



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

1533
ON/E

JUN 07 2018

From: Commanding General, Marine Corps Recruiting Command
To: Distribution List

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIPS FOR
FISCAL YEAR 2019

Ref: (a) MCBul 1020

Encl: (1) MCRC Regular Officer (ON/E) Application and Program Information
Sheet (Appendix G)
(2) Tattoo Screening Form
(3) Tattoo Statement of Understanding (Appendix P)

1. Situation. The policy and selection procedures for the Fiscal Year 2019 (FY19) Naval Reserve Officers Training Corps (NROTC) Frederick C. Branch (FCB) and Pedro Del Valle (PDV) Marine Leadership Scholarship Programs are provided. The NROTC FCB and PDV Marine Leadership Scholarship Programs provide a mechanism to recruit applicants for the NROTC Marine Option Scholarship Program through unit-based scholarships, which are to be awarded to outstanding applicants to attend one of the seventeen Historically Black Colleges and Universities (HBCUs) or one of the four Hispanic Serving Institutions (HSI) affiliated with NROTC.

2. Availability. These programs are open to civilians, Active Duty Marines, Reserve Marines, and to College Program Midshipmen that are attending or have been accepted and will attend a NROTC affiliated HBCU or HSI. These programs are not open to currently activated Reserve Marines or persons found medically disqualified by other commissioning programs. Any midshipman currently on a NROTC scholarship or Advanced Standing are not eligible to apply. Once an FCB or PDV scholarship has been activated, midshipmen may not attempt to obtain another scholarship at a non-HBCU or non-HSI school.

3. Mission. Each NROTC Professor of Naval Science (PNS) at units with an HBCU or HSI may nominate individuals for NROTC scholarships each academic year. The program is focused on promoting and supporting the HBCUs and HSIs by attracting individuals to these schools and encouraging them to participate in the NROTC Program. The tentative commitment will be formalized via a nomination form from the NROTC Units to the Commanding General (CG), Marine Corps Recruiting Command (MCRC), (ON/E) for review. If a recipient is dis-enrolled from the NROTC Program after having participated as a NROTC HBCU or HSI scholarship recipient, the scholarship quota returns to the centrally managed NROTC scholarship pool. Each HBCU and HSI affiliated NROTC unit may recommend and the PNS may nominate four-year, three-year and two-year NROTC FCB Marine Leadership Scholarships. Availability will be determined by NSTC, based on class size. Eligible HBCUs are:

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIP FOR
FISCAL YEAR 2019

- a. Allen University
- b. Clark Atlanta University
- c. Dillard University
- d. Florida A&M University
- e. Hampton University
- f. Howard University
- g. Huston-Tillotson University
- h. Morehouse College
- i. Norfolk State University
- j. Prairie View A&M University
- k. Savannah State University
- l. Spelman College
- m. Southern University A&M College
- n. Tennessee State University
- o. Texas Southern University
- p. Tuskegee University
- q. Xavier University

Eligible HSIs are:

- a. California State University at San Marcos
- b. San Diego State University
- c. University of New Mexico
- d. Pima Community College

4. Criteria for Applicant Nomination. Applicant must meet the following eligibility criteria:

- a. To qualify for a NROTC HBCU or HSI scholarship, students must have documented solid academic performance in high school or demonstrated satisfactory performance in a college environment. High school students must submit, with the listed enclosures, most current transcripts, three teacher evaluations and a 1500 word maximum essay on what it means to become a Marine Corps Officer. If in college, students must have completed at least one

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIP FOR
FISCAL YEAR 2019

semester of college course work with a cumulative grade point average (GPA) of 2.5 and a grade of "C" or better in all courses attempted. Students will be required to complete Naval Science Course 101 as soon as possible. All other Naval Science Courses will be scheduled or waived as coordinated between the unit and Naval Service Training Command (NSTC(OD)). Applicants must be enrolled as full-time students at an NROTC affiliated HBCU/HSI or have a valid letter of acceptance to the HBCU/HSI through which they are nominated. Applicants for the four-year scholarships are not required to be enrolled in high school at the time of application.

