

1560
Code
Date

THIRD ENDORSEMENT on (Rank, Full Name)'s MECEP application of
(date)

From: Commanding General, (command title/address)
To: Commanding General, Marine Corps Recruiting Command
(ON/E), 3280 Russell Road, Quantico, VA 22134-5103

Subj: APPLICATION FOR CONSIDERATION FOR THE FISCAL YEAR 20XX
MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM

1. Forwarded, recommended with (appropriate recommendation).
2. (Rank Last Name) state reasons you recommend Marine for this board and provide a ranking of all submissions.
3. Point of contact for this matter is (Rank Full Name), defense system network (DSN) or commercial telephone numbers, and electronic mail address (EMAIL). **(*Ensure POC is able to respond in a timely nature for board related issues.)**

SIGNATURE OF GENERAL OFFICER OR ACTING

1560
Code
Date

SECOND ENDORSEMENT on (Rank, Full Name)'s MECEP application of
(date)

From: Commanding Officer, (command title/address)
To: Commanding General, Marine Corps Recruiting Command
(ON/E)
Via: Commanding General, (command title/address)

Subj: APPLICATION FOR CONSIDERATION FOR THE FISCAL YEAR 20XX
MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM

1. Forwarded, recommended with (appropriate recommendation).
2. (Rank Last Name) state reasons you recommend Marine for this board and provide a ranking of all submissions.
3. Point of contact for this matter is (Rank Full Name), defense system network (DSN) or commercial telephone numbers, and electronic mail address (EMAIL). **(*Ensure POC is able to respond in a timely nature for board related issues.)**

SIGNATURE OF COMMANDING OFFICER

1560
Code
Date

FIRST ENDORSEMENT on (Rank, Full Name)'s MECEP application of
(date)

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

Subj: APPLICATION FOR CONSIDERATION FOR THE FISCAL YEAR 20XX
MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM

1. The information contained in the basic application and checklist, has been verified with records on file in this command and is correct. The applicant meets the basic eligibility requirements for MECEP.

2. The height and weight of the applicant is (inches) and (pounds) (list body fat% if over ht/wt). Applicant (is/is not) medically and dentally qualified. The applicant last took the physical fitness test (PFT) (date) and the combat fitness test (CFT) (date) and obtained the following scores:

PFT

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

CFT Total score 300 (1st Class)

3. Provide a statement of recommendation that includes justification using one of the categories below.

- a. Recommended with enthusiasm.
- b. Recommended with confidence.
- c. Recommended with reservation.
- d. Not recommended.

Subj: APPLICATION FOR CONSIDERATION FOR THE FISCAL YEAR 20XX
MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM

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

5. (Rank Last Name) has met all requirements for security clearance eligibility per SECNAVINST 5510.30A and current MARADMIN.

6. I have screened the applicant for body markings and he/she does/does not have body markings. (If yes) I have viewed the applicant's body markings. Photographs and a written description of the body markings are provided, and they (are/are not) within the Marine Corps standards per the Marine Corps Uniform Regulations and MARADMIN 029/10.

7. The applicant requires a (age, drug, traffic offense, other non-traffic offense, misconduct offense, major offense, pre-service) waiver. Refer to MCRCO 1100.2 (Short Title MCRC OCM) for waiver types. (Insert an additional statement if a waiver is being recommended with justification)

8. Point of contact for this matter is (Rank Full Name), defense system network (DSN) or commercial telephone numbers, and electronic mail address (EMAIL). **(*Ensure POC is able to respond in a timely nature for board related issues.)**

SIGNATURE OF COMMANDING OFFICER

MECEP APPLICATION CHECKLIST

(ON WEBSITE UNDER MECEP INFORMATION TAB)

****REQUIRED****

- CHECKLIST SHOULD BE THE ONLY ENCLOSURE IN PACKAGE
- ENSURE PACKAGE IS ALIGNED IN SAME ORDER FORMAT AS CHECKLIST
- ENSURE YOU CHECK OR INITIAL BY ALL SUBMITTED DOCUMENTS
- ALL INFORMATION ON CHECKLIST IS REQUIRED UNLESS OTHERWISE SPECIFIED

