NROTC SIDeloAD BOARD CHECKLIsT

CURRENT STATUS (CHECK ONE):

____ COLLEGE PROGRAM

____ CHANGE OF OPTION (NAVY SCHOLARSHIP)

____ CIVILIAN

NAME: ____________________ LAST 4 SSN: ________

NROTC UNIT: ____________________

____ COMMANDING OFFICER ENDORSEMENT WITH SIGNATURE

____ MOI ENDORSEMENT WITH SIGNATURE

____ STUDENT LETTER WITH SIGNATURE

____ OFFICIAL TRANSCRIPTS OR CERTIFIED TRUE COPY

____ OCS STATEMENT OF UNDERSTANDING

____ SIGNED INFORMATION SHEET WITH NECESSARY SUPPORTING DOCUMENTS

____ STUDENT ENDORSED DETAILED EXPLANATION ATTACHMENT TO ALL YES ANSWERS

PRIOR SERVICE: WHEN, WHAT BRANCH

LEGAL: WHEN, WHERE, CONVICTION, OUTCOME

DRUG: WHEN, WHAT, HOW MANY TIMES

TATTOO: WHEN, WHAT, WHERE, MEANING

____ ALL COURT DOCUMENTS (IF APPLICABLE)

____ COLOR TATTOO PHOTO(S) (IF APPLICABLE)

____ TATTOO SCREENING FORM

____ TATTOO STATEMENT OF UNDERSTANDING

____ COLOR PHOTO
FIRST ENDORSEMENT on MOI ltr 1533 of Date

From: Commanding Officer, Naval Reserve Officer Training Corps (NROTC) Unit, Name of School
To: Commanding General, Marine Corps Recruiting Command (ON/E)
Via: Commander, Naval Service Training Command, (NSTC/OD4)

Subj: NOMINATION FOR NROTC SCHOLARSHIP CHANGE OF OPTION (NAVY OPTION TO MARINE OPTION); CASE OF MIDN 4/C FIRSTNAME MI LASTNAME XXX XX 1234

1. Provide a recommendation statement using one of the following Categories and delete the others:
   a. Forwarded, recommended with enthusiasm.
   b. Forwarded, recommended with confidence.
   c. Forwarded, recommending disapproval.

2. Provide a summary evaluation of the nominee's qualifications and potential for commissioned service. Address nominee's status against program standards. Leave out the superlatives and hyperbole.

   C. O. NAME
UNIT LETTER HEAD

Use for Navy Option Scholarship nominated for Change of Option to Marine Option Scholarship

From: Marine Officer Instructor, Naval Reserve Officer Training Corps (NROTC) Unit, Name of School
To: Commanding General, Marine Corps Recruiting Command (ON/E)
Via: Commanding Officer, Naval Reserve Officer Training Corps (NROTC) Unit, Name of School

Subj: NOMINATION FOR NROTC SCHOLARSHIP CHANGE OF OPTION (NAVY OPTION TO MARINE OPTION); CASE OF MIDN 4/C FIRSTNAME MI LASTNAME XXX XX 1234

Ref: (a) CNETINST 1533.2 (ROD)

Encl: (1) Student Letter
(2) Official College Transcripts
(3) OCS Statement of Understanding
(4) NROTC Information Sheet
(5) Tattoo Screening Form
(6) Tattoo Statement of Understanding
(7) Color Photo

1. Provide a recommendation statement using one of the following Categories and delete the others:

   a. Forwarded, recommended with enthusiasm. Per the reference, the enclosures are submitted.

   b. Forwarded, recommended with confidence. Per the reference, the enclosures are submitted.

   c. Forwarded, recommending disapproval. Per the reference, the enclosures are submitted.

