# NROTC/MECEP/MCP RFA CHECKLIST

**PROGRAM (CIRCLE ONE):**
- [ ] NROTC
- [ ] MECEP
- [ ] MCP

**TYPE OF APPLICATION (CIRCLE ONE):**
- [ ] GROUND
- [ ] AVIATION
- [ ] GROUND W/ AVIATION REQUEST

**NAME:** ____________________________

**NROTC Unit:** ________________________

**LAST 4 SSN:** ________________________

**COMM DATE REQUESTED:** ____________

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- [ ] COMMANDING OFFICER'S ENDORSEMENT WITH PROJECTED COMDATE (TYPES 1, 2, & 3)
- [ ] STUDENT'S RFA LETTER WITH TBS MARITAL STATUS (TYPES 1, 2, & 3)
- [ ] ROUGH APPOINTMENT ACCEPTANCE AND RECORD (NAVMC 753) (TYPES 1, 2, & 3)
- [ ] BUMED PQ LETTER (TYPES 1, 2, & 3)
- [ ] NOM! PQ LETTER (TYPES 2 & 3)
- [ ] REPORT OF MEDICAL EXAMINATION (DD FORM 2802) (TYPES 1, 2, & 3; AVIATION PHYSICAL FOR TYPES 2 & 3)
- [ ] REPORT OF MEDICAL HISTORY (DD FORM 2807-1) (TYPES 1, 2, & 3)
- [ ] ANNUAL PHYSICAL CONDITION CERTIFICATES FOR EACH YEAR SINCE MOST RECENT MEDICAL EXAM (TYPES 1, 2, & 3)
- [ ] SUPPORTING PHYSICAL AND MEDICAL DOCUMENTS SUBMITTED TO BUMED (TYPES 1, 2, & 3)
- [ ] STUDENT AVIATION AGREEMENT LETTER (7878 OR 7899) (TYPES 2, & 3)
- [ ] MCRC AVIATION GUARANTEE LETTER (TYPES 2, & 3)
- [ ] OFFICIAL ASTB SCORE SHEET (TYPES 2, & 3)
- [ ] CURRENT TRANSCRIPT OR PROOF OF DEGREE (TYPES 1, 2, & 3)
- [ ] ALL ENLISTMENT CONTRACTS (DD FORM 4) TO INCLUDE EXTENSIONS IN CHRONOLOGICAL ORDER (TYPES 1, 2, & 3)
- [ ] NROTC SCHOLARSHIP SERVICE AGREEMENT OR COLLEGE PROGRAM AGREEMENT (NROTC PROGRAM WITH TYPES 1, 2, & 3)
- [ ] NROTC EDUCATIONAL PROGRAM COST SHEET (CNET 1633/20) (NROTC PROGRAM WITH TYPES 1, 2, & 3)
- [ ] BIRTH CERTIFICATE OR PROOF OF CITIZENSHIP IF BORN ABROAD (CERTIFIED TRUE COPY) (TYPES 1, 2, & 3)
- [ ] PERSON SUMMARY SHEET REFLECTING DONCAF APPROVED SECRET SECURITY CLEARANCE (TYPES 1, 2, & 3)
- [ ] SIGNED INFORMATION SHEET WITH NECESSARY SUPPORT DOCUMENTS (TYPES 1, 2, & 3)
- [ ] SIGNED TATTOO SCREENING FORM (TYPES 1, 2, & 3)
- [ ] SIGNED TATTOO STATEMENT OF UNDERSTANDING (TYPES 1, 2, & 3)
<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle)</th>
<th>2. SSN</th>
<th>3. DATE OF BIRTH</th>
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<tbody>
<tr>
<td>4. HOME OF RECORD</td>
<td>5. GRADE APPOINTED</td>
<td>5A. CODE</td>
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<tr>
<td>City</td>
<td>County</td>
<td>State</td>
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<td>6. PLACE OF BIRTH (City, State or County)</td>
<td>7. MOS</td>
<td>8. TEMPORARY GRADE PRESENTLY SERVING</td>
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<td>9. CITIZENSHIP</td>
<td>9A. CODE</td>
<td>10. SEX</td>
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<td>12. PERMANENT GRADE (For Temp. App't. only)</td>
<td>12A. CODE</td>
<td>13. ORIG ENTRY AF</td>
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<td>14. RELIGION</td>
<td>14A. CODE</td>
<td>15. RACE</td>
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<td>16. CONTRACT/LEGAL AGREEMENT</td>
<td>16A. CODE</td>
<td>17. PEBD</td>
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<tr>
<td>18. COMPONENT</td>
<td>18A. CODE</td>
<td>19. IMMED, ASSIGN, ACOU</td>
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<td>20. MMS SOURCE CODE</td>
<td>20A. AUTHORITY</td>
<td>20B. PROGRAM</td>
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### 21. PRIOR SERVICE

<table>
<thead>
<tr>
<th>A. BRANCH/COMPONENT</th>
<th>B. HIGHEST GRADE</th>
<th>C. ENL. OR APPT.</th>
<th>D. DISCHARGED</th>
<th>COM DATE</th>
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- TBS CLASS ASG
- YRS FINANCIAL ASST
- EAS/ECC
- COM TRANS NUM
- SPL INSTR