b. Any eligible male or female of any race or ethnic background may be awarded a FCB or PDV Scholarship. Eligibility is determined primarily by attendance at an HBCU or HSI.

c. All applicants must meet one of the minimum qualifying test scores: 74 or better on the Armed Forces Qualification Test (AFQT) portion of the Armed Forces Vocational Aptitude Battery (ASVAB), 22 composite on the American College Test (ACT), or 1000 on the Scholastic Aptitude Test (SAT) combining the math and critical reading sections only (scores must be from the most recent and the same test). This requirement will not be waived.

d. Applicants should exceed the average cumulative GPA for students in the same college or degree program; however, individual GPA equal to or above 2.5 (on a 4.0 scale) is required for eligibility. If data for GPA comparison is not available, a subjective assessment of the relative performance should be made by the PNS.

e. In addition to school submitted applications, applicants may also be boarded from the Four-Year NROTC application pool in Fiscal Year 2019 (FY19).

f. Applicants must be personally interviewed by the Marine Officer Instructor (MOI) and the PNS of the nominating unit. Applicants should discuss leadership experience, physical fitness, degree plans and desire to pursue a commission in the Marine Corps. Additional requirements are:

(1) A potential scholarship applicant who answered "yes" to any of the questions on enclosure (1) may not be awarded a scholarship without the specific approval of the CG, MCRC. The student should attach a handwritten statement for each "yes" answer explaining the situation. All court documents with specific charge(s) and outcome of charges are required if applicants are requesting a legal/moral waiver. All drug waivers will require the information on: the type of drugs, date of use and number of times used included in the handwritten statement. Tattoos must meet the standard set forth in Reference (a). Applicants with tattoos that are non-compliant with Reference (a) are ineligible to apply. Tattoo documentation must include enclosures (2) and (3) and color photos of each tattoo and explanations of their meanings (if applicable) and dates of receipt. If the tattoos are in a private area, a written description, a drawing, and dimensions provided by the applicant are required in lieu of photographs. Do not submit photos of private areas or of applicants in anything less than appropriate physical training attire (shorts and t-shirt). The PNS must comment on section(s) of the nomination letter specifically discussing any "yes" answers on enclosure (1).

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIP FOR
FISCAL YEAR 2019

(2) Applicants must meet the age requirements for scholarship students and demonstrate a strong physical fitness background. Although not a minimum requirement, students should be able to achieve a 220 or better on the Marine Corps Physical Fitness Test (PFT) to be competitive for the scholarship.

(3) The records of applicants for NROTC Marine Leadership Scholarships are expected to reflect solid past performance in both academic and non-academic areas and indicate potential for program completion and future commissioned service.

(4) All applicants must meet the Marine height, weight and body fat standards per MCO 6110.3.

(5) All applicants must reflect high moral character.

(6) All applicants must submit a promotion style color photograph with their packages.

5. Procedures and Required Command Actions. Nominations for the FCB and PDV Marine Leadership Scholarships can be submitted by the NROTC units from 1 October 2018 to 12 July 2019.

a. It is recommended that each HBCU and HSI affiliated NROTC unit convene a local unit selection board to identify and recommend to the PNS the most qualified candidate. The scholarships are locally competitive. Local boards should use the "whole person" concept, recommending the midshipman who has demonstrated solid academic performance and exemplifies Marine Corps Core Values.

b. The PNS may inform the applicant that he or she is being nominated for a scholarship. The PNS may not award the scholarship until approval from MCRC, ON/E is received. The MCRC, ON/E review panel will consist of at least three officers from MCRC. Final results will be approved by the CG, MCRC. Units shall forward nominations to MCRC during the specified dates above.

c. Applicant will include a PNS nomination letter, most current academic transcripts, MCRC Regular Officer (ON/E) Application and Program Information Sheet, color photo, Tattoo Screening Form and Tattoo Statement of Understanding. High school students must also include teacher evaluations. Include color photos of each tattoo on normal copy paper (please refrain from sending actual photo paper) and explanations of their meaning (if applicable). Application format can be found on the Marine Corps Recruiting Command website: <https://www.marines.usmc.mil>. Under the horizontal picture is a button labeled "Programs", click on it and then click "Officer Programs". This brings you to a screen with a list of programs with supporting information or the master index for all available information.

d. NROTC Units are to submit the following data in the PNS nomination letter, to ensure Officer Program Management Information System (OPMIS) is complete and accurate for each nominee, and attach an academic transcript containing grades through the current term or semester. The complete

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIP FOR
FISCAL YEAR 2019

application package may be mailed to MCRC, ON/E at the address in the
letterhead or scanned via AMRDEC (<https://safe.amrdec.army.mil/safe>).

