# NROTC/MECEP/MCP RFA CHECKLIST

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

**TYPE OF APPLICATION (CIRCLE ONE):**
- (1) GROUND
- (2) AVIATION
- (3) GROUND W/ AVIATION REQUEST

**NAME:**

**NROTC Unit:**

**LAST 4 SSN:**

**COMM DATE REQUESTED:**

| Item                                                                 | Types
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<td>ROUGH APPOINTMENT ACCEPTANCE AND RECORD (NAVMC 753)</td>
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<td>BUMED PD LETTER (TYPES 1, 2, &amp; 3)</td>
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<td>NOM PD LETTER (TYPES 2 &amp; 3)</td>
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<td>REPORT OF MEDICAL HISTORY (DD FORM 2807-1) (TYPES 1, 2, &amp; 3)</td>
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<td>SUPPORTING PHYSICAL AND MEDICAL DOCUMENTS SUBMITTED TO BUMED (TYPES 1, 2, &amp; 3)</td>
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<td>STUDENT AVIATION AGREEMENT LETTER (7576 OR 7599) (TYPES 2, &amp; 3)</td>
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<td>MCRC AVIATION GUARANTEE LETTER (TYPES 2, &amp; 3)</td>
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<td>OFFICIAL ASTB SCORE SHEET (TYPES 2, &amp; 3)</td>
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<td>CURRENT TRANSCRIPT OR PROOF OF DEGREE (TYPES 1, 2, &amp; 3)</td>
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<td>ALL ENLISTMENT CONTRACTS (DD FORM 4) TO INCLUDE EXTENSIONS IN CHRONOLOGICAL ORDER (TYPES 1, 2, &amp; 3)</td>
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<td>NROTC SCHOLARSHIP SERVICE AGREEMENT OR COLLEGE PROGRAM AGREEMENT (NROTC PROGRAM WITH TYPES 1, 2, &amp; 3)</td>
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<td>NROTC EDUCATIONAL PROGRAM COST SHEET (DNET 1553/30) (NROTC PROGRAM WITH TYPES 1, 2, &amp; 3)</td>
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<td>BIRTH CERTIFICATE OR PROOF OF CITIZENSHIP IF BORN ABROAD (CERTIFIED TRUE COPY) (TYPES 1, 2, &amp; 3)</td>
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<td>PERSON SUMMARY SHEET REFLECTING DONCAF APPROVED SECRET SECURITY CLEARANCE (TYPES 1, 2, &amp; 3)</td>
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<td>SIGNED INFORMATION SHEET WITH NECESSARY SUPPORT DOCUMENTS (TYPES 1, 2, &amp; 3)</td>
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<td>SIGNED TATTOO SCREENING FORM (TYPES 1, 2, &amp; 3)</td>
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<tr>
<td>SIGNED TATTOO STATEMENT OF UNDERSTANDING (TYPES 1, 2, &amp; 3)</td>
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</table>
1. NAME (Last, First, Middle)  
2. SSN  
3. DATE OF BIRTH  

4. HOME OF RECORD  
5. GRADE APPOINTED  
6. DATE OF RANK  

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>State</th>
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6. PLACE OF BIRTH (City, State or County)  
7. MOS  
8. TEMPERARY GRADE PRESENTLY SERVING  
8A. CODE  
8B. DATE OF RANK  

9. CITIZENSHIP  
9A. CODE  
10. SEX  
11. LBL  
11A. CODE  
12. PERMANENT GRADE (For Temp. Appt. only)  
12A. CODE  
13. ORIG ENTRY AF  

14. RELIGION  
14A. CODE  
15. RACE  
15A. CODE  
15B. CONTRACT/LEGAL AGREEMENT  
16. CODE  
17. PEBD  

18. COMPONENT  
18A. CODE  
19. IMMED. ASSIGN. ACQU  
20. VMRS SOURCE CODE  
20A. AUTHORITY  
20B. PROGRAM  

21. PRIOR SERVICE  

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

SPL INSTR  
763  

COM  
COVER LTR  
ORDERS  
MAX LEAVE  
REPORT BY  

COMMENTS  

OS/ONROTC UNIT  

T/O  
(date) (initials)
FIRST ENDORSEMENT on MIDN LNAME  ltr 1533 MCRC of (date)

From:  Commanding Officer, NROTC Unit,
To:  Commanding General, Marine Corps Recruiting Command
(ON/E), 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. Midn LNAME is a Marine Option Scholarship student in good
   standing. Midn LNAME will have completed all the prescribed
   requirements for a commission and will be due for an appointment
   on (commission date).

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

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

   (a) 15 June 2000 - Present    USMC Active

   I. A. HARDCORE
NROTC UNIT LETTER HEAD

From: Midn 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) Midshipman 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) MCRG Aviation Letter (if applicable)
      (12) Offical ASTB Scores (if applicable)
      (13) Current transcripts or Proof of degree
      (14) All Enlistment Contracts/Extensions
      (15) NROTC Scholarship Agreement
      (16) NROTC Cost Sheets
      (17) Birth Certificate or Proof of Citizenship
      (18) Person Summary Sheet (Security clearance)
      (19) NROTC Information Sheet
      (20) Tattoo Screening Forms
      (21) 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 APPROVED AVIATION 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
NROTC SCHOLARSHIP SERVICE AGREEMENT OR COLLEGE PROGRAM AGREEMENT
(FORM NSTC 1533/5)
NROTC EDUCATION PROGRAM COST SHEET
(FORM CNET 1533/50)
BIRTH CERTIFICATE OR PROOF OF CITIZENSHIP
PERSON SUMMARY SHEET
(SEcurity CLEARANCE)
NROTC/ENLISTED TO OFFICER INFORMATION SHEET

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

SEX: ☐ MALE ☐ FEMALE DATE OF BIRTH (YMMDD):

HOME OF RECORD ADDRESS:

NROTC UNIT ADDRESS:

CURRENT ☐ NAVY OPTION ☐ SCHOLARSHIP ☐ FRESHMAN
STATUS: ☐ MARINE OPTION ☐ COLLEGE PROGRAM ☐ SOPHOMORE
☐ CIVILIAN ☐ MECEP ☐ JUNIOR
☐ OTHER ☐ MCP ☐ SENIOR

ACADEMIC MAJOR:

CUMGPA APT GPA ESTIMATED COMMISSION DATE (YMMDD):

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

SAT: MATH CRITICAL READING COMBINED: ACT: APQT:

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? YES NO
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 tattoos 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).

MOI COMMENTS:

MOI's Signature Date

Applicant's 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- _______________ (Date)
(Last 4 SSN) ____________________

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/marking. 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.

______________________ XXX-XX-_________ (Signature of Applicant) (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 ______

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

______________________ (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, 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.

| (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) |