
MCO P 1100.73

**MILITARY PERSONNEL PROCUREMENT
MANUAL, VOLUME 3
OFFICER PROCUREMENT
(MPPM OFFPROC)**



U. S. MARINE CORPS

PCN 102 005905 00

E. M. C. 102

a. Take additional photographs of the applicant in PT gear. Males will wear PT shorts only, while females will wear PT shorts and a T shirt. The photographs will consist of a front and profile view of the applicant.

b. To determine body fat percentage for male applicants, use figure 2-44. For female applicants, figure 2-45 will be utilized.

c. Record the height, weight, all measurements, and body fat percentage on the photograph page as described in paragraph 3(a) above.

d. Place the original photographs and measurements behind the photograph page in the application.

2209. CHARACTER AND BACKGROUND

1. Applicants for any Reserve officer candidate program must not have been convicted by court-martial of any offense, or by civil authorities of an offense which involves any offense for which the maximum penalty under the Uniform Code of Military Justice (UCMJ) includes dishonorable discharge or confinement for 1 year or more. Evidence of character will be obtained through use of the following forms:

- a. Personal Information Questionnaire (NAVMC 10064) (Figure 2-30).
- b. Personnel Security Questionnaire (National Agency Check) (DD Form 398-2) (Figure 2-16).
- c. Fingerprint Card (FD-258) (Figure 2-15).
- d. Marine Corps Drug Policy Statement of Understanding (Figure 2-32).
- e. Officer Selection Evaluation Form (NAVMC 124) (Figure 2-29).
- f. Application for Officer Programs (NAVMC 10418-1) (Figure 2-22).

Instructions for completing these forms are contained in section 3 of chapter 2.

2. The following definitions of court-related terms are provided to assist in determining an applicant's qualifications.

a. Adverse Juvenile Adjudication

(1) Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on merits of the case or on the juvenile's admission of guilt or plea of guilty, and that the determination was recorded in the court's records, and

(a) Regardless of whether sentence was then imposed, withheld, or suspended, and

(b) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of subsequent proceedings used in juvenile courts in the United States are "expungement," "record sealing," reopening the case to change the original finding of "guilty" or "delinquency," or the plea of "guilty" or admission of the truth of the allegations in the petition, to "not guilty," dismissal of the original petition, setting aside the adjudication of "delinquency." Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

(2) The term "adverse juvenile adjudication" is an adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a juvenile court as the result of an offense. The term

i. Body Fat Photograph/Measurement Page. If an applicant is over the maximum weight according to figure 2-43 of this Manual, a body fat photograph will be taken per paragraph 2208 of this Manual and included in the application. Additionally, the height and weight will be listed, as well as the appropriate body measurements, computation, and body fat percentage. Figures 2-44 and 2-45 provide instructions for calculating body fat percentages.

j. One Hundred Word Statement (Figure 2-28). To assist the District Screening Board and the Officer Candidate Selection Board at Headquarters Marine Corps in evaluating the applicant's grammatical ability and potential as well as motivation for commissioning, each applicant must write a statement (100 words or less), setting forth the reasons they desire to be selected for participation in a Marine Corps commissioning program.

k. NAVMC 124 (Rev. 9-85) Officer Selection Evaluation Form (Figure 2-29). The evaluation will be completed by the OSO on each applicant.

(1) The information required on the top of the form is self-explanatory.

(2) When rating the individual, the OSO should consider the following definitions and fully consider the applicant's age, personal characteristics and, most importantly, the applicant's potential to serve as a commissioned officer. The applicant should be evaluated truthfully, and the inflation of marks to skew the applicant's real potential is to be discouraged.

SUPERIOR - Outstanding potential based on demonstrated performance.

ABOVE-AVERAGE - Demonstrated capabilities ahead of peers.

AVERAGE - Demonstrated capabilities typical of peers.

BELOW AVERAGE - Capabilities on a lower scale than that of peers.

INFERIOR - No capabilities or growth potential demonstrated.