- (1) Unit Identification (3-digit code - first digit is zero)
- (2) Last Name, First Name and Middle Name
- (3) Full Social Security Number
- (4) Race Code
- (5) Ethnic Code
- (6) Gender
- (7) Date of Birth
- (8) Applicant's Full Mailing Address and phone number
- (9) Marine Physical Fitness Test Score and date of test
- (10) Estimated date of commissioning
- (11) Date of MOI and PNS interview
- (12) PNS Statement
- (13) Transcripts
- (14) MCRC Regular Officer (ON/E) Application and Program
Information Sheet with full social security number
and addendum pages
- (15) Official Test scores
- (16) Tattoo Screening Form with colored photos
- (17) Tattoo Statement of Understanding
- (18) Teacher Evaluations (high school applicants)
- (19) Essay
- (20) Promotional style photograph

e. Upon approval of the scholarship, MCRC, ON/E will forward the results to NSTC (OD2). The OD2 staff will enter the recipient's personal data into OPMIS student files. MCRC, ON/E will notify the unit by a formal letter announcing selection to the unit. This letter should be forwarded to the student. The letter will state the awarding of the scholarship is contingent upon meeting all requirements including medical qualification.

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIP FOR
FISCAL YEAR 2019

f. An applicant must be found physically qualified or waived to accept the NROTC FCB or PDV Marine Leadership Scholarship. The unit will schedule a Department of Defense Medical Evaluation Review Board (DoDMERB) physical examination for the earliest possible date. Processes and scheduling are found at <https://dodmerb.tricare.osd.mil/> (select "DoDMERB Website Users Guide" under "Admission/Detachment" on left side of the screen). The purpose of the physical examination is to determine whether a medical or physical condition exists that may disqualify the individual from the service as a Marine Officer. Upon completion of the physical and medical determination, DoDMERB will notify the nominee and NSTC OD of the nominee's status.

g. For students who need authorization travel letters, notify the OD2 when the student is found medically qualified or receives a medical waiver.

h. Subsistence payments will commence on the date the member is found physically qualified or waived, but no earlier than the Fall Semester 2018. Students will be appointed midshipmen on that date as well. Scholarships and benefits are the same as those of any NROTC Marine Option Scholarship student.

i. Individuals awarded a FCB or PDV Scholarship MUST attend classes at the assigned HBCU or HSI. Students should be counseled that the FCB and PDV scholarships are directly connected to the HBCU or HSI the student is attending; therefore transfers to non HBCUs or non HSIs will not be entertained.

j. The duration of the scholarship award will be based upon the student's academic class year. Prior to scholarship activation, the student will be required to sign a statement indicating his/her understanding of the specified duration of scholarship benefits. Selectees must agree, in writing, to complete all program requirements in the same manner as students appointed under the National Scholarship Program.

k. Scholarships will not be awarded to students in a probationary status. If such status has been assigned in the interval between approval of package submission and the scholarship effective date, the scholarship will be returned to MCRC, ON/E not activated.

l. Units shall notify NSTC (OD4) to enter the following program code in the OPMIS Personal/Program Form for students found physically qualified after reporting into the unit (those qualified prior to reporting to the unit should have the correct program code transferred to the student file):

- (1) 1st Data Field
- (2) 8 = PNS Leadership
- (3) 2nd Data Field
- (4) A = 3.5 to 4 years
- (5) B = 2.5 to 3.5 years

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH AND PEDRO DEL VALLE
NAVAL RESERVES OFFICERS TRAINING CORPS UNIT NOMINATED SCHOLARSHIP FOR
FISCAL YEAR 2019

(6) C = 1.5 to 2 years

6. Waiver Requests. If a waiver is requested, the PNS must provide a statement with the scholarship recommendation specifying justification for the request. Drug, or moral waivers must be approved by the CG, MCRC prior to the approval of the scholarship and the results being forwarded to NSTC (OD2). Waiver information must be submitted with the application. MCRC Officer Waiver Documentation Guide can also be found on the MCRC website: <https://www.marines.usmc.mil>. Under the horizontal picture is a button labeled "Programs", click on it and then click "Officer Programs". This brings you to a screen with a list of programs with supporting information or the master index for all available information.