1560
Code
Date

From: Rank, Full Name, EDIPI/PMOS, USMC(R)
To: Commanding General, Marine Corps Recruiting Command
(ON/E), 3280 Russell Road, Quantico, VA 22134-5103
Via: Chain of Command (to include GO level)

Subj: APPLICATION FOR THE FISCAL YEAR 20XX MARINE CORPS
ENLISTED COMMISSIONING EDUCATION PROGRAM

Ref: (a) MCO 1560.15L
(b) (List applicable MARADMIN announcing the board)

Encl: (1) MECEP application checklist

1. Per the references, I am eligible for and request consideration for the Marine Corps Enlisted Commissioning Education Program. Enclosure (1) is provided as required.
2. I require a waiver for the following: list all waivers required (i.e. age/drug/traffic offense/other non-traffic offense/misconduct offense/major misconduct offense/pre-service waivers). Refer to MCRCO 1100.2 (Short Title MCRC OCM) for waiver types.
3. A digital photo has/has not been sent to MMSB within the past 12 months.
4. Applicant's work and cell phone numbers, and work and personal electronic mail address (EMAIL). **(*Ensure you are able to respond in a timely nature for board related issues.)**

SIGNATURE OF APPLICANT

INTERVIEW BOARD REPORT

(To be completed by 3 commissioned officers within the Marine's chain of command for the Marine Corps Enlisted Commissioning Education Program. Senior member must have special court-martial convening authority)

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

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

(Rank) (EDIPI/MOS)

3. Date of rank: _____

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

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

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

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

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

e. ACADEMIC POTENTIAL, NROTC COMPATIBILITY. (Comment on the applicant's projected ability to return to school at the college level and meet academic requirements. Also comment on the applicant's ability to adjust to and become involved in the NROTC Program and college environment).

f. OTHER QUALIFICATIONS. Identify qualifications not previously reported, that would be of particular value as a commissioned officer.

5. RECOMMENDATION: (Rank, Full Name) is recommended with (enthusiasm) (confidence) (reservation) or (not recommended) for selection for the Marine Corps Enlisted Commissioning Education Program (MECEP) to complete a bachelor's degree, attend a 10-week Officer Candidates School course in order to obtain a commission as a second lieutenant in the U.S. Marine Corps. (Make a summary evaluation of the applicant's qualifications and potential for completion of MECEP requirements and anticipated commissioned service).

6. MEMBERS OF THE INTERVIEW BOARD (must be commissioned officers):

Member: (Print Full name, rank, component/signature)

Member: (Print Full name, rank, component/signature)

Member: (Print Full name, rank, component/signature)

SENIOR MEMBER SIGNATURE

GUIDE FOR HANDWRITTEN STATEMENT

1. Write in the first person, print or cursive as long as it is legible, a 100 word minimum narrative style essay, using black ink. Originality in the manner of presentation is encouraged. The topic listed below will be covered:

a. Explain why you want to be a Marine Corps officer.

2. The applicant must add the following as the last line in the statement: "I certify that I have personally prepared this handwritten statement without any outside assistance."

SIGNATURE OF APPLICANT

NAVMC 11877 MECEP SERVICE AGREEMENT

(ON WEBSITE UNDER MECEP INFORMATION TAB)

[http://www.mcrc.marines.mil/Portals/95/OP%20Documents/Jan%2014%20files/MECEP%20GND%20Service%20Agreement%20\(NAVMC%2011877\).pdf](http://www.mcrc.marines.mil/Portals/95/OP%20Documents/Jan%2014%20files/MECEP%20GND%20Service%20Agreement%20(NAVMC%2011877).pdf)