2. Provide a subjective assessment of the relative performance of the nominee against peers. Indicate potential for program completion and future commissioned service. Address 'Yes' answers on Information Sheet and any waiver requested (i.e., Tattoo). For those nominees who require body fat percentage certify the percentage. Address the applicants individual achievements, accomplishments, and ranking within the program. Additionally, specifically address any areas (i.e., no Aptitude GPA) that make an otherwise qualified applicant less competitive. Leave out the superlatives and hyperbole.

M. O. INSTRUCTOR
Use for Navy Option Scholarship nominated for Change of Option to Marine Option Scholarship

Date

From: MIDN 4/C First MI Last XXX XX 1234
To: Marine Officer Instructor, Naval Reserve Officer Training Corps (NROTC) Unit, Name of School

Subj: REQUEST FOR NOMINATION FOR NROTC SCHOLARSHIP CHANGE OF OPTION (NAVY OPTION TO MARINE OPTION)

1. I request application for enrollment in the Marine Corps Naval Science Courses, commencing with the (fall/spring/summer) Semester, Academic Year YYYY. I desire to be considered as a candidate for a commission in the United States Marine Corps.

2. In this paragraph, if your require a waiver (i.e. legal, tattoo, drug) you must request the waiver and provide justification. See your MOI/AMOI for further guidance. If no waivers are required, omit this paragraph.

3. In this paragraph, choose from one of the following three essay topics below. Format: 500 typed words or less, Courier New font, 12 pitch, single space, and using 1” margins.

   a. Core Values. The Marine Corps’ core values are Honor, Courage, and Commitment. Discuss a situation where you demonstrated one or more of these qualities and why that value is important to you.

   b. Greatest Influence. Explain your greatest influence in applying for the Naval Reserve Officer Training Corps Program.

   c. Greatest Accomplishment. What do you believe has been your greatest accomplishment to date.

4. In this paragraph explain "Why do you want to be a Marine Corps Officer?".

5. In this paragraph, provide your biographical essay. Address your date and place of birth; parents and family; birthplace of parents and parents occupation; brothers, sisters, wife, children, if any; schooling; military experience; civilian employment; places you have lived; hobbies, athletics, clubs, and interests; choice of study with reason for choice; and type of duty desired when commissioned. Format: 500 typed words or less, Courier New font, 12 pitch, single space, and using 1” margins. Do not use bullet format.

C. O. NAME
Use for civilian or Marine Option College Programmer nominated for Marine Option Scholarship

COLLEGE TRANSCRIPTS

TRANSCRIPT EXAMPLE

Enclosure (4)
OFFICER CANDIDATE'S SCHOOL, SIX WEEK PROGRAM
STATEMENT OF UNDERSTANDING

From: ________________________________

1. I understand that successful completion of Officer Candidate's School, Six Week Program is a pre-commissioning requirement that will not be waived.

2. I further understand that should I fail to successfully complete Officer Candidate’s School, Six Week Program, a Performance Review Board may be convened and that I may be disenrolled from the NROTC Marine Option program.

3. I further understand that if disenrolled from the NROTC Marine Option program, I may be subject to government recoupment of all educational benefits or active enlisted service for two years.

(Signature) ________________________________  (Witness signature and rank)

(Date) ________________________________  (Date) ________________________________
**NROTC/ENLISTED TO OFFICER INFORMATION SHEET**