7. Point of contact for additional information is Amy Coppage at (703) 784-9447, DSN 278-9447 or email at Amy.Coppage@marines.usmc.mil.



S. B. WITTLE
By direction

DISTRIBUTION LIST:

HOST NROTC UNITS

NROTC Unit, Auburn University
NROTC Unit, California State University at San Marcos
NROTC Unit, Florida A&M University
NROTC Unit, George Washington University
NROTC Unit, Hampton Roads Consortium
NROTC Unit, Morehouse College
NROTC Unit, Prairie View A&M University
NROTC Unit, Rice University
NROTC Unit, San Diego State University
NROTC Unit, Savannah State University
NROTC Unit, Southern University A&M College
NROTC Unit, Tulane University
NROTC Unit, University of Arizona
NROTC Unit, University of New Mexico
NROTC Unit, University of South Carolina
NROTC Unit, University of Texas
NROTC Unit, Vanderbilt University
Naval Service Training Command (OD, OD2, and OD4)

APPENDIX G

MCRC REGULAR OFFICER (ON/E) APPLICATION AND PROGRAM INFORMATION SHEET

LAST NAME, FIRST, MI		FULL SSN		RANK/PMOS		EAS (YYMMDD)		MARITAL STATUS		RACE	
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DOB (YYMMDD)		RELIGION				CITIZENSHIP			
HOME OF RECORD ADDRESS: (INCLUDE COUNTY)				EMAIL				DTE OF PRGM ENTRY (board/msg date)			
				PHONE							
UNIT ADDRESS		PROGRAM (CHECK ALL THAT APPLY)		<input type="checkbox"/> NROTC NAVY <input type="checkbox"/> NROTC MARINE <input type="checkbox"/> COLLEGE PROGRAM <input type="checkbox"/> SCHOLARSHIP		<input type="checkbox"/> CIVILIAN <input type="checkbox"/> ECP/RECP <input type="checkbox"/> MECEP <input type="checkbox"/> MCP-R		<input type="checkbox"/> NAVAL ACADEMY <input type="checkbox"/> AIR FORCE ACAD <input type="checkbox"/> WEST POINT <input type="checkbox"/> USMMA			
ACAD MAJOR/EDUC LEVEL		CUMGPA		SEM GPA		GRAD DATE		PROJ COMM DATE		COLLEGE	
PFT SCORE		FLEX/PU		CRUNCHES		RUN		HT (INCH)/WT		BF%	
										PFT DATE	
										CFT SCORE	
										CFT DATE	
SAT MATH		CR		TOTAL		COMPOSITE ACT		AFQT		ASTB	
										PROJ/COMP OCS	
EXTRACURRICULAR ACTIVITIES/BILLETS HELD											
RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES											
RELATIONSHIP				RANK		BRANCH OF SERVICE				STATUS	
*IF YOU ANSWER "YES" TO ANY OF FOLLOWING QUESTIONS, ATTACH A HAND-WRITTEN STATEMENT ON THE ADDENDUM PAGE OR USE THE MINOR TRAFFIC PAGE, NON-TRAFFIC ARREST FORM OR DRUG FORM (WHERE APPLICABLE) EXPLAINING THE SPECIFIC CIRCUMSTANCES (WHEN, WHERE, WHY, HOW MANY, ETC. AND CURRENT STATUS)										YES	NO
1. Have you ever applied or been a member of any other officer program (PLC, OCC, NROTC, ECP, MECEP, MCP-R, RECP, or Service Academy)?											
2. Have you ever failed any military flight training program?											
3. Have you previously applied for any other branch of the Armed Forces? Were you rejected?											
4. Have you ever claimed or been granted a pension, disability allowance, compensation, or retired pay from the Federal Government?											
5. Are you a "sole survivor"? (All other siblings and or parents have died/captured/MIA in combat)											
6. Have you ever been cited, arrested, convicted or sentenced by a law enforcement activity, regardless of final adjudication? (If yes, provide the minor traffic page and/or non-traffic arrest form with supporting documentation or police record check.)											
7. Have you ever received a suspended sentence by a court?											
8. Have you ever been in jail, reform school, or penitentiary?											
9. Are you now, or have you ever been on parole, probation, suspension, or other forms of restraint (from law enforcement)?											
10. Are you a conscientious objector?											
11. Have you ever been psychologically or physically dependent upon any drugs or alcohol?											
12. Have you ever used or been a trafficker of non-prescribed or illegal drugs? (If yes, provide drug statement form with a detailed statement.)											
13. Do you qualify for permanent restrictions assignments? (Family member, kin, 100% disability while serving in hostile fire area.)											
14. Do you or have you ever had any tattoos, body piercings, ornamentation, or brandings and body mutilations? (Provide description, date received, location, and color photos of all tattoo(s) and/or brandings along with tattoo screening form and tattoo statement of understanding.)											
15. If prior enlisted, do you have any previous approved enlisted waivers?											
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). Member's Signature						Commissioned Officer's Signature:					
Date						Date					

