

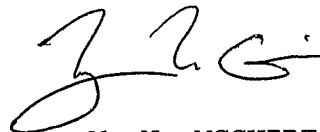
UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

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UNITED STATES	)	
	)	
v.	)	
	)	GOVERNMENT PAGE 56 MATTERS
Marina D. LOPEZ	)	
XXX-XX-8778	)	
Staff Sergeant	)	
U.S. Marine Corps	)	11 May 2011

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1. The Government now provides the following:
- |   |                          |
|---|--------------------------|
| a. Cleansed charge sheet                | Attached as Enclosure 1. |
| b. Government witness list              | Attached as Enclosure 2. |
| c. Military Judge <i>voir dire</i>      | None.                    |
| d. Government proposed <i>voir dire</i> | Attached as Enclosure 3. |
| e. Government proposed instructions     | Attached as Enclosure 4. |
| f. Government exhibit list              | Attached as Enclosure 5. |
| g. Motions or responses                 | None.                    |
| h. Judicial notice                      | Attached as Enclosure 6. |
| i. Stipulations                         | None.                    |
| j. Findings Worksheet                   | Attached as Enclosure 7. |
| k. Sentencing Worksheet                 | Attached as Enclosure 8. |
| l. Modified convening order             | Pending.                 |
| m. Court-martial members questionnaires | Pending.                 |

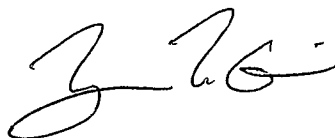


M. N. MCGUIRE  
1stLt, USMC  
Trial Counsel

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CERTIFICATE OF SERVICE

I hereby certify that a copy of this document and its enclosures was served on the court and opposing counsel via electronic mail on the 11th day of May, 2011.



M. N. MCGUIRE  
1stLt, USMC  
Trial Counsel

**Charge I:** Violation of the UCMJ, Article 90

**Specification:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having received lawful commands from Captain Crista D. Kraics, U.S. Marine Corps, her superior commissioned officer, then known by the said Staff Sergeant Lopez to be her superior commissioned officer, which commands included, but were not limited to, the following:

- Not assign platoon wide essays to first platoon, or words to that effect,
- That gear inspections must always have training value such as identifying lost gear or preparing for the field, or words to that effect,
- Take first platoon into the squad bay quickly so that they could warm up, shower, and change into warm clothes, or words to that effect,
- Promote positive leadership, and enforce zero tolerance for bullying within first platoon, or words to that effect,
- Allow the platoon to use free time and transition time for studying for exams when appropriate, or words to that effect,
- Afford candidates enough time to hygiene in order to properly cleanse themselves to prevent infections and sickness, or words to that effect,

did, on divers occasions, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, willfully disobey said commands.

**Charge II:** Violation of the UCMJ, Article 92

**Specification 1:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3000(1), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully running the platoon during hours of darkness in an area with uneven terrain and several obstacles which resulted in at least one injury.

**Specification 2:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3003(2), Officer Candidates School Order P1530.3J, dated 9 April 2010, an

order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully pushing candidates out of her way, grabbing candidates clothing forcefully to correct them, and ripping bandages off of a candidate.

**Specification 3:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3003(3)(e), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully assigning or calling candidates names such as,

- Billy
- stupid
- retarded
- idiots
- Ms. Cheeseburger
- Greasy Cheeseburger
- weak ass females
- piece of shit
- pieces of garbage
- fucking weirdo
- worthless piece of crap
- fat face
- fuck up
- pathetic
- disgusting
- that typical female
- zepol

**Specification 4:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3003(10), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully using profanity towards and in the presence of candidates.

**Specification 5:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3003(13), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or

about 4 November 2010, fail to obey the same by wrongfully using her personal cellular device to take photographs of candidates during their training.

**Specification 6:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3004(1), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully assigning platoon wide essays.

**Specification 7:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3005(1)(a), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully sending the platoon in and at out of the buildings, and up and down the ladder wells with no training purpose.

**Specification 8:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3005(1)(f), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully making the platoon do foot locker drills.

**Specification 9:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3005(1)(g), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully making candidates do "Incentive PT".

**Specification 10:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3006(3)(a), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to

on or about 4 November 2010, fail to obey the same by wrongfully not allowing candidates to receive medical care.

**Specification 11:** In that Staff Sergeant Marina D. Lopez, U.S. Marine Corps, on active duty, having knowledge of a lawful written order issued by Colonel Richard C. Jackson II, to wit: paragraph 3006(3)(b), Officer Candidates School Order P1530.3J, dated 9 April 2010, an order which it was her duty to obey, did, at or near Marine Corps Base Quantico, Virginia, between on or about 6 October 2010 to on or about 4 November 2010, fail to obey the same by wrongfully waking candidates during hours of sleep for unauthorized reasons.

UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

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UNITED STATES	)	
	)	
v.	)	
	)	GOVERNMENT'S WITNESS LIST
Marina D. LOPEZ	)	
XXX-XX-8778	)	
Staff Sergeant	)	
U.S. Marine Corps	)	11 May 2011

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1. Iris Anteunezbarahona, Former C Co Candidate, (678)793-2342
2. Michellee, Cabral, Former C Co Candidate, (702) 432-4777
3. Jennifer Friese, Former C Co Candidate, (717) 263-6582
4. Keshia Levan, Former C Co Candidate, (916)2000-5613
5. Leah Turner, Former C Co Candidate, (715) 986-4079
6. Emily Tweto, Former C Co Candidate, (817) 888-1384
7. Evita Ayala, Student, The Basic School, (201) 286-7394
8. Melissa Blake, Student, The Basic School, (805)264-5613
9. Michele Boeche, Former C Co Candidate, (630)965-4036
10. Kate Brannon, Student, The Basic School, (850) 832-0977
11. Laure Brenstuhl, Former C Co Candidate, (910) 578-9977
12. Christen Brown, Former C Co Candidate, (916) 308-3459
13. Kelsey Burnham, Student, The Basic School, (330)340-7973
14. Nicole Delpriore, Former C Co Candidate, (619)7084530
15. Traci Deshazor, Former C Co Candidate, (540)761-2010
16. Rebecca Finley, Former C Co Candidate, (432) 288-3462
17. Emily Gabriel, Student, The Basic School, (303)868-7940
18. Jasmin Garcia, Student, The Basic School, (909)223-0324
19. Raeanna Grizzle, Former C Co Candidate, (740)550-3430
20. Rebecca Hanif, Former C Co Candidate, (706)662-8931
21. Eileen Harper, Former C Co Candidate, (719)310-2546
22. Caitlin Havron, Former C Co Candidate, (631)455-4706
23. Amber Helms, Former C Co Candidate, (203)727-4128
24. Monica Hernandez, Former C Co Candidate, (505)401-4962
25. Kristen Hetsko, Student, The Basic School, (860)575-4082
26. Jennifer Howard, Former C Co Candidate, (619)980-8064
27. Corey Hughey, Student, The Basic School, (334)559-6223
28. Mary Jentz, Former C Co Candidate, (336)756-5221
29. Jayme Karlstrom, Student, The Basic School, (913)406-4801
30. Kelli Locosta, Student, The Basic School, (858)472-1037

