



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-6220

CNETINST 1533.15D
OTE8/083
30 NOV 1998

(R)

CNET INSTRUCTION 1533.15D

Subj: REGULATIONS FOR THE ADMINISTRATION AND MANAGEMENT OF THE
MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM
(MECEP)

Ref: (a) MCO 1560.15L

Encl: (1) Subject regulations

1. Purpose. To promulgate the regulations for the administration and management of the subject program in accordance with reference (a).

2. Cancellation. CNETINST 1533.15C

3. Information. The MECEP is a college program for specially selected Marine Corps enlisted personnel leading to a baccalaureate degree and a reserve commission in the U.S. Marine Corps. During their participation in the MECEP, Marines are attached to Naval Reserve Officers Training Corps units. The Chief of Naval Education and Training (CNET) has agreed to assume responsibility for the academic, professional, and social development of assigned MECEP students.

4. Forms Availability

a. CNET-GEN 1610/4, Report of Performance of Midshipmen (S/N 0197-LL-NFO-5125) and SF-93, Report of Medical History (S/N 7540-00-181-8368) may be obtained by submitting a DD-1348 to the Commanding Officer, NAS Supply Department (SERVMART), 115 Cunningham St., Ste D, Pensacola, FL 32508-5104.

b. CNET 1533/63, ARMS Form, may be obtained from CNET (OS41). (R)

c. SF-88, Report of Medical Examination (S/N 7540-00-634-4038) and OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance, and Access (S/N 0107-LF-055-2101) may be obtained in accordance with NAVSUP P2002.

/S/R. M. SCOTT
Chief of Staff

CNETINST 1533.15D

Distribution:
SNDL FT74 (NROTCU)

Copy to:
SNDL A6 (CMC (MRON))

Stocked:
CHIEF OF NAVAL EDUCATION AND TRAINING
CODE 0041
250 DALLAS ST
PENSACOLA FL 32508-5220

TABLE OF CONTENTS

	<u>Article</u>	<u>Page</u>
<u>Introduction</u>		iii
<u>Section I - Academic Instruction</u>		I-1
Objectives	101	I-1
General Policy	102	I-1
Academic Majors	103	I-2
Authorized Majors	104	I-2
Programs of Study	105	I-3
Academic Load	106	I-4
Accelerated and Honors Courses	107	I-4
Credit by Examination	108	I-4
Special Programs	109	I-4
Summer Term Attendance	110	I-5
Naval Science Courses	111	I-5
Advanced Degrees	112	I-5
Class Attendance	113	I-5
Extracurricular Activities	114	I-5
<u>Section II - Performance Standards</u>		II-1
General	201	II-1
Academic Performance	202	II-1
Academic Probation	203	II-2
Unsatisfactory Academic Performance	204	II-2
Unsatisfactory Performance other than Academic	205	II-2
Aptitude Probation	206	II-3
Performance Review Boards	207	II-3
Disenrollment Procedures	208	II-4
Effect of Disenrollment	209	II-5
Academic Honors	210	II-5
<u>Section III - Performance Evaluation</u>		III-1
General	301	III-1
MECEP Advisor	302	III-1
Academic Performance Assessment	303	III-1
Military Performance Assessment	304	III-2
Summer Training Performance Assessment	305	III-3
Student Performance File	306	III-4

<u>Section IV - Professional Development Training</u>		IV-1
General	401	IV-1
Policy	402	IV-1
Pre-OCS Training Objectives	403	IV-2
Pre-Commissioning Training	404	IV-2
Physical Training	405	IV-3
<u>Section V - Administrative Matters</u>		V-1
Status of MECEP Students	501	V-1
Military Administration	502	V-1
Relations with Marine Corps Activities	503	V-1
Disciplinary Matters	504	V-2
Financial Matters	505	V-2
Selection and Admission Procedures	506	V-2
Student Administration	507	V-3
Transfer between Institutions	508	V-3
Ordering to Summer Training	509	V-3
Security Clearances	510	V-3
Physical Examinations	511	V-3
Aviation Guarantees	512	V-3
Interservice Transfer	513	V-3
Appointment Procedures	514	V-4
Leave	515	V-4
Uniforms	516	V-4
Off-Duty Employment	517	V-4
Terms of Service	518	V-5
TAB A - Sample Application for Appointment		A-1

INTRODUCTION

These regulations provide direction and guidelines established jointly by CNET and the Commandant of the Marine Corps (CMC) for the administration of the MECEP. They are flexible, where possible, to provide the professor of naval science (PNS) maximum latitude in considering each action. The intent is that each administrative action will promote the best interests of the naval service, the Naval Reserve Officers Training Corps (NROTC) unit, and the student. PNSs are authorized, and encouraged, to communicate directly with Marine Corps Recruiting Command (MCRC) (ON) and other appropriate Marine Corps activities for assistance and guidance in MECEP matters.

Each MECEP selectee shall be provided a copy of the regulations upon reporting to the NROTC unit. The student's responsibility is to read, understand, and follow these regulations.

Professors of naval science may, at their option, provide copies of these regulations to appropriate university staff and faculty members.

SECTION I**ACADEMIC INSTRUCTION**

101. Objectives. The objective of the MECEP is to provide a source of career officers who possess competencies in selected technical and nontechnical academic disciplines. MECEP study programs consist of courses identified by the universities to satisfy requirements for a baccalaureate degree, and professional development training prescribed by the PNS based upon the precommissioning training objectives established by CMC (see Section IV). Professional development training ensures that each MECEP student possesses the basic military, physical, and social skills required for successful completion of Officer Candidate School (OCS) and postcommissioning schools.

