



UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO
1530
C475-CSA
24 Jun 04

From: Commanding Officer, Officer Candidates School
To: Commanding Officers, ECP/MCP/RECP Marines

Subj: ECP/MCP/RECP PREPARATION AND ACTIONS

Ref: (a) OCS Website www.ocs.usmc.mil
(b) OCS Preparation Brochure
(c) Officer Candidate Pre-shipping Checklist

1. The purpose of this letter is to aid your candidate in preparation for OCS. It is also intended to give you access to the information most commonly requested and outline the actions necessary to create a smooth in-processing.

2. Reference the selection MARADMIN for report time and date. All ECP/MCP/RECP Marines should report NLT 1500 on the report date prescribed in the selection MARADMIN. POC for MARADMIN: DSN 278-9442/9443 or commercial (703) 784-9442/9443. All candidates reporting to OCS (including Marines) must be in appropriate civilian attire (slacks and a collared shirt).

3. Candidates on the ECP/MCP/RECP programs should be sent to OCS on PCS temins orders.

a. Candidates in the ECP/RECP programs will receive their commissions upon successful completion of OCS. They will be issued orders directly from OCS to TBS.

b. Candidates in the MCP program who successfully complete OCS will be issued orders by MMEA-85 (signed for at OCS) to report to the nearest I & I unit or administrative unit to their university. MCP candidates will be commissioned upon successful completion of their degree. Upon commissioning, MCRC (OA) will issue orders (signed for at local unit) for the officer to report to TBS for further training.

c. Candidates, regardless of program, that do not successfully complete OCS will be issued orders back to their original units. HQMC may direct candidates who reported from overseas to a different duty station.

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d. An individual should not break his/her lease, move his/her dependents to Quantico, have his/her house packed up, or begin the process of moving out of base housing prior to arriving at OCS. Unforeseen injuries or unsatisfactory evaluations may prevent a candidate from continuing with the program.

4. All flights should arrive at Reagan National Airport. Marines on orders can file a travel claim once they arrive at OCS. If there are any problems during travel or upon arrival at the airport candidates may call the OOD at (703) 784-2351 or (703) 784-2077.

5. Should it be necessary for a candidate to secure his/her own transportation from Reagan National Airport, the "Super Shuttle" van service at 1-888-258-3826 is available. Cost is approximately \$55.00 for the first person and \$8.00 for each additional rider. Taxicabs are also available. Make sure the candidates get a receipt.

6. Candidates can read exactly what they are required to bring to OCS on the website www.ocs.usmc.mil and in the OCS Prep Brochure. Ensure candidates pack their running shoes so they are easily accessible upon arriving at OCS. Prior-enlisted Marines must bring 1 set of MARPAT woodlands, 1 set of MARPAT deserts, 1 pair of brown hot-weather boots, and 1 pair of brown temperate weather boots (these are the basic requirements for all Marines prior to Oct 1, 2004). NO BOOTS WILL BE ISSUED TO PRIOR-ENLISTED MARINES STARTING IN OCTOBER 2004. Prior-enlisted Marines will be issued 3 sets of woodland MARPATS and 2 sets of desert MARPATS. Prior-enlisted Marines must bring: 1 sea bag, 2 web belts, 2 buckles, 1 green sweat top, 1 green sweat bottom, 1 pair green PT shorts, 6 green T-shirts, 6 pair drawers (males only), 6 pairs of boot socks. Prior-enlisted Marines should not bring the old style woodland utilities. Candidates at OCS are no longer authorized black boots for wear. Ensure they inform the receiving staff they have these items. Reference ALMAR 028/02 for the Combat Utility Uniform and Boot Guidance.

7. All candidates are required to bring \$300 in cash for the purchase of the small and large bag issues. OCS will not lend money or apply a checkage for bag issue or other required costs. Candidates should not borrow money from other candidates while at OCS. A candidate that arrives without the required funds may be sent home if it is found that he or she is financially irresponsible. Basic overnight toiletry items such as razor, shaving cream, soap, deodorant, toothbrush and paste, towel,

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etc., should be brought for the first day. Candidates will be purchasing day-to-day usage items during the first two days of in-processing. Purchase of the small and large bag issue is not optional. The items in this issue can be viewed on the OCS web page.

8. Candidates who are sergeants and above will receive a not observed fitness report once they depart OCS. After graduating OCS, candidates in the SMCR, AR, and active duty will receive FD reporting occasions, while IRR will receive CS. Candidates who do not graduate OCS and are disenrolled early will receive an FD report (Active, SMCR, AR, IRR). The candidate's parent command should give them a TD report before reporting to OCS. A candidate that is disenrolled from OCS at one of the designated evaluation boards due to an unsatisfactory evaluation will not receive an adverse report (unless there was a violation of the UCMJ). Candidate fitness reports will include a GPA, class standing, and any awards received while at OCS.

9. The following medical issues need to be addressed:

a. Active duty and reserve Marines on the ECP/MCP/RECP programs should hand carry their medical records to and from OCS.

b. Ensure all candidate physicals are current prior to check in at OCS (within the past five years). The five-year period may include the candidate's time at OCS.

c. Other additional medical paper work that is not already in the candidate's medical record must be hand carried and presented during medical in-processing. All aviation contract candidates must have their aviation-related physicals completed prior to arriving at OCS. OCS is not the place to complete unfinished business regarding flight physicals.

d. All female candidates should have the results of a current pap smear in their medical record (within one year).

e. Candidates who wear glasses are required to bring at least one pair of glasses to training (two pairs are recommended). Candidates will be issued military eyeglasses within 3-5 days of arrival. In order to receive military issue eyeglasses, candidates are required to either hand-carry their new eyeglass prescription or wear/take a pair of glasses to medical during in processing so that Optometry can scan the prescription. OCS Medical does not process faxed-in

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prescriptions. Contact lenses are not authorized for wear while at OCS. Candidates should not arrive at OCS wearing contact lenses.

10. Candidates who are married, divorced and/or claiming children (including illegitimate) must take care of all issues/documentation prior to arriving at OCS. Copies of that documentation should be brought to OCS. Documents include: marriage certificate, divorce decrees, birth certificates, court documents (child support), and adoption papers.

11. OCS will not authorize time off from the training schedule for candidates to get married. All marriage issues should be taken care of prior to arriving at OCS. All candidates need to be aware of the Marine Corps policy regarding fraternization.

12. If family members are staying at an address other than the candidate's home of record (at parents/in-laws for example), that address should be provided. If housing expenses are being paid at this address, a notarized letter outlining these expenses should be provided.

13. Rental/Mortgage agreements and vehicle registration/insurance papers (if POV) must be hand carried and presented upon initial in-processing if the candidate is on PCS orders.

14. Candidates are not authorized to bring personal weapons (knives, handguns, rifles, ammunition, etc.) to OCS.

15. ECP/MCP/RECP (active and reserve), must hand carry their SRBs, Medical and Dental Records, for turn-in during in processing.

16. Candidates driving POVs will be instructed where to park their vehicles upon check-in.

17. Point of contact is the Coordinator of Student Activities at DSN 278-2077 or Comm (703) 784-2077.



L. N. RACHAL