

**CANDIDATE
REGULATIONS**



APRIL 2006

OFFICER CANDIDATES SCHOOL

MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5033

CANDIDATE REGULATIONS

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UNITED STATES MARINE CORPS
Officer Candidates School
2189 Elrod Ave
Marine Corps Combat Development Command
Quantico, Virginia 22134-5033

OCSO
P1530.2J
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OFFICER CANDIDATES SCHOOL ORDER P1530.2J

From: Commanding Officer
To: Distribution List

Subj: CANDIDATE REGULATIONS (SHORT TITLE: CAND REGS)

Encl: (1) LOCATOR SHEET

1. **Purpose.** To publish regulations governing the conduct of candidates in the Officer Candidates Class, Platoon Leaders Course (Junior, Senior, and Combined) and the Naval Reserve Officer Training Corps.
2. **Cancellation.** OCSO P1530.2I
3. **General.** This order sets forth regulations governing the conduct of all officer candidates while assigned to Officer Candidates School.
4. **Recommendations.** Recommendations concerning changes for revisions to this manual are invited and should be submitted to the Commanding Officer, Officer Candidates School (via the S-3 Officer).
5. **Action.** A copy of these regulations will be provided to each candidate for information and compliance.
6. **Summary of changes.** The changes for 2006 are significant and should be reviewed in their entirety.

7. **Certification.** Reviewed and approved on this date.

R. H. CHASE

DISTRIBUTION: Candidate companies
Copy to each candidate (1)

OCSO P1530.2J

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CHAPTER 1

MISSION AND ORGANIZATION

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CHAPTER 1

MISSION AND ORGANIZATION

1000. **MISSION**. To train, evaluate, and screen Officer Candidates to ensure that they possess the moral, intellectual, and physical qualities for commissioning and the leadership potential to serve successfully as company grade officers in the Operating Forces.

1001. **ORGANIZATION**. Candidates will be organized into training companies. The number of companies will depend on the total number of candidates reporting for training. The staff of each candidate company is organized with a company headquarters and two or more candidate platoons, depending upon the number of candidates in training. A company staff will consist of a Company Commander, Company Executive Officer, Company First Sergeant, Company Gunnery Sergeant, Company Police Sergeant, Company Clerk, and a Company Corpsman. The Platoon staff will consist of a Platoon Commander and three Staff Non-Commissioned Officers. This chain of command is established to maintain control in the company. Whenever candidates initiate any type of action within the chain of command (asking a question, etc.), they will always begin with the individual's rank, regardless of to whom they wish to speak.

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CHAPTER 2

EVALUATION

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CHAPTER 2

EVALUATION

2000. **PURPOSE**. The evaluation process provides a method and basis for screening candidates for commissioning.

2001. **GENERAL**

1. The evaluation of a candidate's abilities, performance, and potential is conducted in three categories:

- a. Leadership.
- b. Academics.
- c. Physical Fitness.

2. Eighty percent is the minimum passing grade in all areas of testing and evaluation. Minimum passing grades are considered as marginal and may be grounds for appearance before an evaluation board (para. 2006). Evaluations are rated as follows:

<u>PERCENT</u>	<u>RATING</u>
00-79	Unsatisfactory
80-83	Marginal
84-88	Average
89-91	Above Average
92-95	Excellent
96-100	Outstanding

2002. **WEIGHT OF EVALUATED EVENTS**. Evaluated events are assigned percentage weights based upon their relevance in measuring aptitude for commissioned service and the approximate time and effort devoted to preparation for them during the course. These events and their weights are shown below in the sequence they are normally tested and evaluated.

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<u>EVENT</u>	<u>PERCENTAGE WEIGHTS</u>				
ACADEMICS	OCC	PLCCOMB	PLCJR	PLCSR	NROTC
Weapons Performance	1	1	3	*	*
Weapons Written	1	1	3	*	*
Drill Written	1	1	2	*	*
Land Navigation	2	2	3	*	*
Day Compass Course	2	2	3	*	*
Night Compass Course	2	2	*	4	4
Marine Corp History I	2	2	3	*	*
Marine Corp History II	2	2	*	5	5
General Military Studies I	2	2	3	*	*
General Military Studies II	2	2	*	5	5
Leadership I	2	2	3	*	*
Leadership II	2	2	*	5	5
Operation Order Format	1	1	*	2	2
Tactics I	1	1	2	*	*
Tactics II	2	2	*	4	4
<u>Subtotal</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>
PHYSICAL FITNESS	OCC	PLCCOMB	PLCJR	PLCSR	NROTC
Inventory PFT	3	3	5	4	4
Combat Readiness Test	5	5	*	5	5
Obstacle Course	5	5	6	5	5
Final PFT	6	6	8	6	6
Endurance Course	6	6	*	5	5
Stamina Course	*	*	6	*	*
<u>Subtotal</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>

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LEADERSHIP	OCC	PLCCOMB	PLCJR	PLCSR	NROTC
Leadership Reaction Course I	3	3	7	*	*
Leadership Reaction Course II	7	7	*	8	8
Small Unit Leadership I	3	3	8	*	*
Command Evaluation I	10	10	15	15	15
Small Unit Leadership II	12	12	*	12	12
Command Evaluation II	15	15	20	15	15
<u>Subtotal</u>	<u>50%</u>	<u>50%</u>	<u>50%</u>	<u>50%</u>	<u>50%</u>
TOTAL	100%	100%	P/F	100%	100%

The inspection by the CO, OCS that takes place the final week is included in the Command Evaluation of all programs. Failure results in a 5% reduction of the overall final grade.

2003. **LEADERSHIP**. Officer candidates are continuously evaluated by members of the platoon and company staff. It is not expected that candidates initially possess all of the required leadership traits. By study, instruction, and practice, a reasonably intelligent person can become an effective leader. Candidates should be guided in their actions throughout the program by the leadership traits and principles contained in FM 22-100, Military Leadership, and FMFM 1-0 Leading Marines. Appendix A lists the traits and principles as well as providing some thoughts on leadership.

1. **Leadership Grade.** The leadership grade is derived from the following evaluations:

a. **Drill Evaluation.** This event requires the candidate to drill a squad-sized unit. The candidate will be evaluated on military bearing, confidence, and the ability to correctly execute the drill for the unit.

b. **Leadership Reaction Course I.** This is the opportunity for individual candidates to demonstrate leadership in a small group. A fireteam of candidates is given four problem-solving scenarios and the way that they react to a demanding environment is observed and evaluated.

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c. **Leadership Exams.** Depending on the program, candidates will take one or both of the exams, Leadership I and Leadership II. These exams are multiple-choice exams and consist of questions based upon subjects covered during leadership classroom instruction periods.

d. **Small Unit Leadership Evaluation I/II.** These are tactical problems that require candidates to apply knowledge attained from map, compass, and tactics instruction to practical problems. In SULE I, the candidates will be evaluated on their ability to direct and control a fireteam in the accomplishment of a mission. In SULE II, the candidates will be evaluated on their ability to direct and control a squad in the accomplishment of a mission. SULE II will be evaluated in conjunction with a second running of the Leadership Reaction Course (LRC) where each candidate is given the opportunity to act as a fireteam leader. SULE II is considered as the candidates' Leadership "final exam" for all programs except for the PLC JR program.

e. **Command Evaluation.** Based upon the recommendations of the platoon staff and their own observations, each Platoon Commander prepares a command evaluation on all candidates in his or her platoon. In the case of disenrolled or marginal candidates, a written summary of the candidate's performance is included in the command evaluation. The percentile grade is derived from evaluating the candidate's leadership performance and potential in the following areas:

- (1) Daily conduct and application of the 14 leadership traits.
- (2) Billet assignments (evaluated per para. 8003)
- (3) Inspection results, including the CO, OCS Inspection
- (4) Written assignments/Impromptu Speech
- (5) Daily personal appearance
- (6) PFT
- (7) Daily performance at physical training including close combat
- (8) Conditioning hikes
- (9) Individual Movement Course

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(10) Tarzan/Confidence Course

(11) Combat Course

(12) Peer evaluations

(13) Motivation and attitude

(14) Performance improvement

(15) Growth potential

2. **Non-weighted events.** Some evaluated events are not assigned weights, but are considered in determining the command evaluation grade. These events are described below:

a. **Written assignments.** From time to time, written assignments of varying lengths are assigned to candidates. Candidates are evaluated on their ability to express themselves clearly, logically, and concisely in writing. They are also evaluated on their knowledge of the leadership traits and principles, as presented in FM 22-100 Military Leadership or FMFM 1-0 Leading Marines. Written assignments fall into two categories:

(1) Standard assignments from lesson plans.

(2) Remedial assignments, which focus attention on noted discrepancies.

b. **Oral Communication.** During the cycle, all candidates will be formally evaluated on their ability to speak in front of a group. This could take place while a candidate is in the execution of a leadership billet, or at a time designated by the Platoon Commander.

c. **Combat Course.** This is a course of realistic obstacles that a candidate might expect to encounter on a battlefield. The candidates are expected to negotiate these obstacles utilizing techniques taught in Individual Movement classes. The combat course provides the Platoon Commander with an insight of a candidate's physical courage, stamina, endurance, and his/her motivation.

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d. **Confidence Course.** This event is run during each course and is designed to test a candidate's physical ability, self-confidence, and physical courage. Candidates must successfully negotiate each obstacle over the entire course to receive a score of 100%.

e. **Tarzan Course.** This event is designed to test a candidate's confidence and ability to work at varying heights. On completion of the demonstration, candidates will be expected to negotiate all the rope obstacles correctly.

f. **Pugil sticks.** This is a practical application event simulating close combat encountered on the battlefield. All candidates are expected to utilize basic rifle bayonet fighting techniques as taught in the close combat classes. The pugil stick bouts provide the Platoon Commander with an insight of a candidate's aggressiveness, physical courage, physical ability, and his/her motivation.

g. **Peer evaluation.** Candidates will be required to evaluate all members of their squad at various times during the program. Additionally, candidate billet holders evaluate subordinate billet holders on their performance. Candidates will write squad peer evaluations and peer billet evaluations using the Evaluation Report Form (Appendix C).

h. **Conditioning hikes.** The purpose of conditioning hikes is to build endurance and self-confidence, and to measure physical courage and stamina. Candidates will participate in hikes ranging from 3 to 15 miles.

3. Leadership forms/reports

a. **Evaluation reports (Appendix C).** These forms are used by candidates to record squad peer evaluations and peer billet evaluations. It is important to remember that these evaluations are confidential and are not to be shown to or discussed with other candidates. The platoon staff will explain how to fill out the forms. Evaluations themselves will be in accordance with para. 8003.

b. **Candidate Interview Forms.** Commonly referred to as “chits”, there are many variations of the Candidate Interview Form. These forms are used to record counseling sessions held between a staff member and a candidate. The following are the various types of chits that candidates will encounter.

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(1) **Billet Evaluation.** Candidates will receive this chit from their platoon or company staff counterpart upon completion of a leadership billet. Candidates will be guided in the execution of their billets as outlined in Chapter 3 of these regulations.

(2) **Inspection Report.** Inspection reports are used to record individual discrepancies noted at inspections and bring them to the attention of the candidate concerned. If the discrepancy is flagrant, or has a direct bearing on his/her leadership potential, the candidate will have the opportunity to write their plan for corrective action on the report. An example of the Inspection Report is included in Appendix D.

(3) **Standard Candidate Interview Form.** Candidates will receive this type of chit for recording miscellaneous counseling sessions between a staff member and the candidate. An example of this type of chit is included in Appendix E. Typically, these chits may be given to candidates who:

- become a disciplinary problem.
- act inappropriately as determined by the Platoon Commander or platoon staff.
- demonstrate consistent sub-standard performance in any area (e.g. two consecutive marginal or below inspections; failure to complete scheduled physical training events, not as a result of injury or illness, etc.).
- perform in a noteworthy manner.
- Score an 83% or below

4. **General Performance Counseling.** These sessions will be held during various times throughout the cycle. They will focus on each candidate's overall performance, both positive and negative. The staff member conducting the counseling will provide goals and specific corrective action as to improve a candidate's performance. Much as in the same manner as a chit, the candidate will be given the opportunity to write down the specific actions they will take in the future to either maintain their favorable performance or correct their deficiencies.

2004. ACADEMICS

1. **Academic Evaluation.** Academic evaluation is based on the results of scores attained on written and practical examinations covering basic military subjects presented in the course. The passing grade for all examinations is 80 percent. All candidates will be counseled on their performance for all exams. Candidates who have a failing or marginal academic average may be

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subject to disenrollment. Academic testing will cover general military subjects (GMS) and tactics. The following is a breakdown of tested subjects in each area.

GMS: Weapons Performance Test, Weapons Written Test, General Military Subjects Tests, Day and Night Compass Courses.

Tactics: Tactics I and II Examinations.

Written Leadership Examinations will not count towards the academic grade, but rather towards a candidate's overall leadership score.

2. **Cheating and Collusion.** At OCS, as well as anywhere else in the Marine Corps, violations of integrity will not be tolerated. The reputation of the Marine Officer corps is based on the integrity of each officer. Any candidate who observes cheating will immediately report the incident to the duty officer/instructor. Any attempt on the part of a candidate to give, receive, or have in his/her possession, any unauthorized information or material during an examination shall be considered as an integrity violation which constitutes grounds for dismissal from the program. Cheating also consists of any attempt to obtain unauthorized information. Whether or not the information is actually received or used is irrelevant.

2005. PHYSICAL FITNESS

1. **General.** Sound physical fitness is a necessary attribute of a Marine Officer. In this sense, physical fitness is the ability to perform certain physical acts that test strength, agility, coordination, and muscular and cardiovascular endurance. About ten hours of each training week are devoted to physical conditioning.

a. Total fitness requires progressive body development through the balanced coordination of all muscle groups. When carried out correctly, this will result in overall fitness, proper posture, and stimulation of mental reaction.

b. This concept calls for physical training methods that develop the individual completely to maximum capacity with no imbalance in total fitness.

c. While most Marines do crunches, pull-ups, and run in preparation for the Physical Fitness Test (PFT), total fitness demands maximum development of all muscle groups and

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cardio-vascular fitness. The PFT is only part of this concept and is only one means of testing designated parts of total fitness.

2. **Physical Fitness Grade.** The physical fitness grade is derived from the following events:

a. **Combat Readiness Test (CRT).** The Combat Readiness Test is a field-oriented evaluation of a candidate's muscular and cardiovascular endurance. The test consists of five events for which the candidate receives a numerical score based upon the number of repetitions completed or the time taken to complete each event. These events are:

- (1) Rope Climb.
- (2) Push-ups.
- (3) Evacuation (fireman's carry).
- (4) Advance by fire and maneuver.
- (5) Combat run.

All events are completed with utilities, boots, helmet, rifle, cartridge belt, suspender vest, two canteens (full of water), magazine pouch, and first aid pouch, or a combination thereof.

b. **Physical Fitness Test (PFT).** The Marine Corps Physical Fitness Test will be administered at various times to measure the quality and degree of each candidate's strength and endurance. Candidates will receive a numerical grade on the test based on their overall score. Platoon staff members are the primary evaluators for the PFT. The test consists of the following events:

(1) MALE PHYSICAL FITNESS TEST

EVENT	MAXIMUM/SCORE
Pull-ups	20/100 pts
Crunches (2 minutes)	100/100 pts
3 mile run	<u>18 minutes/100 pts</u>
	300 pts

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(2) FEMALE PHYSICAL FITNESS TEST

EVENT	MAXIMUM/SCORE
Flexed-arm hang	70 sec/100 pts
Crunches (2 minutes)	100/100 pts
3 mile run	<u>21 minutes/100 pts</u> 300 pts

*While at Officer Candidates School the minimum passing score (80%) on the PFT for all Marine Officer Candidates will be 225 points, regardless of age or gender.

c. **Obstacle Course.** The Obstacle Course is designed to test a candidate's agility, strength, and endurance. All candidate programs are evaluated on a single run for a weighted grade, except for PLC JRs. Platoon staff members are primary evaluators for the Obstacle Course.

d. **Endurance Course.** Candidates will receive a numerical grade based on the time required to complete the course. All candidates will complete the Obstacle Course, a designated run, the Stamina Course, and designated obstacles on the Combat Course. Portions of the event are conducted with combat equipment. Platoon staff members are the primary evaluators for the Endurance Course.

e. **Stamina Course.** This course is run by PLC JRs in place of the endurance course. Candidates will receive a grade based on time to complete the course. Candidates complete the Obstacle Course, a designated run, and the Junior's Stamina Course. Portions of the event are conducted with combat equipment. Platoon staff members are the primary evaluators for the Stamina Course.

3. **Height / Weight Standards.** The provisions of MCO 6100.10, Weight Control And Military Appearance, apply to all candidates.

2006. EVALUATION BOARDS

1. Company evaluation boards may be convened for the purpose of interviewing candidates who:

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a. Demonstrate unsatisfactory or marginal performance, (i.e. they fail to adjust to military life, cannot retain basic military knowledge, fail to demonstrate leadership potential, or demonstrate traits which negate their value as Marine Officers and would be a detriment to the Marine Corps if retained in the program).

b. Obtain a failing average in leadership, academics, or physical fitness. In some cases, marginal averages in these areas may be grounds for appearing before an evaluation board.

c. Obtain a failing command evaluation.

d. Obtain a failing PFT score.

e. Obtain a failing score on five or more weighted events.

f. Obtain a failing average overall.