102. General Policy

a. Approval. The programs of study for MECEP students have been approved by CMC.

b. Period of Instruction. The established maximum period of instruction is four academic years, including intervening summers. MECEP students will complete normal university requirements for the approved major, plus specified professional development training. Students who enter the program with advanced standing will complete their instruction in less than four academic years. The amount of reduction will be proportionate to the amount of previous work creditable toward the student's approved curriculum. PNSs will monitor programs of all MECEP students, particularly those entering with advanced standing, to ensure that each student is enrolled in courses appropriate to his or her academic background, and that graduation is achieved at the earliest practical date. Delays of graduation beyond that originally projected upon entering school will not normally be approved.

c. Additional Majors. Outstanding students will be permitted to acquire a second major or a second minor, if no delay in normal graduation will occur as a result. Academic overloads in pursuit of such goals will not be permitted unless the PNS is confident that no degradation in academic performance is likely.

d. Professional Development Training. In addition to completing the university-established curricula, all MECEP students shall complete professional development training established by the PNS, based upon the training objectives specified in Section IV. This training will be accomplished during regularly scheduled NROTC drill/laboratory periods conducted by the NROTC unit. Accordingly, MECEP students are expected to register for NROTC drill/laboratory in the same manner as NROTC students.

e. Policy Regarding Other Educational/Training Requirements. MECEP students, while assigned to an NROTC unit, are not to be held responsible for the same tasks and responsibilities specifically required of NROTC students for graduation and commissioning. This condition does not apply to common professional development training, such as leadership laboratories, drills, inspections, and ceremonies in which MECEP students will participate at the desire of the PNS for the accomplishment of the professional development training objectives specified in Section IV. MECEP students are required to take Evolution of Warfare, Amphibious Warfare, and the Leadership and Ethics class taught by the Marine Officer Instructor (MOI). Waivers may be granted by the PNS only if these courses will cause an academic overload and result in a graduation delay. MECEP students are not required to take any additional Naval Science classes.

103. Academic Majors

a. Assignment/Declaration. CMC approves academic majors to be pursued by MECEP students. Majors are assigned to students prior to reporting to the NROTC unit or at MECEP Preparatory School, if attended.

b. Changes. A major, once assigned, can be changed only with the approval of CMC. No more than one change of major will be authorized for any student. A proposed change of assigned major requires full justification by the PNS and the MECEP student.

c. MECEP students shall comply with any probational or conditional letter issued by the MECEP Preparatory School incidental to assignment to a university with an NROTC unit to pursue an approved course of study.

104. Authorized Majors. The below listed major fields of study are authorized for MECEP students. Other major fields of study may be added by CMC as a need for these academic disciplines becomes known. In addition, other major may be approved by CMC on an individual case basis. The intent of restrictive majors is to ensure each student pursues a credible course of study.

a. Technical

- (1) Electrical Engineering
- (2) Electronic Engineering
- (3) Mechanical Engineering/Engineering Mechanics
- (4) Civil Engineering
- (5) Aerospace Engineering

- (6) Industrial Engineering
- (7) Metallurgical Engineering/General Engineering
- (8) Nuclear Engineering/Chemical Engineering
- (9) Chemistry
- (10) Systems/Operations Analysis
- (11) Computer Science
- (12) Mathematics
- (13) Physics
- (14) Applied Mathematics

b. Nontechnical

- (1) Political Science
- (2) Economics
- (3) English
- (4) History
- (5) Sociology
- (6) Psychology
- (7) Business Administration
- (8) Modern Language
- (9) Journalism
- (10) Education
- (11) Kinesiology

(A

(A

105. Programs of Study

a. Authorized Courses. MECEP students are authorized to enroll in courses which are appropriate to or supportive of the degree requirements for specifically approved MECEP authorized majors. They are not authorized to enroll in any course, other than NROTC drill/laboratory, which falls outside the sequence of required or elective courses specified by the university for the degree being pursued.

b. Review. Prior to the commencement of each term, the PNS

shall review, in conjunction with appropriate faculty advisors, the course of study for each student to ensure enrollment in authorized and required courses and participation in professional development training.

c. Adjustments. PNSs are authorized, based upon the recommendation of faculty advisors, to adjust programs of study to conform to the particular student's academic ability. This authorization does not permit the changing of a declared major or enrollment in courses nonsupportive of that major.

106. Academic Load. MECEP students shall enroll in a normal academic load at all times unless otherwise authorized. A normal academic load is considered to be at least the minimum required by the institution for maintenance of full-time student status and for completion of degree requirements within the maximum period of instruction, as defined in Article 102 of these regulations. If a reduced academic load is required for any reason, and the reduction could result in an extended graduation date, prior authorization must be obtained from MCRC (ON).

107. Accelerated and Honors Courses

a. Accelerated Courses. All courses should be taken at the most accelerated rate consistent with the ability of the student. When a student's previous education and experience clearly indicate that he or she has achieved the objectives or knowledge level of a scheduled course, the student should be enrolled in an advanced course, regardless of whether credit is granted for the more basic course.

b. Honors Courses. Students are encouraged to enroll in honors courses when eligible.