(REV Oct 2014; All Previous Revisions are Obsolete)

(Instructions on Page 3)

APPENDIX G

Privacy Act Statement

AUTHORITY: Title 10 U.S. Code §§ 531 and 591

PURPOSE: To determine the eligibility of applicants to enlisted to officer commissioning programs. Disclosure of Social Security Account Number is mandatory and is used to further identify the individual providing the information.

ROUTINE USES: The information is used for the purpose set forth above and may be:

- Forwarded to the respective programs officer selection boards;
- Reviewed by multiple entities in the service member's chain of command.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

For Military Personnel: Disclosure of personal information is mandatory and failure to do so disqualifies the applicant's application.

ACKNOWLEDGMENT:

I understand the provisions of the Privacy Act of 1974 as related to me through the foregoing statement.

Signature: _____
Date: _____

APPENDIX G

INSTRUCTIONS ON FILLING OUT THE MCRC REGULAR OFFICER (ON/E) APPLICATION AND PROGRAM INFORMATION SHEET (MUST BE TYPED)

NAME	As it appears on birth certificate (married name for females)
SSN	Full SSN as it appears on Social Security Card (do not use EDIPI/DOD ID #)
RANK/PMOS	For MIDN: 1/C, 2/C, 3/C or 4/C. For Marines: Rank and Primary MOS
EAS	End of Active Service: Marines only. (does not apply to midshipman/cadets)
MARITAL STATUS	Single, Married, Annulled, Divorced, Separated, Widowed
RACE	Plain language race (WHITE/BLACK/HISPANIC/ASIAN/OTHER)
SEX	MALE or FEMALE
DOB	Date of Birth as it shows on birth certificate in YYMMDD format.
RELIGION	Religious preference or NONE
CITIZENSHIP	US BORN, NATURALIZED, FOREIGN BORN TO US PARENTS, ETC., FOREIGN NATIONAL
HOME OF RECORD	Address as it is shown on enlistment contract. MUST INCLUDE COUNTY
EMAIL	Personal email address
PHONE	Personal phone number to include area code
DATE OF PROGRAM ENTRY	Date of selection board MARADMIN for Marines and date of original contract for midshipman/cadets is signed (MECEP/ECP/RECP/MCP-R board applicants leave blank)
UNIT ADDRESS	NROTCU/parent command mailing address for official correspondence
PROGRAM	Current status or program applying for as applicable
ACAD MAJOR/EDU LEVEL	Major in current studies or degree and/or what was the highest level of education completed
CUMGPA	Cumulative grade point average (GPA) for completed college classes (high school GPA for 4 Year NROTC applicants unless some college credits have been taken)
SEM GPA	Last completed semester/quarter GPA
GRAD DATE	Date of completed or expected degree completion in YYMMDD format
PROJ COMM DATE	Projected commissioning date in YYMMDD format
COLLEGE	Name of school attended if degree completed or currently attending (for NROTC, may not be always be the same as unit school; MECEP board applicants leave blank)

