



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1560.15L  
MRON  
16 Aug 94

MARINE CORPS ORDER 1560.15L

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM  
(MECEP)

Ref: (a) MCO 7220.24L  
(b) MANMED (NOTAL)

Encl: (1) Sample Format of Application  
(2) Guide for Interview Boards  
(3) Guide for Handwritten Statement  
(4) Sample Format of Education Officer's Academic  
Evaluation Sheet  
(5) Sample Data Sheet  
(6) Sample Letter Requesting High School Transcripts  
(7) Sample Letter Requesting College Transcripts  
(8) Sample Format of Commanding Officer's Checklist for  
MECEP Applications  
(9) Sample Format of Application for Appointment

1. Purpose. To publish instructions pertaining to applications for and administration of the Marine Corps Enlisted Commissioning Education Program (MECEP).

2. Cancellation. MCO 1560.15K

3. Background. MECEP is open to all active duty Marines who meet the eligibility of paragraph 4.

4. Eligibility Requirements. The following subparagraphs set forth eligibility requirements for the program.

a. Status. Personnel of the Regular Marine Corps.

b. Grade. Corporal or above.

c. Age. At least 20 but less than 26 years old by 1 July of the year applying. Consideration will be given to waive this requirement based on previous college credit. The intent is to commission the applicant by age 30.

d. Education. High school graduates must have ranked in the top 50 percent of their class. Non-high school graduates must have a minimum of 3 years high school and have successfully passed the GED high school level tests with a minimum score of 75 percent in each of the five areas of the GED requirement. This may be waived in cases of otherwise highly qualified applicants.

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e. Classification Testing. Applicants are required to have a minimum Scholastic Aptitude Test (SAT) score of 1000 combined math and verbal score. Minimum verbal score is 400. Waivers to these requirements will be considered only if the applicant has an EL score of 115 or greater.

f. Obligated Service. Applicants must agree to reenlist or extend or a combination thereof as necessary, to have 6 years of obligated service in the Regular Marine Corps upon assignment to college. Prior to graduation from the MECEP Preparatory School, students will be extended/reenlisted to acquire this 6 year obligation. The minimum obligation while enrolled is 4 years. Therefore, upon successful completion of the second year of college, steps will be taken to acquire a 6-year obligation. Upon graduation and commissioning, all formerly incurred enlisted service is vacated, and the officer is required to serve a minimum of 4 years.

g. End of Active Service. In order to allow for sufficient time to complete the MECEP Preparatory School prior to attending college, MECEP selectees must have an expiration of active service (EAS) no earlier than 30 September of the year their college program is scheduled to commence.

h. A Marine who reenlists after application but prior to selection for MECEP is not entitled to a selective reenlistment bonus (SRB) award until the selection or non-selection decision has been made. If a Marine is selected for the MECEP but fails to complete the program, the individual is not entitled to an SRB award incident to the reenlistment. Marines who extend or reenlist for the specific purpose of meeting service requirements for MECEP are not entitled to an SRB award incident to such reenlistment. In all of the above instances, an appropriate statement acknowledging ineligibility for SRB will be included in the letter of application for the program (enclosure (1)). SRB program-eligible Marines who have already been authorized an SRB award for a reenlistment will have their entitlement to the unpaid portion of that bonus suspended upon application to MECEP. Entitlement to the unpaid portion of the bonus will be terminated upon commissioning. Recoupment of the previous payments will not be required. The suspension will be lifted and bonus paid on a prorated basis if the Marine fails to complete MECEP and completes the enlistment in the same SRB-eligible MOS (paragraph 12f(2) of reference (a) applies).

i. Physical. Must meet the physical standards for officer candidates prescribed in reference (b), except as modified herein. Final determination of physical qualifications rests with the Bureau of Medicine and Surgery (BUMED).

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(1) The minimum visual acuity standards as set forth in paragraph 15-40 of reference (b) must be met. Waivers may be recommended for exceptionally well-qualified applicants having uncorrected Binocular Visual Efficiency (BVE) which is not less than 3 percent and which must be correctable to 100 percent BVE.

(2) The minimum dental standards as set forth in reference (b), paragraph 15-55, must be met.