31. Cristina Lopez, Student, The Basic School, (760)717-9165
32. Laura (Lundin) Rodriguez, Student, The Basic School, (310)528-2738
33. Kimberly Martinez, Former C Co Candidate, (916)871-2645
34. Stephanie Mills, Student, The Basic School, (910)787-3751
35. Vanessa Nicholas, Former C Co Candidate, (330)903-1236
36. Kristen Parnell, Former C Co Candidate, (509)430-9363
37. Whitney Partridge, Former C Co Candidate, (850)499-7615
38. Laura Pethel, Student, The Basic School, (757)642-3131
39. Amanda Pfabe, Former C Co Candidate, (917)582-6330
40. Danielle Ray, Former C Co Candidate, (803)743-5822
41. Joanna Reynolds, Student, The Basic School, (336)391-5410
42. Danielle Richards, Former C Co Candidate, (404)993-2794
43. Phoebe Riner, Student, The Basic School, (202)497-8743
44. Katelyn Roberts, Former C Co Candidate, (912)270-0854
45. Carolyn Schintzius, Former C Co Candidate, (203)984-0391
46. Rebecca Swann, Former C Co Candidate, (727)207-7585
47. April (Tatton) Schaffer, Student, The Basic School, (707)332-1171
48. Brittany Thompson, Former C Co Candidate, (804)432-6334
49. Lindsay Thorstenson, Student, The Basic School, (770) 578-4507
50. Hannah Walden, Former C Co Candidate, (816)729-2316
51. Kelly Wills, Former C Co Candidate, (513)479-5564
52. Gabrieleal Wilson, Former C Co Candidate, (520)903-7392
53. Rachel Wooden, Former C Co Candidate, (714)398-7354
54. Angela Wozniak, Former C Co Candidate, (716)403-8448
55. Shanna Yelisetty, Former C Co Candidate, (909)851-1739
56. GySgt Cristi Davis, OCS, MCB, Quantico, (703)432-6190
57. Captain Crista D. Kraics, USMC, MCB, Quantico, (703) 432-6231
58. Keisha Levan, Former C Co Candidate, (916) 200-5613
59. 1stSgt Christopher A. Farrell, USMC, OCS, MCB, Quantico (703)432-6032
60. Capt Andrew Sylling, USMC, OCS, MCB, Quantico, (703) 784-2204
61. LtCol Michael M. Richman, USMC, OCS, MCB, Quantico (703)784-2351
62. SgtMaj Jason P. Ruff, USMC, OCS, MCB, Quantico, (703)784-2351



M. N. MCGUIRE  
 1stLt, USMC  
 Trial Counsel



UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

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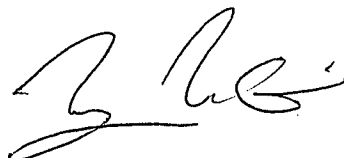
UNITED STATES	)	
	)	
v.	)	GOVERNMENT PROPOSED <i>VOIR DIRE</i>
	)	
Marina D. LOPEZ	)	
XXX-XX-8778	)	
Staff Sergeant	)	
U.S. Marine Corps	)	11 May 2011

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1. Has every member received a command from a superior during his or her military career?
2. Would every member agree that a lawful command is not always phrased as formally as: "I hereby command you to do X"?
3. Would every member agree that a lawful command from a superior must be followed even if it is not formatted in a phrase that states, "I hereby command you to do X"?
4. Does everyone agree that oftentimes, military commands articulate a desired end state, and give subordinates some flexibility in how to execute?
5. Has any member ever served on the drill field either as a drill instructor or a platoon or series commander?
6. During boot camp or Officer Candidate School you may have been verbally or physically demeaned in front of other recruits or candidates. Did any member experience such treatment during boot camp or Officer Candidate School?
7. Do the members agree that the standards that applied to platoon sergeants or drill instructors when you went through boot camp or officer candidate school are not the standards at issue in this court-martial?
8. Does any member believe that standards for Officer Candidates going through Officer Candidate School are less stringent than they should be?

9. Does any member believe that officer candidates should be maltreated as a rite of passage?

10. Does any member believe that the initiation process of becoming a Marine Officer should require persevering through degrading treatment?



M. N. MCGUIRE  
1stLt, USMC  
Trial Counsel

UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

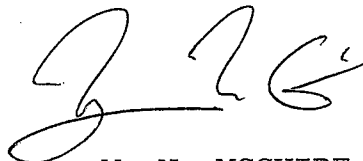
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UNITED STATES	)	
	)	
v.	)	PROPOSED INSTRUCTIONS
	)	
Marina D. LOPEZ	)	
XXX-XX-8778	)	
Staff Sergeant	)	
U.S. Marine Corps	)	11 May 2011

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The Government respectfully requests that the following instructions be provided to the members at trial. All paragraph citations refer to the Electronic Military Judge's Benchbook (DA Pam 27-9) dated 1 January 2010.

<u>Instruction</u>	<u>Paragraph</u>
Willful Disobedience of a Supp. Comm. Officer	3-14-2
Violating Other Written Order	3-16-2
Credibility of Witnesses	7-7-1
Character for Untruthfulness	7-8-3
Variance-findings by exceptions and substitutions	7-15
Vicarious Liability- Co-Conspirators	7-1-4
Judicial Notice	7-6



M. N. MCGUIRE  
1stLt, USMC  
Trial Counsel

UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL


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UNITED STATES )  
 )  
 ) GOVERNMENT EXHIBIT LIST  
v. )  
 )  
Marina D. LOPEZ )  
XXX-XX-8778 )  
Staff Sergeant )  
U.S. Marine Corps ) 11 May 2011

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1. Subject to modification, addition, or change, the Government may introduce the following evidence on the merits:

- a. Statement of Understanding signed by the Accused dated 091006
- b. Statement of Understanding signed by the Accused dated 100527
- c. Officer Candidate School, SOP Power Point presentation, dated 100928
- d. Officer Candidate School, Hazing Power Point presentation, by 1stSgt Farrell
- e. Hazing Prevention Class Roster dated 27 September 2010
- f. Fall 2010 SOC Schedule 20100928, 27 Sept 10 - 30 Sept 10
- g. Photographs of the grounds at Officer Candidate School including (1) aerial shot of the area encompassing the Bobo Chow Building and Chow Annex Building and surrounding grassy areas, (2) aerial photograph of the OCS parade deck, (3) photographs of the staging/grassy areas outside and adjacent to Bobo Hall
- h. Officer Candidate School Order P 1530.3J, dated 9 April 2010
- i. Marine Corps Order 1700.28

  
M. N. MCGUIRE  
1stLt, USMC  
Trial Counsel

UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

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UNITED STATES )

v. )

Marina D. LOPEZ )  
XXX-XX-8778 )  
Staff Sergeant )  
U.S. Marine Corps )

JUDICIAL NOTICE

11 May 2011

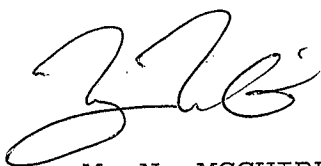
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1. Nature of Request. In accordance with MRE 201, the government respectfully request that the court take judicial notice of the following in the subject named case:

a. that Officer Candidates School Order P 1530.3J, dated 09 April 2010 is a lawful order and was in existence at the time of the alleged incidents, and

b. that Marine Corps Order 1700.28, dated 18 June 97 is a lawful general order and was in existence at the time of the alleged incidents.

In support of this request, copies of the pertinent pages of these orders are provided as an attachment.



