

MCO P1100.73

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



U . S . MARINE CORPS

PCN 102 005905 00

6. Commissioning Documents. The OSO will submit a Request for Appointment Form (figure 2-2) and a pre-commissioning physical examination not later than 4 months prior to the scheduled commissioning for each member.

7. Annual Administrative Requirements

a. PLC Audit. See section 4 of chapter 2 for specific requirements.

b. Request for Orders. The OSO's will ensure submission of NAVMC 10468, Request for Orders form with a completed Personnel Security Questionnaire (NAC) DD Form 398-2 to the CMC (MRRO-2) by 31 January for each member scheduled to attend PLC Senior Course training.

c. Academic Certification Form (ACF). OSO's will obtain an ACF and a transcript upon completion of the first academic term of each school year for each PLC. The OSO will review the completed documents and accomplish the following action:

(1) Retain the documents at the OSO level for each PLC member whose term and cumulative grade average is 2.0 (C) or higher, if the graduation date is unchanged and if they remain a regularly enrolled, full-time student, carrying and completing a normal academic load (12 hours).

(2) Forward to the CMC (MRRO-2) all ACF's and transcripts which confirm a term or cumulative grade point average below 2.0 (C) and/or indicates a member failed to complete or is no longer a regularly enrolled full-time student carrying a normal academic load. This member will be boarded to determine fitness for retention or placement on academic probation.

(3) Forward to the CMC (MRRO-2) all ACF's and transcripts on PLC members who are reporting a change in their graduation date.

(4) OSO's will ensure that the ACF and college transcripts/letters, when required, are forwarded so as to arrive at the CMC (MRRO-2) by 31 January.

8. Change to PLC Status. Any change affecting the status of a PLC candidate should be substantiated by documentation equal to that required in support of the initial application. The following are examples of recurring changes of status affecting members of the PLC Program and appropriate action on the part of the OSO:

<u>Change/Request</u>	<u>Action to the CMC (MRRO-2)</u>
Graduation Date	Letter supported by appropriate college official stating reason for change, ACF, and transcripts.
Physical Qualifications	Letter supported by pertinent medical evidence such as consultation, SF 88/93, x-rays, etc., as appropriate.
Training Increment	Letter supported by appropriate evidence. OSO endorsement to include a recommendation.
Cumulative or Semester Academic Average Below "C"	Letter, ACF, transcript, OSO recommendation.
College or University	Letter stating reason, transcript from past college, ACF from future college.
Interprogram Transfer	Letter requesting transfer, service agreement, SF 88/93 for aviation, appropriate documents indicated for law program.
Any Arrest	Letter supported by candidate's statement, OSO, and District endorsement.