(3) Auditory acuity must meet the minimum standards as set forth in paragraph 15-39 of reference (b).

j. Marital Status. May be either married or single.

k. Citizenship. Must be a citizen of the United States.

l. Security Clearance. Must be capable of obtaining a satisfactory national agency check and be eligible to receive a SECRET clearance.

m. Previous Participation in Other Commissioning Programs. Must not have unsatisfactorily participated in any other officer commissioning program.

5. Waivers. Grade waivers will not be considered. Any other waiver request must be addressed in detail in the commanding officer's endorsement with specific rationale as to why it should be granted.

6. Application. Applications will be solicited by an annual Marine Corps Bulletin in the 1560 series. All applicants will use the format in enclosure (1). It is imperative that all information and enclosures required in enclosure (1) to this Order be included in the application.

a. Applications must reach the Commanding General, Marine Corps Recruiting Command (MRON) not later than 31 January of the application year. Applications received after this date will be returned to the applicant with no action taken. Consideration will be given to applicants in deployed units.

b. Applications must be accompanied by a transmittal of Service Records/Pay Documents, NAVMAC 941 (Rev 11-87). Names of applicants will be typed thereon and the unit address stamped or typed on the reverse of the form to expedite and assure the return of the transmittal to the originating unit.

c. Enclosure (1) to the application, Report of the Interview Board, shall be prepared per the guidance contained in enclosure (2) to this Order.

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d. Enclosure (2) to the application, Report of Medical Examination (SF 88), shall be completed in duplicate. Commanders will closely review the medical forms to ensure correctness and that all required blocks are completed.

(1) If eyesight, block 59, is other than 20/20, block 60 must be completed. The statement "by lenses" is unacceptable.

(2) Block 71, "Audiogram," must be completed.

e. Enclosure (3) to the application, Report of Medical History (SF 93), will be prepared in duplicate.

f. Enclosure (4) to the application, Handwritten Statement, will be prepared by the applicant and will consist of approximately 500 words. The statement will be written in the first person, longhand, on 8 1/2 by 11 inch white paper (lined or unlined), using black ink and a narrative style. Originality in the manner of presentation is encouraged. The statement will be personally prepared without any outside assistance, and will be so certified by the applicant. See enclosure (3) to this Order.

g. Enclosures (5) through (9) to the application will be certified copies of the applicant's NAVMC 118(3), (8a), (12), (23) or Record of Service (ROS), the latest BIR/BTR.

h. Enclosure (10) to the application, Application for the Evaluation of Educational Experiences During Military Service (DD 295), will be filled out and certified by the command's education officer with the assistance of the applicant after receipt of a copy of the applicant's high school transcript and, if applicable, college transcripts. Enclosure (11) to the application, Education Officer's Academic Evaluation Sheet, will be completed on all applicants. See format in enclosure (4) to this Order. Enclosure (12) to the application, Data Sheet, will be completed on all applicants. See format in enclosure (5) to this Order.

i. One copy of all official high school and college transcripts must be submitted directly to the Commanding General, Marine Corps Recruiting Command (MRON) by the applicable high school/college. The transcripts must be official, bearing the school seal and the original signature of an authorized official. Applicants should request transcripts early enough to ensure receipt by 14 February of the application year. Letters similar to the samples in enclosures (6) and (7) of this Order should be used for this purpose.

(1) New transcripts are required with each application.

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(2) The applicant should request that class standing, scores on standardized tests, and an explanation of the school's marking system be included with high school transcripts.

(3) College transcripts should reflect evidence of eligibility for re-admission.

(4) Costs involved in requesting, transmitting, and handling of transcripts from a school/college will be borne by the applicant.

7. Commanding Officer.

a. Commanding officers will convene a board of a minimum of three officers to screen each applicant. In addition, commanding officers will personally interview each Marine to evaluate the applicant's potential for successful completion of college and subsequent commissioning as a Marine officer. The commander's endorsement will be similar in content to that required in the Marine Corps fitness report (NAVMC 10835), detailing the desirability and potential for commissioned service with specific illustrations, if possible, and must include:

(1) A statement of the Marine's eligibility for the program according to the records of the command.

(2) A statement as to the Marine's status regarding actual or expected receipt of orders (PCS, TAD, RELAD, etc.).

(3) A statement as to the Marine's end of active service (EAS) date.

(4) A statement, if applicable, pertinent to the applicant's request for a waiver of an eligibility requirement.

(5) One of the following recommendations, which must be fully justified by the commanding officer:

(a) Recommend with enthusiasm.

(b) Recommend with confidence.