M. N. MCGUIRE  
1stLt, USMC  
Trial Counsel



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1700.28  
MPP-55  
18 Jun 97

MARINE CORPS ORDER 1700.28

From: Commandant of the Marine Corps  
To: Distribution List

Subj: HAZING

Ref: (a) JAGINST 5800.7C (JAGMAN)

1. Purpose. To publish Marine Corps policy prohibiting hazing and to establish regulations to enforce that policy.

2. Background

a. The individual Marine is the Corps. How we recruit, train, and instill in Marines our core values and a sense of integrity and accountability, equip them to do their jobs, and treat them with dignity, care and concern must be our principal emphasis. This is a leadership issue. This is a warfighting issue. Marines do not go into harm's way, make the sacrifices they always have, or give up their precious lives because they have been hazed or initiated into some self-defined, "elite" sub-culture. They perform these heroic acts of selflessness because they are United States Marines and because they refuse to let their fellow Marines down.

b. Marines are also our most precious asset. We will protect them through fair, scrupulous, and unbiased treatment as individuals -- caring for them, teaching them, leading them. It is the obligation of each member of the chain of command, from top to bottom, to ensure that this sense of fairness is constant and genuine. Every Marine will treat every other Marine with dignity and respect.

c. Many time-honored customs of the Marine Corps include traditional events that celebrate personal milestones and professional achievements. These events are part of our heritage and include hails and farewells, promotion and graduation ceremonies, mess nights and dinings in/out, and other similar activities. When properly organized and supervised, these events serve to enhance morale, esprit de corps, pride, professionalism and unit cohesiveness. Unfortunately, some in our ranks confuse hazing with the tradition of certain military ceremonies and develop initiations or "rites of passage" they believe promote loyalty. They do not. Moreover, the occurrence of improper

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MCO 1700.28  
18 Jun 97

conduct is not limited to such activities. Any "at risk" activity should be strictly scrutinized and supervised by the chain of command to ensure that the dignity and respect of all participants is maintained, while preserving the customs and traditions historically associated with the activity.

### 3. Definition

a. Hazing is defined as any conduct whereby one military member, regardless of Service or rank, causes another military member, regardless of Service or rank, to suffer or be exposed to an activity which is cruel, abusive, humiliating, or oppressive. Hazing includes, but is not limited to, any form of initiation or congratulatory act that involves physically striking another to inflict pain, piercing another's skin in any manner, verbally berating another, encouraging another to excessively consume alcohol, or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature.

b. Hazing does not include mission or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures; extra military instruction as defined in the reference; command authorized physical training; authorized incentive training permitted at the Marine Corps Recruit Depots; and other similar activities authorized by the chain of command.

4. Policy. Hazing is prohibited. No Marine, or service member attached to a Marine command, including Marine detachments, may engage in hazing or consent to acts of hazing being committed upon them. No one in a supervisory position may, by act, word, or omission, condone or ignore hazing if he or she knows or reasonably should have known that hazing may occur. Consent to hazing is not a defense to violating this Order. Any violation, attempted violation, or solicitation of another to violate this order, subjects involved members to disciplinary action under Article 92 of the Uniform Code of Military Justice (UCMJ). This Order does not prevent charging those who have engaged in acts of hazing under other applicable UCMJ articles to include, but not limited to Article 80 (attempts), Article 81 (conspiracy), Article 93 (cruelty and maltreatment), Article 124 (maiming), Article 128 (assault), Article 133 (conduct unbecoming an officer and gentleman) and Article 134 (indecent assault, drunk and disorderly conduct, and/or solicitation). This Order is a lawful general order and is effective immediately without further implementation.

5. Action

a. Commanding Officers and Officers-in-Charge will:

(1) provide appropriate training as part of their unit's orientation and annual troop information programs to ensure that Marines are aware of the contents of this Order; and,

(2) foster a command climate that is conducive to the reporting of hazing incidents and be aware of the sensitive nature with which this type of report, as well as the victims privacy, must be handled.

b. The Commanding General, Marine Corps Combat Development Command will ensure the policy and prohibitions contained in this Order are presented:

(1) during entry level training to both officer and enlisted Marines;

(2) as part of leadership training in applicable PME courses;

(3) as an annual instruction requirement in the Marine Corps Troop Information Program; and,

(4) as part of the annual Commanders' Course.

c. Headquarters Marine Corps

(1) The Deputy Chief of Staff for Manpower and Reserve Affairs (Code MP) will exercise staff cognizance for hazing policy.

(2) The Inspector General of the Marine Corps/Commanding Generals will:

(a) incorporate, as an inspection item, command compliance with the requirements as stated in paragraph 5a(2) of this Order; and,

(b) incorporate, as a special inspection item, command compliance with the annual training requirements as stated in paragraph 5b and sample the understanding of this Order by Marines throughout the command being inspected.



MCO 1700.28  
18 Jun 97

6. Reserve Applicability. This Order is applicable to the Marine  
Corps Reserve.



A large, stylized handwritten signature in black ink, appearing to be 'C. K. J.', is written over the word 'CORPORATION' which is faintly visible in the background.

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7000099, 144/8145001 (1)



# UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL  
TRAINING COMMAND  
2189 ELROD AVENUE  
QUANTICO, VIRGINIA 22134-5833

OSCO P1530.3J

C475-3

09 Apr 10

From: Commanding Officer, Officer Candidates School

To: Distribution List

Subj: OFFICER CANDIDATES SCHOOL STANDARD OPERATING PROCEDURES (SHORT TITLE: OCS SOP)

Encl: (1) Locator Sheet

1. Purpose. To publish the Officer Candidates School Standard Operating Procedures (OCS SOP) for training, screening, and evaluating Officer Candidates.

2. Cancellation. OCSO P1530.3I

3. Scope. This SOP covers all aspects pertaining to the training, evaluating, and screening of officer candidates. This publication includes the command's mission, philosophy, organization, and personnel duties and responsibilities. Specifically, the SOP addresses staff standards of conduct, administration, Candidate Record Book (CRB) preparation and maintenance, training, evaluation, and medical support as it relates to officer candidates.

4. Objectives. The ultimate objective of this SOP is the accomplishment of the OCS mission. Additionally, it ensures:

- a. Uniformity in Officer Candidate training, evaluation, and screening process.
- b. Standard methods to manage and administer the training, evaluation, and screening process.
- c. Adherence to standards of conduct for all personnel assigned to Officer Candidates School.
- d. Information to enable augmentation personnel to quickly assimilate and effectively function at OCS.

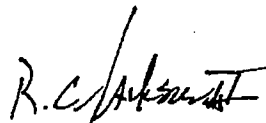
5. Action. This SOP requires:

- a. Compliance by all OCS personnel involved with the training, evaluation, and screening of Officer Candidates.
- b. Personnel involved with the training, evaluation, and screening of Officer Candidates must read and familiarize themselves with all provisions of this SOP.
- c. Prompt reporting of all violations for consideration of administrative and/or disciplinary action.

6. Summary of Revision. This version has been reformatted and contains a substantial number of changes and must be completely reviewed.

7. Recommendations. Recommendations concerning the content of the OCS SOP are encouraged. Recommendations should be forwarded to this command (ATTN: S-3) via the appropriate chain of command.