108. Credit by Examination. Credit by examination is considered inappropriate in cases of required courses in a major sequence. If, however, it appears that a student is not being challenged by an elective or required non-major course, and the university gives course credit through a qualifying examination, the student should take the examination. If successful, the student should be enrolled in another course mutually satisfactory to the university, the PNS, and the student.

109. Special Programs. MECEP students are eligible for special programs, such as summer research projects, workshops, and seminars, provided:

a. Graduation date will not be extended beyond the date of anticipated graduation had the student not engaged in the special program;

b. Work is related to a phase of the student's approved curriculum;

c. Academic credit toward graduation will be received for the work performed; and

d. The special program is recommended by the faculty and approved by the PNS.

110. Summer Term Attendance. Except for the prescribed period of training duty at OCS, MECEP students will remain on campus and enroll in regularly scheduled summer academic terms.

111. Naval Science Courses. MECEP students will not be enrolled in or required to attend naval science courses in the NROTC program, except as outlined in Article 102.

112. Advanced Degrees. Graduate study by MECEP students is not authorized under any circumstances. MECEP students are expected to be eligible for commissioning upon achievement of the baccalaureate degree.

113. Class Attendance. MECEP students shall attend all scheduled classes, regardless of any university policy permitting unexcused class "cuts," unless excused by the PNS for sufficient cause. Failure to attend classes is cause for disenrollment from the program.

114. Extracurricular Activities. MECEP students are permitted and encouraged to participate in NROTC unit and campus extracurricular activities, including athletics, provided that such participation does not interfere with their academic endeavors and that acceptable academic standards are maintained.

SECTION II**PERFORMANCE STANDARDS**

201. General. All MECEP students are candidates for commissioning in the Marine Corps. Although students retain their enlisted grade and title while participating in the MECEP, they are expected to demonstrate standards of character, patriotism, sense of duty, personal conduct, and financial responsibility similar to those required of commissioned officers. Actions at variance with the above will be cause for disenrollment.

202. Academic Performance. MECEP students are required to maintain a grade point average at least equivalent to the minimum required by the university for awarding a degree. Additionally, MECEP students must maintain normal progress toward completion of degree requirements, as specified in Article 106.

203. Academic Probation

a. A MECEP student will be placed on academic probation, regardless of his or her academic status with the university, for any of the following:

(1) Failure of a Single Course. A student will be placed in a probationary status whenever he or she fails an academic course during a single term without regard to the type of credit the course may carry and regardless of the student's grade point average for the term. Withdrawal from, or dropping of, a course beyond the "non-penalty date" will be considered a failure.

(2) Unsatisfactory Term Average. A student will be placed in a probationary status whenever his or her grade point average falls below the minimum acceptable by the university for a single term. The PNS may, at his/her discretion, award probationary status whenever a student's grade point average falls below "C: (2.0 on a 4.0 scale) for a single term, regardless of whether the university requires maintenance of a "C" average. Probation is to be awarded for an unsatisfactory term average without regard to the cumulative grade point average.

(3) Incomplete Grades. Grades of "incomplete" shall be considered as course failures, and probation shall be assigned accordingly.

b. MECEP students who are placed in a probationary status shall be notified of their status in writing. They shall be advised in the letter of probation of the cause, period, and terms of the probation and that failure to meet the terms specified will result in their being considered for disenrollment from the MECEP. Copies of probation letters will be forwarded to MCRC (ON).

c. MECEP students will be placed on academic probation for the term immediately following the term for which they are deficient. An additional term of probation may be assigned at the discretion of the PNS. In no case will MECEP students remain on probation more than two consecutive semesters, two quarters, summer school sessions without the approval of MCRC (ON). Requests for an additional term of probation shall be submitted to MCRC (ON) via CNET (OTE8/083).

d. The PNS shall remove a student from probationary status when the specified terms of the probation have been met. The student shall be notified in writing of his or her removal from probation, and copies of such correspondence provided to MCRC (ON).

204. Unsatisfactory Academic Performance

a. A MECEP student will be considered academically unsatisfactory and subject to disenrollment, regardless of his or her academic status with the university, for any of the following:

(1) Failure of a Second Course. The failure of a second academic course, without regard to the type of credit the course may carry, either prior to removal of an initial failure, or concurrent with another failure, in any semester/quarter or summer session; or

(2) Unsatisfactory Cumulative Average. A cumulative grade point average below the minimum prescribed by the university for graduation; or

(3) Failure to Meet Terms of Probation. Failure to qualify for removal from probationary status and an additional term of probation has not been authorized.

(4) Failure to comply with probational or conditional letter issued by MECEP Preparatory School incidental to assignment to a university with an NROTC unit to pursue an approved course of study.

b. Academic Board of Review. In cases involving unsatisfactory academic performance, the PNS shall appoint a Board of Review to determine the apparent cause(s) for such performance and to make recommendations regarding disposition of the case. (See Article 207.)