(c) Recommend with reservation.

(d) Not recommended.

b. Commanding officers will ensure a completed copy of enclosure (8) of this Order, Commanding Officer's Checklist for MECEP Applications, is forwarded with each application. Any additional material reflecting professional and/or educational

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activities which might be helpful to the Marine Corps Recruiting Command Selection Board should also be included.

c. An applicant who is in receipt of permanent change of station orders while awaiting notification of selection for the MECEP will not be transferred. Instead, the commanding officer will request clarification and disposition from the Commandant of the Marine Corps (MMEA).

8. Screening Examinations.

a. Applicants for the program must make independent arrangements to take the SAT of the College Entrance Examination Board.

b. To take the SAT, applicants must obtain an Admissions Testing Program Bulletin of Information and Registration Form from their local Marine Corps education officer, DANTES testing section, high school or college counseling office, or by writing to the College Entrance Examination Board, Box 154, Princeton, NJ 08540.

c. The following Marine Corps installations have a DANTES testing section onboard: Marine Corps Bases, Camp Lejeune, NC; Camp Pendleton, CA; Camp Smedley D. Butler, Okinawa; Marine Corps Air Ground Combat Center, Twentynine Palms, CA; Camp H. M. Smith, HI; Marine Corps Recruit Depot, Parris Island, SC; Marine Corps Logistics Bases, Albany, GA and Barstow, CA; Marine Corps Combat Development Command, Quantico, VA; Marine Corps Air Stations, Cherry Point, NC; Beaufort, SC; Yuma, AZ; El Toro, Santa Ana, CA; Kaneohe Bay, HI; Iwakuni, Japan; Marine Barracks, London, England; (Detachment #2), St Mawgan, England. By using a DANTES testing section, military personnel desiring to take the SAT need not wait until one of the national testing dates to take the examination. Applicants for whom the College Entrance Examination Board cannot arrange testing should inform the Commanding General, Marine Corps Recruiting Command (MRON) in writing, enclosing a copy of the College Entrance Examination Board's correspondence. Action will then be taken by this Command to arrange testing.

d. To ensure that the test results are sent to the Commanding General, Marine Corps Recruiting Command (MRON), the code 5455 must be entered in the grid titled, "Reports to Colleges and Scholarship Sponsors" on the registration form. The SAT must be taken within the calendar year the application is submitted, and in sufficient time to allow the results to be received by 14 February.

e. Applicants located outside the continental United States should register for the SAT no later than June of the year in

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which making application to ensure the availability of the testing dates and centers.

f. An applicant whose test scores are not available to the selection board will not be considered for selection.

g. A copy of the test results will automatically be mailed to the applicant at the address given on the registration form.

h. Only scores forwarded directly to the Commanding General, Marine Corps Recruiting Command (MRON) from the College Entrance Examination Board will be accepted. Copies from any other source, including the applicant's copy, will not be accepted.

9. Pertinent Information.

a. The MECEP selection board will convene annually at the Marine Corps Recruiting Command during March for the selecting of Marines to the MECEP.

b. The board will select those Marines found to be best qualified on the basis of their total records, including, but not limited to, the substance of the application, the interview board report, the recommendation of the commanding officer, previous and current academic achievements, past performance as a Marine, and future potential to become a Marine officer.

c. Marines selected who have at least 24 hours of college credit and/or a 1200 or better on the SAT will be ordered to report directly to their college in time for the fall semester.

d. All other selectees will be ordered to report to the MECEP Preparatory School in Newport, RI during early June for approximately 10 weeks of instruction in mathematics, English, physics, chemistry or physical science, as appropriate to their areas of interest.

e. Marines selected and not required to attend MECEP Prep may request to be sent to the preparatory school if they so desire. Requests must be received by the Commanding General, Marine Corps Recruiting Command (MRON) by 1 May following selection.

f. Those selectees attending MECEP Prep will not be authorized to take their dependents to the preparatory school at Government expense. Dependents are, however, authorized to accompany the successful candidate to college.

g. Following selection and prior to reporting to the preparatory school, MECEP selectees will be directed to contact

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the Commanding General, Marine Corps Recruiting Command (MRON) to discuss choice of colleges.

h. Upon selection or successful completion of the preparatory school, participants will be assigned to one of the participating institutions in their current grade with full pay, allowances (excluding proficiency pay), promotional opportunities, and normal leave. All educational costs, to include tuition, fees, and books, will be borne by the individual participant.