763
COM
COVER LTR
ORDERS

MAX LEAVE
REPORT BY

COMMENTS

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<th>OSO/NROTC UNIT</th>
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<td>T/O (date) (initials)</td>
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FIRST ENDORSEMENT on RANK LNAME

From: Commanding Officer, NROTC Unit,
To: Commanding General, Marine Corps Recruiting Command (ON/B), 3280 Russell Road, Quantico, VA 22134-5103

Subj: APPLICATION FOR APPOINTMENT TO COMMISSIONED RANK AS A SECOND LIEUTENANT IN THE UNITED STATES MARINE CORPS

1. Forwarded, recommending appointment in the United States Marine Corps.

2. Rank LNAME is a Marine Corps Enlisted Commissioning Education Program (MECEP) student in good standing. Rank LNAME will have completed all the prescribed requirements for a commission and will be due for an appointment on (commission date).

3. Rank LNAME completed Officer Candidate School during the 1st or 2nd Increment of (year completed).

4. Prior military service for Rank LNAME is verified as follows:

   (a) 15 June 2000 - Present USMC Active

I. A. HARDCORE
From: Rank LNAME XXX XX L4SSN
To: Commanding General, Marine Corps Recruiting Command
   (ON/E)
Via: Commanding Officer, NROTC Unit,

Subj: APPLICATION FOR APPOINTMENT TO COMMISSIONED RANK AS A
       SECOND LIEUTENANT IN THE UNITED STATES MARINE CORPS

Ref: (a) CNSTCINST 1533.2

Encl: (1) Rough NAVMC 763
      (2) Commanding Officers Letter
      (3) MECEP Student Commissioning Request Letter
      (4) PQ BUMED ltr with MCRC’s stamp
      (5) PQ NOMI ltr with MCRC’s stamp (if applicable)
      (6) DD Form 2808
      (7) DD Forms 2807
      (8) Annual Certification(s)
      (9) Supporting Physical/medical documentation
      (10) Aviation Agreement (if applicable)
      (11) MCRC Aviation Letter (if applicable)
      (12) Official ASTB Scores (if applicable)
      (13) Current transcripts or Proof of degree
      (14) All Enlistment Contracts/Extensions
      (15) Birth Certificate or Proof of Citizenship
      (16) Person Summary Sheet (Security Clearance)
      (17) NROTC Information Sheet
      (18) Tattoo Screening Forms
      (19) Tattoo Statement of Understanding

1. I hereby apply for appointment to commissioned grade as a
   Second Lieutenant in the United States Marine Corps and agree to
   serve on active duty for a period of at least four years. I
   further agree not to resign from such Reserve prior to the
   eighth anniversary of the date of my original commission in the
   Marine Corps.

2. I completed Officer Candidate School during 1st or 2nd
   Increment of (year completed).

3. My home of record and prior military service are listed on
   enclosure (1).
4. I do not have a claim pending for, or receive a pension, disability allowance, disability compensation, or retirement from the government of the United States.

5. Upon reporting to TBS, my marital status will be single or married.

I. A. DEVILDOG
PQ BUMED LETTER WITH MCRC’S STAMP
PQ NOMI LETTER WITH MCRC’S STAMP (IF APPLICABLE)
REPORTS OF
MEDICAL EXAMINATION (DD FORM 2808)
AND
MEDICAL HISTORY (DD FORM 2807-1)
ANNUAL CERTIFICATION(S) FOR EACH YEAR AFTER PHYSICAL
(NAVMED FORM 6120/3)
SUPPORTING PHYSICAL AND MEDICAL DOCUMENTS
STUDENT NAVAL AVIATION AGREEMENT
(7599 OR 7578)
(IF APPLICABLE)
MCRC AVIATION APPROVED
GUARANTEE LETTER
(IF APPLICABLE)
OFFICIAL ASTB SCORES
(IF APPLICABLE)
CURRENT TRANSCRIPTS OR PROOF OF DEGREE
ALL ENLISTMENT/REENLISTMENT DOCUMENTS
DD FORM 4/1
DD FORM 4/2
DD FORM 4/3
PERSON SUMMARY SHEET
(SEcurity clearance)
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/MIA 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 ___________________________

MOI COMMENTS:

MOI’s Signature ___________________________ Date ___________________________

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

NAME ___________________________ XXX-XX-____________ DATE ______________
(Last 4 SSN) (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-____________ (Date)
(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 vertebrae)
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 persons 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-_______ (Date)
(Last 4 SSN)

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 Review Comments:


NAME/SIGNATURE OF COMMISSIONED OFFICER ____________ RANK ____________ BILLET ____________

NOTE: ALL BODY MARKINGS ON CONTENT, SIZE NUMBER, OR LOCATION WILL BE FORWARD 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)
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, MCRRC) 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.

(Applicant's Printed Name)  (Applicant's Signature)  (Date)

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

(Officer's Printed Name)  (Officer's Signature)  (Date)

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.

(Officer's Printed Name)  (Officer's Signature)  (Date)