**NAME:** (LAST NAME, FIRST NAME, MI)  
**FULL SSN:**  
**PLAIN LANGUAGE RACE:**

**SEX:**  
☑ MALE  
☐ FEMALE  
**DATE OF BIRTH (YYYYMMDD):**

**HOME OF RECORD ADDRESS:**

**NROTC UNIT ADDRESS:**

**CURRENT STATUS:**  
☐ NAVY OPTION  
☐ MARINE OPTION  
☐ SCHOLARSHIP  
☐ FRESHMAN  

☐ MARINE OPTION  
☐ SCHOLARSHIP  
☐ FRESHMAN  

☐ CIVILIAN  
☐ MECEP  
☐ SOPHOMORE  

☐ OTHER  
☐ MCP  
☐ JUNIOR  

**ACADEMIC MAJOR:**

**CUMGPA**  
**APT GPA**  
**ESTIMATED COMMISSION DATE (YYYYMMDD):**

**PFT SCORE**  
**FLEX/F.U.**  
**CRUNCHES**  
**3 MILE-RUN**  
**HEIGHT/WEIGHT**  
**BODY FAT%**  
**DATE**

**SAT:**  
**MATH**  
**CRITICAL READING**  
**COMBINED:**  
**ACT:**  
**AFQT:**

**EXTRACURRICULAR ACTIVITIES/BILLETS HELD:**

**RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES**

**RELATIONSHIP**  
**RANK**  
**BRANCH OF SERVICE**  
**STATUS**

1. Have you ever applied or been a member of any other ROTC or other officer candidate program?  
2. Have you ever failed in any military flight training program?  
3. Have you previously applied for the Armed Forces?  
4. Have you ever been rejected for enlistment in any branch of the Armed Forces?  
5. Have you ever claimed or been granted a pension, disability allowance, compensation, or retired pay from the Federal Government?  
6. Are you a "sole survivor"? (all other siblings and or parents have died/captured/MTA in combat)  
7. Have you ever been arrested, convicted or sentenced by a court?  
8. Have you ever received a suspended sentence by a court?  
9. Have you ever been in jail, reform school, or penitentiary?  
10. Are you now, or have you ever been on parole, probation, suspension, or other forms of restraint?  
11. Are you a conscientious objector?  
12. Have you ever been convicted or the subject of action tantamount to conviction of a drug abuse?  
13. Have you ever been psychologically or physically dependent upon any drugs or alcohol?  
14. Have you ever used non-prescribed or illegal drugs?  
15. Have you ever been a trafficker of illegal drugs? (Definition of "Trafficking": The commercial and wrongful sale or transfer of a controlled substance for profit, and/or the wrongful possession of a controlled substance with the intent to sell or transfer it for profit)  
16. Do you qualify for permanent restrictions assignments? (family member, kin, 100% disability while serving in hostile fire area)  
17. Do you have any tattoos, body piercings, ornamentation, or brandings and body mutilations? (date, location and color pictures of all tattoo(s) and/or brandings with detailed explanations must be submitted along with tattoo screening form and tattoo statement of understanding)

IF YOU ANSWER "YES" TO ANY OF THE ABOVE QUESTIONS, ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES.

I certify that the information contained in the application is true, complete and correct to the best of my knowledge and belief. I understand that knowing and willful false statements on this form can be punished by a fine or imprisonment or both. (See U.S. Code Title 18, Section 1001).

Applicant's Signature_________________________  
Date_________________________  

สหรัฐ์ Comments:_________________________  
Signature_________________________  
Date_________________________

(REV Nov 09; All Previous Revisions are Obsolete)
TATTOO SCREENING FORM

NAME_________________________ XXX-XX-_______ DATE__________
(Last 4 SSN)

Part I. Purpose. The purpose of this form is to document the full extent of your tattoos, brands, or body ornamentation. Refusal to complete the form will result in termination of your MCRC officer program processing.

1. Does applicant currently have any tattoos, brands, body markings, or body ornamentation, or has the applicant ever had a tattoo, brand, or body ornamentation removed? (Initials in appropriate block)

   Y_____ N_____ 

If the answer is NO to question 1, the applicant will sign below. YES answers require completion of questions 2 through 11 and review by a commissioned officer.

   (Signature of Applicant) XXX-XX-_________ (Last 4 SSN) (Date)

2. Does applicant have more than 4 body markings of any type? Y_____ N_____ 
(Tattoos/markings that form a group or series (normally can be covered by the palm of the hand) should be treated as one (1) tattoo/markings. i.e., X, X, X, X on each finger/group of STARS on chest = one tattoo)

3. Are any of the tattoos, brands, or body ornamentation on the neck, head, and hand? (above the collarbone in front, seventh cervical vertebrae (last vertebræ) in back or exposed by an open short sleeve khaki shirt).