* Candidates from the PLC JR course will not typically be subject to evaluation boards. However, the Company Commander has the authority to conduct an evaluation board on any candidate for serious incidents, such as integrity violations, Unauthorized Absence, belligerence, or any other violations of the UCMJ.

2. The Company Commander will inform the candidate if he/she is to be retained in the company or referred to the Commanding Officer, Officer Candidates School. Company boards are convened as necessary, but normally not earlier than the third week of training. The Commanding Officer will convene OCS Boards as necessary to determine whether candidates will be retained in the program or disenrolled as appropriate. Only the CO, Officer Candidates School has the authority to disenroll a candidate.

2007. AWARDS

1. The following is a brief description of each award given to deserving candidates at the end of each course.

a. **Phil Yeckel Award.** This award is a wristwatch presented to the graduate with the highest composite average in the OCC and the PLC (Combined) courses.

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b. **National Society Daughters of the American Revolution Award.** This is a wristwatch presented to graduates with the highest composite average in each increment of the PLC SR course.

c. **Marine Corps Association Awards.** The Marine Corps Association presents two separate awards to honor graduates of Officer Candidates School.

(1) A plaque is presented to the graduate with the highest composite average in each NROTC and OCC course.

(2) A leadership certificate is awarded to the candidate with the highest leadership average in each class/increment of the PLC SR, PLC COMB, and NROTC.

(3) Gung Ho Award. This award is a certificate presented to one candidate from each platoon of the PLC JR course that best exemplifies the phrase “Gung Ho” as determined by his/her peers. “Gung Ho” is a Chinese phrase interpreted as meaning “Work Together” and “Extremely Motivated”.

d. **Commandant's Trophy.** This award is presented to the honorman with the highest composite average in the PLC Combined and Senior courses. In the case of PLC Juniors, this award is presented to the graduate chosen by his/her peers and company staff members. The primary award is a traveling trophy that goes from college to college. The recipient receives a miniature of this trophy.

e. **Royal Marine Trophy.** Originally presented by Royal Marine Lieutenant Colonel T.M. Wesson, the Royal Marine Trophy is a platoon award presented to the OCC platoon that accumulates the highest total points in the following physical fitness events: Obstacle Course, Final PFT, and the Endurance Course. The average test score of each platoon determines the standings of each event. Points are earned as follows:

1st place --	40	4th place --	25
2nd place --	35	5th place --	20
3rd place --	30		

Ties will be broken in favor of the platoon having the highest Final PFT average.

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f. **Daughters of American Colonists Award.** This award is an engraved silver tray presented to the woman officer candidate compiling the highest composite average. WOCs in the OCC program compete for this award.

g. **Colonel I. Robert Kriendler Leadership Award.** This award is an engraved Officer's Mameluke Sword presented to the OCC graduate with the highest leadership average.

h. **Marine Federal Credit Union (MFCU) Award.** This award, in the form of a plaque and a \$150.00 check for the purchase of professional books, is presented to the candidate who has attained the highest academic average, PLC (JR) excluded.

i. **CO, OCS Award.** This award is a certificate from the CO, OCS that is presented to the candidate having the highest overall physical fitness score in each course.

2. To be eligible for any award, a candidate must have completed all weighted and graded events in that particular area of evaluation. Ties are resolved in favor of the candidate with the higher leadership average. These grades determine key billet holders for parades and recipients of appropriate awards upon completion of the course.

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CHAPTER 3

TRAINING

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CHAPTER 3

TRAINING

3000. **GENERAL**. The training of officer candidates is basic in nature and is divided into eight general categories:

1. Drill, inspection, and ceremonies.
2. Physical training and conditioning.
3. Leadership.
4. Weapons.
5. Professional development.
6. Small unit tactics.
7. General military subjects.
8. Miscellaneous.

3001. **DAILY ROUTINE**. Classes are held daily, initially Monday through Sunday; and later in training, Monday through Saturday. Candidates are required to attend all classes unless excused by proper authority. The length of the training day will vary according to the type of instruction being given.

3002. **CANDIDATE / INSTRUCTOR RELATIONSHIP**. The candidate/instructor relationship is maintained on a formal military basis. No candidate may enter into any financial arrangements, loans, or gift giving with any staff member. Candidates and staff members will not go on liberty together, nor will candidates be invited to a staff member's quarters.

3003. **MARINE CORPS TERMINOLOGY**. A partial list of terms used in the Marine Corps is given in Appendix I (Marine Corps Terminology). All candidates will become thoroughly familiar with this list by the end of the first training week.

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3004. **GRADE STRUCTURE**. Appendices J and K show the insignia for the enlisted and officer ranks of all the military services, respectively. These appendices will be studied and known by all candidates by the end of the first training week.

3005. **CANDIDATE BILLETS**. Throughout the course, candidates will be assigned various fireteam, squad, platoon, and company level billets as a means of evaluating leadership potential.

1. **Identification.** All billet holders will wear the appropriate insignia of grade. Enlisted and officer insignia will be centered on a red tab, 1 1/2" square, and worn as depicted in figure 3-1, page 3-14.

2. **Duties.** Specific duties for candidate billet holders are contained in Chapter 8 of these regulations.

3006. **REPORTING PROCEDURES**

1. **General.** On occasion when candidates find it necessary to address an instructor, they will follow the general procedure outlined in the sub paragraphs below. The term "Sir/Ma'am" will be used when addressing all officers. When addressing enlisted company staff members, the proper designation will be used, (e.g. Gunnery Sergeant, Staff Sergeant, etc.). All enlisted Marines will be addressed by their grade (e.g. Sergeant, Corporal, etc.).

2. **Individual Candidates.**

a. **Reporting to an instructor in an office.** Candidates will be required to properly address staff members at all times. When reporting to an instructor in an office, the candidate will stand to the side of the hatch and bang his/her hand three times. He/she will then address staff members using the format given below. Candidates will only enter an instructor's office when ordered to do so. When entering the office space, the candidate will center him/herself one pace in front of the desk and remain at attention until told otherwise. When dismissed, he/she will come to attention, and say "Dismissed, Aye, Aye Sir/Ma'am", take one step backwards, give an appropriate greeting, about face, step off.

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Format.

Appropriate Greeting:	“Good morning / afternoon / evening ...”
Identification of Senior:	“... Sir/Ma’am / Gunnery Sergeant / Staff Sergeant, etc.”
Identification of Candidate:	“... Candidate _____ ...”
Identification of Action:	“... reporting to _____ as ordered ...”
	“... requests permission to speak to _____ ...”..
Identification of Senior:	“... Sir/Ma’am/Gunnery Sergeant/ Staff Sergeant, etc.”

Examples.

“Good morning Sir, Candidate _____ requests permission to speak to the Platoon Commander, Capt. _____ Sir.”

“Good evening Gunnery Sergeant, Candidate _____ reporting to Gunnery Sergeant _____ as ordered Gunnery Sergeant”

b. **Relief/posting.** The old and new candidate billet holders will present to the appropriate instructor themselves (the old billet holder is to the right of the new billet holder), given the guidance above. The old candidate billet holder says, "Sir/Ma'am, Candidate _____ reports as old _____ (billet)". He then presents his/her log, and/or makes a verbal report of salient matters. When the instructor notifies the old candidate billet holder that he/she is relieved, he/she comes to attention and dismisses him/herself in the manner as given above. The new candidate billet holder then reports, "Sir/Ma'am, Candidate _____ reports as new _____ (billet)." Once the staff member informs the new billet holder that he/she is posted, the candidate dismisses him/herself as previously stated.

c. **Reporting from formation.** When reporting to an instructor from formation, it is a matter of what squad the candidate is in. If in the 1st squad, the candidate will simply come to attention and march to the instructor in the most direct manner. If in the 2d or 3rd squad, the candidate will come to attention, take one step backward, execute the appropriate facing movement, and proceed in the most direct route around their squad. Candidates will travel at port arms during this movement. The candidate will then halt two paces in front of the instructor, execute order arms and report in the same manner as given in para. 3006.2.a. If the candidate is under arms or covered, and reporting to an officer, a salute will be rendered as in the normal fashion. When dismissed, the candidate will come to attention, say "Dismissed, Aye, Aye, Sir/Ma'am", take one step back, and give the appropriate greeting and salute (officers).

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Once the salute is acknowledged, the candidate faces about, comes to port arms, and returns to position in ranks.

d. **In class.**

(1) **Reporting the company.** Candidate company billet holders will report their company to an instructor in the classroom when the company is prepared for instruction. The Candidate Company Commander will report the company to all officer instructors. The Candidate Company First Sergeant will report the company to all enlisted instructors. The following procedures will be utilized:

(a) The candidate will wear a cartridge belt and cover.

(b) The candidate reporting the company will call the company to attention from the rear of the classroom.

(c) The candidate will march to the instructor, center him/herself in front of the instructor at the position of attention and then delivers the report. During the report, the candidate gives the appropriate greeting and states, "Sir/Ma'am, Candidate _____ reports _____ (Alpha, Bravo, etc.) Company, _____ (number of) Marine Officer Candidates and _____ (number of) M16A2 Service Rifles present and prepared for instruction." The candidate remains at the position of attention and awaits further instructions from the instructor. If the instructor is enlisted he/she will be addressed by his rank.

(d) After receiving instructions from the instructor, the candidate will state, "Aye, Aye Sir/Ma'am," give the appropriate greeting, execute an about face, carry out the instructions, and take a seat.

(2) **Recovering the company.** Upon completion of a period of instruction, the instructor will center him/herself on the company at attention and state, "Candidate Company Commander/1stSgt." The Candidate Company Commander/1stSgt will then report two paces in front of the instructor and awaits orders. The instructor will then order the Candidate Company Commander/1stSgt to "take charge of the company and carry out the plan of the day." The candidate will respond, "Aye, Aye Sir/Ma'am/Enlisted rank" and then take charge of the company.

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(3) **Questions/Answering.** When a candidate asks a question, volunteers information, or is called upon to answer a question he/she will stand, come to attention, state "Sir/Ma'am, Candidate _____, company/platoon", and ask a question, give comments, or answer a question, as appropriate.

3. **Units.** Candidate leaders will report squads, platoons, and companies as instructed. During inspections, the candidate will report, "Candidate _____ (position held) Candidate _____ (name) reports _____ (unit) formed for inspection, Sir/Ma'am."

4. **Officers approaching a group or unit.** Candidates under actual instruction observing the approach of an officer will NOT call the group/unit to attention. Should an officer approach a group of candidates not actually under instruction, e.g. during a "break", the group will be brought to attention by the first candidate observing the officer approaching.

3007. MILITARY COURTESY

1. Military courtesy is shown to all. It is shown to juniors as well as to seniors. It is shown within all grades and on all occasions. Courtesy shown to a senior indicates respect for authority and responsibility. Courtesy shown to a junior is an expression of appreciation and respect for the essential part he plays as a member of the same service.

2. The most well known of all military courtesies is the hand salute. It is the most obvious and most used. It has long been a form of greeting. Military courtesy requires juniors to salute first. This is not an acknowledgment of inferiority, rather a gesture of mutual respect. For this reason, saluting is not a one-sided act and should always be considered as a mutual exchange of greeting between two military personnel.

3. The salute is rendered willingly, promptly, and must be executed smartly and correctly. The manner and spirit of executing the salute are outward indications of military training and an indication of the morale of the individual as well as the unit in which he or she serves. Nothing so characterizes good Marines as correct saluting habits. A smart, correctly executed salute should become as much a part of the Marine as his/her uniform.

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4. Occasions for saluting.

a. Outdoors.

(1) **Officers.** Officers should be saluted at any distance less than thirty paces. Thirty paces is given because it is roughly the maximum distance from which insignia can be easily recognized. If the officer is approaching, the salute should be executed when he/she is about six paces away. If his/her route will not bring him within six paces he/she should be saluted at the point of nearest approach.

(a) After an officer has been saluted, if he/she remains nearby and no conversation takes place, no further salute is required.

(b) When addressed by an officer, or when addressing an officer, the officer should again be saluted when the conversation ends. Candidates will stand at attention unless otherwise directed by the officer.

(c) If an officer is in civilian attire, or athletic dress, and is recognized, he/she should be saluted, and given an appropriate greeting.

(d) An officer riding in a privately owned vehicle will be saluted as if he/she were seen walking. All officers' vehicles have a blue sticker.

(e) If passing an officer, and both the officer and candidate are moving in the same direction, the candidate will come abreast of the officer on his/her left and state "By your leave, Sir/Ma'am" and execute a salute. The candidate continues after the officer has saluted and replied, "granted" or "carry on."

(f) When engaged in field training, all officers are saluted, including officers of the company, unless directed otherwise. Officers outside the company chain of command and any foreign or national dignitaries will always be saluted. Obviously, if candidates are directly involved in the execution of a tactical problem, undergoing instruction, etc.; a salute is not necessary.

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(2) **Music.**

(a) During parades, when "Ruffles and Flourishes" and "Hail to the Chief" are played, individuals not in formation will stand at attention and salute.

(b) On the first note of either the "National Anthem" or "To the Colors," individuals not in formation will face the direction of the flag, stand at attention, and hold the salute until the last note is played, and resume activities once "carry on" is played.

(c) Individuals will come to attention during the "Marines' Hymn," but will not salute.

(3) **Flag.**

(a) Except when the flag is being raised or lowered, flags displayed from a mast will not be saluted.

(b) When the colors are carried on a staff by persons on foot, they will be saluted within six paces from the point of nearest approach, except when "cased" (encased by a waterproof cover). The salute is held until the colors have passed by a similar distance.

b. **Indoors.** Candidates will salute indoors only when under arms. "Under arms" refers to Marines on duty who traditionally require arms, even if no arms are carried. When on such duty, Marines will wear a pistol belt and remain covered. When in such a duty status and reporting to an officer, a salute is rendered, even if the officer being saluted is not wearing a cover. In cases such as this, the candidate will hold the salute until acknowledged.

5. **Types of salutes.**

a. **Hand Salute.** When standing, the hand salute is always given from the position of attention. If in motion, the salute is rendered only at quick time, never at double-time. The salute is always rendered with military sharpness and accompanied with an appropriate greeting (good morning/afternoon/evening Sir/Ma'am). Once rendered, the salute is not terminated until acknowledged by the officer being saluted.

b. **Rifle Salute.** There are four rifle salutes.

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(1) **Left/right shoulder.** The salute executed from this position is rendered outdoors at a halt or while marching at quick time

(2) **Order Arms.** The salute executed from this position is rendered indoors or outdoors.

(3) **Trail Arms.** The salute is executed as if at order arms.

(4) **Present Arms.** This is a distinct honor, as a Marine at present arms represents the authority of the nation. Only troops in formation participating in a ceremony, or sentinels on post, are granted the privilege of saluting in this manner. Present arms is not to be used as a rifle salute except when in formation or posted as a sentinel.

c. **Sling Arms.** When carrying the rifle at sling arms. The hand salute is rendered while the left hand grasps the sling chest high. This is not considered a rifle salute, but rather a form of a hand salute.

3008. **MILITARY DISCIPLINE**

1. **Definition.**

a. Discipline is necessary to ensure the efficient performance of every military duty. For military purposes, we define discipline as a prompt and willing responsiveness to commands and compliance with regulations. Effective, efficient, and economical battlefield performance is established as the ultimate objective of military discipline. It is that standard of personal behavior, work requirement, courtesy, appearance, and ethical conduct, which indoctrinates Marines, singly and collectively, to perform their mission to the optimum.

b. Discipline is not something to be feared. It is not the same as punishment. Discipline imposed by force or fear of punishment is not sound leadership. Reprimand and correction play their part in enforcing good discipline, but common sense and discretion must dictate the circumstances for their use. Thus, restriction, extra duties, court-martial, and confinement should not be construed as discipline in themselves, but instead as correcting poor discipline.

2. **Self-discipline.** The best kind of discipline is self-discipline. Self-discipline amounts to a candidate having control of him/herself and doing what is right because he/she wants to. A

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leader must be able to depend upon his/her men to do their duty correctly and voluntarily, whether or not anyone is checking on them.

3. **Evaluation.** The Marine Corps has a reputation of high standards of moral conduct and integrity. Candidates will be evaluated throughout the course on their ability to abide by all rules and regulations and exercise sound discipline at all times, to include leave and liberty.

3009. **TRAINING SCHEDULE.** The training schedule will be posted in each company's area on the appropriate bulletin board. It will show the instruction to be presented, the uniform, equipment required, study references (if appropriate), and the time and place of instruction.

1. **Responsibilities.** Each candidate will keep fully informed of the daily schedule of instruction. He/She will appear promptly for formations, in the proper uniform, and with the proper equipment. It is a candidate's individual responsibility to be attentive and properly prepared for each class.

a. **Classroom Conduct.** Candidates will conduct themselves in a professional manner at all times.

