UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO
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C 475-C
06 Oct 04

From: Coordinator of Student Activities, Officer Candidates School
To: MCRC Region AOPs

Subj: WINTER 2005 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 you in the preparation of your candidates by providing them with access to the information they need to successfully reach and complete OCS. It is also intended to give you access to the information most commonly requested as well as outline the actions necessary to create a smooth in-processing.

2. Course dates:

Class	**Report Date**	**Report Date 12th District**	**Graduation Date**	**Region Flight Manifest Copy / # of Candidate Drivers- Due**
OCC-188	050116	050115	050325	1300/ 050103

3. All candidates (except the 12th District) should arrive at Reagan National Airport, Washington, D.C. between 0800 and 1500 Eastern Standard Time (Sunday), on the report date listed in paragraph (2). Candidates driving POVs should arrive at Officer Candidates School no later than 1400 on the report date listed in paragraph (2). All candidates arriving must be in appropriate civilian attire (slacks and a collared shirt). Candidates from the 12th District should arrive on the date listed above between 1300 - 1800 (Saturday).

4. MCRSS Transportation Report is due to OCS 14 days prior to the ship date.

5. All ECP/RECP/MCP Marines' orders should adhere to the times listed for all other candidates.

6. A copy of candidate flight information should be consolidated at the regions then faxed to CSA at (703) 784-4059, ATTN: Captain Secher. E-mail is also acceptable; please address e-mail to: robert.secher@usmc.mil. Provide flight/POV information NLT the date provided in paragraph (2). This information will allow for coordination of transportation and billeting for your candidates. An example format is included below (alternate formats that include the same information are acceptable, i.e. excel spreadsheet).

Arrival Date/ Time	Airline	Flight #	# of Passengers	Names
040711/1250	American	1342	2	Last Name, Ints. Last Name, Ints.
040710/1310	United	750	1	Last Name, Ints.

7. All flights should arrive at Reagan National Airport. Additionally, the total number of candidates and a by-name roster of candidates traveling by POV are required from each region and should be submitted along with the Flight Information Roster.

8. If a candidate does not meet the Marine Liaison Team (wearing service "C" uniform) at their arrival gate the candidate should report to the baggage claim area at terminal "C". If candidates have any problems they are to call (703) 784-2351 or (703) 784-2077.

9. Due to limited assets, transportation can only be guaranteed during the hours stated in paragraphs (3 & 4). Should it be necessary for a candidate to secure his/her own transportation, 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. They will be able to file a travel claim while at OCS. Point of contact at OCS after working hours is the OCS Officer of the Day at (703) 784-2351.

10. 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 (those Marines on the ECP, MCP, or RECP programs) 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 (ECP/MCP/RECP) 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 to wear black boots (except on a case-by-case basis for circumstances beyond a candidate's control). Ensure they inform the receiving staff they have these items. Reference ALMAR 028/02 and MARADMIN 412/04 for the Combat Utility Uniform and Boot Guidance.

11. 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 their 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, 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.

12. 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.

13. The following medical issues need to be addressed:

a. Active Duty and Reserve Marines on the ECP/RECP/MCP programs as well as NROTC midshipmen 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 time or 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 for 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 Optometry can scan the prescription. OCS Medical does not process faxed-in prescriptions. Contact lenses are not authorized for wear while at OCS. Candidates should not arrive at OCS wearing contact lenses.

14. 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.

15. It is advised not to break your lease, move your dependents to Quantico, have your 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 course.

16. 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.

17. 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.

18. 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.

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

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

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

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

R. M. SECHER