i. Students who enter a program with valid college credits will be admitted with advanced standing consistent with the acceptability of the credits to the prescribed course of study. Students are expected to complete their academic requirements within the minimum time required. Pursuit of double majors is not authorized.

j. While attending school, all MECEP participants will be carried on the rolls of the nearest Marine Corps activity in the vicinity of the academic institution. Administrative and disciplinary jurisdiction will be given to the commanding officer/professor of naval science of the NROTC unit at the academic institution.

k. Upon receipt of a baccalaureate degree and successful completion of Officer Candidates School and MECEP on-campus training, participants will be appointed second lieutenants in the Marine Corps, if physically qualified, and will be required to serve a minimum of 4 years as commissioned officers.

10. Appointment Procedures for Graduates.

a. At least 180 days prior to appointment, each student will forward an application for appointment as a second lieutenant in the Marine Corps (see enclosure (9)). By first endorsement, the commanding officer of the NROTC unit will indicate the date of graduation, the date of completion of summer training, and a statement as to whether or not the individual is recommended for appointment in the Marine Corps.

b. Upon graduation, students who have not previously completed summer training will be issued temporary duty under instruction (TEMINS) orders to the Officer Candidates School, Quantico, Virginia. After satisfactorily completing the prescribed course, they will be appointed second lieutenants and issued permanent change of station orders to The Basic School at Quantico.

c. The items listed below will be enclosures to each request for appointment:



- (1) Report of Medical Examination ([Standard Form 88](#)) in
- (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 Personal Security Investigation Clearance and Access.

11. Dissemination. Commanding officers are directed to give wide dissemination to this Order and to ensure that its provisions are fully understood by the enlisted personnel within their commands.

12. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

  
J. R. DAVIS  
By direction

DISTRIBUTION: PCN 10201950000

Copy to: 7000110 (55)  
7000124 (50)  
8145005 (2)  
7000099, 144/8145001 (1)

SAMPLE FORMAT OF APPLICATION

From: Grade, Name, Social Security Number, MOS, Component  
To: Commanding General, Marine Corps Recruiting Command (MRON)  
Via: Immediate Commanding Officer

Subj: APPLICATION FOR CONSIDERATION UNDER THE MARINE CORPS  
ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP)

Ref: (a) MCO 1560.15L

Encl: (1) Report of Interview Board  
(2) Report of Medical Examination (SF88) in Duplicate  
(3) Report of Medical History (SF93) in Duplicate  
(4) Handwritten Statement  
(5) Certified Copy of NAVMC 118 (3)  
(6) Certified Copy of NAVMC 118 (8a)  
(7) Certified Copy of NAVMC 118 (12)  
(8) Certified Copy of NAVMC 118 (23)  
or Record of Service (ROS)  
(9) Certified Copy of BIR/BTR  
(10) Application for the Evaluation of Educational  
Experiences During Military Service (DD 295)  
(11) Education Officer's Academic Evaluation Sheet  
(12) Data Sheet

1. Per reference (a), I request consideration for the Marine Corps Enlisted Commissioning Education Program Technical/Nontechnical (Specify).

2. I will not be released from active duty under my present (enlistment/reenlistment/extension) prior to 30 September of the year I will attend college if selected for MECEP. My EAS is \_\_\_\_.

3. I understand that while assigned to MECEP, I will be required to forfeit eligibility and subsequent payment of the Selective Reenlistment Bonus (SRB) if qualified to reenlist under that program. However, if I have reenlisted prior to application for the program and have been authorized an SRB for my current enlistment, I understand that if selected for MECEP my SRB payments will be suspended until commissioning or disenrollment. Upon commissioning, my SRB payments will be terminated. Upon disenrollment, I understand that I will still be eligible for the remaining SRB payments.

4. Upon assignment to college under MECEP, I agree to extend or reenlist in order to have the required 6 years of obligated service. I further agree to reenlist or extend to acquire a 6 year obligation at the end of my second year of studies in order to maintain a minimum 4 year obligation. I understand that upon

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graduation/commissioning, I will be required to serve 4 additional years of active service.

5. If selected, I agree to submit a copy of my grades for each semester/quarter and complete summer sessions to the Marine Officer Instructor for submission to the Commanding General, Marine Corps Recruiting Command (MRON) immediately after they are published. I understand that failure to do so may result in disenrollment.