- No talking amongst others is allowed while class is in session.
- During breaks, talking should be kept to a minimum, and only for candidate company business.
- Candidates may drink water from their canteens during the conduct of the class.
- Head calls are restricted to breaks. If an EMERGENCY head call must be made while class is in session, the candidate will move OUTBOARD (away from the middle of the classroom) and march toward the head. If the candidate's path takes him/her across the middle of the classroom he/she will still move outboard, march to the rear of the classroom, continue to the far side and then to head.
- Candidates will not begin to put gear away at the conclusion of a class until directed to do so.

a. **Study Assignments.** Study assignments may appear on the posted training schedules or may be assigned verbally by the instructor. Candidates who take the initiative to preview forthcoming materials should have little difficulty in maintaining a satisfactory academic average.

b. **Notes and Records.** Each candidate will keep a comprehensive file of notes and instructional material for ready reference, review, and future use.

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(1) All candidates will possess the required notebooks and stationary supplies. A loose-leaf notebook will normally be carried to instruction within the school area. A pocket size notebook will be carried during field training.

(2) Each candidate will keep a file of credit and debit receipts covering any transaction involving drawing and/or turning in articles for which he/she is held responsible. This includes items such as weapons, individual equipment, manuals, etc.

2. **Taps.** On training days, free time is normally available for candidates at 2100, upon completion of a training exercise, or as the Company Commander designates. This time period is to be utilized for the candidate's personal use (squaring away gear, writing letters, personal reflection, etc.). Depending on the training evolution, lights out/taps is sounded at 2200. No studying or other work is allowed after taps without the permission of the Company Commander.

3010. **REFERENCE MATERIAL.** Textbooks, including Field Manuals and Marine Corps Education Center Publications, are furnished to candidates early in the program. Candidates are required to return all manuals issued.

3011. **LIMITED/NO DUTY TRAINING.** Candidates may be placed in a limited duty or no duty training status, after a sick call examination by a medical officer or independent duty corpsmen.

1. **Training Status.** Candidates in a "no duty status" are excused from all training for the period specified. Candidates in a "limited duty status" will participate in all classroom instruction and examinations, in addition to participating in "limited" drill, physical training, and field exercises as directed by competent medical authority. In those cases where the candidate cannot participate he/she will observe the restricted event.

2. **Liberty Status.** The general provisions concerning liberty for candidates are contained in para. 5001. Medical conditions described herein modify those provisions. Candidates in a "limited duty status" are restricted to Marine Corps Base, Quantico and Quantico Town. Request for exception to the restrictions placed on limited/light duty candidates will be made to the Company Commander prior to the commencement of liberty. Candidates in a "no duty status" are restricted to the barracks, the dining facility and on-base locations of religious services. Candidates on "bed rest" are restricted to the barracks.

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3. For more information on Medical / Sick Call procedures, refer to Chapter 7.

3012. MISSED INSTRUCTION

1. **Procedures.** The procedures set forth herein will be followed to account for candidates who will be absent from instruction. The Company First Sergeant will maintain a sick bay log in the company area. It will be the individual responsibility of each candidate to make appropriate entries when he/she is to be absent from any scheduled instruction. This log will not be confused with the liberty log, which is used to indicate absence from the command outside normal working hours. The candidate will enter into the sick bay log: time out, time of return, reason for absence, and duty status. The following additional instructions apply to such absences:

a. During scheduled training, each candidate will report to his/her Candidate Squad Leader prior to departure and immediately upon return.

b. In case of an emergency absence, the candidate concerned will personally report to the Company First Sergeant immediately upon return.

c. Candidates returning from appointments, or upon discharge from any hospital, should report to Bradley Hall for disposition.

2. **Retention in Training.** A candidate who misses an excessive amount of training time may be subject to appearing before an evaluation board. This board will determine whether he/she should be recommended for retention or disenrollment for failure to evaluate.

3013. INSPECTIONS

1. Weekly scheduled inspections of personnel, rifles, equipment, clothing, and barracks are usually held on Saturday mornings/afternoons.

2. Unscheduled inspections are held at the Company or Platoon Commander's discretion. These unscheduled inspections are conducted to ensure the habitability and cleanliness of the barracks and the security of personal gear and weapons.

3. Refer to Appendix F for an illustration of a type of display used in the scheduled inspections.

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FIGURE 3-1
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WEARING OF BILLET INSIGNIA

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CHAPTER 4

CLOTHING AND EQUIPMENT

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CHAPTER 4

MARINE CORPS UNIFORM, CLOTHING, AND EQUIPMENT

4000. **UNIFORM CLOTHING**. Candidates are issued uniform clothing and are responsible for the proper care and fit of all uniform items. Only regulation uniform clothing will be worn. Appendix G is provided as a guide to the proper wearing of the candidate uniform.

1. **General.** All articles of uniform clothing will be marked in the prescribed manner. Instructions on the proper marking of clothing are given in Appendix H. Candidates will not mark clothing until directed to do so.

4001. **UNIFORMS**

1. **Belts.** Khaki web belts with brass/gold colored buckle are the only belts authorized for wear for candidates at OCS. All other belts, civilian or military (including “Rigger’s” belts), will not be worn while in uniform.

a. Web belts will be issued large enough to allow for shrinkage. After having been laundered at least three times, the length will be corrected by cutting the non-tipped end. When worn correctly, the tipped end will extend to the wearers left, not less than two inches and not more than four inches beyond the buckle edge. Soiled or frayed belts will not be worn.

b. The buckle of web belts will always be worn locked. The serration of the lock should be secure squarely (perpendicularly) across the belt.

2. **Billet Insignia.** All billet insignia will be worn as prescribed in paragraph 3005.1 of these regulations. Articles of insignia, ornaments, and decorations prescribed by Marine Corps Uniform Regulations will be worn exposed on the uniform only during the commissioning ceremony.

3. **Camouflage Uniform.** The only authorized utility uniform is the woodland MARPAT camouflage utilities and the desert MARPAT utilities

a. Camouflage uniforms will be worn in accordance with Marine Corps Uniform Regulations as amplified in Appendix G, and marked in accordance with Appendix H. They will not be pressed or dry-cleaned.

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b. The camouflage cap will not be worn under the helmet. Visors will not be rolled, curled, or otherwise shaped.

Camouflage blouses will be marked as follows:

c. **Nametapes**

(1) Front of Camouflage Blouse

(a) The candidate's last name (and initials in some cases) will be stenciled in the center of a white cloth nametape using black ink and 1/2-inch stencil. Tapes will be a minimum of six inches long.

(b) Name tapes will be sewn directly above and parallel to the left breast pocket.

(2) Back of Camouflage Blouse

(a) The candidate's last name will be stenciled in black ink with a one-inch stencil on the center of a white cloth nametape. Tapes will be a minimum of twelve inches long.

(b) The nametape will be placed on the back of the camouflage blouse, four inches below the collar and centered on the garment.

(c) Name tapes will be sewn on the garment neatly. White thread will be used.

d. The camouflage uniform, or parts thereof, may be prescribed for wear as a working, athletic, or field uniform.

4. **Boots.** All boots will be brushed, washed free of dirt and cleaned. Boots. Cushion sole socks will be worn with field boots. Utility trousers will be bloused with blousing bands or other appropriate fasteners unless otherwise directed.

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5. Service Uniform

a. When issued, service uniforms will be maintained and worn according to Marine Corps Uniform Regulations.

4002. TRAINING UNIFORMS AND EQUIPMENT.

1. **Uniforms.** The uniform of the day will be MarPat green utilities with green undershirt unless otherwise directed. The uniform for physical training events will be dictated depending upon the training being conducted, but the normal P.T. uniform will be green shorts/shirt or boots and utilities.

2. Special Instructions

a. During the hot weather period (1 May - 30 September), camouflage blouses will be removed and trousers will be unbloused when designated.

b. Gortex jackets, gloves, watch caps, or ponchos may be prescribed as required by the Company Commander.

3. **Equipment.** Equipment worn on a daily basis whenever candidates are in training will be the cartridge belt with two canteens. Additional gear worn on a daily basis will be directed by the Company staff.

4. **Contents of Pack.** During hikes, administrative moves, and bivouacs candidates may be required to wear/carry the ALICE pack. The pack will contain some or all of the following items. Detailed packing lists will be published prior to any field event.

1 Poncho	1 Pair of boot laces
1 Blanket *	1 Pair of field gloves *
1 Sleeping Bag *	1 Set long underwear *
½ of 2-man tent	1 GorTex Jacket *
1 Poncho Liner	1 toothbrush and paste
1 Camouflage Uniform	1 Flashlight, extra batteries
1 Pair of Socks	1 Notebook
1 set of underwear	Shaving Kit
1 washcloth, foot powder, soap	MREs (rations)

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1 set of rifle cleaning gear
1 Watch cap *
1 Soft Cover

Entrenching tool
1 Camp Stool

* Depending on weather conditions

4003. **RESPONSIBILITY**. Certain items of government property will be issued on memorandum receipt to each candidate for use during the course. Individuals are responsible for the care, preservation, and safeguarding of such property. In the event of loss or damage to any article through negligence, candidates will be required to replace the item if possible, or reimburse the government for such articles. When government property is returned to the supply center, the original receipt should be obtained. If the original is not available, candidates should obtain a signed receipt for that property.

1. Candidates will inform their platoon staff of the loss or damage to any article issued to them as soon as practical after the loss is discovered. This notification will be followed by a completed lost/missing gear statement that describes the circumstances of the loss/damage, and the acknowledgment or refusal of responsibility for the loss/damage.

2. **WALL AND FOOT LOCKERS WILL BE KEPT LOCKED WHENEVER THE CANDIDATES ARE NOT IN THE IMMEDIATE VICINITY.** Lockers will be locked with a combination lock and the combination memorized immediately. **NO ATTEMPT WILL BE MADE TO FORCE THE HASP** or in any way damage the locker.

3. No government property will be removed from the confines of MCB, Quantico.

4. Candidate billet holders are responsible for posting appropriate security watches on rifles and equipment when stacked or grounded in company/platoon formations. No one except a recognized member of the company staff will be allowed access to any weapons.

5. Rifles, 782 gear, and PT uniforms will be marked as stated in Appendix Q.

4004. **COMMISSIONING UNIFORM**. The uniform for commissioning will be prescribed by the Commanding Officer, Officer Candidate School, and is normally the Service "A" uniform. Other than uniforms issued as part of OCS training (i.e. utilities), Officer Candidates who will be commissioned immediately after graduation are required to possess only the commissioning uniform prior to graduation.

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CHAPTER 5

ADMINISTRATION

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CHAPTER 5

ADMINISTRATION

5000. **LEAVE.** On a case-by-case basis, candidates may be granted leave during the course for emergency reasons. Verification by the Red Cross is normally required, and other provisions outlined in pertinent Marine Corps Regulations apply. The CO, OCS is the only person authorized to grant a candidate emergency leave.

5001. **LIBERTY.** Liberty is a privilege and not a right. The granting of liberty depends upon performance, the training schedule, and company duty responsibilities.

1. Types of Liberty

a. **OCS Liberty.** This liberty is limited to the Brown Field area including Bobo Hall and may be granted at the Company Commander's discretion. The use of phones and other privileges in the OCS area are authorized with this type of liberty.

b. **Base Liberty.** This liberty includes the privileges associated with OCS liberty and is geographically limited to the MCCDC reservation and the town of Quantico. This liberty is normally allowed for members of the weekend "Duty Platoon" when they are not required to actually stand duty in the squad bay. They have use of the facilities as noted in Chapter 9, para. 9008, of this order. Alcoholic beverages may not be consumed when in a duty status, or within twelve hours of an individual assuming duty. This includes light duty candidates.

c. **Normal Liberty.** Normal liberty is all other liberty. Candidates are limited to any area within an 80-mile radius of MCCDC. No candidates on liberty shall go beyond the geographic limits described without specific authorization of the Company Commander.

d. **Special liberty.** A liberty request/out of bounds pass will be issued to officer candidates for special liberty. Passes must be submitted to the unit commander authorized to grant liberty for approval and authentication. The limits of authorized travel will be indicated thereon. The form will be submitted in duplicate. The candidate will retain the original and the Company First Sergeant will retain the copy.

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2. **Off Limits.** Refer to Chapter 9, paragraph 9008 of this order for the listing of those areas off limits to candidates while at Officer Candidates School. Updates to this list will be posted on the company bulletin board and announced as part of the company liberty brief.

3. Liberty Passes

a. Candidates must have an appropriate identification card or a copy of their orders in their possession while on liberty. Each company will maintain a liberty log. Candidates will check in and check out in the company liberty log, regardless of the type of liberty authorized.

b. Prior to checking out on liberty, all candidates will be inspected by the Duty Instructor. The Duty Instructor will ensure that candidate civilian attire meets the guidelines defined in para. 5001.5.

c. Candidates will not be permitted beyond the general OCS area in athletic gear.

4. **Liberty Hours.** When authorized, weekend liberty normally commences at the completion of training on Saturday and expires at the Company Commander's discretion, but no later than 1900 on Sunday.

5. **Liberty Attire.** Civilian attire worn by candidates on liberty will be neat and presentable at all times. Lewd, provocative, bizarre, or controversial clothing will not be worn. Under garments will not be worn as outer garments. Clothing will not be dirty, ragged, or have any holes in it. Shoes, socks, and a belt for trousers with belt loops will be worn. Candidates will be instructed on proper liberty attire prior to the first authorized liberty period. As prospective officers, candidates are expected to exceed the minimum requirements and set the example in everything they do. Civilian attire is no exception, and the following additional restrictions are added. Subject to these restrictions, candidates will be allowed to wear civilian attire in the dining facility during all periods of authorized liberty.

a. **Shoes.** Ragged, worn, dirty, or unpolished shoes will not be worn. Sandals for men and running shoes are not authorized. Open toe sandals for women are authorized, but must have a closed heel (not flip-flop style). Military style boots are considered inappropriate and will not be worn.

CANDIDATE REGULATIONS

b. **Trousers.** Belts will be worn if there are belt loops. Bluejeans, cutoffs, unhemmed, ragged, patched or torn trousers are not authorized. Additionally, skirts and shorts are not authorized.

c. **Shirt / Blouse.** See-through transparent items are not authorized. Tank tops, halter-tops, sweatshirts, PT gear, or clothing with slogans will not be worn. Flimsy or excessively brief items are also prohibited. Shirts will be tucked in, if so designed. Shirts without a collar will not be worn. Buttons will not be missing. Shirts will not be unbuttoned below the second button.

d. **Jackets / Coats.** Will be in good taste and will not have slogans or patches (except blazer patches).

e. **Other Items.** Excessive jewelry will not be worn. Religious items are permitted. Body piercing, with the exception of women's earrings, is not permitted. Male candidates will not wear earrings. No candidate will wear any items through any previously pierced body parts such as tongue studs, navel rings, or sub-dermal devices. No military clothing will be worn with civilian clothing (web belt, socks, etc). Cowboy hats, baseball hats, and sweatbands are not authorized. Candidates will not carry or operate portable radios, TV's, or stereos. Ragged, torn, wrinkled, items with body odor stains, or soiled items are not allowed.

f. **Tattoos and Brands.** Candidates will not have a tattoo or brand placed on any part of their body while at Officer Candidates School.

6. **Conduct While on Liberty.** Candidates are continuously evaluated while at OCS, including the time they are on liberty. The highest standards of personal conduct will be maintained. Any misconduct while on liberty may result in disenrollment. During liberty, candidates are authorized to make phone calls (pay phones only), to purchase sodas and snack food (but will not consume them in the squadbay), and to use/consume tobacco and alcoholic beverages subject to MCCDC and state regulations (neither of which are authorized in the barracks area). Para. 5009 contains further information on this subject.

7. **Return from Liberty.** Candidates returning from liberty will be required to sign the liberty log while wearing proper civilian attire. Candidates will be clean-shaven upon return from weekend liberty. All discrepancies in attire and conduct will be identified, logged in the duty logbook, and forwarded to the appropriate Platoon Commander.

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5002. **PAY**

1. Candidates are usually paid the day prior or the day after regularly scheduled Marine Corps paydays (the 1st and 15th of each month, as adjusted for weekends and holidays). Payments may be made by check or cash. The last payment is usually a complete settlement for each candidate, less travel, which will be settled by the candidate in person with his/her OSO or upon arrival at TBS. All candidates must be prepared to make an initial purchase of a MCX "issue" consisting of essential housekeeping items and uniform accessories (normally around \$300).
2. Any questions concerning a candidate's pay should be directed to the Company First Sergeant via the chain of command.

5003. **MAIL**

1. Candidates' mail will be distributed at the end of the scheduled training day, unless prevented by field/training commitments. Outgoing mail will be posted in the U.S. mail letter drop boxes.
2. The correct mailing address for candidates at OCS is:

Cand. Name, Last Four Digits of Social Security Number
____ Platoon, ____ Company
2189 Elrod Ave.
Officer Candidates School
Quantico, Va. 22134-5033

5004. **MESSAGES**. A limited number of public pay telephones are available for personal calls. Telephones within the company office are official telephones and candidates shall only be permitted to receive emergency calls over office telephones. Candidate families who desire to leave messages should contact the candidates OSO/MOI. In emergencies, families should contact the American Red Cross or the OCS Chaplain at (703) 784-2926. As a last resort, per para. 6003.3, both candidates and their families may call the OOD or the candidates' company office.