8. Certification. Reviewed and approved this date.

  
R. C. JACKSON II

DISTRIBUTION: A

**OCS SOP**  
**CHAPTER 3**  
**STANDARDS OF CONDUCT**

	<u>PARAGRAPH</u>	<u>PAGE</u>
<b>GENERAL</b>	3000	3-2
<b>VIOLATIONS OF THE UCMJ</b>	3001	3-2
<b>OFFICER CANDIDATES</b>	3002	3-5
<b>RESTRICTIONS</b>	3003	3-5
<b>PUNISHMENT</b>	3004	3-7
<b>HAZING</b>	3005	3-8
<b>CANDIDATES RIGHTS</b>	3006	3-9
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#### STANDARDS OF CONDUCT

3000. **GENERAL.** An Officer Candidate's initial, most important impression of a Marine is based on the qualities of staff personnel who are their direct seniors. Candidates must be exposed to positive and professional leadership by example. All OCS personnel will treat each Officer Candidate with firmness, fairness, and dignity. Every Officer Candidate deserves a fair chance at earning a commission. Race, ethnic, or gender bias whether expressed as stereotypes, prejudice, or favoritism are not tolerated at OCS. Maltreatment of Officer Candidates in any form is not only an act of unsatisfactory leadership; it is a violation of the Uniform Code of Military Justice.

1. Those having contact with Officer Candidates are bound by all provisions of the Uniform Code of Military Justice, Navy Regulations, and other general orders affecting their conduct toward the person and property of others. An Officer Candidate enjoys all rights of protection of person and property from abuse as does any other military person. Staff dealings with Officer Candidates have no right to violate or abuse their persons or property. All personnel involved with Officer Candidates will operate within the accepted rules of military conduct.

2. Policies and high standards of conduct are established to provide thorough guidance for the maintenance and enhancement of conduct required of the OCS staff. Through constant and diligent adherence to established policies and standards of conduct, a desirable and beneficial environment will be created for the Officer Candidates. The leadership examples to which the Officer Candidates are exposed will result in the establishment of good or bad leadership practices by our future officers.

3001. **VIOLATIONS OF THE UCMJ.** The nature of Officer Candidate training and inherent responsibilities of OCS personnel mandates thorough knowledge of certain articles of the UCMJ.

1. Article 92 (Failure to Obey an Order or Regulation). This SOP is a lawful order issued by the Commanding Officer, OCS and will be distributed throughout OCS to ensure that staff personnel have a thorough working knowledge of its contents. Failure to comply with any provision of this SOP is a violation of Article 92, UCMJ.

2. Article 93 (Cruelty and Maltreatment). This article prohibits acts of cruelty, oppression, and maltreatment. Any person bound by the Code, who, without legal justification or excuse, inflicts upon any other person subject to orders unnecessary pain and suffering, mental anguish, or gross indignities may be charged under this article.

3. Article 121 (Larceny and Wrongful Appropriation). Any person who wrongfully takes, obtains, or withholds, by any means whatsoever, from the possession of its true owner or any other person in lawful possession thereof, any money, personal property, or article of value of any kind, with the intent to permanently deprive or defraud the owner or their person of the use or benefit of such property, or to appropriate the same to his own use or the use of any person other than the true owner, is guilty of larceny, and is in violation of this order. Included within Article 121 are common law offenses of larceny and false pretenses.

a. The wrongful taking of property without the consent of the owner or the person entitled to its possession characterizes the common law offense of larceny. This is ordinarily accomplished by stealth and without the knowledge of the person from whom it is taken. Force, coercion, or the threat of force may however, accomplish it.

b. Larceny by false pretenses occurs when property is taken from the owner or other person entitled to its possession with the consent of such person. However, if the consent has been obtained by trickery or false pretense, i.e. the stated purpose for the use of the item has been misrepresented, then larceny by false pretenses has occurred. An example would be an individual taking a collection for a platoon kitty to purchase certain items, but with intent to use the money for his own private purposes.

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c. An unlawful withholding of funds or property lawfully in one's possession, or an unauthorized conversion of such funds or property to one's personal use constitutes embezzlement. Thus, if a person is lawfully in possession of funds or property which belong to one or more Officer Candidates, and he fails to convert the property for the purpose intended, or return it when a return is due, he is guilty of embezzlement. An example is when property of an Officer Candidate is entrusted to the possession of a staff member who fails to return it when the Officer Candidate is transferred or discharged, and the intent of the staff member is to deprive the use or benefit of the property permanently from the Officer Candidate.

b. If the intent of an act otherwise defined as larceny is not to permanently deprive the owner or possessor of the property, but only to temporarily deprive him of the same, the offense is wrongful appropriation, also a violation of Article 121.

4. Article 127 (Extortion). Extortion is defined as the communication of threats to another with intent to obtain anything of value. The offense is complete upon communication of the threat, the success or failure of the extortion is immaterial to the determination of guilt. In view of the authority and influence which staff personnel exercise during the training program, any hint of financial distress or desire for a gift, loan, or testimonial uttered within hearing of an Officer Candidate is generally interpreted by the Officer Candidate to be a request for money from the platoon. Any suggestion or statement to an Officer Candidate indicating that the severity of training may be increased if an instructor does not receive needed or desired funds is considered to be a threat, and the crime of extortion is thereby complete. It is not necessary that the person making the threat be the intended recipient of the thing of value. If one individual solicits a contribution for another under the implication that retaliation will occur if the contribution is not forthcoming, the crime of extortion is complete.

5. Article 128 (Assault). An attempt to offer, with unlawful force or violence, and without legal justification or excuse, to do bodily harm to another person, is assault. An offer to do such harm is placing the victim in a reasonable state of fear that force will at once be applied to his person. Examples, which may constitute an assault, would be offers to slap, punch, or kick an Officer Candidate, if it is reasonable to assume the Officer Candidate feared he would be slapped, punched, or kicked.

a. An assault in which an attempt or offer to do such bodily harm is carried out by the infliction of such harm is called a battery. A battery may be defined further as an unlawful and intentional, or culpably negligent application of force to the person of another. Placing one's hands on another for purposes other than attracting his attention or preventing his fall may be a battery. The degree of "harm" necessary to constitute a battery is so slight that almost any offensive touching of the person or clothing of another, either directly or by use of a material object, is a battery. Proof of a battery, no matter how slight, will support a conviction of assault, for an assault is necessarily included in a battery.

b. An assault with a dangerous weapon or an assault in which death or grievous bodily harm may be inflicted is an aggravated assault, also in violation of Article 128. It is not necessary that death or grievous bodily harm actually be inflicted. A piece of wood, boiling water, or a rifle butt could be used to inflict death or grievous bodily harm. Aggravated assault is more serious than simple assault, or assault consummated by a battery, and will ordinarily result in a trial by court martial.

c. Any type of assault by an individual in a senior official position to an Officer Candidate may also be considered as maltreatment in violation of Article 93.

d. All assaults upon Officer Candidates are considered serious and will result in administrative action, non-judicial punishment, or courts martial as the case may warrant.

6. Article 134 (Obstruction of Justice). Obstruction of justice is defined as a corrupt endeavor to impede the due administration of justice. Any effort to alter the testimony of a witness before an investigation hearing or courts martial would be such a corrupt endeavor. Courts martial and Article 15 punishment are an inherent and important part of the military judicial system. They are the tribunals that administer military justice. It is important to the good order and discipline of the armed forces that they in no way be

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influenced improperly by any means, including intimidation of witnesses. It is self evident that courts martial would be unduly hampered and influenced adversely if witnesses were not free to testify without fear of molestation or reprisal. Any suggestion or hint to the Officer Candidates that they should make false statements, or no statements at all, to an investigating officer or courts martial is considered an endeavor to impede the administration of justice. Likewise, any threats of retaliation, coercion, or unlawful inducements are considered such an endeavor. The only advice that may be given an Officer Candidate in these matters is that the Officer Candidate has a duty to testify truthfully and completely on those matters of which the Officer Candidate was a witness and had knowledge.