6. Enclosures (1) through (12) are submitted as required by reference (a).

7. Full-length photograph (summer service "C", uncovered, left shoulder forward) is provided below.

Height \_\_\_\_\_ Weight \_\_\_\_\_ Date of Photograph \_\_\_\_\_  
Latest PFT Score \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_  
Pullup \_\_\_\_\_ Sit-up \_\_\_\_\_ Run Time \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

ENCLOSURE (1)

GUIDE FOR INTERVIEW BOARDS

1. GENERAL. This counseling guide is intended to assist commanders and interview boards in screening applicants for the Marine Corps Enlisted Commissioning Education Program (MECEP). Recent experience with the program has shown the following comments to be valuable in aiding commanders in the interview process.

a. Personal interest will pay dividends. It is just as necessary to identify and encourage the likely prospect as it is to isolate and discourage the unlikely prospect.

b. The prospect must volunteer freely if the program is to continue to produce applicants who are to be commissioned as career officers in the regular Marine Corps.

c. Desire and enthusiasm are definite assets, but there is no substitute for scholarship. Scholarship, however, will not assure success unless accompanied by dedication. Stringent tests of the students' dedication will appear both in the rigorous academic regimen of the MECEP Preparatory School and in the militarily demanding regimen of the Officer Candidate School.

d. Under no circumstances should an applicant be denied the opportunity to decline the training.

2. COUNSELING GUIDE - EXPLAIN IN DETAIL TO THE APPLICANT.

a. The applicant should be closely questioned as to the sincerity of the intentions to pursue diligently the course of instruction provided, as well as a career as a regular Marine officer.

b. The applicant should be advised that acceptance in the program carries with it 6 years of active duty obligation while enrolled; following commissioning, a 4 year obligation for service as a Marine officer is incurred.

c. The applicant should also be advised that, as a competitor, final selection for participation will be made by a board convened at the Marine Corps Recruiting Command on the basis of the guidelines set forth in paragraph 9b of this Order.

d. The applicant should review the applicable references available through normal administrative channels.

e. The applicant should know that disenrollment for any reason will result in reassignment for duty elsewhere in the appropriate MOS.

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f. The married applicant should be counseled on the necessity for close and constant cooperation between both partners when facing the requirements of a new and uniquely demanding assignment.

g. The applicant should be aware of assignment policies to the MECEP Preparatory School, to a specific college upon completion of the preparatory course, and to a major field of study while in school (refer to paragraphs 9c, d and e of this Order).

h. The course of study is normally 4 years in length. Students with advanced college standing will be required to complete their course of studies in the minimum time necessary.

3. Interview Board Report.

a. A report, in approximately the following format, should be submitted to the commanding officer for each applicant and included as enclosure (1) to the individual's application.

b. The evaluation contained in paragraph 1 of the report shall be made as a result of observation of the applicant's appearance, articulation, manner, bearing, deportment, attitude, and knowledge exhibited through extemporaneous responses to questions on the Marine Corps current events, and any other characteristics considered appropriate by the board.

c. The recommended format is as follows:

From: Senior Member, MECEP Interview Board  
To: Commanding Officer

Subj: INTERVIEW AND COUNSELING FOR THE MECEP PROGRAM:  
CASE OF GRADE, NAME, SSN, MOS, COMPONENT

Ref: (a) MCO 1560.15L

1. The applicant has been interviewed for MECEP as required by the reference. The evaluation contained in this report is based on the guidance contained in paragraph 3b, enclosure (2) of the reference.

2. The applicant is believed to be: (Select appropriate phrase.)

a. Highly motivated toward MECEP and a career in the Marine Corps as a commissioned officer.

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- b. Highly motivated toward MECEP but uncertain as to a military career.
  - c. Undecided about MECEP and a career in the Marine Corps as a commissioned officer.
  - d. No longer motivated.
  - e. Unsuitable for consideration (reason cited below).
- 3. Applicant has been counseled and fully understands all items in paragraph 2 in the "Guide for Interview Boards."
  - 4. The applicant (is) (is not) recommended for consideration.
  - 5. Other remarks considered pertinent:

---

(Signature)  
(Senior Member of Interview Board)

---

(Signature)  
(Senior Member of Interview Board)

---

(Signature)  
(Senior Member of Interview Board)

ENCLOSURE (2)