205. Unsatisfactory Performance Other Than Academic

a. Poor Commissioning Potential. PNSs will report all students who evidence poor potential for eventual commissioning because of apparent lack of motivation, unseemly conduct, lack of responsibility, unsuitable character traits, etc. PNSs should, however, exhaust reasonable possibility of correcting minor

shortcomings to include assignment of probation (see Article 206), before recommending that MECEP students be disenrolled.

b. Poor Individual Performance. If the university administration or the PNS determines that a student: (1) is applying insufficient effort in connection with his or her studies; (2) has an unsatisfactory attendance record; or (3) has not conducted himself or herself in a manner consistent with the standards of the naval service or the university, the PNS shall issue proper and timely warnings to the student. If the condition persists after due warnings have been given, the PNS shall either place the individual in a probationary status (see Article 206) or, in more serious cases, and upon consideration by a board of review (see Article 207), recommend disenrollment of the student. The requirement of warning, and the option of probation, shall not apply in cases where students are suspected of major offenses and are being detained by civil or military authority or have been released pending presentation of their cases to grand juries or pending trial on formal charges.

c. Willful Failure of a Course. The PNS shall determine if a failure in a course was a willful act on the part of the individual (e.g., failure to take a final examination). In the event a willful failure is indicated, the PNS will report the case immediately and convene a board of review to determine whether probation or disenrollment is appropriate.

206. Aptitude Probation. If, in his/her judgment, the PNS determines that unsatisfactory performance, other than academic, on the part of the individual is relatively minor in nature and is reasonably correctable, he/she may place the individual in an aptitude probationary status in accordance with the procedures specified for academic probation in Article 203.

207. Boards of Review

a. The PNS will convene a board of review to investigate and make recommendations on the unsatisfactory performance of students enrolled in the MECEP at that unit. All parties concerned will be notified in writing at least 7 days prior to the convening of the board of review. When notified, MECEP students will be advised that they have the right to appear before the board, have the right to submit a written statement to the board, and that they may present documents or witnesses in their behalf. They will also be advised of the alternatives that the board may recommend. These students will be counseled by the MOI and given the opportunity to review their record prior to convening of the board. All board findings and recommendation will be forwarded by the senior member of the board to the PNS. These findings and recommendations will be included with the correspondence on all cases referred to MCRC (ON).

(R)

b. Boards of review shall normally consist of the NROTC unit

executive officer, the MOI, and a university official. If the host institution declines to appoint a university official, the PNS may appoint as a replacement an officer from his/her staff.

c. Boards of review must be convened in all cases of unsatisfactory performance which may result in disenrollment. (Exception, see Article 208a.)

d. The PNS should consult with and seek the assistance of the university faculty advisor when a student becomes marginal or unsatisfactory in any category which may lead to a board of review.

208. Disenrollment Procedures

a. Reporting a Disenrollment. The PNS shall report the disenrollment of any MECEP student who has been involuntarily disenrolled by the institution. This includes students who are "suspended," "forced to withdraw," "not permitted to register for the next semester," or who for any reason are prevented by the institution from continuing their enrollment either temporarily or permanently. Under these circumstances, consideration of the case by a board of review is not required, unless the reason for the disenrollment brings into question the student's suitability for further active enlisted service. In such cases, the board of review report and the recommendation of the PNS regarding further active service shall accompany the report of disenrollment. Disenrollment shall be reported by letter to MCRC (ON) via CNET R) (OTE8/083).

b. Recommending a Disenrollment. When, in the judgment of the PNS, in consideration of the findings of a board of review, a student's unsatisfactory performance justifies disenrollment from the MECEP, regardless of the individual's acceptable status with the institution, a recommendation for disenrollment will be R) forwarded to MCRC (ON) via CNET (OTE8/083). Disenrollment recommendations must include, as a minimum, the following documents:

(1) Copy of written notification to student concerning the convening of the board of review.

(2) Report of board of review.

(3) Commanding officer's comments and recommendations.

(4) Indication if the board findings have been reviewed by the host institution.

(5) Statement by student.

(6) Academic transcript (for academic disenrollment).

(7) Other supporting data, as appropriate.

c. Voluntary Disenrollment. A MECEP student may submit a request for disenrollment to MCRC (ON) via the PNS and CNET R) (OTE8/083). A board of review is not required in such a case,

unless, in the judgment of the PNS, the individual's performance, or reason for making the request, calls into question the individual's suitability for retention on active duty in an enlisted capacity. In such a case, the documents specified in Article 208b will be forwarded with the request.

d. Withdrawal Pending Disenrollment. The PNS will not normally allow any student to start another academic term after forwarding a recommendation for disenrollment and if it can be reasonably expected that CMC will approve the disenrollment recommendation.

209. Effect of Disenrollment. Except in cases determined by CMC to warrant discharge, disenrolled students will be retained on active duty and will remain at the NROTC unit, or at the Marine Corps headquarters having custody of his or her military records, as mutually agreeable to the commanding officers concerned, until transfer orders are received.

210. Academic Honors

a. The academic honors achieved by MECEP students are of particular interest. Documentation of receipt of such honors may be attached to fitness reports on MECEP students, or separately forwarded to MCRC (ON). Copies of local publicity, or releases suitable for dissemination, are desired in cases of individual students whose performances have been particularly noteworthy.

b. Local recognition of academic excellence is encouraged. Although the wearing of academic stars on the Marine uniform is not authorized, MECEP students may be awarded certificates or letters of recognition for outstanding performance. Copies of such documents should be forwarded, as specified in Article 210a.

SECTION III**PERFORMANCE EVALUATION**

301. General. MECEP students shall be evaluated in three specific areas of performance:

a. Academic performance as measured against the host institution's requirements and individual potential.

b. Aptitude for commissioned service as reflected in performance at the NROTC unit and accomplishment of professional development training objectives.

c. Aptitude for commissioned service as reflected in performance during summer training.