****REQUIRED****

- ENSURE ALL REQUIRED SIGNATURES ARE FILLED OUT
- REFER TO CURRENT MARADMIN

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

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

APPLICANT'S SIGNATURE

WITNESSING OFFICER'S SIGNATURE

DATE

DATE

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

MEDICAL DOCUMENTS

REQUIRED

- REPORT OF MEDICAL EXAMINATION (DD FORM 2808)
- REPORT OF MEDICAL HISTORY (DD FORM 2807-1)
- ALL SUPPORTING MEDICAL DOCUMENTS

(PHYSICAL MUST BE WITHIN 1 YEAR OF BOARD DATE)

- DENTAL EXAM MUST BE DATED WITHIN 12 MONTHS
- HIV RESULTS MUST BE DATED WITHIN 2 YEARS
- PAP PATHOLOGY RESULTS MUST BE DATED WITHIN 2 YEARS AND HCG (PREGNANCY) RESULTS MUST BE INCLUDED (FEMALES ONLY)
- ALL SUPPORTING DOCUMENTS FOR ANY SURGURIES TO INCLUDE PRE AND POST OP PAPERWORK
- BLOCKS 17-42 ON 2808 CANNOT BE MARKED "NE"
- ENSURE ALL PAPERWORK IS SIGNED
- SUBMIT REQUEST FOR MEDICAL EXTENSION VIA EMAIL TO TROI.SPENCER@MARINES.USMC.MIL BEFORE PACKAGE DEADLINE DATE ESTABLISHED IN CURRENT MARADMIN
- REFER TO CURRENT MARADMIN FOR MEDICAL GUIDANCE

CHRONOLOGICAL PAGE

****REQUIRED****

- PAGE 11 OR MCTFS SCREEN
(BOTH MUST BE CERTIFIED)

NAVMC 118 (11) ENTRIES

****REQUIRED****

- SRB STATEMENT PER MARADMIN
- DUAL CITIZENSHIP STATEMENT PER MARADMIN - IF DUAL OR NATURALIZED CITIZEN (IF APPLICABLE)
- DO NOT SUBMIT ANY OTHER PAGE 11 ENTRIES EXCEPT FOR THE STATEMENTS REQUESTED ABOVE.

UNIT PUNISHMENT BOOK

****REQUIRED ONLY IF APPLICABLE****

- DO NOT PROVIDE IF NO OFFENSES
- PROVIDE HANDWRITTEN EXPLANATION FOR ALL OFFENSES ON ADDENDUM PAGE (LOCATED ON WEBSITE UNDER GENERAL INFORMATION TAB)

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/Addendum%20to%20Application%20for%20Handwritten%20Statement.pdf>

CERTIFIED BIRTH CERTIFICATE OR PROOF OF US CITIZENSHIP

****REQUIRED****

DUAL OR NATURALIZED CITIZENS MUST SUBMIT THE FOLLOWING:

- DUAL CITIZEN STATEMENT PER MARADMIN ON PAGE 11

AND ONE OF THE FOLLOWING CERTIFIED:

- FOREIGN BIRTH CERTIFICATE TRANSLATED IN ENGLISH (LANGUAGE DEPARTMENT AT A COLLEGE OR UNIVERSITY IS AUTHORIZED TO VERIFY)
- FORM N-560/N-561 CERTIFICATE OF CITIZENSHIP
- FORM N-550/N-551 CERTIFICATE OF NATURALIZATION
- DS FORM 1350 CERTIFICATION OF BIRTH
- FS FORM 545 CERTIFICATION OF BIRTH ABROAD
- FS FORM 240 REPORT OF BIRTH ABROAD OF CITIZENS OF THE US
- FS FORM 545 CERTIFICATION OF BIRTH ABROAD
- US PASSPORT

(IF APPLICANT IS FOREIGN BORN OF US CITIZEN PARENTS, APPLICANT MUST PROVIDE 1 PARENTS BIRTH CERTIFICATE WITH FS FORMS 240 AND FS FORM 545)