   Y_____ N_____ 

4. Are any of the tattoos; sleeve tattoos (large tattoos or collection of smaller tattoos that covers or almost covers a person's arm(s) or leg(s))? Note: tattoo(s) cannot exceed more than one-quarter (1/4) of any individual body part.

   Y_____ N_____ 

5. How many of the tattoos, brands, or body ornamentation can be seen when wearing the standard PT uniform?

   

6. Does the tattoo, brand, or body ornamentation coverage exceed one-quarter of the respective body parts surface when wearing the standard physical training uniform or exceed the area of the wearer's hand, with fingers extended and joined with the thumb touching the base of the index finger?

   Y_____ N_____ 

7. Does any of the tattoos, brands, or body ornamentation represent a gang membership, advocate racial, ethnic, religious discrimination, sexist (express nudity), drug related, obscene, or are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit upon the Marine Corps?

   Y_____ N_____ 

   Explain:

   

   

TATTOO SCREENING FORM

NAME_________________________ XXX-XX-_________________ DATE_________________
(Last 4 SSN)

8. Are any of the tattoos a result of a specific activity? (i.e. specifically an activity for membership initiation, or as the result of any violation of law(s))?  
Y_____ N_____

9. Are any of the applicant’s markings and body ornamentation defined as body mutilation, such as body piercing; (i.e. tongue splitting, etc), ornamental body piercing(s), holes in ear lobes (large enough for light to pass through opening), ornamental implantations, (silicon implants on face, horns on the forehead, etc)?  
Y_____ N_____

10. Where are the applicant’s tattoos, brands, or body ornamentation? ________________________________

11. Location of applicant’s removed tattoos, brands, or body ornamentation? __________________________

Part II: Certification. I certify that I have completely disclosed the extent of my tattoos, brands, or body ornamentation.

(Signature of Applicant) XXX-XX-_________________ (Last 4 SSN) (Date)

NOTE: IF APPLICANT RESPONDED "YES" TO ABOVE QUESTIONS, THEY MUST BE INTERVIEWED BY A COMMISSIONED OFFICER TO DETERMINE ELIGIBILITY FOR COMMISSION. DIGITAL PHOTOS OF EACH BODY MARKING WILL ACCOMPANY THIS FORM WHEN FORWARDED FOR REVIEW.

Commissioned Officer’s Reviewing Comments: ______________________________________________________

NAME/SIGNATURE OF COMMISSIONED OFFICER RANK BILLET

NOTE: ALL BODY MARKINGS ON CONTENT, SIZE NUMBER, OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE DECISIONING AUTHORITY FOR APPROVAL/REVIEW.

Part III. Re-certification. (Newly program enrolled members awaiting training).
I certify the information previously given on my tattoos; brands or body markings remain the same. If changes are indicated below an addendum Tattoo Screening Form will be completed/forwarded to a Commissioned Officer prior to shipment to Officer Candidate School training.

1. Changes to this Tattoo Screening Form  
Y_____ N_____

(Signature of Applicant) XXX-XX-_________________ (Date)
(Last 4 SSN)

(Name of MCD Officer) (Signature of MCD Officer) (Date)

090320 (Previous edition is obsolete)
STATEMENT OF UNDERSTANDING

MARINE CORPS OFFICER PROGRAM POLICY CONCERNING TATTOOS, BRANDING, AND ORNAMENTATION

1. Purpose. The purpose of this Statement of Understanding (SOU) is to ensure you understand the Marine Corps policy concerning tattoos, branding, and ornamentation contained in the Military Personnel Procurement Manual, Officer Procurement (MCO P1100.73) and the Marine Corps Uniform Regulations (MCO P1020.34).