302. MECEP Advisor. The MOI on the NROTC unit staff shall be the academic advisor and military advisor/instructor for all MECEP students. As such, he/she is responsible to the PNS for the evaluation procedures described in this section, and for the conduct of professional development training described in Section IV.

303. Academic Performance Assessment

a. General. Academic performance assessment is based on the student's progress towards an academic degree, evaluation of grades assigned for academic work, and achievement of a level of academic work commensurate with individual abilities.

b. Degree Progress. Progress towards an academic degree is measured against an individual degree plan. The degree plan may utilize the format for the host institution or utilize a form developed by the NROTC unit. The minimum requirements are that the degree plan contain sufficient detail to determine estimated graduation date and, in comparison with transcripts and current schedule, an assessment of the individual's progress towards a degree. The degree plan should be developed during the initial interview with each student. Students who enter the program on an age waiver must have a degree plan developed to ensure graduation and commissioning prior to age 30. Any deviation from this plan which will delay commissioning beyond age 30 will result in disenrollment from the MECEP.

c. Academic Potential. During the initial interview with a student, the advisor will review the student's past performance as evidenced by high school record, SAT/ACT scores, or prior college level work. The purpose is to establish goals for the ensuring academic term while considering course load, past performance, extracurricular activities, outside work, and other factors which may impact on an individual's performance. The student's goals are to be noted on the Current Academic Term

Schedule as expected grades for scheduled courses.

d. Procedures

(1) Initial Interview. The MECEP advisor will conduct an initial interview with each student at the beginning of the academic term. As a minimum, the interview will include:

(a) Discussion of the student's degree plan. A copy of the degree plan should be placed in the individual's Student Performance File at this time if it is not already present.

(b) Review of past performance and setting of goals for immediate academic term, to include review of estimated date of commissioning.

(2) Progress Interview. The MECEP advisor will conduct counseling sessions with each student during the academic term to determine progress in meeting established goals. The number of counseling sessions depends upon the needs of the individual student. In each case, a summary of the results of the counseling session will be entered in the counseling notes in the Student Performance File.

(3) End of Term Academic Review. A review of academic progress will be conducted by the MECEP advisor upon receipt of grades for a term, either from the institution or from the individual as required by circumstances. The following actions are required:

(a) The MECEP advisor will identify individual students in the following categories:

1. Students with an academic deficiency as defined in Articles 203 and 204.

2. Students who are not yet deficient in meeting academic program requirements but whose planned program will not permit them to complete requirements on time.

3. Students who do not appear to be working at a level commensurate with their potential as established during the initial interview.

(b) The PNS will conduct a review of each individual's performance with the MECEP advisor and take appropriate action to disenroll, place on probation, or implement remedial programs to assist students with identified deficiencies. Special counseling will be undertaken with students whose performance is judged to be below their potential. Cautionary letters may be issued in such cases.

304. Military Performance Assessment. Formal evaluation of

military performance will be accomplished by submission of academic fitness reports for sergeants and above, in accordance with Marine Corps Order (MCO) P1610.7D, and the assignment of conduct and proficiency marks for corporals.

a. The reporting senior for MECEP fitness reports is the MOI. Reviewing officer is the PNS. MECEP student fitness reports shall be forwarded to MCRC (ON) for administrative review. The Commanding General, MCRC will provide the third review for all adverse MECEP fitness reports.

b. MOIs shall tender evaluative academic reports on MECEP students rather than marking item 12 of the fitness report "not observed" and attaching academic grades. MCO P1610.7D requires that only three specific items be marked "not observed" on an academic fitness report: regular duties (13a), general value to the service (15a), and desirability for service in war (16). The achieved academic grades fully represent the Marine's success or failure in his/her regular duty (i.e., academic studies). The academic environment is not considered conducive to offering judgments in items 15 and 16. Every other observed performance/quality trait, however, may be assessed and appropriately marked. MECEPs will not be evaluated against Assistant Marine Officer Instructors in general value to the service.

c. When MECEP students are integrated into the NROTC Midshipman Battalion organization, they will be evaluated in their performance of duties by the midshipmen and MECEP student officers in the chain of command, utilizing the NROTC midshipmen evaluation (CNET-GEN 1610/4) in accordance with the procedures specified in CNETINST 1533.12F. Such evaluations will be forwarded to the MECEP advisor. The MECEP advisor will use these evaluation reports for counseling purposes and to assist in preparing fitness reports and assigning conduct and proficiency marks. Assignment of formal aptitude marks is not required.

d. Regular counseling of MECEP students regarding their performance shall be accomplished. Observation of performance and results of counseling sessions will be entered in the counseling notes in the Student Performance File.

e. When a MECEP student is considered to be performing unsatisfactorily, action in accordance with Article 205 will be accomplished. In some cases, submission of a special fitness report may be required.

305. Summer Training Performance Assessment. Summer training performance assessment is accomplished by the Commanding Officer, OCS, Marine Corps Combat Development Command, Quantico, Virginia. Normally, MECEP students reported as unsatisfactory will receive a notification of disenrollment and transfer orders from CMC. In cases where the Commanding Officer, OCS, recommends recycle for a marginal student, the PNS will convene a board of review to

determine if retention and recycling at OCS is appropriate and will make recommendations to MCRC (ON).