5005. **OFFICIAL CORRESPONDENCE**. Official correspondence refers to all recorded communications sent or received by persons in the Naval establishment while in the execution of their duties. Candidates are to seek the advice and assistance of a staff member in all matters

CANDIDATE REGULATIONS

pertaining to preparation, forwarding, or receipt of official correspondence. All official correspondence will be transmitted via the chain of command.

5006. **RELIGIOUS SERVICES**. Religious services are held in the base chapel and Brown Field on Sunday and at such times and locations as may be announced by the OCS chaplain. Special provisions will be made for those candidates whose religious services are not held on the base.

5007. **BANKING**

1. A branch of the Bank of America is located in the Marine Corps Exchange. Personal checks not exceeding \$200 may be cashed in the main exchange. A branch of Marine Federal Credit Union is located on base near the back gate. Hours of operation for these establishments are available from your platoon staff. There are also two 24-hour automatic teller machines located at the main exchange.

2. An ATM machine of Marine Federal Credit Union is located in the hallway outside of the OCS PX. An ATM machine of the Navy Federal Credit Union and Bank of America are located in Quantico Town.

5008. **MARINE CORPS POLICIES ON ILLEGAL DRUGS**

1. **Drug Screening Program.** All officer candidates will have a urinalysis screening on, or immediately after, their arrival for training.

2. All candidates are subject to random urinalysis while at Officer Candidates School.

3. Officer candidates involved with illegal drugs will be disenrolled from OCS and subject to such disciplinary action as deemed appropriate by the CO of OCS.

5009. **FRATERNIZATION**. Details of the Marine Corps and OCS policy on fraternization are contained in the current OCS order 5370.1 and posted on the company bulletin board. Candidates will read and acknowledge in writing their understanding of this order prior to going on liberty. Candidates are required to obey all Marine Corps rules and regulations, and are subject to the Uniform Code of Military Justice while at Officer Candidate School. Officer candidates are forbidden from engaging in:

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1. Personal relationships with enlisted members in any of the armed forces, whether active or reserve.
2. Socializing with officers and enlisted members of the armed forces (including students at The Basic School) except at command authorized functions, or when authorized by the company commander.
3. Romantic or sexual relationships with other candidates while at Officer Candidates School.
4. Getting married while in a candidate status at Officer Candidates School without the prior consent of the CO, OCS.

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CHAPTER 6

SAFETY PRECAUTIONS

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CHAPTER 6

SAFETY PRECAUTIONS

6000. **PHYSICAL CONTACT**. Physical contact between candidates and staff personnel is strictly forbidden except for that prescribed in the training program, i.e. to make demonstrations and/or corrections in drill, physical training events, field training and during inspections.

6001. **BLANK AMMUNITION**

1. Blank cartridges are to be used only in prescribed training exercises. Extreme care must be taken in the use of blank cartridges.

a. Candidates will not fire blank ammunition until the destructive power of a blank cartridge has been explained and demonstrated.

b. Blanks will not be fired at a person at a distance of 20 meters or less.

c. When firing at night, weapons will be elevated to 45 degrees or higher. In no case will a weapon be fired directly at another person.

d. Blanks will not be fired without a BFA.

2. Any unexpended ammunition issued for use on field problems will be turned in to an instructor immediately upon completion of the exercise and prior to leaving the area. Ammunition, explosives, pyrotechnics, and other items are not permitted in the OCS area except as authorized by the CO of OCS.

3. If any unexpended blank ammunition is discovered in the Barracks, it should be turned over to the platoon staff immediately

6002. **DUDS**. Duds (cartridges of high explosive which have failed to detonate) may be encountered by candidates throughout the field training areas. Any items of ammunition found in the field will be assumed to be duds and candidates will comply with the following instructions:

1. Such items will not be touched or disturbed.

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CHAPTER 7

MEDICAL AND DENTAL TREATMENT

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CHAPTER 7

MEDICAL AND DENTAL TREATMENT

7000. MEDICAL TREATMENT

1. Morning Screening: Each platoon will have a corpsman assigned who is responsible for that platoons medical needs. Every morning except Saturday and Sunday, the platoon corpsman will be present at 0445 in the front of the squadbay to pre-screen any injuries or illnesses. Platoon corpsman will also be present after all Physical training events to screen the platoon again for injuries.

2. Sick Call. Sick call will be held in the barracks squadbay and at Bradley Hall, OCS Branch Medical Clinic at times indicated in the daily routine. Except in emergencies, candidates will first report to the Platoon Corpsman assigned. If the Platoon Corpsman is not available, candidates will report to the medical staff at Bradley Hall. Under no circumstances will candidates seek medical attention or aid without first consulting the medical staff.

3. Medical Treatment While on Leave or Liberty. Candidates requiring medical treatment or hospitalization while on authorized absence should endeavor to use Armed Forces facilities. When, due to sickness or injury, a candidate is unable to return to OCS at the expiration of leave or liberty, he/she will immediately notify the Officer of the Day and the Company Duty Officer or Duty Instructor by telephone. Upon his/her return, he will submit a statement obtained from a medical officer or a civilian physician regarding his/her physical condition.

4. Sick Call Procedures. Candidates reporting to sick call in non-emergency situations will use the following procedure:

- a. Notify their Candidate Platoon Sergeant via their Squad Leader.
- b. Checkout (physically, if at all possible) with their platoon staff and Duty Instructor.
- c. Sign-out in the Company First Sergeant's Sick Call log.
- d. Report to Sickcall using the rear hatch.

Upon release from medical:

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- a. Check in with the Duty Instructor and sign back in the Sick Call log.
- b. Annotate what training was missed on the back of the sick call chit, e.g. "0700 – 0900 3-mile platoon run."
- c. Check in with platoon staff and give a staff member the chit.
- d. Check in with Candidate Platoon Sergeant and Squad Leader.

7001. **HEALTH HINTS**

1. **Medication.** Candidates will not share nor give prescribed medication to another individual. Any unused medications will be returned to the Company Corpsman for disposition.
2. **Wood Ticks.** Wood ticks may be encountered on field exercises. Cases of Rocky Mountain spotted fever and lime disease have developed in this general vicinity and the following precautions should be taken:
 - a. Avoid tick bites by remaining in the proper uniform. Utility trousers should be bloused or tied around the boot or sock top.
 - b. It is important to remove ticks from the clothing or body as soon as possible. Inspection of the body and clothing should be made at least once, and preferably twice, daily. Upon returning from field exercises, all candidates should remove their clothing and make a careful search for ticks, paying special attention to the hairy parts of the body and the back of the neck and ears. "Buddy Aid" is essential to this process.
 - c. Ticks should be carefully removed from the body. Avoid crushing the ticks. Ticks should be removed under the supervision of the corpsman, if possible. After removal, the ticks should be killed and the area from which removed should be painted with an antiseptic, such as iodine. The hands should be thoroughly washed with soap and water.
3. **Chiggers.** During the summer months, chiggers present a serious problem in all field activities. Added to the discomfort caused to a person bitten by chiggers is the danger of infection and possible ulceration if the bites are not properly cared for.

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4. **Poison Oak/Ivy.** Poison oak, ivy, and sumac are found in abundance throughout the training areas. Care should be exercised during field events to avoid these plants. A cool shower upon return to the barracks will help prevent infection.

5. **Hot Weather Precautions.** All candidates will carry in their first aid pouch two Embarkation Tag cards. In addition to the mandatory instruction each candidate will receive on heat-related illness, the following simple rules for avoiding heat exhaustion and heat stroke during hot weather are offered:

a. Dehydration is rapid during hot weather. Candidates should drink water whenever possible.

b. Candidates should drink 10 to 12 canteens of water between reveille and taps. Do not wait until you feel thirsty!

c. Activity should not be overdone. If dizziness, lightheadedness, or nausea occurs, a break from activity should be taken and company staff personnel immediately informed.

d. Diet should be kept light prior to physical training. Sweets, caffeine, and food high in fats should be avoided. During meals, salting food helps prevent dehydration. Candidates are permitted to purchase Gatorade to supplement their water intake and maintain their electrolyte balance. Maintaining this balance is essential, especially during the warmer months that training is conducted.

6. **Cold Weather Precautions.** Candidates will receive classes on the dangers of cold weather and the following simple rules for avoiding cold casualties will be adhered to:

a. The “Buddy System” is used for observation of early signs of cold weather injuries. Company staff members will initiate and ensure candidates conduct “Buddy” checks of exposed body parts, including ears, hands, feet, and nose.

b. Candidates’ uniforms must be kept as dry as possible or a change of clothes made readily available.

c. Candidates will not participate in field training without a complete set of cold weather gear, to include socks, headgear, and gloves with inserts.

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d. Company staff members can require cold weather gear to be worn if the Company Commander deems it necessary for candidate safety or cold weather injury prevention. Company staff members will ensure the candidates use the proper layering process.

e. Candidates will notify company staff members as soon as possible if a cold weather injury is suspected or identified.

d. Dehydration. Although not a cold weather injury, dehydration may be caused by overdressing, the drying effect of cold weather, and decreased fluid intake. Dehydration can negatively affect the outcome of cold weather injuries. Candidates will consume 4 - 6 quarts of water daily. Dehydration is common in cold weather but is noticed less easily. Candidates need to hydrate continuously.

7. **Blisters.**

a. Company Corpsman will check the candidates' feet daily at reveille.

b. Materials for self-treating blisters are available in the company sick call area.

c. Wear 2 pairs of socks. Inner pair should be thin black nylon socks and the outer pair should be thick and woolen.

d. Pad hot spots (reddened areas) that are prone to friction with moleskin and tape in place before a vigorous PT event or hike.

e. Always consult a corpsman upon discovering any signs of blisters.

8. **Cellulitis.**

a. Cellulitis is a deep skin infection that is generally caused by open wounds that become dirty, or exposed to bacteria. The most common causes of Cellulitis at Officer Candidates School are due to poor hygiene or untreated / under-treated blisters.

b. Symptoms of Cellulitis include skin redness, heat, and pain near the site of an open wound. The redness, heat, swelling, and pain can quickly spread from the site of origin; i.e., from a blister on the heel to the entire lower leg. The wound may or may not weep with a

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yellow, foul smelling discharge. If untreated, Cellulitis becomes debilitating quickly and may require hospitalization.

c. Prevention.

- Keep cuts and abrasions clean.
- Always wear well broken-in footwear and boots for PT and Field exercises.
- **KEEP YOUR FEET CLEAN!!!**
- Change socks regularly, especially when they get wet.
- Have your Platoon Corpsman check any suspect blisters.
- Attend to blisters quickly and aggressively.
- **NEVER IGNORE THE SIGNS AND SYMPTOMS!!!**

7002. **DENTAL TREATMENT**. Only emergency dental work will be done while in a candidate status. Candidates will follow the same check out procedures as outlined in paragraph 7000.3.

7003. **ADMITTANCE TO HOSPITAL**. Candidates admitted to local hospital facilities, Bethesda Naval Medical Center, Maryland; or Dewitt Army Hospital, Fort Belvoir, Virginia; must take with them their toilet articles, study materials, and other personal items (except in emergency cases where it is obviously impractical).

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CHAPTER 8

ORDERS FOR CANDIDATE BILLET HOLDERS

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CHAPTER 8

ORDERS FOR CANDIDATE BILLET HOLDERS

8000. BILLET HOLDERS

- 1. General Duties.** The general duties of the various billet holders are described in this section. Additional duties will be explained when billet holders are posted. There are many actions which billet holders are expected to take during the exercise of their routine duties that must result from their own initiative and judgment. Their evaluation will be on the employment of these traits as well as their ability to follow orders. Coordination must be maintained with the company staff and other billet holders. All billet holders will be guided and evaluated in their actions according to the leadership traits and principles.
- 2. Security.** Candidate billet holders are responsible for posting appropriate security watches on rifles and equipment when stacked or grounded in company/platoon formations. No one except a recognized member of the company staff will be allowed access to any weapons.
- 3. Assignment Procedures.** Candidate billets are divided into fire team, squad, platoon, and company level billets. These billets are progressive in nature, with each succeeding level becoming increasingly complex and requiring more coordination and leadership ability. Each candidate will start at the fire team or squad level when possible and progress upward in his/her billet assignments, except PLC Seniors, who may begin their billets at any level. Depending on the size of the company, each candidate should serve in at least one company or platoon level non-tactical billet. These billets provide an administrative organization for the candidate companies, promote individual leadership training, and provide a means of evaluating each candidate's leadership potential.
- 4. Tour of Duty.** The tour of duty will generally be 48 to 72 hours. An individual candidate's tour may be shortened or lengthened, depending on the candidate's performance and/or the need by the staff to conduct further evaluation. All billet holders (from the Candidate Company Commander to each Candidate Fire Team Leader) will be posted and relieved at generally the same time. The time for candidate billet holders to be posted and relieved will be 1100 Monday, Wednesday, and Friday unless otherwise specified by the Company Commander.
- 5. Posting and Relieving.** Candidate billet holders will be posted, relieved, and critiqued by their staff evaluator as shown in paragraph 8003.2 of these regulations.

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8001. **OFFICER BILLETS.**

1. **Candidate Company Commander.** The Candidate Company Commander is the senior candidate in the company. He/she will wear the insignia of a captain per paragraph 3005.1 of these regulations. The Candidate Company Commander is responsible for the internal functioning of the company.

a. **Post.** The Candidate Company Commander will have no designated post and will move about the company area, OCS, or training areas as required to ensure proper supervision. The Candidate Company Commander will conduct liaison with the staff Company Commander, Company Executive Officer, and Company Duty Officer as directed. During hikes or administrative moves, the Candidate Company Commander will be positioned at the head of the company with the staff Company Commander. During formations, he/she will position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9). The Company Commander will attend all scheduled instruction.

b. **Specific Responsibilities.** Candidate Company Commanders have the following specific responsibilities:

(1) Ensure that all details involving the operations of the company are properly coordinated and completed. The Candidate Company Commander is responsible for everything the company does or fails to do.

(2) Be familiar with the duties of ALL subordinate billet holders and, while utilizing the candidate chain of command, properly supervise them in the execution of their duties.

(3) Comply with, and carry out, the training schedule.

(4) Maintain a company log book with a chronological record of events and action taken (See Appendix L, Sample Log Entries for examples).

(a) Entries will be made in the Candidate Company Commander's own handwriting using ballpoint pen and black ink.

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(b) No erasures will be made. Corrections will be made by neatly drawing a single horizontal line through the incorrect entry, initialing it, and entering the correct information.

(5) Prior to the start of the training day, report the number of candidates available for training to the Company Commander (or the Company Duty Officer if the Company Commander is unavailable). Know the names, location, and status of those candidates not available for training. Remain aware throughout the day of the status of all candidates not in training.

(6) Report to the Company Commander at least twice a day for instructions and to the Company Executive Officer as directed. If the Company Commander is not in the immediate area, i.e. after hours, report to the Company Duty Officer.

(7) Report to the Company Duty Officer for instructions prior to the start of the training day. Submit the reveille roll call report, and other reports as required throughout the day.

(8) Supervise the conduct of all company formations.

(9) Be present at all meal formations, inspect the food for quality and quantity, ensure that all junior candidates have eaten first; make appropriate log entries and report all meal discrepancies to the Company Duty Officer.

(10) Report the company to all OFFICER instructors (See paragraph 3006.2.d).

(11) Supervise subordinate billet holders in the preparation and evacuation of all bivouac sites.

(12) Sound liberty as directed by the Company Commander.

(13) Evaluate the performance of the Candidate Company Executive Officer, Candidate Company First Sergeant, and all Candidate Platoon Commanders on an evaluation report (See Appendix C).

2. Candidate Company Executive Officer. The Candidate Company Executive Officer is second in command of the candidate company. The Candidate Company Executive Officer is

CANDIDATE REGULATIONS

responsible to the Candidate Company Commander for the internal functioning of the candidate company headquarters. Candidate Company Executive Officers must keep themselves fully informed of all activities and be prepared to assume the duties of the Candidate Company Commander. They will wear the insignia of a first lieutenant per paragraph 3005.1 of these regulations.

a. **Post.** The Candidate Company Executive Officer will have no designated post, but will move about the company area, OCS, or training areas as required, to ensure proper supervision of subordinates. During hikes or administrative moves, position themselves at the rear of the company, with the Company Executive Officer. During formations, position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9). The Candidate Company Executive Officer will attend all scheduled instruction.

b. **Specific Responsibilities.** The Candidate Company Executive Officer has the following responsibilities:

(1) Assist the Candidate Company Commander in the performance of his/her duties and be prepared to assume those duties in the absence of the Candidate Company Commander.

(2) Be familiar with the duties of ALL subordinate billet holders and, while utilizing the candidate chain of command, properly supervise them in the execution of their duties.

(3) Report to the Company Executive Officer twice daily for special instructions.

(4) Supervise the activities of the candidate company headquarters in garrison and in the field ensuring they meet all designated responsibilities.

(5) Hold a rifle count with the Duty Instructor between 1100 to 1300 and again 1/2 hour prior to taps.