- REFER TO CURRENT MARADMIN

CERTIFIED MCTFS SCREENS

****REQUIRED****

- BASIC INDIVIDUAL RECORD (TBIR)
- BASIC TRAINING RECORD (TBTR)
- EDUCATION RECORD (TEDU)
- RECORD OF SERVICE (TROS)
- AWARDS SCREEN (AWDS)
- TEST PAGE (TEST)

APTITUDE TEST SCORES

****REQUIRED****

(MUST HAVE 1 OF THE 3 QUALIFYING SCORES)

*****SCORE MUST BE OFF SAME AND MOST RECENT TEST*****

(MUST SUBMIT OFFICIAL TEST SCORE SHEETS FOR SAT AND ACT)

- 1000 SAT MINIMUM (MATH AND CRITICAL READING ONLY)
- 74 AFQT MINIMUM (COMBINED SCORE)
- 22 ACT MINIMUM (COMPOSITE SCORE)
- REFER TO CURRENT MARADMIN

OFFICIAL TRANSCRIPTS AND DEGREE PLAN (IF APPLICABLE)

DO NOT INCLUDE THIS REQUEST IN PACKAGE JUST THE TRANSCRIPTS

REQUEST FOR COLLEGE TRANSCRIPTS

Registrar,

Dear Sir or Ma'am:

I am seeking an opportunity to participate in the Marine Corps Enlisted Commissioning Education Program and must obtain official copies of transcripts from all educational institutions attended.

At your earliest convenience, please forward one copy of my official transcript to my command's education officer at the following address:

Pertinent Information:

Name: _____

SSN: _____

Dates Attended: _____

Major: _____

A pre-addressed envelope is provided for this purpose. The transcripts must contain evidence of my eligibility for readmission to your institution. If a cost is involved, please bill me at the address given below.

SIGNATURE OF APPLICANT

COMMANDING OFFICER'S FINANCIAL WORKSHEET

(ON WEBSITE UNDER MECEP INFORMATION TAB)

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/Aug%2028%20Files/COMMANDING%20OFFICER%20FINANCIAL%20WORKSHEET.pdf>

****FORM REQUIRED****

- ENSURE ALL SIGNATURES ARE FILLED OUT
- ENSURE QUALIFICATION IS CIRCLED

1560
Code
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From: Rank Full Name, Career Retention Specialist, UNIT
To: Commanding General, Marine Corps Recruiting Command

Subj: STATEMENT OF ELIGIBILITY IN CASE OF (RANK FULL NAME)
XXX XX EDIPI/PMOS USMC(R)

Ref: (a) Current MARADMIN

1. I have reviewed (Rank Last Name)'s case file and determined that he/she meets all reenlistment prerequisites.
2. There are no draw case codes assigned to his/her personal record, he/she has a current first class PFT and CFT for this calendar year and meets the Marine Corps height & weight standards. (Rank Last Name) is not pending PCS/PCA orders as of (current date).
3. Point of contact for this matter is (Rank Full Name), defense system network (DSN) or commercial telephone numbers, and electronic mail address (EMAIL).

SIGNATURE OF CAREER RETENTION SPECIALIST

1560
Code
Date

From: Security Officer, Unit
To: Commanding General, Marine Corps Recruiting Command
Subj: SECURITY CLEARANCE VERIFICATION LETTER

1. The following information has been extracted from official record:

- a. Name: Marine Full Name XXX-XX-1234
- b. Clearance: Investigation - PRSC 20060406 OPM
NACLC 20070707 OPM
ENAC 20040315 OPM

Eligibility - SECRET 20060316 DoNCAF

U.S. Access - Secret

2. Add sentence here if eligibility has expired and new investigation has been opened and provide date investigation was opened and accepted.

3. Point of contact for this matter is (Rank Full Name), defense system network (DSN) or commercial telephone numbers, and electronic mail address (EMAIL).