306. Student Performance File

a. A Student Performance File shall be maintained on MECEP students. The file shall consist of the following items:

- (1) Degree Plan
- (2) Current Academic Schedule
- (3) Transcripts and Grade Slips
- (4) NROTC Midshipman Evaluations (CNET-GEN 1610/4) (when used)
- (5) Counseling Notations
- (6) Physical Fitness Test Scores
- (7) Record of Completion of Professional Development Training

b. No format is prescribed for locally developed forms. The record of completion of professional development training should provide a checklist and timetable for accomplishment of the training objectives specified in Section IV.

SECTION IV**PROFESSIONAL DEVELOPMENT TRAINING**

401. General. MECEP students will participate in such training as may be necessary to ensure their successful completion of OCS ("BULLDOG") and postcommissioning schools. Training will be conducted during regularly scheduled NROTC drill/laboratory periods, and at other times designated by the PNS.

402. Policy

a. The professional development of each student as a Marine officer candidate is a primary goal of the MECEP. The transition from enlisted to commissioned status must be an important focus of precommissioning training. Attitude, perception, and professional values must be instilled through active participation in leadership opportunities. The PNS is expected to have a broad and thorough program for the professional development of MECEP students. It is intended that this program be as fully integrated with the overall program of midshipmen professional development as practicable.

b. Integration of MECEP students into the NROTC midshipman battalion is authorized and encouraged. When such integration is accomplished, MECEP students should be eligible for leadership billets in the same manner as NROTC students.

c. Participation in battalion close order drill is at the discretion of the PNS. It should be noted that MECEP students are to be proficient in close order drill prior to attendance of OCS. Accordingly, the PNS may require regular participation in battalion drill.

d. PNSs are encouraged to exploit the training and experience of the MECEP students wherever practicable. Care should be taken, however, when assigning MECEPs as instructors or advisors to avoid separating MECEP students to the degree that the MECEP students' parallel development is hindered.

e. As candidates for commissioning in the Marine Corps, MECEP students are expected to fully participate with their NROTC peers in Marine-oriented activities. These activities should not be limited to OCS preparation, but should cover the full spectrum of activities made available for students throughout their college careers.

f. the attendance of MECEP students at Navy informational briefings which have little or no applicability to a Marine Corps career shall not be required. Such briefings include information/recruiting presentations concerning Navy Nuclear Propulsion careers, Civil Engineering Corps, Engineering Duty Officer, etc. Attendance may be considered advantageous when the broad

development of the MECEP student as a naval officer will be enhanced.

g. When MECEP students are excused from drill or "all-hands" laboratory periods, they should be provided alternate training or activities under the guidance of the MOI.

403. Pre-OCS Training Objectives

a. General

(1) The training objectives delineated in this article are to be accomplished by the student prior to his or her attendance at OCS (BULLDOG Program). Generally, MECEP students will be assigned to BULLDOG training during the summer between the freshman and sophomore years. Through failure of OCS (BULLDOG) is cause for disenrollment, OCS should not be viewed as the primary means by which to screen MECEP students for professional development. Marginal students should have been previously identified and appropriate administrative and professional action taken where by those that had not positively responded to remedial action were disenrolled prior to attendance of OCS. MECEP students are in an evaluative officer accession program throughout their tenure at the university.

(2) Pretraining instruction of MECEP students on basic general military subjects and small unit tactics will be conducted by the MOI. In all other officer candidate programs, this instruction is given to candidates during their first five weeks at OCS. Since the "BULLDOG" program is only six weeks long, MECEP students are expected to report to OCS with a knowledge of these fundamentals. This will permit the testing, evaluation, and screening of the students to be on a level with that of other OCS programs. Furthermore, it will ensure a standard foundation of knowledge for all Marine lieutenants who have completed OCS.

b. All preparation should be conducted to the level described in NAVEDTRA 37022 (BULLDOG NROTC Field Training Manual).

404. Precommissioning Training

a. General. No specific objectives are provided for precommissioning training for MECEP students, since the basic skills required of Marine second lieutenants will be addressed during their participation in The Basic School (TBS) following commissioning. However, their probability of success at TBS can be significantly enhanced through the provision of preparatory and indoctrination instruction. PNSs, in collaboration with MOIs, shall establish training programs which will adequately prepare MECEP students for their initial tour of commissioned service.

b. Training Topics. Precommissioning training for MECEP

students may include the following suggested topics:

- (1) Officer uniforms
- (2) Uniform Code of Military Justice
- (3) Leadership principles
- (4) Career management/officer administrative matters
- (5) Pay, allowances, travel, personal financial management
- (6) Officer Military Occupational Specialties (MOSs)
- (7) Law of Armed Conflict
- (8) Customs and courtesies/social obligations

405. Physical Training

a. General. Prospective Marine officers are expected to achieve high levels of physical fitness. Accordingly, all MECEP students will participate in regularly scheduled physical training during their entire tour of duty at the NROTC unit. They will be required to meet the physical fitness standards specified in MCO 6100.3J.

b. Pre-BULLDOG Physical Conditioning. The objectives of the pre-BULLDOG physical conditioning program are to provide the necessary stamina, upper-body strength, and running ability that will permit a MECEP student to advance to the evaluation stage of BULLDOG and to lessen the danger of injury during the initial phases of training. The BULLDOG summer training program is sufficiently strenuous that each student must be in excellent physical condition in terms of health, physical strength, and stamina prior to reporting. It is important that the students understand that this physical conditioning program begins in the autumn of the year preceding BULLDOG and ends on the day prior to reporting. The building of upper-body strength (pull-ups, push-ups, rope climb, etc.) cannot be overemphasized in preparing students for the BULLDOG program. The pre-BULLDOG physical conditioning programs consist of the below listed elements. While the conditioning programs which are developed may vary from instructor to instructor, adequate attention must be paid to each point listed above. Standards for physical fitness are defined in MCO 6100.3J. The contents of this order should be carefully reviewed.