7. Article 134 (Fraternization). Fraternalization under this article is defined as unlawful involvement of an officer with an enlisted person specifically violating the custom of the accuser's service (that officers shall not fraternize with enlisted members on terms of military equality). Additionally, that the conduct of the accused was prejudicial to the good order and discipline in the armed forces or was of a nature to bring discredit upon the armed forces.

a. The gist of this offense is a violation of the custom of the armed forces against fraternization. The acts and circumstances must be such as to lead a reasonable person experienced in the problems of military leadership to conclude that the good order and discipline of the armed forces has been prejudiced by the tendency of such acts or circumstances. Further, that the acts and circumstances have compromised the respect of enlisted persons for the professionalism, integrity, and the obligations of an officer.

b. Regulations, directives, and orders may also govern conduct between officer and enlisted personnel both service-wide and locally. Adherence to this order is applicable to Staff Noncommissioned and Noncommissioned Officers as well. Situations that invite or give the appearance of familiarity or undue informality among Marines of different grades will be avoided or, if found to exist, corrected. Relationships between officers of different ranks may be similarly covered. Violations of such regulations, directives, or orders may be punishable under Article 92.

c. All relationships between and among the senior and junior personnel of OCS will be professional. While esprit de corps and camaraderie are encouraged, unprofessional familiarity and relationships between seniors and subordinates will not be allowed. The traditional social and professional distinctions among the ranks must be observed. For purposes of training, all Officer Candidates will be referred to as "candidate," "Candidate (last name)," or by his/her last name. Conduct that is prohibited includes, but is not limited to:

- (1) Behavior or remarks that could be construed as having romantic or sexual connotations.
- (2) Discussions by a senior of his or her personal life or problems with personnel of junior grade.
- (3) Non-command sponsored socializing among seniors and subordinates.
- (4) Junior Marines addressing seniors by their first names.

d. The relationship between OCS personnel and Officer Candidates must also be strictly professional. OCS permanent and augment personnel should not initiate social encounters with former Officer Candidates. To this end, officers of OCS will not socialize with students at The Basic School, unless they are invited guests to a Basic School sponsored function. Under no circumstances will Officer Candidates go on liberty with a staff member or be invited to a staff member's quarters.

e. Company staffs will become thoroughly familiar with the current edition of OCSO 5370.1D (Fraternalization) which establishes regulations concerning the conduct of relationships among Officer Candidates.

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**3002. OFFICER CANDIDATES**

a. The Officer Candidates are required to obey all Marine Corps rules and regulations, and are subject to the Uniform Code of Military Justice while at OCS. Officer Candidates are forbidden from engaging in:

1. Personal relationships with enlisted members in any of the armed forces, whether active or reserve component.
2. Socializing with officers and enlisted members of the armed forces (including students at The Basic School) except at command authorized functions.
3. Romantic or sexual relationships with other Officer Candidates while at OCS.

b. Personal relationships include close friendships as well as relationships that are either sexual or romantic in nature. To preclude any perception of preferential treatment, an Officer Candidate who has had professional or personal association with a member of his platoon staff prior to OCS, will be reassigned to another platoon. Personal relationships do not include normal contact between persons related by blood or marriage. Prior approval for contact between Officer Candidates and family members serving in the armed forces is not required. The Company Commander will approve contact between Officer Candidates and close family friends serving in the armed forces when notified in advance by the Officer Candidate via the chain of command.

1. Officer Candidates are prohibited from getting married while at OCS without prior approval of the Commanding Officer, OCS.
2. Company Commanders and section heads will ensure that all OCS personnel are aware of the contents of the Fraternalization Order.
3. Company Commanders will ensure that each Officer Candidate is informed of the contents of the Fraternalization Order prior to the first liberty period. A chit, signed by the Officer Candidate, acknowledging receipt of the Fraternalization Order will be placed in the Candidate's Record Book.
4. All OCS personnel will obey and enforce these regulations. Failure to report a violation of this order may result in disciplinary action.
5. Engagement to and non-professional personal relationships with enlisted members of the armed forces are not permitted after commissioning.

3003. **RESTRICTIONS**. This SOP, OCS orders, lesson plans, and the Candidate Regulations set forth guidance for all personnel. The test of whether a rule is being properly applied is to ask, "What was the purpose for which the rule was made?" The rule is then applied in intent and in spirit. If the purpose for which the rule was made is not served by an action, then the spirit of the rule has been violated. Application of legalistic dissertations on loopholes in regulations does not serve OCS and the Marine Corps. In order to ensure that violation of the above Articles do not occur, the following restrictions are placed on all personnel involved in training, directing, supervising, evaluating, or screening Officer Candidates.

1. All OCS personnel are expressly prohibited from touching the person or clothing of an Officer Candidate, either directly or by use of a material object, except while acting within the scope of their authority for the purpose of:
  - a. Conducting a lawful inspection.
  - b. Examination of person, clothing, or equipment.

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- c. Fitting or correcting the arrangement of clothing or equipment.
  - d. Correcting positions during physical training.
  - e. Correcting the end state of the Officer Candidate's position during close order drill or manual of arms.
  - f. Preventing bodily injury or harm or in the process of administering life-saving steps.
2. When touching an Officer Candidate or equipment for any of the purposes listed above, no person shall come in physical contact to any great extent or with any greater force than is reasonably necessary to accomplish the authorized purpose.
3. OCS Staff personnel will not:
- a. Make statements, gestures, or engage in any action that could be interpreted as racial, gender, or ethnic prejudice or bias.
  - b. Direct racial, gender, or ethnic slurs, comments, or jokes toward an Officer Candidate.
  - c. Communicate with an Officer Candidate in a foreign language because an Officer Candidate (who is an American citizen) has the ethnic physical features of a member of a foreign nation (e.g., Spain, Japan, China, Korea, Mexico, etc.)
  - d. Call an Officer Candidate by a nickname associated with his/her ethnic heritage.
  - e. Prescribe a nickname for a candidate associated with his/her physical appearance or overall performance (e.g. doughboy or run drop).
4. OCS personnel will have no financial or business transactions whatsoever with any Officer Candidates except those transactions specifically authorized in writing by the CO, OCS, and this SOP.
5. OCS personnel will neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial, loan, pledge, bribe, money, or any other objects of value from Officer Candidates.
6. OCS personnel will neither require nor request, either expressly or implicitly, any Officer Candidate to give, lend, or otherwise furnish any cigarettes or other tobacco products, any food or beverages, or any item of clothing or equipment belonging or issued to such Officer Candidate. Nor shall any OCS personnel accept such items if tendered to them by an Officer Candidate.
7. OCS personnel are not authorized to consume any alcoholic beverages during normal working hours, except at an authorized command function (graduation, section party, etc).
8. Neither OCS personnel nor Officer Candidates will engage in any of the following transactions unless specifically authorized in writing:
- a. Holding money, watches, clothing, or other valuables of Officer Candidates.
  - b. Collecting funds from Officer Candidates for any purpose or acting as an agent for one or more Officer Candidates making purchases. It is permissible for staff members to collect money (normally no more than \$3.00 per Officer Candidate) in order to pay postage that may be due on incoming Officer Candidate mail. This money will be collected only from the Officer Candidate who is the intended recipient of such mail.