2. Policy. All tattoos require administrative review and submission by digital photographs (unless located in a private area, where a drawing will suffice) to Marine Corps Recruiting Command. Commanding General, Marine Corps Recruiting Command (CG, MCRC) has the final approval authority prior to contracting. Marine Corps policies strictly PROHIBIT any tattoos, brandings, mutilations, or ornamentations on the head or neck area. Also, sleeve tattoos on a person’s arm or leg are PROHIBITED. Any tattoos, brandings, mutilations, or ornamentation on other parts of the body, that are prejudicial to good order and discipline, gang or extremist group related, or bring discredit to the Marine Corps are also PROHIBITED. The following descriptions and definitions define some, but not all tattoo that will disqualify an applicant for commissioning:

a. Prejudicial to Good Order and Discipline. Tattoos, brands, or ornamentation that are sexist (express nudity), excessive (sleeve tattoos), racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps drug policy.

b. Gang or Extremist Group. Any tattoos, brands, or ornamentation that feature vulgar or anti-American content, discredits the Marine Corps, or associates with an extremist group, gang membership or gang activity.

c. Prohibited or Questionable Size. Any tattoo, which is larger than the wearer’s hand, with fingers extended and joined and thumb along the index finger, or exceeds one-quarter (1/4) of the respective body part(s).

d. Prohibited or Questionable Location. Head and neck tattoos are prohibited without exception. Head and neck are defined as: any portion above the collarbone in the front area, including the “V” of the short sleeved khaki shirt and above the seventh cervical vertebrae (last vertebrae) area in the back, or otherwise visible due to the open collar of the short sleeve khaki shirt, without skivvies’ shirt. Questionable locations include, but are not limited to mouth, permanent eyeliner or eyebrows, hands, wrists, feet, and the inside of the mouth.

e. Ornamentation. Defined as any body piercing and mutilations: tongue splitting, ornamental body piercing(s), holes in ear lobes (large enough for light to pass through), or ornamental implantations (such as silicon implants on face, horns on the forehead, etc.). Note: holes in ear lobes must be healed and closed prior to contracting and shipping to training.

f. Excessive Number. More than four (4) visible and non-visible body markings (tattoos, brands, piercings, etc.) will be considered excessive. For this purpose, a small cluster of tattoos that collectively can be covered by the hand will be considered one (1) tattoo.

3. Certification. I certify that I completely understand the Marine Corps Policy on the tattoos, brands, and ornamentations. I understand that I will be screened for tattoos, brands, and body ornamentations, and must complete the Marine Corps Tattoo Screening Form and that it is strongly recommended that I get no further
tattoos, brands, or body ornamentations. I further understand I will be screened prior to shipping and at other times during the officer program for any tattoos, brands, and body ornamentations received while in the application, selection, and shipping process for an Officer Program. Tattoos, brands, or ornamentations received while in the application process or after selection could be disqualifying or prohibit assignment to highly visible or high profile assignments as a commissioned officer. Disqualifying or prohibited tattoos may adversely affect my incentive program or promotion opportunities as a Marine.

4. Officer Verification. I certify that I have completely explained the Marine Corps policy on tattoos, brands, and body ornamentation.

5. Officer Re-Verification. I certify I have re-verified and recorded any changes to the Tattoo Screening Form at the time of shipping to Officer Candidate School training.
Use for civilian or Marine Option College Programmer nominated for Marine Option Scholarship

COLOR PHOTOGRAPH

Guidance: The color photo should be taken in portrait layout with the nominee at three-quarters (3/4) view, without cover, displaying the nominee standing in the prescribed uniform with left shoulder forward, and no larger than 5x7. A table below the photo will be included: Nominee's last name, first name, middle initial, date the photo was taken, and signed by the MOI.

Example:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Date of Photo</th>
<th>MOI Signature</th>
</tr>
</thead>
</table>

Enclosure (2)