- (1) Physical Fitness
- (2) Foot Care

(3) Weight and Appearance

(4) Stamina

c. Pre-Commissioning Physical Conditioning. Physical preparation for commissioned service should be no less vigorous than that required for BULLDOG participation. Newly commissioned officers are expected to report to TBS in excellent physical condition.

SECTION V**ADMINISTRATIVE MATTERS**

501. Status of MECEP Students. MECEP students are active duty enlisted Marines who, during their tour of duty under instruction, retain their active duty status. As such, they receive full pay and allowances, retain all privileges and benefits accruing to active members, and are subject to the Uniform Code of Military Justice (UCMJ). While assigned to the NROTC unit, they are carried on the rolls of the nearest Marine Corps activity in the vicinity of the institution of attendance, but are under the administrative and disciplinary jurisdiction of the commanding officer and PNS of the NROTC unit at the college of enrollment.

502. Military Administration. All matters relating to military personnel administration for MECEP students are the responsibility of the Marine Corps activity on whose rolls these students are carried. PNSs shall ensure that information necessary for administrative processing and the maintenance of military personnel records are expeditiously provided to that activity. Should administrative matters require the presence of the Marine concerned, the PNS shall authorize travel to the Marine Corps activity, provided such travel does not interfere with the Marine's regular duties. Funding for such travel shall be the responsibility of the Marine Corps activity.

503. Relations with Marine Corps Activities

a. PNSs shall maintain liaison with such Marine Corps activities as may be necessary for the administration of the MECEP.

b. It is the policy of CMC that all Marine personnel be periodically inspected by the Inspector General (IG) of the Marine Corps. This includes Marines assigned to the MECEP. CNET supports this policy, and PNSs are directed to fully cooperate with reasonable requests that MECEP students be made available for IG inspections.

c. MECEP students are the direct administrative responsibility of the Marine Corps. From time to time, cognizant headquarters, Marine Corps personnel may require special reports and information regarding MECEP students and may contact the NROTC unit concerned directly. Such contacts are fully authorized, and PNSs will provide such information as may be reasonably available. Requests which, in the opinion of the PNS, seem improper will be referred to CNET (OTE8/083).

(R)

504. Disciplinary Matters

a. PNSs have UCMJ, Article 15, authority with regard to MECEP students. Mast proceedings against MECEP students shall be reported to the Marine Corps activity holding their enlisted service records. Such action shall also be reported to MCRC (ON) along with recommendations concerning the student's status in the MECEP.

- A) b. In all cases when a Marine desires to request mast, the Commanding General, MCRC shall be addressed.

505. Financial Matters

a. General. MECEP students are entitled to all pay (exclusive of proficiency pay) and allowances of active enlisted members and accrue longevity for pay purposes during their participation in the MECEP. Matters affecting pay and allowances for these students should be coordinated with the Marine Corps activity holding their service records.

b. Tuition, Fees, Books. MECEP students are responsible for payment of all educational expenses, including tuition, fees, and books. They may utilize any veterans' benefits they may have accrued and are eligible for guaranteed student loans sponsored by the Navy-Marine Corps Relief Society.

c. Fellowships, Scholarships, or Grants. MECEP students may compete for scholarships (including fellowship and grants). Students who desire to utilize scholarships shall request permission from MCRC (ON). Study under scholarships must be on a full-time basis, in the same university and major field, at the undergraduate level only, and may not involve a delay in the normal graduation date.

506. Selection and Admission Procedures

a. Selection Process. CMC is responsible for the establishment of criteria and procedures for, and performance of all tasks relative to, the selection of MECEP students, the initiation of admissions applications, and the assignment of MECEP students to appropriate NROTC units. MCO 1560.15L contains information regarding this process.

- D) b. University Admissions. Students may attend any approved school; the assignment to an NROTC unit will be effected by CMC (MMEA-85). University admissions are the responsibility of the student.

c. Reporting. MECEP students initially report to the commanding officer of the NROTC unit. They must then report,

within five days, to the Marine Corps activity responsible for maintaining their service records. Reporting to this activity may be by letter, telephone, or in person, in accordance with local policy.

507. Student Administration

a. Military Records. Military personnel records of MECEP students are maintained by the Marine Corps activity on whose rolls they are carried, as specified in Article 502. NROTC units are not required to maintain documents relating to such records.

b. Student Performance File. A Student Performance File for each MECEP student shall be maintained in accordance with Article 306.

508. Transfers Between Institutions. MECEP students will not be permitted to transfer between institutions.

509. Ordering to Summer Training. MECEP students will attend BULLDOG during the summer of their first year at the academic institution. Orders for summer training will be issued by CMC (MMEA-85).

510. Security Clearances. Either a National Agency Check (NAC) or Entrance NAC (ENTNAC) is required for each MECEP student prior to graduation. PNSs will determine if the student's Service Record Book (SRB) maintained by the local Marine Corps activity contains evidence of a favorable NAC or ENTNAC. If not, an NAC should be initiated by the Marine Corps activity at the earliest possible time.