APPENDIX G

PFT SCORE	Marine Corps Physical Fitness Test total points
FLEX/PU	Flexed arm hang for females (seconds) and pull ups for men (total)
CRUNCHES	Total number
RUN	3 mile run time in minutes and seconds (18:00)
HT(INCH)/WT	Height in inches (71)/weight in pounds (180)
BF%	Body fat percentage if over height/weight standards per MCO
PFT DATE	Date of most current PFT in YYMMDD format
CFT SCORE	Marine Corps Combat Fitness Test score if taken
CFT DATE	Most Current date CFT was taken in YYMMDD format
SAT (MATH/CR) TOTAL	Most recent Scholastic Aptitude Test scores (Combined Math and Critical Reading totals only), scores must be from same test (if taken)
COMPOSITE ACT	Most recent test composite score only (if taken)
AFQT	Armed Forces Qualification Test portion of the Armed Services Vocational Aptitude Battery test Score (if taken)
ASTB	Aviation Selection Test Battery scores (if taken)
PROJ/COMP OCS	Projected or completed date of Officer Candidates School if applicable (MECEP/ECP/RECP/MCP-R board applicants leave blank)
EXTRACURRICULAR ACTIVITIES/BILLETS HELD (If applicable)	
RELATIVES WHO SERVED OR ARE SERVING IN THE ARMED FORCES (If applicable)	
QUESTIONS 1 to 15 - All "YES" answers must have a detailed handwritten statement or use the minor traffic page, non-traffic arrest form or drug form (where applicable) explaining the specific circumstances (when, where, why, how many, etc and current status (Marines: "located in SRB or previously waived upon enlistment" is not an acceptable answer as additional review is required)	
MEMBER'S SIGNATURE	Applicant or participant signature certifying the information
COMMISSIONED OFFICER'S SIGNATURE	Authorized officer certifying that form is complete and all requirements were fulfilled.
PRIVACY ACT STATEMENT	Applicant or participant signature and dated

WHEN COMPLETED (SIGNATURES, AND AMPLIFYING INFORMATION), PRINT PAGES 1-2 AND SUBMIT (AS APPROPRIATE); DO NOT SUBMIT INSTRUCTIONS

OFFICER CANDIDATE STATEMENT OF UNDERSTANDING
APPENDIX P

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 MCBul 1020 and USMC Uniform Board Regulation MCO P1020.34G.

2. Policy. Marine Corps policies strictly PROHIBIT any tattoos, brandings, mutilations, or ornamentations on the head (including in or around the mouth), neck area, hands, fingers, elbows, knees, and within two inches of the wrist. 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. Descriptions:

a. Prejudicial to Good Order and Discipline. Tattoos, brands or ornamentation that are drug-related, gang-related, extremist, obscene or indecent, sexist (express nudity), or racist, excessive (sleeve tattoos), 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 are affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution and federal or state law.

c. Size. Any tattoos exposed when wearing the properly fitting standard warm weather physical training gear (T-Shirt & shorts), must be covered by the individuals hand with their fingers extended and joined with the thumb flush against the side of the hand.

d. Location. Tattoos on the head (including in or around the mouth), neck area, hands, fingers (with exception of one single band tattoo on one finger only), elbows, knees, and within two inches of the wrists are prohibited. The head is defined as the portion of the body above the first cervical vertebrae (C1). The neck is defined as the portion of the body above the collarbone in the front area, above the seventh cervical vertebrae (C7) in the back area, and visible while wearing the properly fitting warm weather physical training shirt. Tattoos on the chest or back that cannot be covered by wearing a crew neck t-shirt in the Service C uniform or utility uniform are prohibited. Tattoos on the elbow or knees are also prohibited. These areas must be free of tattoos and separates any tattoos on the upper arm/upper leg from any tattoos on the lower arm/lower leg.

e. Ornamentation. Defined as any mutilation to the body such as tongue splitting, body piercing(s), holes in ear lobes (large enough for light to pass through), or implantations, such as silicone implants on face, horns on the forehead, etc. All applicants must remove body ornamentation (i.e. body piercings) while participating in any/all pool functions and prior to shipping.

