht: _____ Wt: _____ Max Wt: _____ BF%: _____

**Instructions: This checklist must be filled out in person with the OSO/MOI/OIC.**

- Candidate: Answer questions 1-17 by placing your initials in the appropriate box.
- OSO/MOI/OIC: Answer questions 18-32 with the candidate by placing your initials in the appropriate box.

Yes	No	N/A	Questions
			1. Do you possess a valid photo ID to travel to take to OCS? Beginning May 7, 2025, Real ID-compliant documentation will be required for boarding commercial flights, including domestic flights, entering federal buildings, and military bases.
			2. Do you understand you must possess a debit or credit card with a minimum of \$378.00 for your initial small/large bag issue? If no, please explain. (Note: Additional items are available for purchase if desired; optional items may increase price up to \$550)
			3. Is there anything which might prevent you from completing your minimum <b>four-week</b> contractual obligation at OCS? If yes, please explain.
			4. Do you have any pending legal action against you (civil or criminal and including minor infractions)? To include court appearances before, during, or after reporting to OCS? If yes, please explain.
			5. Have you used any drugs the Marine Corps deems illegal prior to, or during the application/selection process, <b>which has not been properly documented</b> in your paperwork? If you are not sure, ask your OSO/MOI/OIC. All drug use must be properly identified, explained, and documented. <u>Warning: You will be taking a urinalysis upon your arrival at OCS; a positive urinalysis will disqualify you from the Marine Corps Officer Programs.</u>
			6. Have you informed your OSO/MOI/OIC of all minor and major law infractions? (regardless of if the offense occurred when you were a minor and you were told the case has been sealed)
			7. Have you informed your OSO/MOI/OIC about all paid/unpaid speeding tickets, moving violations, parking tickets, and any other infractions or fines you have ever incurred (including those on a college campus)?
			8. Do you understand that, if you are in a relationship with an enlisted member of the Armed Forces of the United States of America and you are considering marriage, per paragraph 1100.6 of the Marine Corps Manual, the marriage must occur prior to accepting your commission?
			9. If flying, do you have information regarding location and timeline to be at the Historic Lobby ( <b>not the USO</b> ) in Ronald Reagan Washington National Airport (DCA) to be transported by OCS personnel?
			10. If you are a college graduate, do you understand that you must bring a certified copy of your transcripts which state that degree requirements have been met?
			11. Do you have any reoccurring injuries, injuries which may impact your ability to train at OCS, or medical history that you have not disclosed? If yes, please explain.
Yes	No	N/A	<b>OCC &amp; E-O Candidates Only</b>
			12. If driving, do you have directions to OCS?

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			13. If driving, do you possess a valid driver's license, registration, auto insurance, and POV inspection checklist completed by your OSO or OIC?
Yes	No	N/A	<b>E-O Candidates &amp; Drilling Reservists Only</b>
			14. Have you recently deployed?
			15. If you have recently deployed, have you completed your 30, 60, and 90 day Post-Deployment Health Assessment per MARADMIN 112/07?
			16. Do you possess the required serviceable uniforms per the OCS 60-day Preparation Letter? (Note: Nametapes must be removed)
Yes	No	N/A	<b>Returning PLC Seniors Only</b>
			17. Do you have all issued uniform items to bring with you to OCS?

**This section must be completed, with each question initialed, by the OSO, MOI, or OIC.**

Yes	No	N/A	Questions
			18. Does the candidate meet height/weight/body fat standards in accordance with MCO 6110.3A?
			19. Have you instructed the candidate on proper civilian attire for checking in to OCS?
			20. Does the candidate have a copy of his/her orders for reporting to OCS?
			21. Have you provided your phone number and OCS duty phone number to the candidate? If no, ensure this information is provided by shipping day per 60-day Preparation Letter.
			22. Have you informed the candidate that he/she must bring a completed direct deposit form (SF 1199A-20) and voided check with him/her to OCS?
			23. Have you made the candidate aware that, if he/she has not been 100% truthful in their application, during their subsequent selection, and induction at OCS, they will be sent home from OCS, and may be found unfit to return?
			24. Has the candidate been briefed that, if there are any changes in their status (medical, moral, or otherwise), he/she must notify their OSO/MOI/OIC immediately? And, that he/she is not authorized to report to OCS with any unresolved medical or moral issues?
			25. Have you initiated the candidate's OPM case? What is the OPM case number? If not, please explain. *Note: IAW Frost Call 02-21 all PLC Senior, PLC Combined, PLC Law and OCC shippers are required to report with the OST Security Letter as explained in Frost Call showing the SF-86 T3/T3R investigation has been received, scheduled or closed. (Not required for NROTC or enlisted-to-officer candidates with active security clearances). Does the candidate have an open investigation? Yes _____ No _____ If not, Why? Explain _____ Case #: _____
			26. If the candidate is a drilling reservist, have you provided the candidate's transfer orders to OCS to the candidate's I&I unit? If not, please explain. If possible, please provide the Unit Diary # (or future Unit Diary #) and anticipated transfer date.  Unit Admin POC/ Phone # _____ Transfer Date: _____ Unit Diary #: _____
			27. If the candidate was a member of a different service, has the OST received the appropriate release of service documents which allow the candidate to be contracted into the Marine Corps and ship to OCS? (e.g. DD 214 or DD 368)
			28. Has the candidate experienced any changes in health, to include doctor visits, hospital stays, and/or surgery since his/her initial physical?

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			29. Has the candidate taken over the counter medication and/or prescribed narcotics for any chronic medical issue since his/her initial physical? (All changes are required to be submitted to the district corpsman)
			30. Are all annual certificates, NSTC 1533/107 (NROTC units), and PHAs (Selected Reserve & E-O applicants) available, and show continuity since the original physical exam not exceeding a total of five years? (N/A if the physical was administered within one year)
			31. Has the candidate utilized the OCS physical fitness preparation guide from the OCS website? <a href="https://www.trngcmd.marines.mil/northeast/officer-candidates-school/">https://www.trngcmd.marines.mil/northeast/officer-candidates-school/</a>
			32. Does the candidate have any religious dietary restrictions (e.g. kosher, halal, vegetarian, or vegan)? The candidate is required to be briefed on the on the Marine Corps Accommodation of Religious Practices policy in accordance with MCO 1730.9. <b>All requests must be submitted in writing to the Commanding Officer of Officer Candidates School no later 30 days prior to shipping.</b>

### **Certification**

This Pre-Ship Checklist was answered to the best of the candidate's and interviewing officer's knowledge. The officer candidate is qualified to attend to OCS.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

OSO/MOI/OIC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_