511. Physical Examinations. Routine physical examinations for MECEP students should be arranged through the Marine Corps activity holding their records. Precommissioning physical examinations will be conducted with 18 months prior to the scheduled commissioning date. Transportation costs involved in the conduct of physical examination and medical consultations will be borne by the NROTC unit, and PNSs should budget accordingly.

512. Aviation Guarantees. MECEP students are eligible to apply for guaranteed flight training in the same manner as NROTC midshipmen. The procedures outlined in the NROTC Administration Manual (NAM) (CNET P1533/3) are applicable, except that requests by MECEP students should be forwarded to MCRC (ON).

513. Interservice Transfer. MECEP students may apply for a Navy commission. Requests for interservice transfer should be forwarded to MCRC (ON) via CNET (OTE8/083). Students should be counseled that such opportunities are limited and may be approved only when the transfer is in the best interest of the naval service.

(R

514. Appointment Procedures

a. At least 120 days prior to appointment, each student will forward an application for appointment as a second lieutenant in the Marine Corps Reserve (see TAB A for sample application). By endorsement, the commanding officer will indicate the date of graduation and the date of completion of summer training, and will make a statement as to whether or not the individual is recommended for appointment in the Marine Corps Reserve.

b. Upon graduation, students who have not previously completed summer training will be issued change of station orders directing temporary assignment to OCS, Quantico, Virginia. After satisfactorily completing the prescribed course the student will be appointed a second lieutenant.

c. Enclosures. The items listed below shall be enclosures to each request for appointment.

(1) Report of Medical Examination (Standard Form 88) in duplicate.

(2) Report of Medical History (Standard Form 93) in duplicate.

(3) Transcripts of college credits earned to date.

(4) Enlistment/reenlistment documents.

(5) Birth certificate.

(6) Certificate of Personnel Security Investigation, Clearance, and Access (OPNAV Form 5520/20).

515. Leave. MECEP students may be granted leave in accordance with procedures established by the Marine Corps activity holding their records. Except for emergencies, leave will not be granted during the academic term.

516. Uniforms. MECEP students will maintain and wear uniforms in the manner prescribed by current Marine Corps Uniform Regulations. They will wear the prescribed uniform to all scheduled NROTC drill/laboratory periods and to such other events as the PNS may direct. MECEP students are authorized and encouraged to wear appropriate civilian attire at all other times. When in uniform, MECEP students are not permitted to wear any insignia, awards, or other accessories not specifically authorized in Marine Corps Uniform Regulations.

517. Off-Duty Employment

a. Detailed guidance and regulations concerning employment by all personnel in the naval service are set forth in SECNAVINST

5370.2J.

b. Students are on active duty in a 24-hour duty status. The assignment of MECEP students to duty under instruction indicates that they shall attend all scheduled classes, lectures, seminars, laboratories, and other required functions which contribute to their educational programs and their transition to commissioned status. They shall devote such time in study, preparation, leisure, and recreational activities as may individually or collectively be necessary to maintain maximum, efficient academic performance and to prepare for commissioned status. Activities connected with their assignment to duty under instruction shall at all times take precedence on the time, talents, and attention of MECEP students.

c. Subject to the above limitations and other pertinent regulations regarding off-duty employment promulgated in current Marine Corps directives, MECEP students shall not be restrained from voluntarily engaging in legitimate and ethical enterprise or employment while on leave or liberty.

518. Terms of Service

a. MCO 1560.15L specifies MECEP students will have no less than 4 years of active service remaining on their contracts at any given time while enrolled in the MECEP.

b. Each student will arrive at the NROTC unit with a reenlistment contract/extension to enlistment of 6 years. PNSs should ensure students have a 6-year total of service upon enrollment in the university.

c. Each MECEP student will execute a 2-year extension to enlistment after the completion of their second year of school.

d. Any student refusing to reenlist or execute a reenlistment or extension in order to incur 4 years of obligated service upon their projected date of commissioning after the completion of their second year of school will be disenrolled immediately.

(R

SAMPLE APPLICATION FOR APPOINTMENT

(Name and Address of NROTC Unit)

(Date)

From: Grade/first, middle initial, and last name/SSN/MOS
To: Commanding General, Marine Corps Recruiting Command (ON)
Via: Commanding Officer, NROTC Unit,

Subj: REQUEST FOR APPOINTMENT IN THE MARINE CORPS

- Encl: (1) Report of Medical Examination (SF 88) in duplicate
- (2) Report of Medical History (SF 93) in duplicate
- (3) Transcript of college credits earned to date
- (4) Enlistment/reenlistment documents
- (5) Birth certificate
- (6) Certificate of Personnel Security Investigation, Clearance, and Access (OPNAV 5520/20)

1. It is requested that I be appointed a second lieutenant in the Marine Corps. I understand that I may not tender my resignation as a Reserve officer until I have completed at least four years of commissioned officer.

(signature in full)

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, NROTC Unit,
To: Commanding General, Marine Corps Recruiting Command (ON)

(R)

1. Forwarded.

2. The subject Marine is expected to receive a baccalaureate degree on (day, month, year). He/she successfully completed summer training on _____ (or will attend summer training during _____).

3. He/she is recommended for appointment in the Marine Corps Reserve.

(CO's signature)

Copy to:
CNET (OTE8/083)
Applicant

(R)