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c. Without written approval, Officer Candidates may handle money for other Officer Candidates for barbershop payment, PX call purchases, payment for uniform nametape sewing, field meet T-shirts, and field meet meal supplemental purchases only. Candidates will not hold these funds overnight without special security arrangements being made and approved by the Company Commander. OCS personnel will in no way order or imply to Officer Candidates that purchasing field meet OCS T-shirts and field meet meal supplements are required. The following amounts are the **maximum** amounts that Officer Candidates may pay:

(1) Field Meet T-shirt: \$20.00 per Officer Candidate

(2) Field meet meal supplements: \$5.00 per Officer Candidate.

9. OCS personnel will not relate evidence of financial distress or family hardship to any Officer Candidates. Any discovery of money or object of value, found under circumstances indicating that such money or object of value was left by Officer Candidates desiring to make gifts to staff personnel will be reported to the immediate senior commissioned officer.

10. OCS personnel will not use profanity in the presence of Officer Candidates.

11. OCS personnel will not use any tobacco products in the presence of Officer Candidates.

12. OCS personnel will not consume any food or beverage products in the presence of Officer Candidates that the Officer Candidates are not receiving themselves. It is understood that all OCS personnel are on COMRATS and will consume chow that they provide for themselves, this will not take place in the presence of Officer Candidates and all trash products will be removed once consumed.

13. OCS personnel will not use personal electronic devices (cell phones, iPods, etc.) in the presence of Officer Candidates.

14. When entering the field training area, the MARPAT uniform will be worn with sleeves down and no saluting will occur. The field training area begins when entering Training Area 2 or 3 from the Brown Field. Access points into Training Area 2 are defined by the following intersections: Dam Road & Demo Trail and Demo Trail & Sandy Trail. Access into Training Area 3 is defined by the following intersection: Engineer Road & Chosin Trail.

3004. **PUNISHMENT.** The UCMJ provides the only authorized method of punishment for military personnel, including Officer Candidates. No one except the CO, OCS is authorized to administer any punishment to Officer Candidates.

1. Correcting a group of Officer Candidates for individual or collective infractions of rules or failure to learn is expressly prohibited, e.g., "chicken winging" their rifles because of poor manual of arms or directing the entire platoon to conduct "two sheets and a blanket" for one candidate's failure to make his/her rack properly.

2. Supervisory personnel, particularly company staff, are charged with the responsibility to instill in each Officer Candidate proper military discipline and respect for authority. At times, Officer Candidates occasionally exhibit disrespect or act undisciplined. If an Officer Candidate is to be corrected for such actions, it must be done as directed by the UCMJ (e.g., NJP by the CO, OCS). If, however, the Officer Candidate merely needs to be taught self discipline and respect for authority, the only corrective methods authorized for use by personnel other than the CO, OCS are:

a. Verbal reprimand in a professional military manner consistent with General Lejeune's leadership tenet of teachers and students.

b. Personal counseling (documented interview form).

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c. Essays not to exceed 300 written words and written in black ink only. **An Officer Candidate will not be administered more than 2 essays per week.** The staff will be mindful of the time required of an Officer Candidate to properly write an essay when considering the other associated training requirements especially, ensuring an Officer Candidate receives an appropriate amount of sleep. All essays are due on Sunday before liberty ends.

d. Period of instruction to be presented by the Officer Candidate not to exceed 30 minutes. Periods of instructors to be presented by the Officer Candidate may be delivered at the Platoon Commander's discretion during transition training, commander's time, PX/Haircut Calls, and during any other time that does not interfere with previously scheduled training events.

e. Ten push-ups (one count) to an individual Officer Candidate for allowing his/her rifle to hit the deck, even if the Officer Candidate drops more than one rifle in his/her possession at any given time. Ten push-ups may be awarded if the Officer Candidate handles the weapon in an unsafe manner. Ensure push-ups are being conducted in a soft footed area (e.g., asphalt is not permitted).

3005. **HAZING.** Staff personnel are prohibited from ordering Officer Candidates under their charge to participate in activities of initiations or hazing. The definition of hazing is "to oppress, punish, or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horseplay, practical jokes, or tricks, often in the nature of humiliation or painful ordeals." Hazing can also take the form of jokes or comments based on an Officer Candidate's race, ethnic background, religion, gender, age, or national origin. Such actions are unlawful (Federal E.O.C. Law) and preclude a fair chance of evaluation for the Officer Candidate.

1. Listed below are some examples of hazing and harassment that are specifically prohibited. However, this is not an all-inclusive list. Remember that any act is forbidden which degrades, endangers, causes unmilitary action, or is designed for the personal enjoyment of the perpetrator. Some prohibited actions are those which cause Officer Candidates to:

- a. Run unnecessarily up and down ladder wells or in and out of buildings.
- b. Eat paper or any foreign matter not commonly used as food for human consumption. Consume food or beverages in excess of human needs. Consume foodstuffs such as spices or hot sauce in amounts not normally consumed or by methods not normally employed by the average individual.
- c. March or drill with ballast in pockets or packs.
- d. Shower while partially dressed or bathe in water that is uncomfortably hot or cold by design.
- e. Assault other Officer Candidates who enter their formation, participate in "belt lines," or "blanket parties."
- d. Inflict unnecessary pain upon them or collide unnecessarily with physical objects such as running against or beating their heads against bulkheads.
- e. Shave without soap and/or water and/or under a bucket.
- f. Perform physical exercises not authorized for training such as "footlocker drills," "air raid," "Mount Suribachi," and "flood drills."
- g. Perform authorized physical exercises at an unauthorized time or place such as after taps or in the platoon head. All forms of "incentive PT" are unauthorized at OCS except as covered by paragraph 3004.2e.

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- h. Be the object of jokes or comments based on an Officer Candidate's race, ethnic background, religion, gender, age, or national origin.
- i. Be made to perform foolish acts or to be required to go to other staff members conveying jokes or unnecessary messages.
- j. Perform authorized exercises or activities to the point where life or health is endangered, and illness or injury may be reasonably foreseen as a result.
- k. Be "punished" for errors through mock hangings or crucifixions.
- l. Perform degrading acts such as washing their hands in urinals or toilets.
- m. Be segregated from their platoon as an act of punishment.

3006. **CANDIDATE RIGHTS.** Certain rights have been established to ensure Officer Candidates' sound physical and mental health while in training. Supervisory personnel are responsible for the welfare of their Officer Candidates. They will not abridge or deny these rights.

1. Each Company Commander will deliver the Candidate Expectations Brief during Candidate pick-up. Additionally, the training company staff will be present during the commander's brief.
2. All Officer Candidates shall be afforded an equal opportunity to succeed regardless of race, ethnic background, religion, gender, age, or national origin.
3. Candidates will be allowed:
  - a. To receive, at all times, professional military training, leadership evaluation, and medical care without fear of reciprocity and unauthorized incentive training.
  - b. To have uninterrupted sleep during the hours scheduled for sleep except for authorized guard, security duty, fire drills, authorized searches, or quiet waking of individuals for administrative or sanitary reasons.
  - c. To attend sick call for medical and dental treatment as required without being harassed for such attendance.
  - d. To remain in a "no duty" or "light/limited duty" status, as appropriate, while in possession of a valid medical chit. A medical officer must properly authenticate this chit.
  - e. To receive all mail including letters, literature, newspapers, and packages addressed to them on the date delivered.
  - f. To write letters at reasonable times to friends and relatives, and to be allowed sufficient time to do so.
  - g. To maintain privacy of incoming and outgoing written correspondence without censorship or review by company staff personnel. Any circumstances that might cause Officer Candidates to reveal the contents of written correspondence, such as receipt of a letter of indebtedness on which they seek advice, will be treated with the utmost confidentiality. The matters revealed in such correspondence shall not be disclosed to unauthorized personnel.
  - h. To request mast through the chain of command and attend the proceedings in accordance with prescribed procedures.
  - i. To attend divine services of one's faith and to reasonably partake in one's religious practices within the scope authorized by military directives per scheduled training dates and times.

