

Two (2) forms are required for your MCEN to be processed:

- (1) New MCEN DD 2875
- (2) USMC User Agreement Addendum

How to Save

Download SAAR:

1. Click on link 'Updated SAAR'
2. It will load as New MCEN DD2875
3. Save 'New MCEN DD2875' file to computer
4. Click on the saved file, click enable all features and fill out information
5. Email to SMB_HQMC_BOARD_OPS@usmc.mil

Download USMC User Agreement Addendum:

1. Click on link 'USMC User Agreement Addendum'
2. It will load as 'USMC User Agreement Addendum'
3. Save 'USMC User Agreement Addendum' file to computer
4. Click on the saved file and fill out information
5. Email to SMB_HQMC_BOARD_OPS@usmc.mil