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. I further understand I will be re-screened prior to my request for appointment, for any additional tattoos, brands and body ornamentations received while in the officer commissioning process. Prohibited body markings received while in pool are disqualifying.

(Applicant's Printed Name)

(Applicant's Signature)

(Date)

(Name of Certifying Officer)

(Signature of Certifying Officer)

(Date)

. USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

NAME _____ L4 SSN _____ DATE _____

Part I: Purpose. The purpose of this form is to ensure that you disclose the full extent of your tattoos, brands and/or body ornamentation. Refusal to complete the form will result in termination of your enlistment processing.

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

Y _____ N _____

Notes: If the answer to Question 1 is NO; move to Part II Certification Block of this Screening Form. Questions 2 through 9 are not required. If the answer to Question 1 is YES; complete Questions 2-9, then certify in Part II and forward for Review.

2. Does applicant have body markings of any type that are exposed or partially exposed while wearing the standard warm weather PT uniform (shorts & shirt)?

Y _____ N _____

3. Are any of the tattoos, brands or markings:

- on head or neck (above collarbone in front, above seventh [C7] cervical [last] vertebrae in back or otherwise visible in open collar short sleeve khaki shirt with white undershirt) or inside the mouth?
- on hands, elbows, knees, or fingers (with exception of wedding band tattoo- not to exceed 3/8 of an inch), or within 2 inches of the wrists?

Y _____ N _____

4. Are any tattoos, markings or ornamentations exposed while wearing the standard PT uniform:

- Larger than the individual wearers hand with fingers extended and joined?
- Band Tattoos, (cannot exceed 3 inches or the width of the individual's four fingers extended and joined, whichever is greater)?
- Single band tattoo on one finger (max width less than 3/8 of an inch)?
- Excessive Tattoos (combined coverage must be covered by the individual wearers hand with their fingers extended and joined)?

Y _____ N _____

5. Do any of the tattoos, markings etc., depict nudity, are they racist, eccentric, offensive in nature, or express an association with conduct or substances prohibited by the Marine Corps Drug policy, the UCMJ, to include tattoos associated with illegal drugs, drug usage or paraphernalia?

Y _____ N _____

6. Do any of the tattoos, brands or body ornamentation represent a gang membership or extremist group, advocate racial, ethnic, or religious discrimination, obscene, prejudicial to good order and discipline/morale or of a nature to discredit to the Marine Corps?

Y _____ N _____

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

Y _____ N _____

USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

NAME _____ L4 SSN _____ DATE _____

8. Are there any body markings, ornamentation or mutilation (i.e. Tongue Splitting, etc), Ornamental Body Piercing(s), Holes in Ear Lobes (large enough for light to pass through opening), or Ornamental Implantations, (silicone implants on face, horns on the forehead, etc).

Y _____ N _____

Location(s) of an applicant's current, removed, concealed, covered, or altered tattoos, brands, markings, or ornamentation will be documented in Part IV of this Screening Form. Removed, concealed, covered or altered tattoos need to be annotated as such (i.e. removed) with full description of the original marking.

Part II: Certification. I have completely disclosed the full extent of my tattoos, brands or body ornamentation to include those removed or altered.

(Name of Candidate) (Signature) (Date)

"Applicant qualified in accordance with MCBul 1020 & Frost Call 017-16."

(Name of Certifying Officer) (Signature) (Date)

*Certifying Officer Comments:

* A Certifying Officer is a commissioned officer at the Recruiting Station, NROTC Unit, USNA, or in the chain of command for enlisted Marines applying for a Commissioning of Warrant officer Programs.