GUIDE FOR HANDWRITTEN STATEMENT

1. Write in the first person in longhand, using black ink and narrative style. Originality in the manner of presentation is encouraged. The topics listed below will be covered:
  - a. Date and place of birth.
  - b. Parents and family.
    - (1) Birthplace of parents and their occupation.
    - (2) Brothers, sisters, wife, children, if any.
  - c. Resume of schooling.
  - d. Resume of military experience.
  - e. Resume of civilian employment, if any.
  - f. Places you have lived.
  - g. Hobbies, athletics, clubs, and interests.
  - h. Home of record/legal residence.
  - i. Choice of study and colleges with reasons for choices.
  - j. Type of duty desired when commissioned.
  - k. Explain why you want to be a Marine Corps officer.
2. The applicant must add the following as the last line in the statement: "I certify that I have personally prepared this handwritten statement without any outside assistance."

SAMPLE FORMAT OF EDUCATION OFFICER'S ACADEMIC EVALUATION SHEET

1. Grade, Name, SSN, Primary MOS of MECEP Applicant
2. a. DOB: \_\_\_\_\_ b. SAT: V \_\_\_\_\_ M \_\_\_\_\_
3. a. High School Graduate: YES/NO  
b. College Work Attempted: YES/NO  
c. Names and Addresses of High Schools and Colleges  
Transcripts requested from:  
  
\_\_\_\_\_
4. a. GED Equivalency: YES/NO  
b. (If yes) Test Score (Percentile): (1) \_\_\_ (2) \_\_\_ (3) \_\_\_  
(4) \_\_\_ (5) \_\_\_
5. a. CLEP: YES/NO  
b. (If yes) Test Score (Percentile): (1) \_\_\_ (2) \_\_\_ (3) \_\_\_  
(4) \_\_\_ (5) \_\_\_
6. Verification of Academic History (Year/Semesters/Quarters Hours, etc.)

SUBJECT	HIGH SCHOOL				COLLEGE LEVEL	
	9	10	11	12		
ENGLISH	_____	_____	_____	_____	_____	_____
ALGEBRA	_____	_____	_____	_____	_____	_____
GEOMETRY	_____	_____	_____	_____	_____	_____
OTHER MATHEMATICS	_____	_____	_____	_____	_____	_____
PHYSICS	_____	_____	_____	_____	_____	_____
CHEMISTRY	_____	_____	_____	_____	_____	_____
OTHER SCIENCE	_____	_____	_____	_____	_____	_____
FOREIGN LANGUAGE	_____	_____	_____	_____	_____	_____
HISTORY/SOC SCI	_____	_____	_____	_____	_____	_____

/s/ Signature of Education Officer  
Typed Name of Education Officer

ENCLOSURE (4)



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SAMPLE DATA SHEET

Name:	Last, First, Middle Initial
Maiden Name:	If applicable
SSN/Primary MOS:	000 00 1775/0151
Rank:	Corporal (E-4)
Date of Rank:	911202
Security Investigation Code:	5
Race/Ethnic Code:	N/Y
Legal Residence:	Iowa
Military Address:	_____
	_____
DSN:	_____
Commercial:	_____

SAMPLE LETTER REQUESTING HIGH SCHOOL TRANSCRIPTS

Date

Principal  
Name of High School  
Address of High School

Dear Sir:

I was graduated from (name of high school) on (date). I am now seeking an opportunity to participate in the Marine Corps Enlisted Commissioning Education Program (MECEP).

At your earliest convenience, please forward one copy of my official transcripts to the Commanding General, Marine Corps Recruiting Command (MRON), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, and one copy to (address of education officer who will complete the Academic Evaluation Sheet). Preaddressed envelopes are provided for this purpose.

Please ensure that transcripts are complete and that my final class standing, scores on any standardized tests if available, and an explanation of your marking system are included. I further request that the school seal be applied to the transcript or that it be signed by an authorized official.

Sincerely,

\_\_\_\_\_  
NAME, GRADE, SSN OF APPLICANT  
MILITARY ADDRESS OF APPLICANT

ENCLOSURE (6)

SAMPLE LETTER REQUESTING COLLEGE TRANSCRIPTS

Registrar  
Name of College  
Address of College

Dear Sir:

I attended (name of college) during (dates). I am now seeking an opportunity to participate in the Marine Corps Enlisted Commissioning Education Program (MECEP).