(6) Prior to the start of the training day, hikes, and at every stop in a hike, report the number of candidates available for training to the Company Executive Officer. Know the names of those candidates not available for training and their location. Remain aware throughout the day of the status of all candidates not in training.

CANDIDATE REGULATIONS

(7) Ensure that the company area of responsibility is well policed and that all maintenance discrepancies are reported to the Company Executive Officer.

(8) Ensure that those candidates requiring routine medical attention attend sick call.

(9) Ensure that the Candidate Company Gunnery Sergeant has set up the company guard detail.

(10) Evaluate the performance of the Candidate Company Gunnery Sergeant on an evaluation report (See Appendix C).

3. Candidate Platoon Commander. When assigned, the Candidate Platoon Commander is the senior candidate in his/her platoon. They will wear the insignia of a second lieutenant per paragraph 3005.1 of these regulations. He/She will exercise the control and supervision necessary to effectively control subordinate leaders and ensure the proper internal functioning of the platoon. Each Candidate Platoon Commander is responsible to the Candidate Company Commander for the functioning of his or her platoon.

a. **Post.** There is no designated post for the Candidate Platoon Commanders. They will position themselves where they can most effectively carry out their duties and where they can best control the bulk of their platoon. They must keep the Candidate Company Commander aware of their location. During hikes or administrative moves, they should position themselves at the head of the platoon with the Platoon Commander. During formations, they will position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9). The Candidate Platoon Commander will attend all scheduled instruction.

b. Specific Responsibilities

(1) Ensure that all details involving the operation of the platoon are properly coordinated and completed. They are responsible for everything the platoon does or fails to do.

(2) Be familiar with the duties of ALL subordinate billet holders and properly supervise them in the execution of these duties, utilizing the candidate chain of command.

(3) Report to the Platoon Commander at least twice a day for instructions.

CANDIDATE REGULATIONS

(4) Prior to the start of the training day, report the number of candidates available for training to the Platoon Commander. Know the names, location, and status of those candidates not available for training. Remain aware throughout the day of the status of all candidates not in training.

(5) Be present at all chow formations, ensuring that all junior candidates in your platoon have eaten first, and give a verbal report to the Candidate Company Commander concerning the quality and quantity of the food.

(6) Prior to the start of a hike, report to the Platoon Commander the number of candidates present for the hike, those not present and the reason why. Keep the Platoon Commander advised of the status of all candidates throughout the hike, particularly during and after breaks.

(7) Evaluate the Candidate Platoon Sergeant and Candidate Squad Leaders utilizing the evaluation report (See Appendix C).

8002. **NON-COMMISSIONED OFFICER BILLETS**

1. **Candidate Company First Sergeant.** The Candidate Company First Sergeant is the senior enlisted candidate billet holder in the company. He/she is responsible to the Candidate Company Commander for the internal functioning of the company, including the general conduct and appearance of the company in the company area. The Candidate Company First Sergeant will wear the insignia of a first sergeant per paragraph 3005.1 of these regulations.

a. **Post.** The post of the Candidate Company First Sergeant is with the company. He/she should position themselves where they can most effectively carry out their duties and must keep the Candidate Company Commander and Candidate Company Executive Officer fully informed of their location at all times. During hikes or administrative moves, the Candidate Company First Sergeant will be positioned initially with the Candidate Company Commander, but move up and down the column as necessary to maintain the formation. During formations he/she will position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9). The Candidate Company First Sergeant will attend all scheduled instruction.

CANDIDATE REGULATIONS

b. Specific Responsibilities

(1) Ensure that all candidate NCO billet holders are properly identified. Whenever candidate billet holders are temporarily absent during training hours, ensure that replacements are designated.

(2) Maintain a log book of all candidates who miss instruction. Included in the log will be the candidate's name, platoon, date, period of missed instruction, and reason why. Keep the Candidate Company Commander advised of all candidates who miss instruction. A consolidated list of candidates missing instruction will be submitted to the Company First Sergeant at the end of the training day.

(3) Submit correct company reports at reveille, all roll calls, expiration of liberty, and company formations.

(a) The reveille roll call report will be submitted to the Candidate Company Commander for further submission to the Duty Officer, and will include: (1) total on rolls; (2) total hospitalized, by name; (3) total absent, by name (4) any other facts concerning the presence or absence of any candidate.

(b) On non-tactical marches, an oral report on the condition of all candidates will be made to the Candidate Company Commander at each halt.

(4) Conduct all company formations.

(5) Ensure the promptness of the company at all formations and periods of instruction.

(6) Supervise all chow formations and ensure that all junior candidates have eaten first.

(7) Carry out other such written or verbal orders that may from time to time be given by members of the company staff or senior candidate billet holders.

(8) Report the company to all enlisted instructors.

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(9) Evaluate the candidate Company Gunnery Sergeant and all Candidate Platoon Sergeants on an evaluation report (See Appendix C).

2. **Candidate Company Gunnery Sergeant.** The Candidate Company Gunnery Sergeant will assist the Candidate Company First Sergeant in performing his/her duties. Be prepared to assume the duties of the Candidate Company First Sergeant in their absence. The Candidate Company Gunnery Sergeant will wear the insignia of a gunnery sergeant per paragraph 3005.1 of these regulations.

a. **Post.** The post of the Candidate Company Gunnery Sergeant is the same as for the Candidate Company First Sergeant. During formations, position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9), except that on hikes or administrative moves, initially position themselves with the Company Gunnery Sergeant at the rear of the company. Candidate Company Gunnery Sergeants will attend all scheduled periods of instruction.

b. **Specific Responsibilities**

(1) Ensure that all candidate billet holders are properly identified and notify the Candidate Company First Sergeant whenever a replacement is necessary for a candidate billet holder temporarily absent during training hours.

(2) Organize and supervise all company police details including daily police of the company area, field days, and police of classrooms and training areas following periods of instruction, also:

(a) Procure from the Company Gunnery Sergeant any items necessary to accomplish assigned police responsibilities.

(b) Inform the Company Gunnery Sergeant on a daily basis of the maintenance that is required in the company area.

(3) Verify for the Candidate Company First Sergeant all muster reports and consolidate the reports of candidates missing instruction submitted by the Candidate Platoon Sergeant.

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(4) On hikes, maintain a list (by platoon) of candidates who fall out or straggle. Submit the list to the Company Gunnery Sergeant at the conclusion of the hike.

(5) Alert and notify the company when to fall out for formation and instruction, instruct the Candidate Platoon Sergeants as to the correct uniform and equipment.

(6) Supervise all meal formations:

(a) Rotate the sequence in which the platoons eat.

(b) Ensure that all junior candidates have been served before passing through the mess line.

(c) Ensure hot meals are picked up for those candidates who did not attend morning, noon or evening meals. These meals will be taken to the company office, and retained in a refrigerator until such time as the candidate returns

(7) Carry out such orders as may be given from time to time by members of the company staff and senior candidate billet holders.

(8) Ensure that the guard detail has been set as required.

(9) Ensure rifles are properly secured after each movement. This will be conducted with the supervision of the Duty Instructor.

(10) Evaluate the Candidate Platoon Guides on an evaluation report (See Appendix C).

(11) Accompany the Candidate Company Executive Officer during rifle count.

(12) Ensure the company bulletin board is current.

3. Candidate Platoon Sergeant. Candidate Platoon Sergeants are the senior enlisted billet holders in their platoon. They are responsible to the Candidate Platoon Commander for the internal functioning of the platoon, including the general conduct and appearance of the platoon and platoon area. The Candidate Platoon Sergeant will wear the insignia of a staff sergeant per paragraph 3005.1 of these regulations.

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a. **Post.** The post of the Candidate Platoon Sergeant is with the platoon where they can best supervise the platoon. The Candidate Platoon Sergeant will keep the Candidate Platoon Commander and Candidate Company First Sergeant fully informed of their location at all times. During hikes or administrative moves position themselves initially with the Platoon Sergeant in the rear of the platoon, but will move up and down the column as necessary to maintain the formation. During formations, Candidate Platoon Sergeants will position themselves as shown in the Marine Corps Drill and Ceremonies Manual (See NAVMC 2691, Chapter 9). The Candidate Platoon Sergeant will attend all scheduled instruction.

b. **Specific Responsibilities**

(1) Instruct and supervise the Platoon Guide and Squad Leaders in their duties. Designate replacements whenever any of the assigned billet holders are temporarily absent during the training day.

(2) Organize and supervise platoon work details.

(3) Submit correct platoon reports to the Candidate Company First Sergeant or Candidate Platoon Commander when required.

(4) Conduct all platoon formations and movements.

(5) Ensure the promptness of the platoon at company formation and platoon level instruction.

(6) Supervise the platoon at all chow formations. Ensure that all junior members of the platoon have been served before passing through the mess line.

(7) Carry out such other orders as may be given from time to time by members of the platoon staff and senior candidate billet holders.

(8) Evaluate the Candidate Platoon Guide and Squad Leaders utilizing the evaluation report (See Appendix C).

4. **Candidate Platoon Guide.** The Candidate Platoon Guide is the second senior enlisted billet holder of the platoon. They will assist the Candidate Platoon Sergeant in the performance of

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his/her specific duties. The Candidate Platoon Guide will be prepared to assume the duties of the Candidate Platoon Sergeant in their absence. The Candidate Platoon Guide will wear the insignia of a sergeant per paragraph 3005.1 of these regulations.

a. **Post.** The post of the Candidate Platoon Guide is the same as that of the Candidate Platoon Sergeant. During formations, the guides will position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9), except that on hikes or administrative moves they will position themselves at the head of the platoon with the candidate platoon commander. The Candidate Platoon Guide will attend all scheduled periods of instruction.

b. **Specific Responsibilities**

(1) Ensure that the platoon's candidate billet holders are properly identified and notify the Candidate Platoon Sergeant whenever replacement insignia are required.

(2) Organize and supervise all platoon police details.

(3) Assist the Candidate Platoon Sergeant in supervising all platoon formations.

(4) Maintain the proper police and security of the platoon gear locker.

(5) Maintain all items of equipment temporarily issued to the platoon.

(6) Maintain the platoon bulletin board in a current status.

(7) Maintain a platoon log book of all candidates who miss instruction. Included in the log will be the candidate's name, platoon, date, period of instruction missed, and reasons why.

(8) Ensure ALL candidates within their platoon turn in new money serial lists whenever candidates spend money (i.e., PX call, hair cuts, returning from liberty etc.).

(9) Carry out such other orders as may be given from time to time by members of the platoon staff and senior candidate billet holders.

CANDIDATE REGULATIONS

5. **Candidate Squad Leader.** The Candidate Squad Leader is responsible to the Candidate Platoon Commander and the Candidate Platoon Sergeant for the internal functioning, appearance, and conduct of their squad. The Candidate Squad Leader will wear the insignia of a sergeant per paragraph 3005.1 of these regulations.

a. **Post.** The post of the Candidate Squad Leaders is with their squad where they can best supervise it. The Candidate Squad Leaders will keep the Candidate Platoon Sergeant fully informed of their location at all times. During hikes or administrative moves, position themselves at the head of their squad. During formations, they will position themselves as shown in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691, Chapter 9), and will attend all scheduled instruction.

b. **Specific Responsibilities**

- (1) Post and relieve fire team leaders.
- (2) Supervise the police of the squad's assigned area.
- (3) Know the location and duty status of each member of the squad at all times.
- (4) Inform the Candidate Platoon Sergeant of changes in personnel status as they occur.
- (5) Properly march the squad from place to place.
- (6) Carry out such orders as may be given from time to time by members of the platoon staff and senior candidate billet holders.
- (7) Evaluate each Candidate Fire Team Leader on an evaluation report (See Appendix C).

6. **Candidate Fire Team Leader.** The Candidate Fire Team Leader is the junior candidate NCO billet holder. The Candidate Fire Team Leader is responsible to the Candidate Squad Leader for the internal functioning, appearance and conduct of their fire team. Be prepared to assume the duties of the Candidate Squad Leader. The Fire Team Leader will wear the insignia of a corporal per paragraph 3005.1 of these regulations.

CANDIDATE REGULATIONS

a. **Post.** The post of the Candidate Fire Team Leader is with their fire team where they can best supervise it. The Fire Team Leaders will keep the Candidate Squad Leader fully informed of their location at all times. During hikes or administrative moves, the Fire Team Leaders should position themselves at the head of their fire team. Fire teams are normally in the squad in numeric order, (i.e., 1st, 2nd, 3rd etc.). Fire Team Leaders will attend all instruction.

b. **Specific Responsibilities**

(1) Supervise the police of their fire team's assigned area.

(2) Know the location and duty status of each member of the fire team at all times.

(3) Inform the Candidate Squad Leader of changes in the duty status of members of their fire team as they occur.

(4) Supervise the members of their fire team. During conditioning hikes and administrative moves, report to the Candidate Squad Leader on the status of each member of the fire team during all halts.

(5) Carry out such orders as may be given from time to time by members of the platoon staff and senior candidate billet holders.

8003. **COMPANY GUARD BILLETS**

a. Each candidate company maintains a security watch (composed of permanent personnel and candidates) in order to safeguard personal property and be on the lookout for fire at night. This security watch consists of the following:

(1) Duty Officer (staff)

(2) Duty Instructor (staff)

(3) Sergeant of the Guard (candidate)

(4) Corporal of the Guard (candidate)

CANDIDATE REGULATIONS

(5) Post #1 and #2 (candidates)

(6) Security Watch (candidate)

b. The Sergeant of the Guard is from the duty platoon. Specific instructions for each billet will be found in the company guard orders on the bulletin board.

c. All members of the candidate security watch will be guided in the performance of their duties by the General Orders (See Appendix M). Candidates will memorize all General Orders by the end of the first training week.

8004. **EVALUATION**

1. Whenever a candidate billet holder is relieved from their billet, he/she will receive a detailed evaluation using the evaluation report from their staff counterpart.

2. Candidate evaluation of candidate billet holders will be completed as indicated below. Candidate evaluation reports completed on candidate billet holders will not be shown to the individual concerned. Candidate billet holders will submit the reports on the billet holders they evaluate to their staff evaluator upon their relief. Candidate written evaluations will always be written in black ink.

CANDIDATE BILLET HOLDER	CANDIDATE EVALUATOR	STAFF EVALUATOR
Co Commander	Not Applicable	CO/XO
Executive Officer	Company Cdr.	XO
First Sergeant	Company Cdr.	Co 1stSgt
Gunnery Sergeant	Company XO	Co Gunnery
Platoon Commander	Company 1stSgt	
Platoon Sergeant	Co Cdr.	Platoon Cdr.
Platoon Guide	Plt Cmdr/1stSgt	Platoon Sgt
Squad Leader	Co GySgt/Plt Sgt	Platoon Sgt
Fire Team Leader	Plt Cmdr/Plt Sgt	Sergeant Inst.
	Squad Leader	Not Applicable

CANDIDATE REGULATIONS

CHAPTER 9

GENERAL INFORMATION

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CANDIDATE REGULATIONS

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CANDIDATE REGULATIONS

CHAPTER 9

GENERAL INFORMATION

9000. **BARRACKS**. All candidates (single or married) are required to reside in their assigned candidate barracks.

1. **Police by Candidates.** Each candidate will be responsible for the police, cleanliness, and orderly appearance of their clothing, bunk, locker, equipment, classroom space, and living space. Quarters will be ready for inspection during all scheduled hours of instruction. Candidates will assist in keeping clean all classrooms, bleachers, and field facilities they are using. Trash will be placed in proper trash containers.

2. **Security of Personal Effects.** Lockers will be locked with combination locks at all times when candidates are not in the immediate vicinity. Candidates are responsible for the security of their personal effects and are advised not to keep large sums of money or other valuables in their possession. Assigned lockers will be locked when not being used.

a. Per para. 9009, candidates will store luggage and items of personal property not needed for training in the unit luggage room.

b. The loss of personal effects will be reported immediately upon discovery to staff duty personnel.

3. **Bunk and Locker Regulations**

a. **Wall Locker.** All wall lockers will be arranged as shown in Figure 9-1. The candidate's name will be stenciled in 1/2" letters on a 6" strip of white adhesive tape 16" from the top of the wall locker and centered on the wall locker door. Each candidate's gear will be displayed as indicated below. Wall lockers will be locked at all times except when the candidate is present. Security cannot be OVEREMPHASIZED.

(1) **Outside Gear (Figure 9-3).** The ALICE pack will be centered on the top of the individual wall locker with the bottom of the pack to the front of the wall locker. The pack frame will be down and all straps buckled. The bottom edge of the pack frame will be flush with the forward edge of the wall locker. The helmet will be in the wall locker or pack when

CANDIDATE REGULATIONS

applicable. The cartridge belt will be buckled and placed on the same bedpost . All loose 782 gear will be stored inside the ALICE pack.

(2) **Clothing on Hangers.** Candidates will hang their clothing as shown and explained in Figure 9-1.

(3) **Top Shelf (Figure 9-1)**

(a) The top shelf is for drawers, socks, and undershirts.

(b) All items will be folded to the width indicated in Figure 9-1 and the folded edge will be forward and flush with the front of the shelf.