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- j. To attend to personal affairs and administrative matters within a reasonable amount of time.
- k. To speak with the chain of command.
- l. To receive guests under regulations and times prescribed.
- m. To treat one's fellow Officer Candidates with mutual respect, fairness, dignity, compassion, and respect at all times.

3007. **SEXUAL HARASSMENT.** Sexual harassment is a form of discrimination that undermines morale, discipline, and mission readiness, and affects both men and women. Sexual harassment has no place in the Marine Corps. How we treat and care for each other and how we feel about our organizations are vital to mission readiness. Leaders (officer, enlisted, and civilian) are obligated to uphold and protect the dignity of all Marine Corps personnel. Accordingly, all Marine Corps personnel will conduct themselves with honor, courage, and commitment. Likewise, all Marine Corps personnel will be treated with dignity and respect. For further guidance, see MCO 1000.9 on Sexual Harassment. Sexual harassment will not be tolerated at OCS.

3008. **CANDIDATE PROPERTY.** The right of Officer Candidates to lawful ownership of property shall remain inviolate. Any property declared to be contraband by proper authority may be seized inventoried and held for proper disposition.

3009. **PERSONAL SERVITUDE.** No person will cause or permit any Officer Candidate to perform any personal servitude for himself or for any other staff person. For example, the care and cleaning of clothing and equipment, shining shoes, polishing brass, making racks, and other acts of a similar nature.

#### 3010. **HANDLING OF ALLEGATIONS**

1. **Policy.** All violations of this SOP and allegations of offenses involving Officer Candidates regardless of source will be reported immediately to the SgtMaj and CO of OCS.

2. **Procedure.** In the event of any alleged violation of the SOP that deals with an Officer Candidate, the individual reporting the alleged violation will immediately verbally notify the CO, OCS through the chain of command. After normal working hours, the Officer of the Day will be notified. The unit commander will immediately remove the individual or individuals involved from the platoon area and will ensure that no contact occurs between the parties involved or with other members of the unit. Having ascertained the pertinent facts and ensured that the rights and physical safety of all parties are protected, the unit commander will notify the CO, OCS as to the nature of the alleged offense and the action taken to that point. Based upon this preliminary information, the CO, OCS will make a decision regarding further disposition of the case.

3011. **REQUEST MAST.** Procedures are contained in the current edition of NAVMC 1700.23F. Candidates have the right to request mast through their chain of command. However, the CO, OCS will be considered the final authority for purposes of requesting mast. The Officer Candidates will be briefed accordingly in their initial interview with their Platoon Commander.

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equipment will be removed from the possession of the Officer Candidate prior to their evacuation. The Company Commander will ensure that all equipment items are safeguarded until such time as they are either returned to the Officer Candidate or returned to the control of the Supply Officer or Armory as appropriate.

9. Administrative moves are not conditioning hikes and are conducted to move Officer Candidates to or from a training area. The moves will not exceed three miles in distance over the most direct route. The rate of march for administrative moves will not be less than 2.5 miles per hour. Companies may move back from training evolutions in formation no smaller than fire team size. When fire team size units return to the barracks, a member of the platoon staff will be responsible for keeping a head count of returning members. Once the entire platoon is accounted for, a company staff member will verify the count to ensure accuracy. All safety precautions for hikes are equivalent to all administrative moves.

#### 5031. INSPECTION PROCEDURES

1. General. Staff personnel must be keenly aware of the effect they have on Officer Candidates that they inspect. Candidates likewise observe and inspect the inspecting party. Therefore, inspectors must be immaculate in their appearance and professional in their conduct of the inspection. All inspections will be conducted in a positive manner (stressing learning and improvement) and will be progressive in nature by a gradual rising of military standards. Under no circumstances will weapons, equipment, clothing, or bedding be thrown about or disturbed beyond the degree necessary to inspect it.

2. Inspection Uniforms. The Company Commander will prescribe the uniform worn by all personnel when conducting formal inspections. During informal spot inspections, the OCS uniform of the day will be worn.

3. Scheduled Inspections. The Company Commander will publish an inspection schedule prior to the first week of training, covering the entire program and indicating the date, type, and inspectors for each inspection.

a. The authorized inspections are as follows:

- (1) Rifle and personnel.
- (2) Rifle, personnel, wall locker, and footlocker.
- (3) Personnel, garrison equipment, rifle, rack display, wall locker, and footlocker.
- (4) Personnel, field equipment, rifle, wall locker, and footlocker.
- (5) Company Commander's graduation uniform inspection.
- (6) CO, OCS Inspection.
- (7) Platoon Commander's commissioning uniform inspection.

b. Weekly scheduled inspections of rifles, personnel, and wall lockers/foot lockers held on Saturday will be promulgated on the training schedule according to the list of scheduled inspections turned in prior to pick up.

c. Company Commanders are authorized to re-inspect if the scheduled inspection is not satisfactory.

d. Inspections will begin on the Sergeant Instructors level and culminate with an inspection by the CO, OCS. MCO 5060.20 governs the conduct of these inspections. It is the responsibility of all staff members

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to brief their candidate billet holders prior to the first inspection so that they properly understand their duties and responsibilities.

e. During the course of all inspections, 782 gear will be inspected for serviceability and appearance. If an Officer Candidate possesses 782 gear that is unserviceable or presents an unsightly appearance because it is excessively worn or frayed, it will be returned to the Supply Officer for disposal and replaced with a serviceable like item as soon as possible.

f. Officer Candidates' inspections will be recorded on the Inspection Report Form (see Appendix C)

#### 4. Unscheduled Inspections

a. Unscheduled inspections will be held at the Company or Platoon Commander's discretion. They must be held between reveille and taps, and the standards expected should be reasonable.

b. The purpose of unscheduled inspections is to gain insight into an Officer Candidate's motivation, self-discipline, and attention to detail.

c. The platoon staff will hold a minimum of two unscheduled barracks inspections weekly. In addition to the above stated purposes, these inspections also ensure the habitability and cleanliness of the barracks and the security of personal gear and weapons.

d. Personnel inspections may be held prior to chow, rifle inspections may be held during part of a drill period, barracks inspections may be held while the Officer Candidates are in class, and inspection of packs may be held upon arrival at a bivouac area or upon termination of a hike.

5. Commanding Officer, OCS Inspection. The CO, OCS inspection is normally in the final week of training. Procedures for the inspection are provided below:

a. The CO, OCS will receive the report from the Candidate Company Commander, inspect him/her and the guidon bearer, and proceed to the first platoon. The Candidate Company Commander will sling arms and follow the CO throughout the inspection. The Candidate Platoon Commander will keep aware of the CO's progression in order to present the platoon to him and precede him on his inspection. No recorder is required for the CO.

b. With the exception of the Candidate Company Commander, training company billet holders stand the inspection with their respective platoons. Training company billet holders will fall in as the last Officer Candidate in the third squad of their platoon.

c. Company staff members will not normally be present during the inspection. However, the CO, OCS may require any staff member to be present for the inspection. Upon reviewing the results of the detailed inspection, the CO, OCS will provide his comments to the Candidate Company Commander.

d. Uniform and equipment for all Officer Candidates will be prescribed by the CO, OCS but will normally consist of the following:

(1) MARPAT uniform that will be worn for graduation.

