

UTC Template E-mail for Scheduling an IC

To schedule an IC appointment, please copy & paste the following information and documents into an e-mail and send it to the OMB for the location you would like the IC scheduled (Camp Lejeune- clc@usmc.mil or New River- nric@usmc.mil).

Title the e-mail: IC for _____ **SM's Name** **Example:** IC for Jackson Smith

SM's First Name & Last Name:

SM's EDIPI:

SM's EAS:

SM's Personal E-mail Address:

****IC appointment information will be sent to this e-mail; ensure the SM checks this e-mail regularly****

SM's Work E-mail Address:

****IC appointment information will be sent to this e-mail as well if it's provided**

SM's Cell Phone Number:

SM's Work Number:

SM's NON-availability for the next 2 weeks:

****We will avoid scheduling an IC during the dates & times indicated****

The following documents **MUST BE** completed AND attached to the e-mail for an IC to be scheduled:

1. **Completed self-assessment** (NAVMC 17031)
2. **Proof of ROOB completion** (except for retirees)
3. **Completed & signed** (by a qualified UTC) **365 checklist**

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Next steps:

1. A calendar invite will be sent to you and the SM with the IC appointment information
2. If the SM needs to cancel or reschedule the IC, the SM should reach out directly to the person who scheduled the IC appointment
3. If your template is incomplete or the attachments are missing/wrong, you will receive a denial e-mail. You must make the necessary corrections and submit a new request.