(4) **Bottom Shelf (Figure 9-1)**

(a) Extra blankets, when issued and not in use, will be stowed in the bottom of the wall locker.

(b) The seabag will be neatly folded in the form of a square as outlined by the stitching on the bottom of the bag. It will be placed on top of the extra blanket (if issued). The folded edge will be flush with the front edge of the shelf.

(5) **M-16 Rifle.** M-16 rifles issued to candidates will be kept under double lock when not in use. The weapon will be locked internally to the rifle rack with a cable lock through the ejection port and magazine well then the rifle rack is locked. When not in use, rifle locks will be placed on the bunks as shown in Fig. 9-1. Rifles will be removed only for authorized training and cleaning. Rifles will be "Double" locked at all times except when they are in the hands of the candidate. Rifle security cannot be OVEREMPHASIZED.

(6) **PT Gear.** Following PT, PT gear will be immediately washed.

b. **Foot Locker.** Lockers will be locked with combination locks at all times when candidates are not in the immediate vicinity. Gear not stowed in the wall locker will be stowed in the foot locker.

(1) **Foot Locker Box (Figure 9-2).**

CANDIDATE REGULATIONS

(a) Personal items will be placed on the right side of the box near the end.

(b) Rifle cleaning gear will be placed on the bottom of the locker and in front of the personal items.

(c) Extra towels and wash cloths will be folded and laid on bottom left of the locker.

(2) **Foot Locker Tray** (Figure 9-2)

(a) Personal items will be arranged neatly on the right side. Rifle magazines will be placed side by side, flaps up in the lower right hand corner of the tray.

(b) The following items will be on the lower left side from left to right:

1. Brasso
2. Marking Kit
3. Toothbrushes for boots

(c) Items will be arranged behind the items in the above paragraph as follows:

1. Marker behind the Brasso
2. Shoe polish (behind the shoe brush)
3. Name stencil to the right of the marker

(3) **Marking the Foot Locker**

(a) Candidates will stencil their names on white adhesive strips (six inches long) using the 1/2" stencil.

(b) The adhesive strip will be centered on the end of the footlocker facing the center of the squadbay and above the handle.

(4) **Securing the Foot Locker.** The foot locker will be locked with a combination lock whenever the candidate is not in the immediate vicinity.

CANDIDATE REGULATIONS

c. **Bunks.** Bunk arrangements are shown in Figure 9-3. All bunks will be made up tightly and in a military manner.

(1) Laundry bags will be stowed underneath the bottom rack. They will be marked with a one inch stencil in black ink, four inches from the bottom and centered.

(2) Towels will be folded once in half along the long axis and the folded edge will be to the left when facing the bunk. Towels will be marked where the material breaks with one-inch stencils so that when the towel is displayed, the name will be centered. Towels must be solid white. No soiled towels will be locked in foot lockers or wall lockers.

(3) Wash cloths will be marked with the candidate's name, centered along the bottom edge, using the 1/2" stencil. Washcloths will be solid white. One washcloth will be displayed on top of the towel.

(4) The candidate in the lower bunk will place his boots, running shoes, and shower shoes, in that order, immediately behind the footlocker on the right side. The candidate in the top bunk will place his foot gear immediately behind the foot locker on the left, in the same order. Foot lockers will be stowed under the bottom bunk.

(5) Bunks will be marked with a white adhesive tape strip cut 6 inches long, using the 1/2 " name stencil. The nametape will be placed on the long metal side support bar holding the mattress, 6 inches from the end of the bunk closest to the center of the squadbay and visible from the hatch.

9001. **AUTOMOBILES**

1. **Registration.** Automobiles and motorcycles will possess a valid registration as required by the department of motor vehicles for the state in which the candidate has been issued vehicle identification tags.

2. **Insurance.** MCCDC regulations require that automobiles registered on the reservation carry minimum insurance of \$25,000 personal liability, \$50,000 public liability, and \$5,000 property and uninsured motorist coverage. Vehicles registered in Virginia must comply with the Virginia financial responsibility law.

CANDIDATE REGULATIONS

3. **Traffic Regulations.** Speed limits and all traffic regulations are strictly enforced at MCCDC and violations are considered a serious matter. All candidates must realize that this is a crowded base and that much of its area is occupied by public quarters. As a result, disregard for traffic regulations may result in death or a serious injury to military personnel or members of their families. Failure to abide traffic regulations at MCCDC demonstrates poor self-discipline. Such conduct will result in punitive action, which, even though minor, may preclude the candidate's successful completion of the program. All traffic violations will be brought to the attention of the Platoon Commander.

4. **Parking**

a. Candidates will park their cars in the parking area designated by the Candidate Administrative personnel when checking in. Parking lots are off limits during duty hours and hours of darkness, except to authorized personnel. No person other than the driver will enter the parking lot during the off limits period. The hours of darkness are defined as that period from one hour after sunset until one hour prior to sunrise. This parking lot is guarded by the duty candidate company, and is designated as post #2.

b. Candidates will lock their cars before leaving the parking lots. Clothing, luggage, or other valuables will not be stored in parked automobiles in such a manner that they may be seen through the windows.

9002. **FAMILY MEMBERS AND GUESTS**

1. **Passes for Dependents.** Candidates will apply for identification and privilege cards for family members during initial processing. Applications at any other time will be made to candidate administration through the company chain of command.

2. **Housing.** There are no government quarters available for occupancy by the family members of candidates. Those candidates to be commissioned after graduation from OCS, and who will be attending TBS, will be informed of application procedures for quarters during the course.

3. **Guests.** Local civilian hotels have facilities for the accommodation of guests. Reservations must be made well in advance. The Crossroads Inn is off-limits to candidates.

4. **Visitors.** Visitors (civilians or military), sale agents, dealers, tradesmen, and any other personnel billeted mainside desiring to visit candidates must first check in at OCS headquarters.

CANDIDATE REGULATIONS

Such personnel are not permitted in candidate billeting areas without the permission of the CO, OCS. Candidates who see unauthorized persons, including former candidates and other military visitors in their barracks, will report this fact to their duty officer or duty instructor.

9003. **LAUNDRY AND DRY CLEANING.** Laundry facilities and clotheslines are located in each company area for the use of all candidates. Washers and dryers will not be utilized for 782 gear.

9004. **SOLICITATION OR PRESENTATION OF GIFTS.** The presentation of gifts to superiors by subordinate personnel either as a result of solicitation or personal initiative is strictly prohibited by Naval regulations. No item should be left at graduation that could be considered a gift to the platoon staff.

9005. **OFFICER AND SNCO/NCO CLUBS.** Officer candidates, regardless of military or civilian status, are not authorized to patronize a military personnel club unless approved by the CO, OCS.

9006. **UNAUTHORIZED ITEMS**

1. No food will be kept in the barracks.
2. The introduction, possession, or consuming of intoxicating beverages in the barracks is strictly prohibited.
3. The introduction, possession, or consumption of drugs not authorized by competent medical authority is prohibited.
4. Gambling in any form is prohibited.
5. While smoking, or the use of any tobacco products, is authorized while on normal or base liberty as described in para. 5001, their use is prohibited for candidates in the Brown Field area.
6. The mixing of cleaning solvents, especially those containing chlorine and ammonia is not permitted at any time for any reason.
7. Electrical Appliances

CANDIDATE REGULATIONS

a. Female candidates are authorized to use irons, hair dryers, electric shavers, pressing combs and electric curlers.

b. Male candidates may use irons and electric razors only.

8. Animals/pets are not permitted in the OCS area.

9. Radios/televisions are prohibited in the squadbay.

9007. **BULLETIN BOARDS**

1. Bulletin boards will be located and utilized as follows:

a. The official company bulletin board is located in the vicinity of the company offices and will be utilized to post all official orders and notices.

b. Platoon bulletin boards, located in close proximity to the platoon squadbay will be utilized to post all notices, grades, inspection reports, and information concerning members of the platoon.

2. Candidates will be responsible for reading the bulletin boards at least twice daily and taking any action that may be required.

3. Candidates will initial all notices bearing their names, which are posted on any bulletin board. These initials will be placed to the left of the name.

4. All candidate bulletin boards will be organized as shown in Appendix N.

CANDIDATE REGULATIONS

9008. **BASE FACILITIES.**

1. Candidates will be permitted to utilize the following base facilities during liberty:

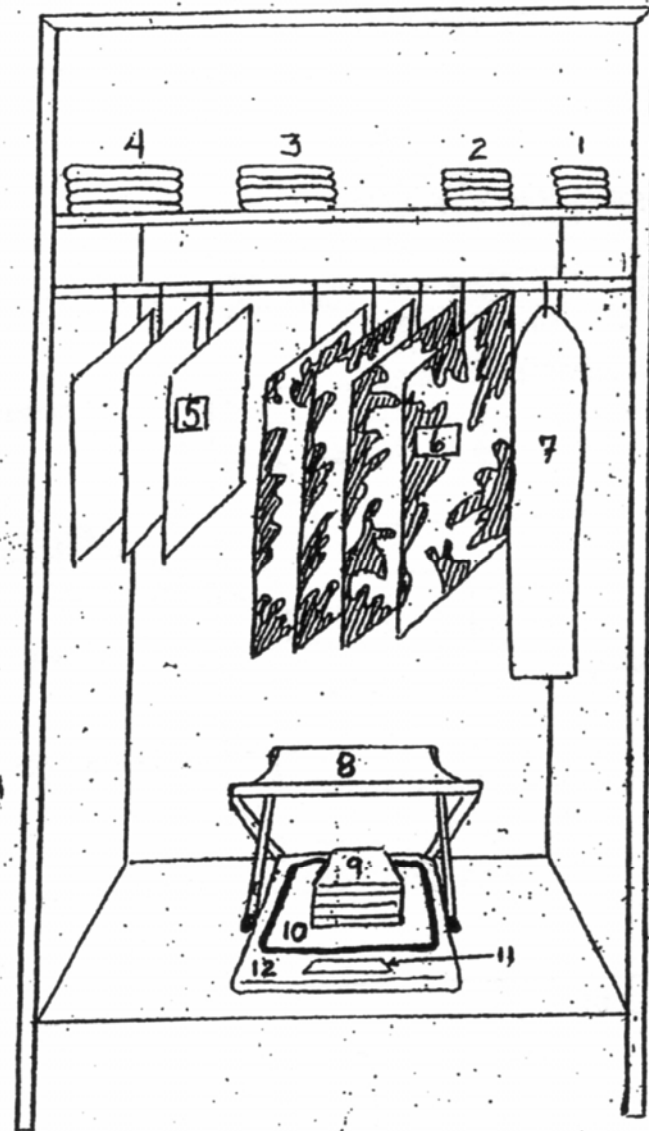
- a. Marine Corps Exchange
- b. Commissary
- c. Gas Station
- d. Base Movie Theater
- e. Bowling Alley

2. Candidates will not use the following base facilities while assigned to Officer Candidates School:

- a. Clubs at Quantico
- b. Crossroads Inn
- c. Base Swimming Pools
- d. Medal of Honor Golf Course
- e. Larson Gym
- f. Any Facility at The Basic School

9009. **LUGGAGE.** All luggage will be stored in the unit luggage area. Candidates will draw their luggage only when they are going on liberty and they will return it to the unit luggage area immediately after returning from liberty. This room will be kept locked except when luggage is being turned in or drawn. Personal luggage must be visibly marked with the candidate's name and social security number prior to storage.

CANDIDATE REGULATIONS



1. Boot Socks
- Bi-Fold Lengthwise
2. Drawers (WOCs not req.)
- 4X4 inch fold
3. Undershirts
- 6X6 inch fold
4. Utilities
5. Civilian Attire
6. Utilities
7. Gortex Jacket and trousers (if issued)
8. Campstool
9. Books / Study Material
10. Seabag
11. Web Belt
12. Blanket (if issues)

Clothing will be hung in the following manner, right to left:

Gortex Trousers
Gortex Jacket
Utilities *
Civilian Attire *

* Individual trousers will be hung before their corresponding blouse / coat / shirt in the right to left manner. Left sleeves will be outboard, buttons fastened on all garments.

FIGURE 9-1
WALL LOCKER DISPLAY

CANDIDATE REGULATIONS

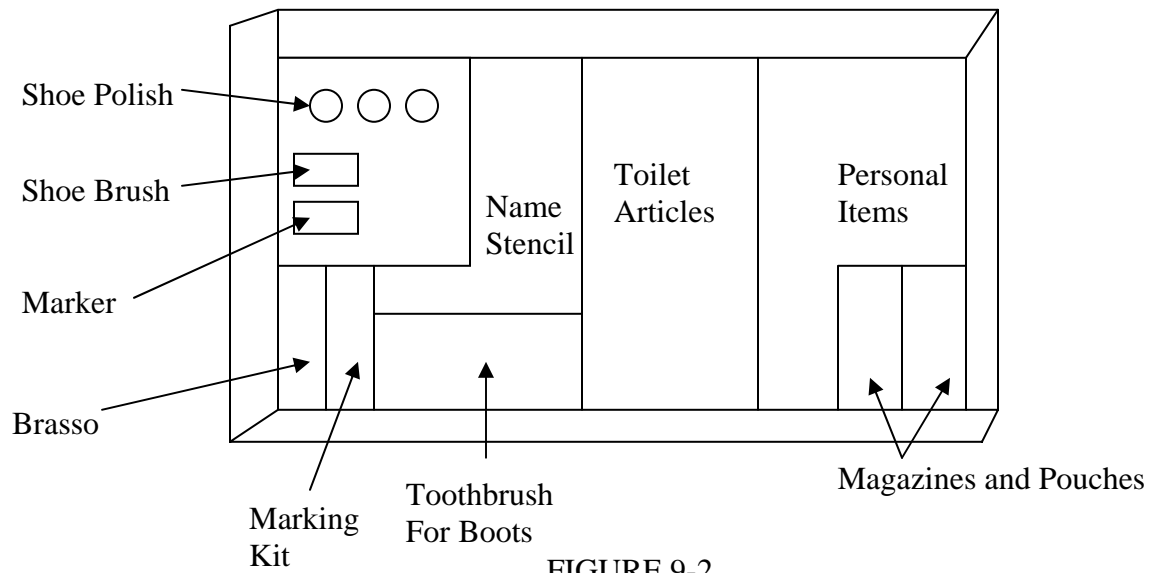
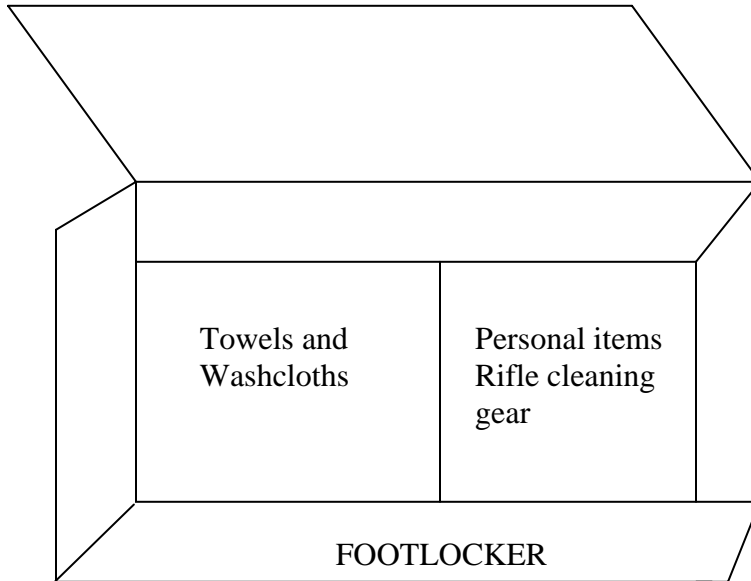