SECURITY OFFICER SIGNATURE

****OTHER REQUIRED FORMS AND DOCUMENTS****

(ALL ON WEBSITE UNDER GENERAL INFORMATION TAB)

SEXUAL ASSAULT AND HARASSMENT STATEMENT OF UNDERSTANDING

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/Jan%2024%20files/FC004-13%20SOU%20FOR%20MARINE%20CORPS%20POLICY%20SEXUAL%20ASSULT%20AND%20SEXUAL%20HARRASSMENT....pdf>

- ONLY REQUIRES MARINE'S SIGNATURE

FRATERNIZATION STATEMENT OF UNDERSTANDING

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-4/Fraternization%20Statement%20of%20Understanding.pdf>

NAVMC 11505 ON/E INFO APPLICATION WITH PRIVACY ACT

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/ON-E%20Info%20Application%20with%20Privacy%20Act.doc>

- ONLY SUBMIT PAGE 1 AND 2 OF THIS FORM DO NOT SUBMIT INSTRUCTIONS
- MUST PROVIDE FULL SSN ON THIS FORM (EDIPI CAN BE USED ON REST OF APPLICATION)
- ENSURE ALL FIELDS ARE COMPLETELY FILLED OUT ESPECIALLY THE FOLLOWING:
 - CUMGPA
 - PROJ COMM/GRAD DATE (MONTH AND YEAR)
 - ALL PFT INFO TO INCLUDE FULL DATE
 - HT/WT
 - SCORES
- THE FOLLOWING FIELDS SHOULD BE BLANK:
 - DTE OF PROGRAM ENTRY
 - COLLEGE
 - PROJ/COMP OCS
- ENSURE YOU MARK YES FOR ALL PRIOR TO CURRENT VIOLATIONS AND DRUG USE EVEN IF WAIVERED PRIOR TO JOINING THE MARINE CORPS AND PROVIDE DETAILED HANDWRITTEN EXPLANATION (**LOCATED IN SRB OR PREVIOUSLY WAIVED IS NOT AN ACCEPTABLE ANSWER**) ON ADDENDUM TO APPLICATION OR THE BELOW FORMS:

✚ ADDENDUM TO APPLICATION FOR HANDWRITTEN STATEMENT
<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/Addendum%20to%20Application%20for%20Handwritten%20Statement.pdf>

✚ MINOR TRAFFIC FORM
<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/Minor%20Traffic%20Page.pdf>

✚ NON-TRAFFIC ARREST FORM
<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-2/Non-traffic%20Arrest%20Form.pdf>



DRUG STATEMENT FORM

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/Drug%20Statement%20Form.pdf>

- MUST PROVIDE SUPPORTING DOCUMENTS IF # 7-14 MARKED YES OR PROVIDE A SIGNED DD FORM 369 (POLICE RECORD CHECK) IN THE JURISDICTION WHERE THE OFFENSE TOOK PLACE. IF VIOLATION IS OVER 5 YEARS OLD (EXCEPT FOR ALCOHOL, ASSAULT OR ANY ARREST RELATED VIOLATION) SIGNED DETAILED STATEMENT FROM MARINE WILL SUFFICE.
- MARINE AND COMMISSIONED OFFICER SIGNATURES ARE REQUIRED

TATTOO SCREENING FORM FOR ALL PROGRAMS

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/Tattoo%20Screening%20Form%20for%20All%20Programs.doc>

- ENSURE ALL REQUIRED SIGNATURES AND CERTIFICATIONS ARE FILLED OUT
- IF YES TO TATTOOS ENSURE BODY LOCATIONS ARE DOCUMENTED ON PAGE 3
- MUST PROVIDE COLOR PHOTOS (EACH TATTOO(S), 4-ANGLE IN PT GEAR, PROMOTION TYPE)
- RE-VERIFICATION REQUIRED 30 DAYS PRIOR TO SHIPPING TO OCS

TATTOO STATEMENT OF UNDERSTANDING

<http://www.mcrc.marines.mil/Portals/95/OP%20Documents/OP1/OP1-1/Tattoo%20Statement%20of%20Understanding.doc>

- ENSURE ALL REQUIRED SIGNATURES AND CERTIFICATIONS ARE FILLED OUT