(2) Two canteens with green web belt.

(3) Service rifle.

e. The inspection will be conducted either in the company area or in front of the OCS Headquarters by arrangement between the Company Commander and the S-3. In the event of inclement weather, the inspection will be conducted in the squad bays of the company area or in one or more classrooms. The CO

## OCS SOP

### CHAPTER 5

will make the final determination to go indoors and the S-3 will inform the company. The inspection may be performance-weighted depending on the CO's guidance, e.g., a deduction of one to five points on the Officer Candidates final GPA.

6. Other Inspections. Staff personnel, in particular the Company Executive Officer and the Company Gunnery Sergeant, will conduct other inspections necessary for the safety, health, and well being of the Officer Candidates. Such inspections include:

- a. Fire inspections (daily).
- b. Maintenance inspections (weekly).
- c. Police and grounds inspections (weekly).
- d. Safety inspections (weekly).
- e. Barracks inspections (weekly).

#### 7. Weapons Inspection

a. Company Commanders will ensure that the M-16A4 Service Rifle issued to Officer Candidates are inspected by a SNCO or officer shortly after issue. When rifles are returned to the armory, they will again be inspected by a SNCO or an Officer prior to being inspected by the OCS Armorer. The inspection will ensure that:

- (1) The weapon is complete.
- (2) No "metal fatigue" such as hairline crack in receivers; bent, bulged, or cracked bore; or worn and damaged operating parts are present.
- (3) The stock is not split or cracked.
- (4) The weapon is clean and has been properly prepared for turn in.

b. During training, the armory will be notified of all unserviceable or damaged weapons as soon as possible. Arrangements will be made for their repair once an armorer has evaluated the suspected damage.

#### 5032. BASIC DAILY ROUTINE (BDR)

1. Candidates are required to attend all classes unless excused by proper authority. The length of the training day varies according to the training schedule, type of program, and time of the year.
2. Company Commanders will ensure that Officer Candidates are in the proper uniform and that they possess the equipment prescribed by the training schedule. Company Commanders will also ensure that Officer Candidates are stretching during the allotted time just before taps. See Appendix F for the appropriate stretching exercises. These exercises should be duplicated and hung in all squad bays for Officer Candidates to utilize. The typical daily routine for Officer Candidates during a summer cycle is as follows:

Reveille	0500
Co Sick Call	0500
Breakfast	0530-0630
PT/recovery	0630-1000
Classes	1000-1130
Lunch	1130-1230

UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

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UNITED STATES	)	
	)	
v.	)	FINDINGS WORKSHEET
	)	
Marina D. LOPEZ	)	
XXX-XX-8778	)	
Staff Sergeant	)	
U.S. Marine Corps	)	11 May 2011

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[NOTE: After the court members have reached their findings, the President shall strike out all inapplicable language. After the Military Judge has reviewed the worksheet, the President will announce the findings by reading the remaining language. The President will not read the language in bold print.]

Staff Sergeant Marina D. Lopez, U.S. Marine Corps, this special court-martial finds you:

**I. IN THE CASE OF COMPLETE ACQUITTAL ANNOUNCE:**

Of the charges and specifications thereunder: NOT GUILTY

OR

**II. IN THE CASE OF COMPLETE CONVICTION ANNOUNCE:**

Of the charges and specifications thereunder: GUILTY

OR

**III. MIXED FINDINGS, FINDINGS BY EXCEPTIONS AND SUBSTITUTIONS,  
OR FINDING OF GUILT FOR A LESSER INCLUDED OFFENSE**

Use this part of the findings worksheet: (1) if you find the Accused guilty of some, but not all the Specifications, and/or (2) if you find the Accused guilty of a Specification, but need to make a minor variation to the language used in the Specification. Circle or check the appropriate findings in parentheses and strike out those that do not apply. Without reading the language in bold out loud, the President shall announce:



**Charge I and its sole Specification**

Of charge I and its sole Specification:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)  
Of the substituted word(s): (GUILTY)  
Of the Charge: (GUILTY)

**Charge II and Specification 1**

Of charge II and specification 1:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)  
Of the substituted word(s): (GUILTY)  
Of the Charge: (GUILTY)

**Charge II and Specification 2**

Of charge II and specification 2:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 3**

Of charge II and specification 3:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 4**

Of charge II and specification 4:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 5**

Of charge II and specification 5:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 6**

Of charge II and specification 6:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 7**

Of charge II and specification 7:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 8**

Of charge II and specification 8:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_,  
\_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 9**

Of charge II and specification 9:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)

Of the substituted word(s): (GUILTY)

Of the Charge: (GUILTY)

**Charge II and Specification 10**

Of charge II and specification 10:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)  
Of the substituted word(s): (GUILTY)  
Of the Charge: (GUILTY)

**Charge II and Specification 11**

Of charge II and specification 11:

(NOT GUILTY) / (GUILTY)

**OR, if a minor variation to the language in the Specification is necessary**

GUILTY, except the word(s):

" \_\_\_\_\_, " and

Substituting therefore the word(s):

" \_\_\_\_\_, " and

Of the excepted word(s): (NOT GUILTY)  
Of the substituted word(s): (GUILTY)  
Of the Charge: (GUILTY)

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President's Signature

Date

UNITED STATES NAVY-MARINE CORPS TRIAL JUDICIARY  
NORTHERN JUDICIAL CIRCUIT  
SPECIAL COURT MARTIAL

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UNITED STATES	)	
	)	
v.	)	SENTENCING WORKSHEET
	)	
Marina D. LOPEZ	)	
XXX-XX-8778	)	
Staff Sergeant	)	
U.S. Marine Corps	)	11 May 2011

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**[NOTE: After the members have reached their findings, the President shall strike out all inapplicable language. After the Military Judge has reviewed the worksheet, the President will announce the findings by reading the remaining language. The President will not read the language in bold or italicized print.]**

Staff Sergeant Marina D. Lopez, U.S. Marine Corps, this special court-martial sentences you:

**[IN THE CASE OF NO PUNISHMENT:]**

1. To no punishment.

**[IN THE CASE OF REPRIMAND:]**

2. To be reprimanded.

**[IN THE CASE OF FINE AND/OR FORFEITURES:]**

3. To forfeit \$ \_\_\_\_\_ pay per month for \_\_\_\_\_ (months).

**[IN THE CASE OF REDUCTION IN RANK:]**

4. To be reduced in rank to pay grade \_\_\_\_\_.

**[IN THE CASE OF RESTRAINT:]**

5. To be restricted for \_\_\_\_\_ (days) (months) [*Not to exceed 60 days*]
6. To perform hard labor, without confinement for \_\_\_\_\_ (days) (months) [*Not to exceed 3 months*]
7. To be confined for \_\_\_\_\_ (days) (months) [*Not to exceed 12 months*]

**[IN THE CASE OF PUNITIVE DISCHARGE:]**

8. To receive a Bad Conduct Discharge from the service.

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President's Signature

Date