FIGURE 9-2
FOOTLOCKER DISPLAY

CANDIDATE REGULATIONS

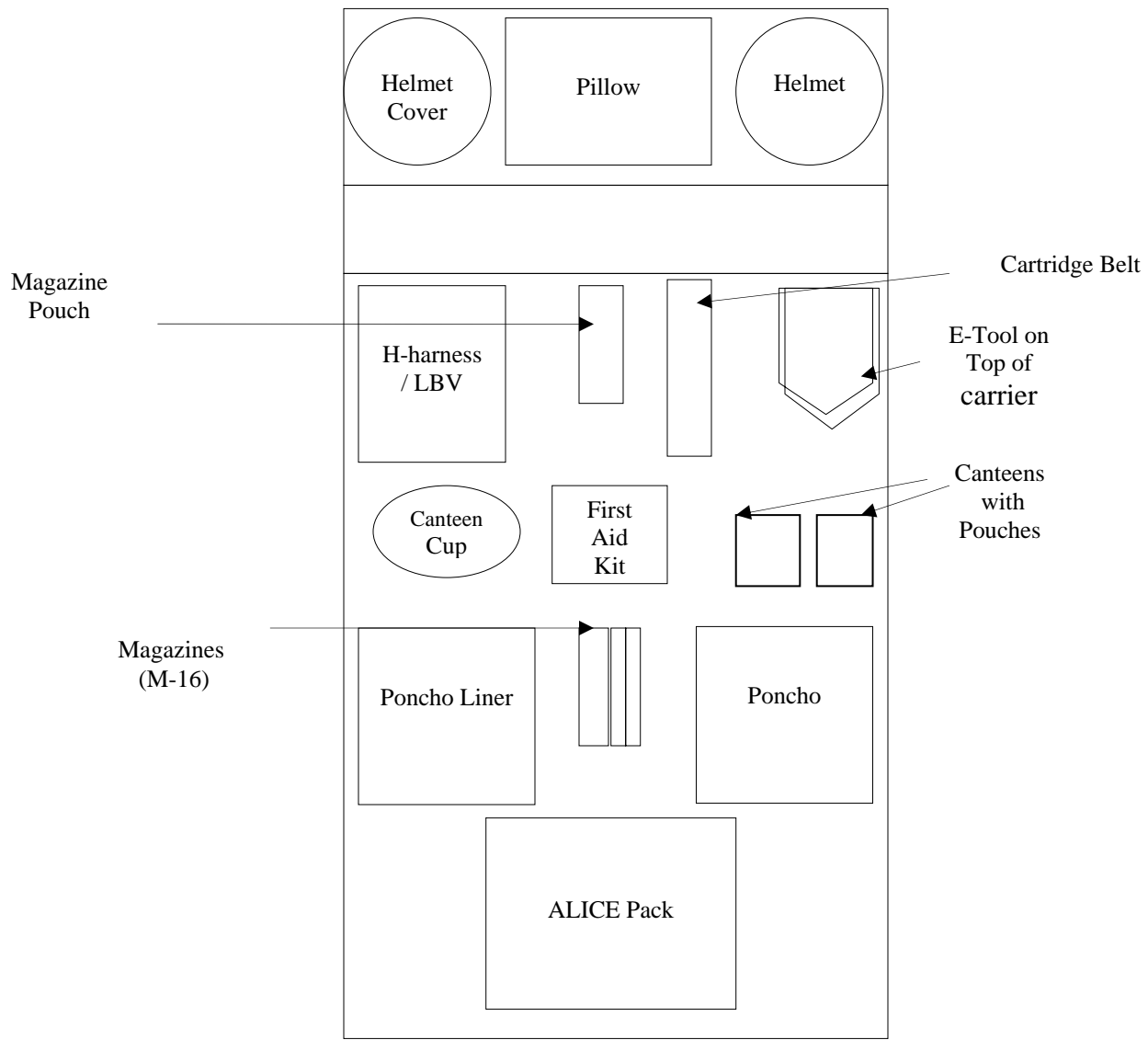


FIGURE 9-3
BUNK ARRANGEMENT DISPLAY

CANDIDATE REGULATIONS

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CANDIDATE REGULATIONS

APPENDIX A

LEADERSHIP TRAITS

BEARING
PHYSICAL COURAGE
MORAL COURAGE
DECISIVENESS
DEPENDABILITY
ENDURANCE
ENTHUSIASM
INITIATIVE

INTEGRITY
JUDGMENT
JUSTICE
KNOWLEDGE
LOYALTY
TACT
UNSELFISHNESS

LEADERSHIP PRINCIPLES.

BE TECHNICALLY AND TACTICALLY PROFICIENT.
KNOW YOURSELF AND SEEK SELF IMPROVEMENT.
KNOW YOUR MEN AND LOOK OUT FOR THEIR WELFARE.
KEEP YOUR MEN INFORMED.
SET THE EXAMPLE.
ENSURE THAT THE TASK IS UNDERSTOOD, SUPERVISED, AND ACCOMPLISHED.
TRAIN YOUR MEN AS A TEAM.
MAKE SOUND AND TIMELY DECISIONS.
DEVELOP A SENSE OF RESPONSIBILITY IN YOUR SUBORDINATES
EMPLOY YOUR COMMAND IN ACCORDANCE WITH ITS CAPABILITIES.
SEEK RESPONSIBILITY AND TAKE RESPONSIBILITY FOR YOUR ACTIONS.

THOUGHTS ON LEADERSHIP

"Leaders must have a strong sense of the great responsibility of their office; the resources they will expend in war are human lives."

- MCDP 1

"Success in battle is not a function of how many show up, but who they are."

- General Robert Barrow

"Leadership is the sum of those qualities of intellect, human understanding, and moral character that enables a person to inspire and to control a group of people successfully."

- General John A. Lejeune

CANDIDATE REGULATIONS

APPENDIX B

THE MARINE AIR GROUND TASK FORCE (MAGTF)

Definition. A MAGTF is a task organization of Marine forces under a single command and structured to accomplish a specific mission. The MAGTF command will normally include Command, Ground Combat, Aviation Combat, and Combat Service Support elements (including Navy support elements).

ORGANIZATION OF MARINE AIR GROUND TASK FORCES

COMMAND ELEMENT

GROUND COMBAT ELEMENT

AVIATION COMBAT ELEMENT

COMBAT SERVICE SUPPORT ELEMENT

Command Element: The command element (CE) provides a command and control system for effective planning and execution of operations and is designed to facilitate the sequencing of additional MAGTFs as necessary. It is a permanent organization composed of the commander and his staff.

Ground Combat Element: The ground combat element (GCE) is task organized to conduct ground operations. It is constructed around an infantry unit and varies in size from a reinforced infantry battalion to reinforced Marine division (s). The GCE also includes appropriate combat support and combat service support units. Normally, there is only one GCE in a MAGTF.

Aviation Combat Element: The aviation combat element (ACE) is task organized to provide all or a portion of the functions of Marine Corps aviation in varying degrees based on the tactical situation and the MAGTF mission and size. These functions may include: air reconnaissance, anti-air warfare, assault support, offensive air support, air interdiction, electronic warfare, and control of aircraft and missiles. The ACE is organized around an aviation headquarters and varies in size from a composite aircraft squadron to one or more aircraft wing(s). It includes those aviation command (including air control agencies), combat, and combat support units required by the situation. Normally, there is only one ACE in a MAGTF.

CANDIDATE REGULATIONS

Combat Service Support Element: The combat service support element (CSSE) is task organized to provide logistical and other support to the other elements of the MAGTF. These functions may include transportation, supply, maintenance, engineering, services, and health services.

CANDIDATE REGULATIONS

APPENDIX C

EVALUATION REPORTS

EVALUATION REPORT

NAME SMITH, J.A.	PLT/CO C/2	CLASS 152	DATE 12 MAR 98	SITUATION PEER BILLET
S - SUFFICIENT D - DEFICIENT				
	S	D	S	D
BEARING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INTEGRITY	<input type="checkbox"/>
ENTHUSIASM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DECISIVENESS	<input type="checkbox"/>
JUSTICE	<input type="checkbox"/>	<input type="checkbox"/>	ENDURANCE	<input type="checkbox"/>
PHYSICAL COURAGE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KNOWLEDGE	<input checked="" type="checkbox"/>
TACT	<input type="checkbox"/>	<input type="checkbox"/>	LOYALTY	<input type="checkbox"/>
			INITIATIVE	<input checked="" type="checkbox"/>
			JUDGEMENT	<input checked="" type="checkbox"/>
			DEPENDABILITY	<input checked="" type="checkbox"/>
			UNSELFISHNESS	<input type="checkbox"/>
			MORAL COURAGE	<input type="checkbox"/>
REMARKS: COMMENT ON ALL DEFICIENCIES, UNOBSERVED TRAITS WILL NOT BE MARKED. CANDIDATE SMITH DID A GOOD JOB IN MAKING SURE HIS PLATOON WAS IN THE RIGHT PLACE AT THE RIGHT TIME AND IN THE CORRECT UNIFORM. HIS PERFORMANCE AT MONDAY'S PT WAS UNSATISFACTORY. HE FELL OUT OF THE PLATOON 4 MILE RUN EVEN THOUGH HE KNEW IT WAS IMPORTANT TO "LEAD FROM THE FRONT."				
OVERALL EVALUATION (CHECK ONE)				
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY	<input checked="" type="checkbox"/> MARGINAL		
PLT. LDR <i>T.M. Jones</i>	T.M. JONES	BILLET CAND CO. CMDR		

CAND PLT CMDR

MCB FORM 1530/8 (12/88) (RP)

Designed Using FormFlow 2.1
MCB/REA December 1998

FIGURE C-1
PEER BILLET EVALUATION REPORT

CANDIDATE REGULATIONS

SQUAD PEER EVALUATION

NAME Gray D.A. PLT 3 CO C DATE 20010904 PEER Green C.F.
(CANDIDATE BEING EVALUATED) (CANDIDATE EVALUATOR)

SQUAD PEER EVALUATION ONE

RANK 12 / 14

TRAITS OBSERVED: F-Favorable M-Marginal U-Unfavorable

JUDGEMENT	U	JUSTICE		DEPENDABILITY	M	DECISIVENESS	F	INTEGRITY	F	INITIATIVE	M	LOYALTY	M
ENDURANCE	F	BEARING	U	UNSELFISHNESS	M	ENTHUSIASM	F	KNOWLEDGE	U	COURAGE	F	TACT	U

REMARKS: (Comment on all strengths and deficiencies. Underline deficiencies in red.)

SNC, WHILE MAINTAINING A HIGH LEVEL OF MOTIVATION, HAS LACKED BEARING ON SEVERAL OCCASIONS. IN FORMATION, HE IS CONSTANTLY SMILING, LAUGHING AND JOKING AROUND. DURING INSPECTIONS, HIS PERSONAL APPEARANCE AND KNOWLEDGE ARE CONSTANTLY POOR. SNC NEEDS TO GET SERIOUS ABOUT OCS.

Overall assessment of performance during this period:

FAVORABLE

MARGINAL

UNFAVORABLE

SQUAD PEER EVALUATION TWO

RANK 7 / 13

TRAITS OBSERVED: F-Favorable M-Marginal U-Unfavorable

JUDGEMENT	M	JUSTICE		DEPENDABILITY	M	DECISIVENESS	F	INTEGRITY	F	INITIATIVE	M	LOYALTY	M
ENDURANCE	F	BEARING	M	UNSELFISHNESS	M	ENTHUSIASM	F	KNOWLEDGE	M	COURAGE	F	TACT	U

REMARKS: (Comment on all strengths and deficiencies. Underline deficiencies in red.)

SNC IS STARTING TO IMPROVE. HE STILL LOSES HIS BEARING OCCASIONALLY IN FORMATION. SNC NEVER FALLS OUT OF PT OR HIRES, HE DOESN'T ALWAYS HELP OUT DURING MORNING CLEAN-UP. YELLS A LOT WHEN IN A LEADERSHIP POSITION AND DOESN'T GET GOOD RESULTS. SNC HAS SHOWN A STRONG DESIRE TO BE HERE AND ASKS A LOT OF QUESTIONS AS TO HOW HE CAN IMPROVE.

Overall assessment of performance during this period:

FAVORABLE

MARGINAL

UNFAVORABLE

FIGURE C-2
SQUAD PEER EVALUATION REPORT

CANDIDATE REGULATIONS

APPENDIX D - INSPECTION REPORT

OCCASION

DATE

WEAPON

The proper care of the M16A2 Service Rifle is essential as stated by the candidate regulations. Refer to FM 23-9 and utilize previous instructions to take proper care of your weapon.

Excess Oil	Rust	Lint	Dirt

- Flash Suppressor
- Front Sight Assembly
- Hand Guards
- Rear Sight
- Charging Handle
- Forward Assist Assembly
- Pistol Grip
- Stock/ butt Plate

Excess Oil	Rust	Lint	Dirt

- Chamber
- Bore
- MagazineWell
- Extractor
- Trigger
- Sling
- Other

INSPECTION ARMS _____

COVER:

- Improper Fit
- Improperly Worn
- Wrinkled
- Unserviceable
- Irish Pennants

EARS:

- Dirty
- Hair Protruding

NOSE:

- Hair Protruding

HANDS:

- Dirty
- Fingernails Dirty

BLOUSE:

- Dirty
- Improper Chevron Placement
- Improper Sleeve Length
- Wrinkled
- Unserviceable
- Irish Pennants

T-SHIRT:

- Hair Protruding
- Unserviceable

BOOTS:

- Laced Properly
- Soles Not Blackened
- Dirty
- No Shine

TROUSERS:

- Wrinkled
- Dirty
- Unserviceable
- Irish Pennants

BELT:

- Improper Length
- Dirty
- Tarnished Brass
- Irish Pennants

MISC:

- _____
- _____
- _____

CARTRIDGE BELT:

- Dirty
- Improperly Worn
- Canteen Cover Unserviceable
- Canteen Cover Dirty
- Canteen Improperly Placed
- Canteen Cup Dirty/ Musty
- First Aid Pouch Dirty
- First Aid Pouch Incomplete
- Magazine Pouch Dirty
- Magazine Pouch Imp. Worn
- Magazines Dirty/ Carbon

KNOWLEDGE _____

WALL LOCKER/ I.O.B. INSPECTION

The attention to small details reflects on your ability to handle larger responsibilities. Refer to your candidate regulations to correct the discrepancies listed below.

BUNK:

- Not Tight
- Improperly Made

PILLOW:

- Improperly Folded
- Not Aligned

LAUNDRY BAG:

- Improperly Marked/Secured
- Dirty
- Missing

WASHCLOTH:

- Dirty
- Improperly Marked
- Missing

LOCKER BOX:

- Dusty
- Improperly Marked
- Unlocked
- Not Aligned

WALL LOCKER:

- Dusty
- Improper Gear Display
- Not Aligned
- Unlocked

BOOTS/ SHOES:

- Not Properly Shined
- Not Aligned
- Improper Display

ALICE PACK:

- Improper Display
- Dirty
- Not Marked

HELMET, COVER:

- Improper Display
- Dirty

AREA:

- Dirty
- Not Organized

COMMENTS _____

FAVORABLE

MARGINAL

UNFAVORABLE

NAME:	SIGNATURE:	TITLE:
--------------	-------------------	---------------

CANDIDATE'S EXPLANATION:

SURNAME

INITIALS

SERIAL NUMBER

CLASS CO

PLT

CANDIDATE REGULATIONS

APPENDIX E
SAMPLE STANDARD CHIT

UNITED STATES MARINE CORPS
OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
QUANTICO, VA 22134-5001

CANDIDATE INTERVIEW FORM

DATE: 25 MAY 05

FAVORABLE

MARGINAL

UNFAVORABLE

REASON FOR INTERVIEW: FAILURE TO PROPERLY ADDRESS STAFF MEMBERS

INTERVIEWER'S REMARKS: SNC counseled this date for his inability to address staff members properly. During morning PT, SNC greeted the Company Gunnery Sergeant by saying "Ooh-rah Gunny". The Company Gunnery Sergeant instructed that Candidates will address all staff members by their billet, rank, and name. SNC promptly replied, "but Gunny, I'm a prior." SNC was reminded that all candidates will be treated equally while at OCS regardless of prior service status. This action demonstrates SNC's lack of bearing and discipline, and demonstrates that SNC may think he should be treated differently than other candidates. SNC is counseled to properly address staff members at all times regardless of his prior enlisted habits. SNC is also reminded that if he commits any further infractions of this kind he will be recommended for placement on platoon probation.

CANDIDATE'S EXPLANATION:

CANDIDATE SIGNATURE

SMITH D. A.
SURNAME INITIALS

123456789
SSN

INTERVIEWER'S SIGNATURE

OCC-188 C/3
CLASS CO/PLT

CANDIDATE REGULATIONS

APPENDIX F PERSONAL APPEARANCE GUIDANCE

Thumb and fingers straight and joined, the tip of the forefinger touches the lower part of the cover above and slightly right of the right eye. Arm is straight with hand slanted slightly forward.

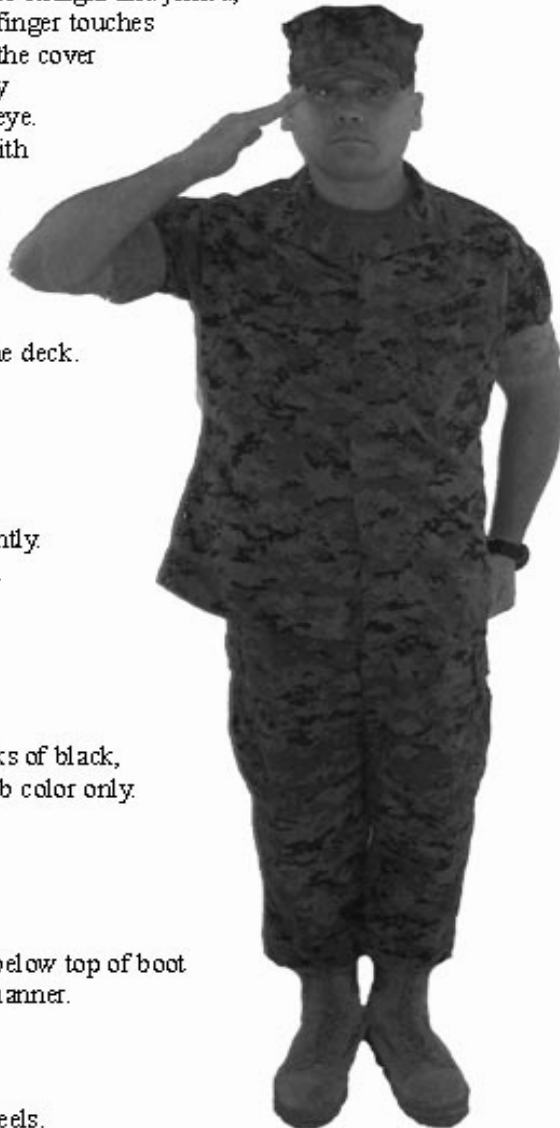
Arm parallel to the deck.