At your earliest convenience, please forward one copy of my official transcripts to the Commanding General, Marine Corps Recruiting Command (MRON), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775, and one copy to (address of education officer who will complete the Academic Evaluation Sheet). Preadressed envelopes are provided for this purpose.

The transcripts must contain evidence of my eligibility for readmission to your institution. If a cost is involved, please bill me at the address given below.

Sincerely,

---

NAME, GRADE, SSN OF APPLICANT  
MILITARY ADDRESS OF APPLICANT

ENCLOSURE (7)

SAMPLE FORMAT OF  
COMMANDING OFFICER'S CHECKLIST FOR MECEP APPLICATIONS

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ SSN \_\_\_\_\_ MOS \_\_\_\_\_

YES

- \_\_\_\_ 1. ENDORSEMENTS  
\_\_\_\_ CO'S RECOMMENDATION
- \_\_\_\_ 2. APPLICANT'S BASIC LETTER  
\_\_\_\_ 6 YEARS OBLIGATED SERVICE  
\_\_\_\_ PHOTOGRAPH
- \_\_\_\_ 3. ENCLOSURES
- \_\_\_\_ a. FINDINGS OF THE REVIEW BOARD
- \_\_\_\_ b. REPORT OF MEDICAL EXAMINATION (SF88) IN DUPLICATE  
\_\_\_\_ (1) BLOCK 60 (IF BLOCK 59 IS OTHER THAN 20/20)  
\_\_\_\_ (2) BLOCK 71 (AUDIOGRAM)
- \_\_\_\_ c. REPORT OF MEDICAL HISTORY (SF93) IN DUPLICATE
- \_\_\_\_ d. HANDWRITTEN STATEMENT
- \_\_\_\_ e. SRB PAGES NAVMC 118 (3)  
\_\_\_\_ NAVMC 118 (8a)  
\_\_\_\_ NAVMC 118 (12)  
\_\_\_\_ NAVMC 118 (23) or Record of Service (ROS)  
\_\_\_\_ BIR/BTR
- \_\_\_\_ f. DD 295
- \_\_\_\_ g. EDUCATION OFFICER'S ACADEMIC EVALUATION SHEET
- \_\_\_\_ h. HIGH SCHOOL AND COLLEGE TRANSCRIPTS (AND GED TEST  
\_\_\_\_ RESULTS IF APPLICABLE) REQUESTED
- \_\_\_\_ 4. STATEMENT OF ELIGIBILITY
- \_\_\_\_ a. U.S. CITIZEN
- \_\_\_\_ b. CPL OR ABOVE
- \_\_\_\_ c. AT LEAST 20 BUT NOT 26 YEARS OF AGE BY 1 JULY OF  
\_\_\_\_ YEAR APPLYING FOR MECEP
- \_\_\_\_ d. SAT OF 1000, OR ABOVE

COMMANDING OFFICER'S

NAME \_\_\_\_\_

DSN NUMBER \_\_\_\_\_

COMMERCIAL NUMBER \_\_\_\_\_

ENCLOSURE (8)

SAMPLE FORMAT OF APPLICATION FOR APPOINTMENT

(Name and address of NROTC unit)

Date

From: Grade/First, Middle Initial, Last Name/SSN/MOS/Component  
To: Commanding General, Marine Corps Recruiting Command (MRON)  
Via: Commanding Officer, NROTC Unit, Name of School

Subj: APPOINTMENT IN THE MARINE CORPS; REQUEST FOR

Encl: (1) Report of Medical Examination (SF88) in Duplicate  
(2) Report of Medical History (SF93) in Duplicate  
(3) Transcript of College Credits Earned to Date  
(4) Enlistment/Reenlistment Documents  
(5) Birth Certificate  
(6) Certificate of Personal Security Investigation  
Clearance and Access

1. I request to be appointed a second lieutenant in the U.S. Marine Corps. I understand that I may not tender my resignation as an officer until I have completed at least 4 years of commissioned service.

Signature in full

FIRST ENDORSEMENT

From: Commanding Officer, NROTC Unit, Name of School  
To: Commanding General, Marine Corps Recruiting Command (MRON)

1. Forwarded.
2. The subject Marine is expected to receive a baccalaureate on (day, month, year). (Name) successfully completed summer training on (date), or will attend summer training on (date).
3. (Name) is recommended for appointment in the Regular Marine Corps.

CO's signature

ENCLOSURE (9)