Part III: Reviewing.

a. If the applicant responded "Yes" to question 2, the tattoo must be reviewed to determine eligibility. If the applicant responded "Yes" to questions 3-8, the applicant is ineligible (with the exception to the wedding band tattoo authorized on one finger) for commission.

b. Digital photos are required for all reviews. Photos not required of female applicants with torso tattoos or male applicants with lower torso (below waist) tattoos. Applicants may hand draw pictures of torso & lower torso tattoos indicating size and location. Cross-check drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency. Under no circumstances will a female applicant be photographed in less clothing than the standard warm weather physical training uniform.

c. All questionable body markings in regards to content, size, number or location will be forwarded to the appropriate authority for approval/review. Check appropriate review authority:

[] Recruiting Districts. Review tattoos for applicants applying for the Platoon Leaders Class, Officer Candidate Course, and Four Year Naval Reserve Officer Training Scholarship programs.

USMC OFFICER TATTOO SCREENING FORM
 Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

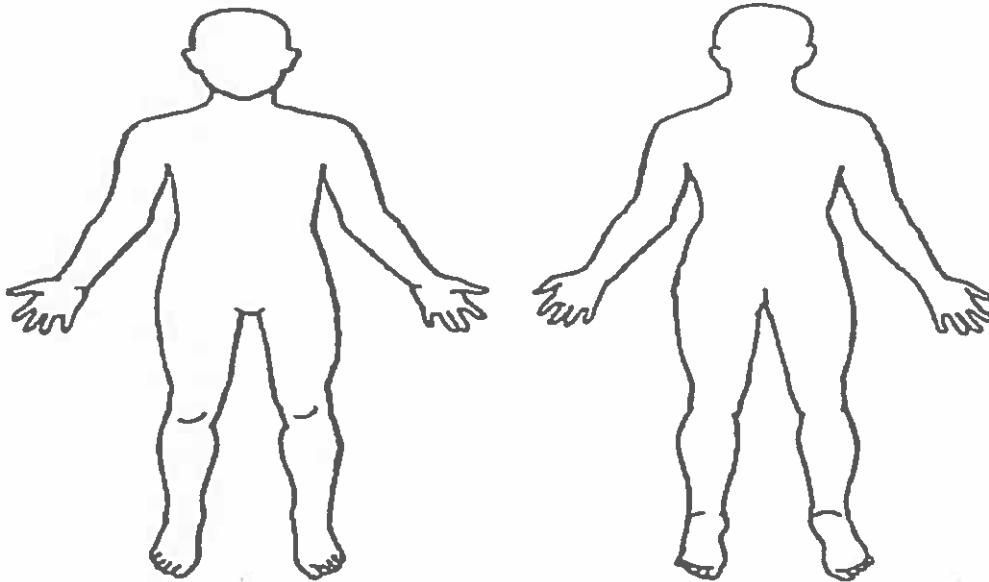
NAME _____ L4 SSN _____ DATE _____

[] Marine Corps Recruiting Command. Review tattoos for applicants applying to all other commissioning and Warrant Officer programs.

"Applicant is eligible for commissioning after review and adjudication in accordance with MCBul 1020 & Frost Call 017-16."

NAME/SIGNATURE OF REVIEWING OFFICER _____ RANK _____ BILLET _____

Part IV. Documentation. The following depicts the location and description of the applicant's Body Markings. Place number on body location and describe in blocks below indicating content and size in inches:



FRONT VIEW

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BACK VIEW

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

USMC OFFICER TATTOO SCREENING FORM
Insert into MCRCO 1100.2A, Appendix O, Updated by MCRC FROST CALL 017-16

NAME L4 SSN DATE

Part V. Certification. I certify above body marking information is accurate.

(Name of Candidate) (Signature) (Date)

"Applicant qualified in accordance with MCBul 1020 & Frost Call 017-16."

(Name of Certifying Officer) (Signature) (Date)

Part VI. Recertification. (Prior to Request for Appointment) I certify the information previously given on Tattoo Screening Form remains the same. If any change is indicated an addendum Tattoo Screening Form will be complete then forwarded to the appropriate authority prior to the Request for Appointment.

1. Changes to this Tattoo Screening Form Y _____ N _____

(Name of Candidate) (Signature) (Date)

"Applicant is eligible for commissioning after review and adjudication in accordance with MCBul 1020 & Frost Call 017-16."

NAME/SIGNATURE OF REVIEWING OFFICER RANK BILLET