NOT OBSERVED - Insufficient contact to give an opinion.

(3) The intent of the narrative portion of the NAVMC 124 is for the OSO to explain any apparent weakness in the application or to explain why a waiver(s) should be granted. It can also be used to provide other relevant information on the applicant that is not already present in the application. It should not be used to restate qualifications/information that is located in other sections of the application.

(4) The reverse of this form provides space for the OSO to list the high school and college extracurricular activities in which the applicant has participated, as well as a brief description of the applicant's work history.

l. NAVMC 10064 (Rev. 9-85) Personal Information Questionnaire (Figure 2-30). The OSO will forward a Personal Information Questionnaire (PIQ) to at least 10 persons to be named by the applicant, for completion and return as character references.

(1) An applicant must include the following as character references:

(a) The Dean of Men/Women, Dean of Student Affairs, or comparable official of the applicant's current college who would be cognizant of the applicant's disciplinary record on campus. This does not include the applicant's academic advisor, although the advisor may be asked to supply one in addition to the dean.

(b) At least one college professor.

(c) If applicable, the most recent employer.

(d) If the applicant is a member of the SMCR, the commanding officer, or inspector-instructor of the Reserve unit.

(2) Applicants should be advised that PIQ's from employers, educators, and other professional individuals are preferred to PIQ's from peers, close friends, relatives, and neighbors. The OSO will ensure that PIQ's are prepared neatly and professionally. A date must be typed in the upper right hand corner of the cover letter.

(3) All completed PIQ's, when returned to the OSO, will be included with the application. Under no circumstances will the contents of a PIQ, whether favorable or unfavorable, be discussed with an applicant. Because of the confidentiality of PIQ's copies will not be made or retained by the processing OSO or the district. At a minimum, five PIQ's will be forwarded with the application. These are:

- (a) Dean
- (b) One professor
- (c) Employer
- (d) Two others

(4) Those PIQ's forwarded to college officials and educators must contain an appropriate release statement from the applicant.

7. In cases where the OSO recommends disapproval of the applicant, only sections 5 and 6 of the OCA need be completed.

2303. THE OFFICER QUALIFICATION RECORD (OQR) NAVMC 123(a)

1. In addition to the OCA, an OQR will be prepared on each applicant for which approval is recommended. It will be assembled per figure 2-1. Instructions for completing the DD Form 4 Enlistment Contract, Statement of Conditional Enlistment, and the appropriate service agreements can be found in figures 2-4 through 2-13, respectively.

2. The other forms that are required in the OQR are as follows:

a. DD Form 2058 State of Legal Residence Certificate (Figure 2-31). The instructions for completing this form are self-explanatory.

b. Statement of Understanding of Marine Corps Drug Policy (Applicant for Officer Programs) (Figure 2-32). Each applicant will be counseled on the Marine Corps drug policy, using this form as a guide. The applicant and the OSO will sign the form which will be placed in the left side of the OQR.

c. NAVMC 118(11) Page 11 (figure 2-33). The page 11 will be placed on the right side of the OQR. It will be left blank except for women applicants. Women applicants will fill out a civilian clothing size entry on the page 11 (figure 2-34). This entry may be made by rubber stamp.

2304. OTHER REQUIREMENTS. During the processing and administration of officer candidates, other documents may be completed for a variety of different situations. An explanation of these forms and the occasions when required, must be understood by all officer selection personnel.

1. DD Form 369 Police Record Check (Figure 2-35). In cases where the OSO or district director determine that a background check of an officer applicant is necessary (i.e., several applicant admitted arrests), as many forms as necessary, will be prepared and forwarded to local police authorities for completion and return. Enter the applicant's full name, SSN, sex, race, and date of birth in addition to residence address and dates of residence. Local police checks will be requested from all places in which the applicant has lived since the age of 15 years to verify prior civil court actions, juvenile court actions, or that no records exist. Completed forms will be retained at the place of conditional enlistment until the time for disposal, and will