Knees flexed slightly. Do not lock them.

Cushion sole socks of black, or olive green drab color only.

Trousers bloused below top of boot in neat uniform manner.

Servicable boot heels.



Cover worn squarely on the head, blocked and ironed.

Shaved. Pleasant Breath

No missing or cracked buttons.

No Irish Pennants.

Sleeve length 1/2" above large nuckle of the thumb or 2"-3" above elbow.

Hands and fingernails clean.

Utilities clean and wrinkle free.

Heels together.

Entire boot free of dirt.

CANDIDATE REGULATIONS

CANDIDATE REGULATIONS

APPENDIX G

MARKING OF CLOTHING

ALL	
Bag, Duffel	Outside, bottom of the bag, centered
Belts (except trouser belts)	Underside, near the buckle end
Belts, trouser (web type)	One side, near the buckle end
Caps	Inside, on the sweatband
Blouse	Inside, on the neckband
Cover	Inside, on the sweatband
Drawers	Outside, front, immediately below the stretch waistband, near the front
Shirts, (A, B, C Uniforms)	Inside the neckband
Shoes/Boots	Inside, near the top
Socks	Outside, on the top of the foot
Sweater	Stamped on label, or use nametape sewn with olive green thread to the inside back of sweater
Undershirts	Inside back, near the neckband
Trunks	Inside, immediately below the waistband

MEN ONLY	
Neckties	Inside of the neck loop
Hook on ties	Inside, near the top
Trousers	Inside, near the top

WOMEN ONLY	
Neck tabs	Underside, near the left end
Skirts	Inside, near the top
Slacks	Inside, near the top

CANDIDATE REGULATIONS

APPENDIX H

MARINE CORPS TERMINOLOGY

The following terms will be frequently heard. They should become part of your vocabulary immediately.

Aboard.....	To be on a military reservation or in a building or boat/ship.
Adrift.....	Not in the proper location (i.e., gear adrift).
All Hands.....	All personnel.
ASAP.....	As Soon As Possible.
Ashore.....	To be off a military reservation (to go ashore) or to leave a building or boat/ship.
As You Were.....	Disregard the last command or statement.
Aye, Aye Sir/Ma'am.....	I have heard and understand instructions and will carry them out.
Bulkhead.....	Wall of a room.
Bunk.....	Bed (a bed is also called a rack).
Carry On.....	Continue what you were doing.
Cattle Car.....	A covered trailer truck used to carry troops.
Chit.....	A written note (either evaluation or authorization).
Chow.....	Food
Colors.....	Raising or lowering of the national flag; the flag itself; or a Color Sergeant in the Royal Marines.
Deck.....	Platform or floor.
Dipsy Dumpster.....	Large metal container located outdoors which is used for rubbish disposal.
Detail.....	A special task or the number of people who perform a special task.
Field Day.....	Clean up of an assigned area of the barracks or classroom.
First Call.....	A signal given five minutes prior to reveille.
Gangway.....	To give way or to step aside; also a passage, corridor, or thoroughfare.
Gear.....	Equipment or belongings.
Gear locker.....	Storage room for cleaning materials.
GI Can.....	A large metal rubbish can or a wastebasket.
Gouge.....	Written SOP or instruction.
Head.....	Bathroom.

CANDIDATE REGULATIONS

Hatch.....	Door or doorway opening in the deck (not a normal door) or overhead.
Inboard.....	At or towards the inside.
Knock It Off.....	Be quiet, stop what you are doing.
Ladder.....	Stair or stairway.
Listen Up.....	Pay attention.
Lower Deck.....	First floor.
Muster	To report to a designated area promptly.
On the Double	To move faster than normal.
Outboard.....	At or toward the outside.
Permanent Personnel.....	Staff, support, or instructor personnel, as opposed to students or candidates.
Pogey Bait.....	Candy or sweets.
Police.....	To clean.
Port.....	The left side of a ship or building as one faces forward from it.
PT.....	Physical Training
PX.....	Marine Corps Exchange.
Reveille.....	A signal to awaken military personnel.
Scuttlebutt.....	A drinking fountain or rumor.
Secure.....	Gear put away/detail completed/locked up.
Sick Bay.....	Dispensary.
SOP.....	Standing Operating Procedures.
Sound Off.....	Stand at attention, state your name again, in a loud and clear voice.
Squad bay.....	A wing of a building where Marines are quartered or housed.
Square Away.....	Arrange things in an orderly manner.
Stand By.....	Be alert or ready.
Standing Light.....	Light that is kept burning.
Starboard.....	The right side of a ship or building as one faces forward from it.
Stow.....	To put things away in an orderly manner.
Swab.....	A mop or to mop.
Taps.....	A signal to put out lights and retire for the night.
The Smoking Lamp is	
Lighted.....	Permission is given to smoke during that period of time.
Topside.....	The upper deck.
UA.....	Unauthorized Absence.
USNH.....	United States Naval Hospital.
Yes, Sir/Ma'am.....	Affirmative reply to a senior officer.

















CANDIDATE REGULATIONS

APPENDIX I – ENLISTED RANKS

NAVY	MARINES	ARMY	AIR FORCE	
Seaman Recruit	Private	Private	Basic Airman	E-1
 Seaman Apprentice	 Private 1 st Class	 Private	 Airman	E-2
 Seaman	 Lance Corporal	 Private First Class	 Airman First Class	E-3
 Petty Officer 3 rd Class	 Corporal	 Corporal Specialist	 Senior Airman	E-4
 Petty Officer 2 nd Class	 Sergeant	 Sergeant	 Staff Sergeant	E-5
 Petty Officer 1 st Class	 Staff Sergeant	 Staff Sergeant	 Technical Sergeant	E-6

CANDIDATE REGULATIONS




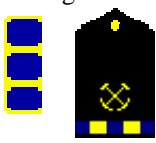







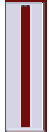

APPENDIX J – ENLISTED RANKS

NAVY	MARINES	ARMY	AIR FORCE	
 Chief Petty Officer	 Gunnery Sergeant	 Sergeant First Class	 Master Sergeant First Sergeant	E-7
 Senior Chief Petty Officer	 Master Sergeant First Sergeant	 Master Sergeant First Sergeant	 Senior Master Sergeant First Sergeant	E-8
 Master Chief Petty Officer	 Master Gunnery Sgt. Sergeant Major	 Staff Sgt. Major Command Sgt. Maj.	 Chief Master Sgt. First Master Sergeant Command Chief Master Sergeant	E-9
 Master Chief Petty Officer Of The Navy	 Sergeant Major Of The Marine Corps	 Sergeant Major Of The Army	 Chief Master Sergeant Of The Air Force	E-9

CANDIDATE REGULATIONS























CANDIDATE REGULATIONS

APPENDIX J – WARRANT OFFICER RANKS

MARINES	NAVY	ARMY	AIR FORCE	
 <p>Red Gold</p>	No WO-1	 <p>Silver Black</p>		Warrant Officer 1 (WO-1)
 <p>Red Gold</p>	<p>Yellow Background</p>  <p>Blue Squares</p>	 <p>Silver Black</p>		Chief Warrant Officer 2 (CWO-2)
 <p>Red Silver</p>	<p>Silver Background</p>  <p>Blue Squares</p>	 <p>Black Squares Silver Background</p>	No Warrant Officer Ranks	Chief Warrant Officer 3 (CWO-3)
 <p>Red Silver</p>	<p>Silver Background</p>  <p>Blue Squares</p>	 <p>Black Squares Silver Background</p>		Chief Warrant Officer 4 (CWO-4)
 <p>Red Stripe Silver Background</p>	No CWO-5	 <p>White Squares Silver Background</p>		Chief Warrant Officer 5 (CWO-5)

CANDIDATE REGULATIONS

APPENDIX K – COMMISSIONED OFFICER RANKS

COLLAR INSIGNIA	MARINES	NAVY	NAVY SHOULDER BOARD / SLEEVE	ARMY	AIR FORCE	
	Second Lieutenant	Ensign		Second Lieutenant	Second Lieutenant	0-1
	First Lieutenant	Lieutenant Junior Grade		First Lieutenant	First Lieutenant	0-2
	Captain	Lieutenant		Captain	Captain	0-3
	Major	Lieutenant Commander		Major	Major	0-4
	Lieutenant Colonel	Commander		Lieutenant Colonel	Lieutenant Colonel	0-5
	Colonel	Captain		Colonel	Colonel	0-6
	Brigadier General	Rear Admiral Lower Half		Brigadier General	Brigadier General	0-7
	Major General	Rear Admiral Upper Half		Major General	Major General	0-8
	Lieutenant General	Vice Admiral		Lieutenant General	Lieutenant General	0-9
	General	Admiral		General	General	0-10
	RESERVED FOR WARTIME ONLY	Fleet Admiral		General Of The Army	General Of The Air Force	0-11

CANDIDATE REGULATIONS

APPENDIX K

SAMPLE LOG ENTRIES

25 MAR 2005

COMMANDING OFFICER
COMPANY 1STSGT
DUTY OFFICER
DUTY INSTRUCTOR

MAJ A.B. SMITH
1STSGT. C.E. SERGEANT
CAPT C.D. BROWN
GYSGT E.F. JONES

- 0605 Posted as Candidate Company 1stSgt by Company 1stSgt.
0630 Company C subsisted in OCS dining facility. Food was plentiful, but pancakes were cold.
0730 Company C present in CR-2 for instruction. 124 present, 4 absent and accounted for.
1130 Company C subsisted in OCS dining facility. Food was excellent.
1145 Duty Instructor notified this candidate that candidate D.L. Black was to report to candidate administration ASAP.
1300 Company C present at athletic field for PT.
1530 Company C present in CR-2 for instruction. 127 present, 1 absent and accounted for.
1500 LATE ENTRY. Candidate D.L. Black returned from candidate administration.

Respectively submitted,

D.A. GRAY
Candidate USMC

Corrections will be made by drawing a single line through the word to be corrected. The candidate will place their initials to certify the correction and then the correct entry will be made.

Log in anything of significance and ask the corresponding staff member for any special instructions on filling out each particular logbook.

CANDIDATE REGULATIONS

APPENDIX L

THE GENERAL ORDERS OF THE GUARD

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me: all orders from the commanding officer, officer of the day, and officers and non-commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the corporal of the guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

CANDIDATE REGULATIONS

APPENDIX M

BULLETIN BOARD

Request Mast	Leave and Liberty	Religious Services	Fire Bill
Misc	Chain Of Command	Billet Assignments	Training Schedule
Company Guard Orders	Company Guard Assignments	Platoon/ Company Duty	Areas of Responsibility

CANDIDATE REGULATIONS

APPENDIX N

CODE OF CONDUCT

ARTICLE I

“I am an American, fighting in the armed forces which guard my country and our way of life. I am prepared to give my life in their defense.

ARTICLE II

“I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

ARTICLE III

“If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.”

ARTICLE IV

“If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.”

ARTICLE V

“When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies, or harmful to their cause.”

ARTICLE VI

“I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.”

CANDIDATE REGULATIONS

APPENDIX O

EXAMPLE DRILL CARDS

Card #1

1. FORM THE PLATOON AT NORMAL INTERVAL.
2. CLOSE AND EXTEND IN LINE.
3. FORM FOR INSPECTION AND REFORM.
4. BACKSTEP.
5. ABOUT FACE X 2.
6. COLUMN RIGHT.
7. LEFT OBLIQUE, HALT IN PLACE.
8. HALF STEP.
9. MANUAL OF ARMS ON THE MARCH.
10. MARCH TO THE REAR X 2.
11. COLUMN HALF LEFT X 2.
12. DISMISS THE PLATOON.

Card #2

1. FORM THE PLATOON AT CLOSE INTERVAL.
2. EXTEND THE INTERVAL.
3. SIDE STEP.
4. TAKE INTERVAL TO THE LEFT AND REFORM.
5. ALIGN THE PLATOON TO THE RIGHT.
6. CLOSE AND EXTEND IN COLUMN WHILE HALTED.
7. COLUMN LEFT.
8. FLANKING MOVEMENTS.
9. RIGHT OBLIQUE AND PLATOON HALT.
10. CHANGE STEP.
11. CLOSE AND EXTEND IN COLUMN WHILE MARCHING.
12. FALL OUT.

CANDIDATE REGULATIONS

Card #3

1. FORM THE PLATOON AT NORMAL INTERVAL.
2. RESTS (4).
3. SIDE STEP.
4. CLOSE AND EXTEND IN LINE.
5. BACK STEP.
6. OPEN AND CLOSE RANKS.
7. COLUMN MOVEMENTS.
8. CHANGE STEP.
9. MARK TIME IN RIGHT OBLIQUE.
10. MARCH TO THE REAR X 2.
11. MANUAL OF ARMS WHILE MARCHING.
12. DISMISS THE PLATOON.

Card #4

1. FORM THE PLATOON AT CLOSE INTERVAL.
2. EXTEND THE INTERVAL.
3. SIDE STEP.
4. ALIGN THE PLATOON TO THE RIGHT.
5. ABOUT FACE X 2.
6. FORM THE PLATOON FOR INSPECTION.
7. PARADE REST.
8. COLUMN HALF RIGHT X 2.
9. CLOSE AND EXTEND WHILE MARCHING.
10. MANUAL OF ARMS WHILE MARCHING.
11. MARCH TO THE REAR X 2.
12. FALL OUT.

CANDIDATE REGULATIONS

APPENDIX P

MARKING OF EQUIPMENT

Candidates will mark their PT gear and 782 gear/weapons as follows:

1. **Marking of 782 Gear/Rifles.** Rifles and 782 gear will be marked using a permanent black ink marker, one-half inch name stencil and white cloth adhesive tape. The tape will be cut to a six-inch length and the candidate's last name will be centered on the tape. The marked sections of tape will be affixed as indicated below:
 - a. **Rifle.** Parallel and adjacent to the butt of the rifle on the ejection port side and readable when the weapon is butt down.
 - b. **Cartridge Belt.** Centered on the back of the belt and readable when worn.
 - c. **ALICE Pack.** Centered on the bottom of the pack below the drain holes and readable when the pack is lying on the frame. (One-inch stencil)
 - d. **Helmet Cover.** Centered on the back of the cover, one half inch above the rim of the helmet and readable when the helmet is worn.
 - e. **Canteen Covers.** Centered on the cover one inch from the bottom and readable when worn.
 - f. **E-tool Case.** Centered one inch from the top of the case and readable when worn.
 - g. **Suspender Straps.** Left front side above the d-ring (When wearing) above the d-ring (company and platoon #) ie: C-1
2. **ALL** white tape and its residue will be removed from 782 gear and weapons prior to turn-in.
3. **Marking of the Physical Training Uniforms.**
 - a. **PT shirts and Green sweatshirts.** The candidate's name will be stenciled two inches below the neckband and centered on the back of the shirt with a one-inch stencil. The company letter and platoon number will be centered on the back of the shirt. The company letter will be

CANDIDATE REGULATIONS

ten inches in height and the platoon number four inches. The candidate's platoon number will be stenciled on the left front of the shirt three inches down from the top seam and one inch from the shoulder seam. The number will be three inches high by two inches wide.

b. **PT Shorts.** The name will be stenciled on the inside, immediately below the waistband.

c. **Sweatpants.** Sweatpants will be marked on the front right leg (as wearing) 2 inches below the waistband. With the 1 inch stencil.

CANDIDATE REGULATIONS

APPENDIX Q

CORE VALUES

As in our past, we are dedicated to the Core Values of Honor, Courage and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and, if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege.

"HONOR"

INTEGRITY, RESPONSIBILITY, ACCOUNTABILITY

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

"COURAGE"

DO THE RIGHT THING, IN THE RIGHT WAY, FOR THE RIGHT REASONS

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

"COMMITMENT"

DEVOTION TO THE CORPS AND MY FELLOW MARINES

The day-to-day duty of every man and women in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

CANDIDATE REGULATIONS

APPENDIX R



All gave some...
Some gave all



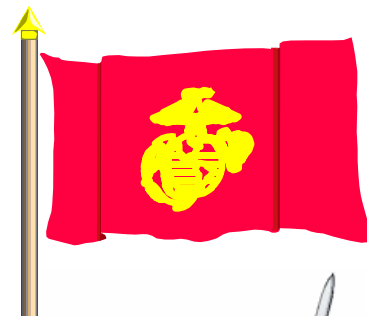
The Marines' Hymn



From the Halls of Montezuma,
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title of
UNITED STATES MARINE.



Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far off northern lands
And in sunny tropic scenes;
You will find us always on the job---
THE UNITED STATES MARINES.



Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve;
If the Army and the Navy
Ever look on Heaven's scenes;
They will find the streets are guarded by
UNITED STATES MARINES.

